

Continuing professional development for renewal of electrical licences

Effective from 1 July 2022

Policy

About this policy

From 1 July 2023, if you are a licensed electrical worker in Victoria, you must have completed the applicable continuing professional development (CPD) to be eligible to renew your licence. CPD is the means by which you can maintain, improve, broaden and enhance your skills, knowledge and competence for the electrical trade. In certain circumstances you may be entitled to an exemption from the CPD requirements, or you may be eligible for additional time to complete your CPD.

This policy gives general information about the CPD requirements and outlines our approach to licence renewal applications, including granting CPD exemptions and extensions. This policy does not apply to applicants wanting to obtain a Victorian electrical licence for the first time as different requirements apply in those circumstances (see [Where to get more information](#)).

Background

If you are a licensed electrical worker in Victoria, you need to renew your licence under the [Electricity Safety Act 1998 \(Vic\)](#) and the [Electricity Safety \(Registration and Licensing\) Regulations 2020](#) at least every five years. From 1 July 2023, you also need to complete CPD prior to renewing your licence, including where your licence was cancelled because you had not renewed it before it expired.

CPD requirements

CPD is intended to ensure that you maintain, improve, broaden and enhance your skills, knowledge and competence by staying up to date with safety, regulatory, technical and other developments relevant to the electrical trade. As shown in table 1, CPD requirements are being introduced in stages over several years:

- **Skills Maintenance**—aimed at refreshing your current skills with a focus on new or changed industry requirements, and improving safety for workers and the community. Courses began in 2022, and CPD requirements apply to licence renewals from 2023 (from 2026 for Lineworker Licence). Skills Maintenance needs to be completed in the 2 years immediately before renewal.
- **Skills Development**—aimed at developing and enhancing your knowledge and skills in new or emerging areas of interest relevant to the electrical trade. Courses began in 2023, and CPD requirements apply to licence renewals from 2028. Skills Development needs to be completed at any time in the 5 years since the previous renewal.

Additional information about Skills Development will be provided once the details are finalised.

Table 1: CPD requirements for electrical licences renewal from 2023, unless otherwise indicated

Licence type	Skills Maintenance	Skills Development
Electrician Licence	✓	✓ (from 2028)
Electrical Inspector Licence	✓	✓ (from 2028)
Electrician (Supervised) Licence	✓	✓ (from 2028)
Switchgear Licence	✓	✓ (from 2028)

Licence type	Skills Maintenance	Skills Development
Restricted Electrical Licence	✓	✗
Lineworker Licence	✓ (from 2026)	✗

Actions we can take

If you have not completed the applicable CPD prior to renewal, regulation 35(9) of the [Electricity Safety \(Registration and Licensing\) Regulations 2020](#) allows us to:

- refuse to renew your licence;
- renew your licence with a condition that requires you to complete the applicable CPD within a specified period not exceeding 12 months; or
- renew your licence without conditions if we consider it is not appropriate or necessary for you to complete the applicable CPD for any reason.

Section 41 of the [Electricity Safety Act 1998 \(Vic\)](#) also allows us to impose conditions, suspend or cancel your licence if, following an inquiry, we are satisfied that proper cause exists. For example, if we are satisfied that you have failed to comply with a condition on your licence that requires you to complete CPD within a specified timeframe.

Policy on electrical licence renewals

It is your responsibility to ensure your electrical licence is renewed before it expires, and that you have completed the applicable CPD or obtained a [CPD exemption](#) prior to renewal.

CPD has been completed

Training providers will tell us when you complete your CPD, and this will be automatically recorded in your profile in [ESVConnect](#), our online licensing system. Therefore, if you have completed your CPD, you can renew your licence as follows:

- If your licence is **current or expired by less than 2 weeks**, you can complete your renewal application by logging into [ESVConnect](#).
- If your licence is **expired by more than 2 weeks but less than 5 years**, you will need to complete a Reinstatement Form and email it along with any relevant information to licensing@energysafe.vic.gov.au, or by post to:

Licensing Department
PO Box 262
Collins St West VIC 8007

If your licence is **expired by more than 5 years**, you cannot renew it by completing CPD. You must complete the assessments required of applicants wanting to obtain an electrical licence for the first time (see [Where to get more information](#)).

CPD has not been completed

If you have not completed your CPD, and you have not obtained a [CPD exemption](#), we will refuse to renew your licence until you complete the applicable CPD unless [transitional arrangements](#) or [special circumstances](#) apply.

CPD exemptions

You may be eligible for an exemption from all or some of the CPD requirements if you have completed an activity that we accept as being equivalent to the applicable CPD, or you have added a class to your licence

shortly before renewal. We will only grant exemptions in limited circumstances, which we will assess on a case-by-case basis.

Activities or circumstances that may be eligible for an exemption include, but are not limited to:

- Completion of the 'CPD Train the Trainer' course at any time, and delivering skills maintenance CPD at the minimum frequency as outlined in table 2 in the 2 years immediately before licence renewal.
- Completion of independent licensing assessments in the 2 years immediately before licence renewal as follows:
 - Electricians who have completed the Licensed Electricians Assessment in its entirety, which includes the Licensed Electricians Theory, the Licensed Electricians Practical, and the Safe Working Practice assessments.
 - Holders of a Class G or L electrical inspector licence who have completed the G class independent assessments in their entirety, which includes the G Class Theory, the G Class Practical, and the Safe to Approach.
- Completion of courses that are substantially similar to the applicable CPD, such as those that may apply from time to time for electrical licences in another state or territory.
- Adding a class to your licence in the 2 years immediately before licence renewal. Any exemption granted will only be for CPD related to the class that was added, not for CPD related to existing classes.

