



Guideline for Interstate and Overseas Qualified workers and workers re-entering the workforce

This guideline has been developed by the Victorian Electricity Supply Industry (VESI) Skills and Training Reference Committee (STRC)

*In the Victorian
Electricity Supply
Industry*

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Contents

1	<u>INTRODUCTION</u>	3
2	<u>PURPOSE</u>	3
3	<u>SCOPE</u>	3
4	<u>RESPONSIBILITIES</u>	3
4.1	<u>Employer</u>	3
4.2	<u>Worker</u>	4
4.3	<u>Training Provider / Registered Training Organisation (RTO)</u>	4
4.4	<u>Network Operator</u>	4
5	<u>QUALIFICATIONS</u>	4
5.1	<u>Qualification Electives</u>	5
5.1.1	<u>Cable Joints</u> 5	
5.1.2	<u>Lineworker Distribution</u> 5	
5.1.3	<u>Lineworker Transmission</u> 5	
6	<u>LICENSING</u>	5
6.1	<u>Electrical Licencing</u>	5
6.2	<u>High Risk Work Licencing</u>	5
7	<u>SUPERVISION</u>	6
8	<u>LINeworker RIGGING EXEMPTION</u>	6
9	<u>SPECIFIC ENTRY PATHWAY REQUIREMENTS</u>	6
9.1	<u>Interstate workers</u>	6
9.1.1	<u>Elective Units of Competence</u> 7	
9.1.2	<u>Employer Requirements</u> 7	
9.1.3	<u>VESI training requirements for specific national competencies</u> 8	
9.1.4	<u>Task Book</u> 8	
9.1.5	<u>HV Live Work</u> 8	
9.2	<u>Overseas workers</u>	8
9.2.1	<u>HV Live Line work</u> 9	
9.2.2	<u>Supervision</u> 9	
9.3	<u>Qualified workers re-entering the VESI after an extended absence</u>	10
9.3.1	<u>Supervision</u> 10	
10	<u>CONTINUOUS IMPROVEMENT</u>	11
11	<u>DEFINITIONS</u>	11
	<u>ATTACHMENT 1 - TASK BOOKS</u>	14

1 Introduction

This guideline has been developed by the Victorian Electricity Supply Industry (VESI) Skills & Training Reference Committee (STRC) to provide guidance on the entry pathway for engaging qualified workers:

- from interstate
- from overseas
- re-entering the VESI after an extended absence

In the VESI, we support the portability of workers through recognition of national qualifications (or previous equivalents), national competency standard units, the use of the ESI Worker system and the application of national guidelines and standards.

2 Purpose

The purpose of this guideline is to describe the minimum requirements for interstate, overseas and the re-entry of qualified workers to work on Victorian Networks and includes:

- providing an agreed standard common to all VESI Network Operators
- specifying the minimum qualification and elective unit requirements for access to the VESI Networks

3 Scope

This guideline applies to the following work roles:

- Cable Jointer
- Lineworker - Distribution
- Lineworker - Transmission
- Substation Electrician / Fitter

For other VESI specific roles (e.g. Tester Terminal & Zone Substations, Asset Inspection, Vegetation management) please refer to your Network Operator.

4 Responsibilities

The following responsibilities are outlined for each stakeholder category:

4.1 Employer

- Ensure that workers meet the requirements of this guideline
- Undertake a gap assessment of worker's training and qualification records
- Ensure all training and inductions are in accordance with the applicable role in the VESI Skills & Training Matrix, and all evidence has been entered into the ESI Worker system
- Engage a Training Provider / Registered Training Organisation (RTO), as required
- Maintain training records
- Arrange access to a VESI Network to undertake practical assessments and/or on-the-job training

- Apply to ESV for an Electrical licence, as required
- Shall arrange for the worker to be approved by the applicable Network Operator prior to commencing work.
- Shall ensure supervision (if required) is carried out by a trade worker that is qualified, licensed (if applicable) and competent to carry out the work
- Ensure the worker has been familiarised in the VESI work practices and procedures relevant to the role e.g. Field Worker Handbook
- Ensure the worker has been familiarised in the organisation's practices and procedures relevant to the role including plant and equipment

4.2 Worker

- Provide employer with applicable evidence of qualification, training, licences and work history
- Is trained and competent for their role and the task/s being undertaken or
- Be supervised (if required) by a trade worker that is qualified and competent to carry out the work whilst either working under a training plan or gaining familiarisation on a Network

4.3 Training Provider / Registered Training Organisation (RTO)

- Deliver training in accordance with this guideline and the Australian Qualification Framework (AQF)
- Have the applicable Qualification under their scope of Registration
- Have access to a VESI Network or a suitably dedicated training facility to undertake practical assessments

4.4 Network Operator

- Review the worker category and evidence for suitability to work on the Network
- Ensure that the worker is compliant in the ESI worker system for the role being undertaken

5 Qualifications

All workers shall be qualified for the role they are undertaking. All qualifications shall meet the AQF requirements or previous state/territory based equivalent. For the evidence to be equivalent it shall consist of a record of qualification previously issued by a State Government or Enterprise e.g. SECV that was applicable in that jurisdiction (may include evidence of training results and/or work history). This evidence of qualification shall be reviewed and verified by the Network Operator.

