



Guideline for Interstate Trade Workers

This Guideline has been developed by the Victorian Electricity Supply Industry (VESI) Skills and Training Reference Committee to provide guidance to employers, employees and Network Operators for engaging interstate trade workers in to the VESI

*In the Victorian
Electricity Supply
Industry*

November 2014

DATE	VERSION	AMENDMENT	NAME
Nov 2014	1		VESI STRC

COPYRIGHT ©2013

Copyright of this material is jointly owned by the Victorian Electricity Distribution and Transmission Businesses. All rights reserved. No part of this work may be reproduced or copied in any form or by any means (graphic, electronic or mechanical, including photocopying, recording, taping, or information retrieval systems) without the written permission of the copyright owner.

Table of Contents

1.	Introduction	3
2.	Purpose.....	3
3.	Scope	3
4.	Responsibilities	3
	Employer.....	3
	Network Operator	3
	Training Provider / RTO.....	4
	Employee.....	4
5.	Requirements.....	4
6.	Employer Requirements	5
	HV Live work	5
	Supervision.....	5
	Recognition of Prior Training	5
7.	Continuous Improvement of this Guideline.....	5
	Appendix 1 – Process Flow	6
	Appendix 1 – Electives (Competency Standard Units).....	7

1. Introduction

This Guideline has been developed by the Victorian Electricity Supply Industry (VESI) Skills & Training Reference Committee (STRC) to provide guidance on the process for engaging interstate trained workers to undertake works on VESI networks.

In the VESI, we support portability of workers through recognition of national qualifications (or equivalent), National Competency Standard Units, the use of the Australian ESI Skills Passport and the application of national guidelines and standards e.g. Australian Standards and ENA Guidelines.

2. Purpose

The purpose of this Guideline is to describe the minimum requirements for interstate trained workers to work on Victorian Network Operator assets.

3. Scope

This Guideline applies to Network Operators and Employers when engaging trade workers from interstate to be employed in Victoria from the 1st October 2014 for the following roles:

- Cable Jointer
- Lineworker – Distribution
- Lineworker – Transmission
- Substation Electrical Fitter

For other VESI specific roles, please refer to your Network Operator.

4. Responsibilities

Employer

- Ensure that employees meet the requirements of this Guideline
- Engage Training Provider / RTO, as appropriate
- Shall take all reasonable steps to ensure supervision (if required) is carried out by a person that is competent to carry out the work
- Maintain Training Records
- If applicable, apply for Registration as a Lineworker to the Network Operator
- Ensure that the employee has been issued with an Australian ESI Skills Passport
- Provide application to Network Operator with all training documentation in accordance with VESI Skills and Training Matrix, work history, Construction Induction Card and other appropriate evidence

Network Operator

- Review applicant for applicability to work on the Network
- Check that the Australian ESI Skills Passport details are correct in the National Passport Database and check for a flag

- If applicable, endorse Registration as a Lineworker and forward to the Registrar – ESV for processing

Training Provider / RTO

- Deliver training in accordance with this Guideline

Employee

- Provide evidence of qualification, current refresher training, current licences, passport, construction induction card and work history
- Only undertake tasks which they are currently deemed competent and applicable to their role

5. Requirements

The following is required for interstate trained workers who commence duties in the trade roles listed in Section 3 Scope of this Guideline.

The minimum evidence required shall include:

- Verification of a trade qualification that shall meet the requirements as per the VESI Skills and Training Guideline and Matrix.
- A work history that shall describe at least 10 years of work including dates of employment, experience and job role (Note: or work history for period of employment if less than 10 years).

In order to obtain a qualification, an interstate Trade Worker may have undertaken different Competency electives, to those undertaken by Victorian trained Trade Workers. The electives for each trade are listed in Attachment 2.

Where there are differences in electives identified, (e.g. metering for a Lineworker) training in that competency is to be undertaken and shall be provided by an RTO. The RTO engaged shall have the competency under their Scope of Registration and subsequently issue a Statement of Attainment. This evidence shall be provided to the Network Operator.

The Network Operator may provide assistance with the verification of competency electives.

The Interstate worker shall then be trained in their role requirements of the VESI Skill & Training Guideline and Matrix. The practical component of the training shall be completed on VESI Network construction standard structures to assist in familiarisation with Victorian assets.

On the successful submission of all evidence the interstate worker shall be inducted into the Network prior to commencing work.

The process outlined within Attachment 1 defines the minimum requirements for entry into the VESI.

Notes:

For Interstate workers re-entering the workforce after an extended absence (> than 5 years) please refer to the Re-entry Guideline for Workers in the VESI.

Overseas trained workers who have been working interstate since July 1 2011 will be required to meet the VESI Guideline for Overseas Workers.

6. Employer Requirements

The Employer shall have a process to safely manage Interstate trained workers whilst gaining experience in the VESI. The Process shall include but may not be limited to:

- Recording of evidence of a trade qualification and work history
- Identifying and completing the Competency elective gaps between the previous states qualification e.g. metering, LV Switching, Neutral Supply Testing, if applicable
- Identifying and completing the training gaps to comply with the role requirements of the VESI Skills and Training matrix
- The method under which the new workers will be integrated into the existing workforce
- The audit regime that will be implemented to ensure safety and work quality standards are understood and met
- Induction processes for new employees
- Regulatory Licensing where relevant
- Registration as a Lineworker, when relevant
- Supervision arrangements for an initial period of time dependant on experience and exposure to tasks
- Where applicable, supervision of Interstate workers may be required when undertaking work associated with the VESI Installation Supply Connection Tests & Procedures manual.

