

Application form

Special Consideration for Electrical Licensing Assessments

Updated: October 2021

To apply for Special Consideration for an Electrical Licensing Assessment, complete and return this form to Energy Safe Victoria (ESV). Only applicants eligible to sit an assessment may apply.

Special consideration applications must be made in line with the [Special Consideration for Electrical Licence Assessments policy](#).

Application Process

1. Complete the application form below.
2. Email the completed form, together with relevant supporting evidence to assessmentaudit@energysafe.vic.gov.au
3. ESV will acknowledge receipt of the application.
4. ESV may request further information from the applicant if required.
5. ESV shall process the application and provide a decision to the applicant within ten (10) business days from receipt of the fully completed application and required supporting evidence. Only applications with the required supporting evidence can be processed.
6. Applicants will be advised via email or in writing of the outcome of their application.

Applicant details

Name	
Email	
Phone number	

Assessment details

Which Licensing Assessment/s are you applying for Special Consideration to be applied to? (check relevant box/es)	<input type="checkbox"/> LET <input type="checkbox"/> LEP <input type="checkbox"/> SWP <input type="checkbox"/> REL Class 2 <input type="checkbox"/> REL Class 1	<input type="checkbox"/> LEI Theory <input type="checkbox"/> LEI G Practical <input type="checkbox"/> LEI Safe Approach <input type="checkbox"/> Switchgear Licence Practical
Intended Assessment Venue (Please advise where you intend to attempt the Licensing Assessment/s.)	<input type="checkbox"/> Venue: _____ <input type="checkbox"/> Unsure	

Category of Special Consideration

Which category of Special Consideration are you applying for?	<input type="checkbox"/> Extenuating circumstances - complete Section One <input type="checkbox"/> English as an additional language (EAL) - complete Section Two <input type="checkbox"/> Medical or disability - complete Section Three
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Fill out the sections below, relevant to the category you are applying for.

Section One: Extenuating Circumstances

What are the extenuating circumstances?	
How do the extenuating circumstances impact your capacity to complete the relevant licensing assessment?	
Before applying for special consideration, complete the tasks on the right and provide evidence of each point.	<input type="checkbox"/> Attempted the assessment at least once <input type="checkbox"/> Achieved a mark of at least 50% or more <input type="checkbox"/> Obtained a letter from your Registered Training Organisation (RTO) or tutor supporting the application <input type="checkbox"/> Completed the applicable review process with the relevant assessment body based on your most recent attempt; and <input type="checkbox"/> Attended a course of training or tutorial for the relevant assessment.

Section Two: English as an additional language – Offshore Technical Skills Record (OTSR) Pathway

Applicants with English as an additional language who have a contract of training under an Australian apprenticeship in an electrical trade are required to apply for Special Consideration under the extenuating circumstances pathway listed above.

Applicants with English as an additional language who are eligible to sit the licensing assessment via the overseas trade recognition pathway may apply for Special Consideration on the basis of having English as an additional language.

Before applying for special consideration on the basis of English as an additional language, complete the tasks on the right and provide evidence of each point.	<input type="checkbox"/> Completed the 'Minimum Australian Context Gap course' and <input type="checkbox"/> Obtained a letter from your Registered Training Organisation (RTO) or tutor supporting your application, and verifying your language difficulties.
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Section Three: Medical or disability

Special consideration on medical or disability grounds may be considered for all licensing assessments.

Allowances may include the granting of extra time, solo assessments, or other assistance as deemed necessary.

Before applying for special consideration on the basis of medical or disability grounds, ensure you have:	<input type="checkbox"/> Obtained a letter of support from a medical practitioner, including a recommendation of the special consideration allowance required.
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All applicants must complete the following sections Four and Five

Section Four: Special Consideration Requirements

Describe what Special Consideration you require:

Section Five: Further Information

Include evidence of your eligibility to sit the assessment, and add any further information you feel may be relevant to support your application for Special Consideration:

Continued on next page.

Privacy statement

ESV collects your personal information for the purpose of processing your application for special consideration. The supporting evidence and documents included or provided with the application may include or relate to your health information. ESV collects your health information solely for the purpose of assessing your application.

The assessment venue conducting your licensing assessment may request ESV disclose your information to enable the venue to make reasonable and suitable adjustments for the conduct of the assessment. If requested, ESV may disclose the reason for your application and any supporting information you have provided (including any relevant health information), to the assessment venue for that purpose.

All information and documents provided with this application will be managed in accordance with ESV's Privacy and Data Security Policy. You may contact ESV's Privacy Officer on 03 9203 9700 or at privacy@energysafe.vic.gov.au if you have queries about the way in which ESV manages your personal or health information, or if you wish to access the information that ESV holds about you.

Consent to release information

I acknowledge that I have read and understood the privacy statement above.

(Please check the boxes below)

I consent to ESV collecting my information, (including health information, if any) included in this application or in documents I have provided in support of this application.

I consent to ESV disclosing the reason for my application, and any relevant supporting information I have provided (including any relevant health information), to the assessment venue conducting my licensing assessment.

If you do not consent to releasing information, ESV may be unable to assess your application.

Your signature	
Date	