5.1 Qualification Electives

Qualifications consist of both core and elective units of competency. The elective units of competence for each of the qualifications have been agreed to by the VESI and therefore are mandatory.

The following Qualification electives or their previous equivalents are required for the nominated roles:

5.1.1 Cable Joints

UET30821 - Certificate III in ESI - Distribution Underground:

- UETDRDU007 - Install and maintain underground public lighting
- UETDRDU011 - Joint, terminate and maintain energised low voltage underground polymeric cable
- UETDRDU016 - Lay power cables
- UETDRDU017 - Locate faults in underground power cables
- UETDRIS018 - Perform low voltage field switching operation to a given schedule

5.1.2 Lineworker Distribution

UET30621 - Certificate III in ESI - Distribution Overhead:

- UETDRIS013 - Install and maintain public lighting systems
- UETDRIS014 - Install and replace energy meters and associated equipment
- UETDRIS018 - Perform low voltage field switching operation to a given schedule
- UETDRIS011 - Install and maintain low voltage underground services

5.1.3 Lineworker Transmission

UET30521 - Certificate III in ESI - Transmission Overhead:

- CPCCLRG3002 - Licence to perform rigging intermediate level
- CPCCLRG4001 - Licence to perform rigging advanced level

6 Licensing

6.1 Electrical Licencing

All workers shall hold a valid Victorian electrical licence for the work activity they are undertaking where required by regulation.

Electrical licencing is administered by Energy Safe Victoria (ESV). Refer to the ESV website for licencing information.

6.2 High Risk Work Licencing

Certain types of plant and equipment require a high risk work licence to operate, such licences are administered by the State and Territory Safety Regulators. It is expected that only licence holders operate plant or perform tasks that are stipulated by a high risk work licence. As the licence has an expiry date, all licences must be current prior to work being undertaken.

7 Supervision

Interstate and overseas qualified workers and workers re-entering the workforce may require supervision by a trade worker qualified in the task being undertaken. The level of supervision will be dependent upon outcomes of any gap assessment and any specific requirements in this guideline and may differ for each worker based on experience and exposure to tasks.

The level of supervision should be reviewed periodically and can be defined as:

- **Direct** - The onsite supervising tradesperson shall be in direct visual and audible contact with the worker, providing constant instruction and inspection of tasks being performed
- **General** - The onsite supervising tradesperson shall make regular face-to-face contact with the worker, delivering progressive instruction and inspection on tasks being performed

8 Lineworker Rigging exemption

Lineworkers in VESI have been working under a WorkSafe issued exemption to allow them to perform rigging tasks as part of their Lineworker role without a requirement to hold a rigging high risk work licence.

The exemption is applicable to all Distribution Lineworkers and Transmission Lineworkers working in the VESI. Please refer to the VESI Skills and training [website](#) for exemption conditions or your applicable Network Operator.

9 Specific Entry Pathway Requirements

In addition to the general requirements above, specific requirements for each entry pathway are detailed below.

9.1 Interstate workers

For interstate trained worker roles listed in Section 3 of this guideline the following is to be undertaken:

- Verification of a trade qualification and elective units of competence (if applicable) that meet the requirements as per Section 5 of this Guideline. This verification is undertaken by the employer in conjunction with the Network Operator
- A work history that describes at least 5 years of work in the nominated job role including dates of employment and experience including any energised low voltage work relative to the role. This work history is to be provided to the Network Operator upon application to work on that Network
- The interstate worker shall be trained in their role requirements of the VESI Skill & Training Matrix. The practical component of the training shall be completed on VESI Network structures to assist in familiarisation with Victorian assets
- For interstate workers re-entering the workforce after an extended absence (> than 5 years) please also refer to Section 9.3 of this Guideline
- Overseas trained workers who have been working interstate will be required to meet the requirements of Section 9.2 of this Guideline

9.1.1 Elective Units of Competence

As part of obtaining a qualification, an interstate worker may have undertaken different elective competency standard units to those agreed by VESI.