HV Live work

Where an Interstate Lineworker has undertaken HV Live work, the training held shall be to the applicable Australian National Competency Standard Unit. The employer is to verify the record of this training. The Lineworker is required to undertake the familiarisation with VESI and Network Operator HV Live work Procedures. Practical assessments should be undertaken on VESI Network Operator assets. Where training has not been to the national standard, the HV live worker shall be assessed by an RTO to the equivalent national competency standard unit.

Supervision

The employer shall consider if supervision is required, for what period of time and at what level. The supervision required will differ for each worker based on experience and exposure to tasks.

Recognition of Prior Training

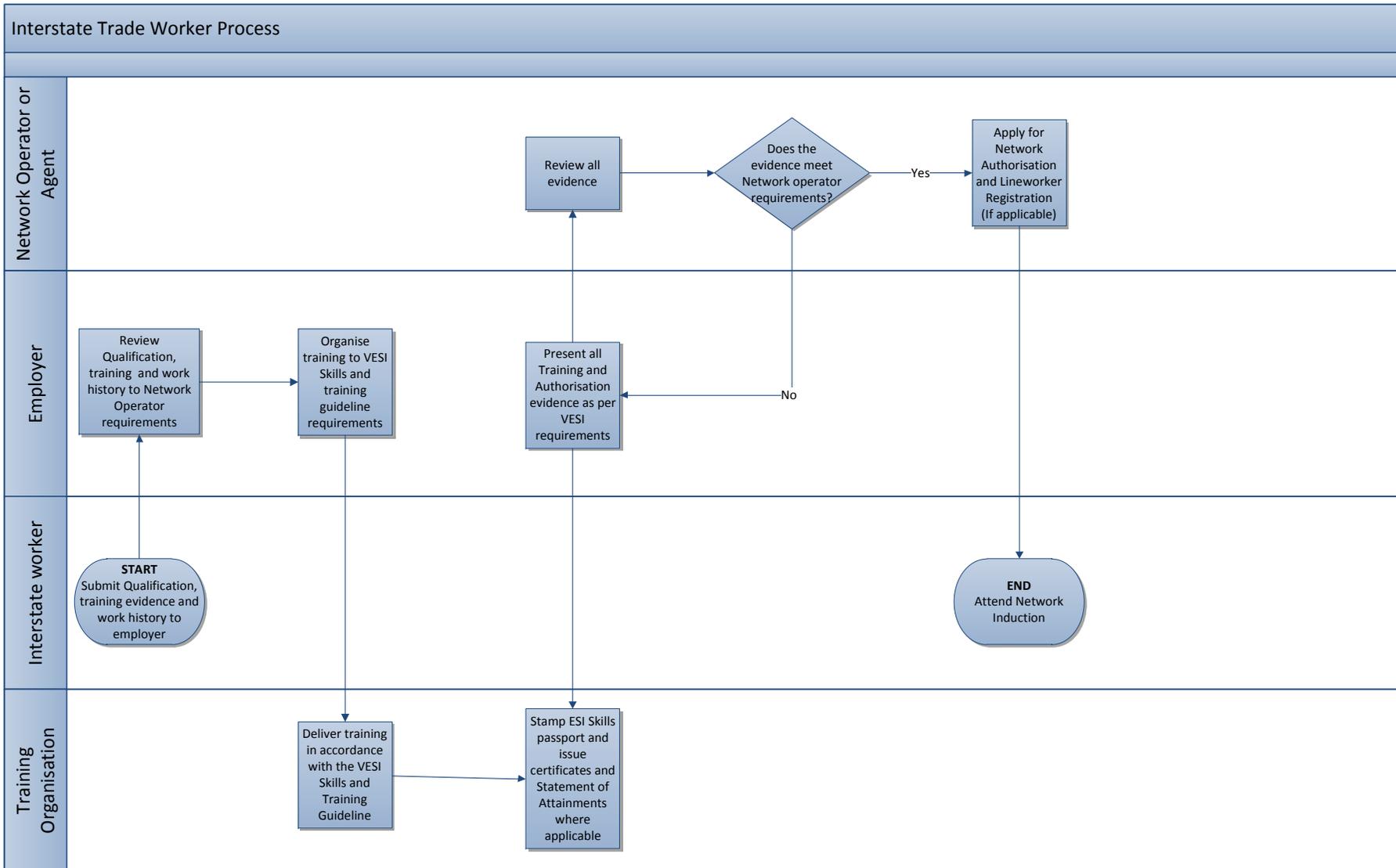
There are situations where an interstate trained worker has previously been assessed as competent and/or authorised to undertake certain activities interstate however the legislation and/or equipment used may differ in Victoria. In these circumstances, the employer is to arrange gap training and familiarisation in relevant equipment/works practices.

7. Continuous Improvement of this Guideline

Suggestions for improvement to this Guideline can be submitted via the Contact Us link on the VESI Skills and Training webpage. Suggestions will be considered by the STRC.

Any changes to this document can only be made by consensus agreement between the Network Operators.

Appendix 1 – Process Flow



Appendix 1 – Electives (Competency Standard Units)

- Cable Joiner
 - Joint and maintain energised low voltage underground polymeric (UETTDRCJ28A)
 - Perform straight through high voltage paper insulated to polymeric transition joint (UETTDRCJ25A)
 - Locate faults in power system underground power cables (UETTDRIS58A)
 - Perform low voltage field switching operation to a given schedule (UETTDRIS43A)
 - Inspect overhead poles/structures and electrical apparatus (UETTDRDP11A)

- Lineworker – Distribution
 - Install and maintain power system public lighting (UETTDRIS53A)
 - Install and replace power system energy meters and associated equipment (UETTDRIS60A)
 - Perform low voltage field switching operation to a given schedule (UETTDRIS43A)
 - Install and maintain low voltage underground services (UETTDRIS55A)

- Lineworker – Transmission
 - Refer to Network Operator

- Substation Electrical Fitter
 - Refer to Network Operator