Table 2: Minimum frequency required for obtaining 'CPD Trainer' exemption

Licence type	Course code	Minimum frequency
Electrician Licence	CPDSM-A	5 occasions
Electrical Inspector Licence	Class G, CPDSM-LEI-G	2 occasions
	Class H, CPDSM-LEI-H	1 occasion
	Class V, CPDSM-LEI-V	1 occasion
	Class M, CPDSM-LEI-M	1 occasion
	Class RE, CPDSM-LEI-RE	1 occasion
Electrician (Supervised) Licence	N/A	N/A
Switchgear Licence	CPDSM-SW	1 occasion
Restricted Electrical Licence	Class 1, CPDSM-REL-C1	5 occasions
Lineworker Licence	To be confirmed	To be confirmed

How to request an exemption

You can request an exemption up to one year prior to your licence expiry date. To request an exemption, you need to log into [ESVConnect](#) and lodge a request via the 'Apply for a CPD Exemption' button on your licence profile. Complete the application and attach any supporting documentation before submitting the request. You will receive a confirmation email from [ESVConnect](#) once the request is successfully lodged.

We aim to advise you of the outcome of your request within 21 days.

If you are granted an exemption, we will update your profile in [ESVConnect](#) so that you can renew your licence as if you had completed the applicable CPD (see [CPD has been completed](#)).

Transitional arrangements

If your electrical licence is due for renewal between 1 July 2023 and 30 June 2024, we will give you additional time to complete the applicable CPD upon request. This is to ensure that all licensed electrical workers have at least two years to complete their CPD following the training becoming available. For example, we may grant an additional 12 months for renewals due in July 2023, and an additional 6 months for renewals due in January 2024.

You will be able to request an extension under the transitional arrangements through [ESVConnect](#).

We aim to advise you of the outcome of your request within 21 days.

If you are granted an extension, we will typically renew your licence for the usual 5 years but with a condition that you must complete the applicable CPD within a specified timeframe of up to 12 months. If you do not complete the applicable CPD within the specified timeframe, we may suspend or cancel your licence until you do, unless special circumstances apply (see [Special circumstances](#)).

Special circumstances

If you experience difficulty completing the applicable CPD due to professional or personal circumstances, you may be eligible for additional time. We will only grant extensions in limited circumstances, which we will assess on a case-by-case basis.

Professional or personal circumstances that may be eligible for additional time include, but are not limited to:

- Physical or mental illness, injury or disability
- Pregnancy or parental leave
- Carer's leave
- Loss or bereavement
- Domestic or family violence leave
- Gender affirmation leave
- Living or working outside Victoria
- Military deployment, including Reservists
- Other circumstances beyond your control (e.g. natural disaster, including response or recovery)

As a general principle, living and/or working in remote locations (within Victoria) or financial hardship are not adequate grounds for an extension. CPD is available from a range of metropolitan and major regional centres across Victoria, and should be available during evenings and weekends for anyone unable to attend during normal business hours. Additionally, the Victorian Government has committed that no licence holder will need to pay for their course for the first round of licence renewals.

How to request an extension

You can request an extension at the same time as your licence renewal. Your licence can be renewed up to 90 days before its expiry date. To request an extension, you need to log into [ESVConnect](#) and lodge your renewal application via the 'Renew Licence' button on your licence profile. Complete the renewal application and ensure that you provide the details of your extension request and attach supporting documentation before submitting the application. You will receive a confirmation email from [ESVConnect](#) once the renewal application is successfully lodged.

We aim to advise you of the outcome of your request within 21 days.

If you are granted an extension, we will typically renew your licence for the usual 5 years but with a condition that you must complete the applicable CPD within a specified timeframe of up to 12 months. If you do not complete the applicable CPD within the specified timeframe, we may suspend or cancel your licence until you do, unless special circumstances continue to apply. If special circumstances continue to apply, you will need to make a request for a further extension.

Further extension requests

We generally apply a higher threshold for further extension requests given the length of time you have had to complete the required CPD and its purpose to keep you, other workers and communities safer. For example, it is generally not adequate grounds to obtain a further extension on the basis that you live or work outside Victoria. If you require a licence to continue working interstate, you should either apply for the equivalent licence in that state or complete the required CPD to retain your Victorian licence.

Concerns or complaints

We are committed to fair and equitable outcomes. If you are concerned about the CPD requirements, or wish to make a complaint, please complete our complaints form available at www.esv.vic.gov.au/about-esv/contact-us/make-complaint-or-report-safety-concern/ or contact our complaints coordinator as follows:

Phone: (03) 9203 9700

Email: complaints@energysafe.vic.gov.au

Where to get more information

It is important that you understand your responsibilities. If you need further information about the CPD requirements, please visit our website at www.esv.vic.gov.au/licensing-coes/licence-training-assessments/cpd.

If you need further information about licensing, please visit our website at www.esv.vic.gov.au/about-esv/faqs/electrical-licences/ or contact our licensing department as follows:

Phone: 1800 815 721 (free call)

Email: licensing@energysafe.vic.gov.au

Who we are

We are Victoria's safety regulator for electricity, gas and pipelines.

Our role is to ensure that Victorian gas and electricity industries are safe and meet community expectations. We are also responsible for licensing and registering electricians, and educating the community about energy safety.

More information is available on our website at www.esv.vic.gov.au

Disclaimer

This document does not constitute legal advice. We encourage you to seek your own legal advice to find out how the Acts, regulations and other applicable laws apply to you. It is your responsibility to make the relevant enquiries and ensure that you understand your responsibilities.