If an Interstate worker has all or some of the agreed VESI electives, evidence of this in the form of either a Transcript of Results or Statement of Attainment (SOA) shall be uploaded by the employer in the ESI worker system with the Qualification evidence.

If a gap in the agreed elective/s is identified the employer shall engage an RTO to:

- develop a training plan
- deliver the training
- on successful completion issue a Statement of Attainment

The training plan is to be uploaded by the employer in the ESI Worker system with the qualification and transcript of results, to demonstrate that training has been arranged for the identified gap.

After the RTO has issued the Statement of Attainment, the employer shall upload this record into the ESI Worker system with the qualification competency and remove the training plan.

The Network Operator may provide assistance with identifying any gaps in the competency electives if required.

A worker may commence working on a Network whilst completing the requirements of the Training Plan and only undertake work they have been trained in.

9.1.2 Employer Requirements

The Employer shall have an integration plan to safely manage interstate trained workers whilst gaining experience in the VESI. The plan shall include but not limited to:

- The identification of any competency standard unit elective gaps between those units undertaken interstate and the VESI elective unit requirements e.g. metering, LV Switching, etc
- The RTO's training plan for the delivery of any identified gap/s in the qualification elective units if applicable
- Supervision arrangements for an initial period dependant on experience and exposure to tasks e.g. VESI installation supply connection tests and procedures
- Consideration of the method and timing under which the new workers will be integrated into the existing workforce
- The audit regime that will be implemented to ensure safety, work Practices and work quality standards are understood and met
- Timeframes for the completion of the integration plan

9.1.3 VESI training requirements for specific national competencies

When undertaking the VESI minimum training requirements for their role, the delivery of National Competency Unit's may be required to be contextualised to VESI Network requirements.

In the following National Competency Units, the VESI specific training requirements shall be incorporated, (e.g. The Green Book or The Blue Book and the VESI installation supply & connection test procedures). Refer to the requirements in the VESI Skills and training guideline Appendix 2 – Training Modules / Competency Standard Units:

- UETDRMP002 - ESI safety rules for work on, near or in the vicinity of electrical apparatus
- UETDRMP001 - Apply access authority procedures to work on or near electrical apparatus
- UETDRMP011 - Testing of connections to low voltage electricity networks
- UETDRMP012 - Working on energised low voltage overhead electrical apparatus
- UETDRMP013 - Working on energised low voltage underground electrical apparatus

The RTO shall issue a Statement of Attainment for these units.

9.1.4 Task Book

Interstate workers shall maintain a task book and record any evidence of tasks undertaken. This task book shall be signed off by the supervisor and forwarded to the Network Operator on completion. The time to complete the task book is approximately three to six months as this will depend on the exposure to the various tasks and the individual's prior experience. Please refer to attachment 1 for examples of relevant task books.

9.1.5 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 Lineworker is required to undertake VESI refresher training including:

- familiarisation with the VESI minimum rules for carrying out high voltage live work in Victoria
- Network Operator/Organisations approved HV Live Work procedures

This training shall be delivered by an RTO with the applicable units on their scope of registration.

Practical assessments should be undertaken on energised VESI Network Operator assets.

9.2 Overseas workers

For overseas trained worker roles listed in Section 3 of this guideline the employer shall ensure that they have a documented Integration Plan, including an RTO training plan for when they employ overseas workers who do not hold an Australian qualification. The Integration Plan shall be submitted to the relevant Network Operator prior to the worker accessing the Network, as evidence of the employer's process to safely manage workers whilst undertaking any gap training and gaining experience in the VESI. The Network Operator may advise the employer of any additional requirements.

The Employers overseas worker's Integration Plan shall include but may not be limited to:

- Identification of the applicable Australian qualification from the National Training Package for the role being undertaken. The employer shall enrol the worker in the relevant qualification/training program with an RTO

- The RTO’s assessment identifying the gaps between the workers overseas qualification and the applicable Australian qualification. The assessment shall include the literacy and numeracy assessment requirements of the relevant qualification
- The RTO’s training plan outlining the training requirements, dates and timeframes to achieve the required Qualification.
- Documenting the Training requirements for their role to be compliant to the VESI Skill & Training Matrix.
- Identification of the applicable licence and class if applicable for the work being undertaken
- The planned method under which the new workers will be integrated into the existing workforce including but not limited to:
 - supervision arrangements dependant on experience and exposure to tasks
 - placing them for a pre-determined period with qualified and experienced trade workers
 - completion of task books, where identified in the training plan
 - where required the engagement of another employer to gain experience in specific work tasks and/or competency requirements as a short term arrangement
- The audit regime that will be implemented to ensure safety and work quality standards are understood and met

The worker shall complete all VESI minimum training requirements for their role as stipulated in the VESI Skills & Training Matrix, prior to commencing work on the Network.

Once the worker has completed the required VESI training they can commence work and shall be supervised as per Section 7 of this Guideline as per the requirements described in the employer’s integration plan and until such time the worker has completed the gap training and the issue of the applicable Australian Qualification.

The training plan shall be uploaded as interim qualification evidence into the ESI Worker system and with an expiry date of 12 months applied. On successful completion of the Australian qualification a copy of the qualification and transcript of results shall be uploaded as qualification evidence with no expiry date applied and the training plan removed

9.2.1 HV Live Line work

As HV Live Line work (including Glove & Barrier) is not a core or elective unit of the Certificate III qualification, the HV Live Line skills held by overseas Lineworkers must be assessed by an RTO to the equivalent national competency standard unit which could include a Recognition of Prior Learning (RPL). A Statement of attainment shall be issued by the RTO for the National unit gained.

9.2.2 Supervision

Overseas workers entering the VESI shall be supervised by a worker qualified in the trade being undertaken for a minimum of three months. The level of supervision will be dependent upon the outcomes of the gap assessment and successful completion of the gap training, this shall be documented in the integration plan.

Supervision shall be as detailed in section 7 Supervision and the table below:

Task	Direct	General
Distribution Lineworker		
Servicing procedures	X	
Live low voltage work	X	
All other tasks		X

Task	Direct	General
Transmission Lineworker		
Climbing towers carrying one or more live circuits.	x	
Making or breaking Line connections	x	
All other tasks		x
Cable Jointer		
Servicing procedures	x	
Live low voltage jointing	x	
All other tasks		x
Substation Electrician / Fitter		
Confirmation of isolation prior to work commencement	x	
Advanced fault-finding tasks on power and control circuits and equipment	x	
All other tasks		x

9.3 Qualified workers re-entering the VESI after an extended absence

A worker re-entering the VESI after a period of absence greater than 5 years shall complete all VESI minimum training requirements for their role as stipulated in the VESI Skills & Training Matrix, prior to commencing work on the Network.

The practical component of the training shall be completed on VESI Network structures to assist in the familiarisation with Victorian Network Operator assets.

An assessment of the workers current knowledge and experience based on the length of time outside of the industry may be required to determine training requirements.

A task book (attachment 1) has been established to record the exposure to activities and is based on typical tasks associated with the relevant role. The task book is to be completed on the minimum identified activities. Comments shall be added to assist in clarifying the circumstance and environment the work task was completed in. Work instructions and photos can be included as part of evidence gathering.

The Network Operator may advise the employer of any additional requirements.

All workers shall be inducted and approved by the Network Operator/s prior to commencing work.

9.3.1 Supervision

Workers returning to the VESI shall be supervised by an applicable trade worker for a minimum of 3 months. Supervision shall be as detailed in section 7 Supervision and the table below:

Task	Direct	General
Distribution Lineworker		
Servicing procedures	x	
Live low voltage work	x	
All other tasks		x
Transmission Lineworker		
Climbing towers carrying one or more live circuits.	x	

Task	Direct	General
Making or breaking Line connections	x	
All other tasks		x

Task	Direct	General
Cable Jointer		
Servicing procedures	x	
Live low voltage jointing	x	
All other tasks		x
Substation Electrician/Fitter		
Confirmation of isolation prior to work commencement	x	
Advanced fault-finding tasks on power and control circuits and equipment	x	
All other tasks		x

10 Continuous Improvement

Suggestions for improvement to this guideline can be submitted via the [Contact Us](#) link on the VESI Skills & Training webpage. Suggestions will be considered by the STRC for incorporation.

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

11 Definitions

Workers	Employees, Contractors and Sub-contractors of a Network Operator.
Refresher training	Training to compensate for or prevent deterioration in a previously achieved standard of performance. Usually undertaken at a set frequency.

DISTRIBUTION LINEWORKER

TASK BOOK

TASK BOOK

Company: _____

Supervisor's Name: _____

Signature: _____

Lineworkers Name: _____

Signature: _____

Start date / / End date / /

In the comments field please identify work tasks that have been completed under live conditions or under access permit.
The following tasks shall be undertaken on at least 2 occasions

Task	New/ Replace/ Maintenance	Comments	Supervisor/ Mentors Initials
Overhead			
Public lighting	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
LV crossarm replacement			
Intermediate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Strain	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
HV crossarm replacement			
Intermediate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Strain	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Pole Stay	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Pole replacements	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Conductor stringing, sagging & terminating (Use of Sag charts and calculations, dynamometer, wave or site boards)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Conductor sleeving	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		



Task	New/ Replace / Maintenance	Comments	Supervisor/ Mentors Initials
Testing			
NST/Polarity/ IR continuity Test	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Phase rotation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Voltage and load measurement	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
LV Servicing			
Single-phase Overhead	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Multi-phase Overhead	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Single/multi phase Underground	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Metering			
Single-phase	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Multi-phase	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
LV Switching	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

Verbal and Written Communication	Applicant has sufficient command of the English language to enable them to communicate effectively and understand verbal and written instruction, directions, and procedures.	Signed:
Access Permits	Under Permit situation the trainee has sufficient command of the English language.	Signed:

TRANSMISSION LINEWORKER

TASK BOOK



TASK BOOK

Company: _____

Supervisor's Name: _____

Signature: _____

Lineworkers Name: _____

Signature: _____

Start date / / End date / /

Task	New / Replace / Maintenance	Comments	Supervisor/ Mentors Initials
Insulators	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Clamps	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Structural components	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Vibration dampers	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Conductor spacers	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Insulator Washing/Cleaning	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Repair/replace conductor joints	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
EWP	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Winches/capstans	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Tension equipment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Stringing equipment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Cable trailers	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Cable drum stands	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		



Task	New / Replace / Maintenance	Comments	Supervisor/ Mentors Initials
Equipment			
Ropes	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Sheaves	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Conductor stockings	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Swivels	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Rigging- handline	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Rigging- knots	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Rigging- lifting tackle	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Rigging- ladders/ trolleys	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Voltage/ de-energised indicating device	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Dynamometer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Conductor stringing, sagging & terminating	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Earthing Systems (including bridge connections)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

Verbal and Written Communication	Applicant has sufficient command of the English language to enable them to communicate effectively and understand verbal and written instruction, directions and procedures.	Signed:
Access Permits	Under Permit situation the trainee has sufficient command of the English language to understand access requirements and restrictions.	Signed:

CABLE JOINTER

TASK BOOK



TASK RECORD

Company: _____

Supervisor's Name: _____ Signature: _____

Cable Jointer Name: _____

Signature: _____

Start date / / End date / /

Task	New / Replace / Maintenance	Comments	Supervisor/ Mentors Initials
Lay Cable			
HV polymeric	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
LV polymeric	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Direct lay	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
In conduits	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
LV XLPE			
Service Tee- joints	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Mains straight joints	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Mains Tee joints	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
LV switchboards	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Pillars	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Lighting columns	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
LV Energised	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		



Task	New	Comments	Initial *
HV XLPE			
Tee-off joints	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Straight through joint	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Outdoor termination	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Indoor termination	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Paper Lead cable (If applicable)			
Transition joint	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
LV	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
HV	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
LV Energised	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Equipment			
Insulation resistance testers	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Voltage detectors	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Cable identification devices	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Cable spiking devices	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		



Verbal and Written Communication	Applicant has sufficient command of the English language to enable them to communicate effectively and understand verbal and written instruction, directions and procedures.	Signed:
Access Permits	Under Permit situation the trainee has sufficient command of the English language to understand access requirements and restrictions.	Signed:

**SUBSTATION
ELECTRICIAN / FITTER
TASK BOOK**



TASK RECORD

Company: _____

Supervisor's Name: _____ Signature: _____

Electrician/Fitter Name: _____ Signature: _____

Start date / / End date / /

Task	Construction / Maintenance (if applicable)	Comments	Initial *
Circuit breakers			
Oil circuit breakers	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Small oil volume circuit breaker	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Vacuum circuit breaker	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Gas circuit breakers	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Spring operated mechanism	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Solenoid operated mechanism	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Insulation resistance tests	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Contact resistance tests	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Min close and open tests (reduced voltage tests)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Contact travel/timing test	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Pressure measuring devices	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
SF6 gas sampling	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Oil sampling	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

Task	Construction / Maintenance (if applicable)	Comments	Initial *
Transformers			
Transformer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Power transformer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Auxiliary transformer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Current transformer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Voltage transformer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Insulation resistance tests	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Winding resistance tests	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Oil sampling	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Tap Changers	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Live tank diverter switch	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Verbal and Written Communication	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

Task	Construction / Maintenance (if applicable)	Comments	Initial *
Control systems	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Surge arrestors	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Capacitor banks	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Harmonic filters	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Rectifiers	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Invertors	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Energy dissipation resistors (NER)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Disconnectors/isolators	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Switches	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
AC and DC supply systems	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Battery Banks & Chargers	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Proving de-energised equipment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

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