



# Guideline for Overseas Workers

This Guideline has been developed by the Victorian Electricity Supply Industry (VESI) Skills and Training Reference Committee to provide consistent guidance to all parties (employers, employees and network operators) for engaging overseas workers in the VESI

*In the Victorian  
Electricity Supply  
Industry*

*December 2011*



DATE	VERSION	AMENDMENT	NAME
December 2011	1		VESI STRC

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## 1. Introduction

Established pathways exist in Victoria for people trained in Australia who are seeking to gain the minimum qualifications to be allowed to work in the VESI. However, similar processes for overseas trained workers have been unclear and inconsistent.

These Guidelines have been developed and established by the Victorian Electricity Supply Industry, (VESI), Skills & Training Reference Committee (STRC) to provide guidance on the process for engaging overseas trained workers to undertake works on VESI networks.

## 2. Purpose

These Guidelines have been developed to assist Network Operators, employers, trainers and workers in understanding the minimum requirements for overseas trained workers to work on Network Operator assets.

## 3. Scope

This Guideline applies to overseas trained workers seeking to be employed in Victoria from 1 July 2011 in the following categories below:

Trade/Worker Category	Australian Qualification
Lineworker - Distribution	UET30209 Cert III in ESI Distribution
Lineworker - Transmission	UET30109 Cert III in ESI Transmission
Substation Electrical Fitter / Mechanics	Cert III Electrotechnology - Electrician
Cable Jointer	UET 30409 Cert III in Cable Jointing
Protection Tester	Contact relevant Network Operator

## 4. Process

The following process shall be adopted by applicants who wish to enter the VESI to undertake the abovementioned trade/worker categories. The process is illustrated in the flowchart in Attachment 1.

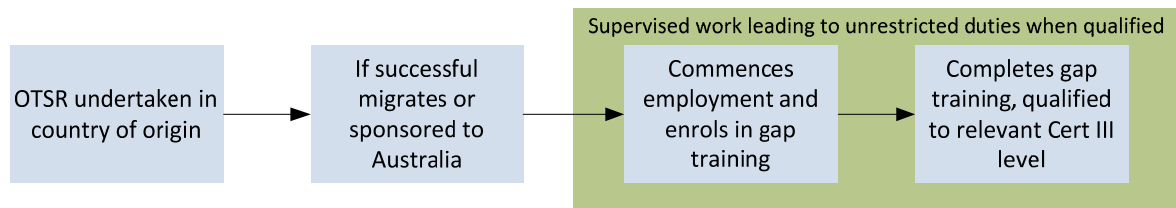
### 4.1 Entry Pathways

There are two pathways to enter Australia to undertake work in the five nominated trades listed under Section 3 of this Guideline.

#### 4.1.1 Offshore Technical Skills Record (OTSR) Entry

The OTSR confirms whether the applicant may meet the relevant qualification outcomes. This assessment is undertaken in the country of origin.

If a gap in the qualification is identified the worker shall undertake a training program to obtain the equivalent Australian trade qualification.



#### 4.1.2 Direct Entry with no Prior Skills Assessment

Overseas trained workers who have not been issued an OTSR shall be required to undertake a Gap Assessment by a Registered Training Organisation (RTO) against the applicable Australian qualification. As no offshore assessment has been undertaken there is no guarantee that the worker will meet the qualification requirements and employment in the trade may not always be possible. The assessment shall include the Literacy and Numeracy assessment requirements of the relevant qualification.

### 5. Employer Obligations

The Employer shall have a documented plan for the use of overseas workers who do not hold an Australian qualification and who arrived to work in the VESI after July 1, 2011. The 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 overseas trained workers whilst undertaking any gap training and gaining experience in the VESI. The Plan shall include but may not be limited to:

- a) Process to identify the applicable equivalent Australian Qualifications according to the National Training Package. The qualification will include requirements on the competency standards and assessment guidelines to be used by a RTO.
- b) The completion of the minimum training outlined in the VESI skills and Training matrix for the role being undertaken and any regulatory licences e.g. EWP.
- c) The planned method under which the new workers will be integrated into the existing workforce, i.e. by placing them for a pre-determined period with fully qualified and experienced workers who will act as mentors and the completion of log books/journal for the role being performed. Supervision requirements shall also be documented and include the relevant information in this guideline document.
- d) Assessing the experience and exposure to tasks of the overseas trained worker
- e) The audit regime that will be implemented to ensure safety and work quality standards are met
- f) A process to create an individual training plan to show on and off the job training
- g) A process to monitor the Literacy and numeracy level is appropriate for the tasks being undertaken.
- h) Induction processes for new employees.
- i) Licensing and Registration process where relevant

On confirming the Network Operators requirements the employer shall enrol the worker in the relevant qualification/training program.

Parallel to the gap training, the worker shall be assessed as competent in the safety and compliance elements of the VESI Training Matrix prior to commencing work on the Network. The Network Operator will arrange for the issue of an Australian ESI Skills Passport.

Once the worker has completed the required VESI Training they can commence work and shall be supervised as per Section 6 of this document and the requirements described in the employer's plan and until such time as he/she has completed the gap training and final assessment.

On the Job Training shall be recorded in a log book as part of evidence gathering for the RTO.

Upon completing the final assessment the worker is eligible for the issuing of the relevant qualification and where applicable issued with a licence or registration by the State Regulator, Energy Safe Victoria.

### 5.1 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.

## 6. Supervision

Workers entering the VESI shall be supervised by a person 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 and shall be documented in the training plan.

The level of supervision shall be reviewed periodically and at the successful completion of the relevant training.

Supervision types can be defined as:

- a) **Direct** - meaning the supervised worker is to work with a competent person at all times, constantly guiding and reviewing the work practices and standards of the supervised worker's task. The competent person shall be in direct visual & audible contact with the supervised worker at all times any task is being performed.

Note: All "Live Work" requires Direct Supervision on a one to one basis.

- b) **General / Intermittent** - means the supervised worker does not require direct (constant) supervision but, requires frequent face to face contact during the performance of any task to provide progressive instructions and to check on the work being performed.

Supervision shall be as per the table below:

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

Task	Direct	General / Intermittent
Making or breaking Line connections	x	
All other tasks		x
<b>Cable Jointer</b>		
Live low voltage jointing	x	
All other tasks		x
<b>Electrical Fitter/mechanic</b>		
Confirmation of isolation prior to work commencement	x	
Advanced fault finding tasks on power and control circuits and equipment	x	
All other tasks		x
<b>Protection Tester</b>		
Work on Current Transformers,	x	
Work on high risk schemes (load shedding, Run Back)	x	
All other tasks		x

## 7. Log Books

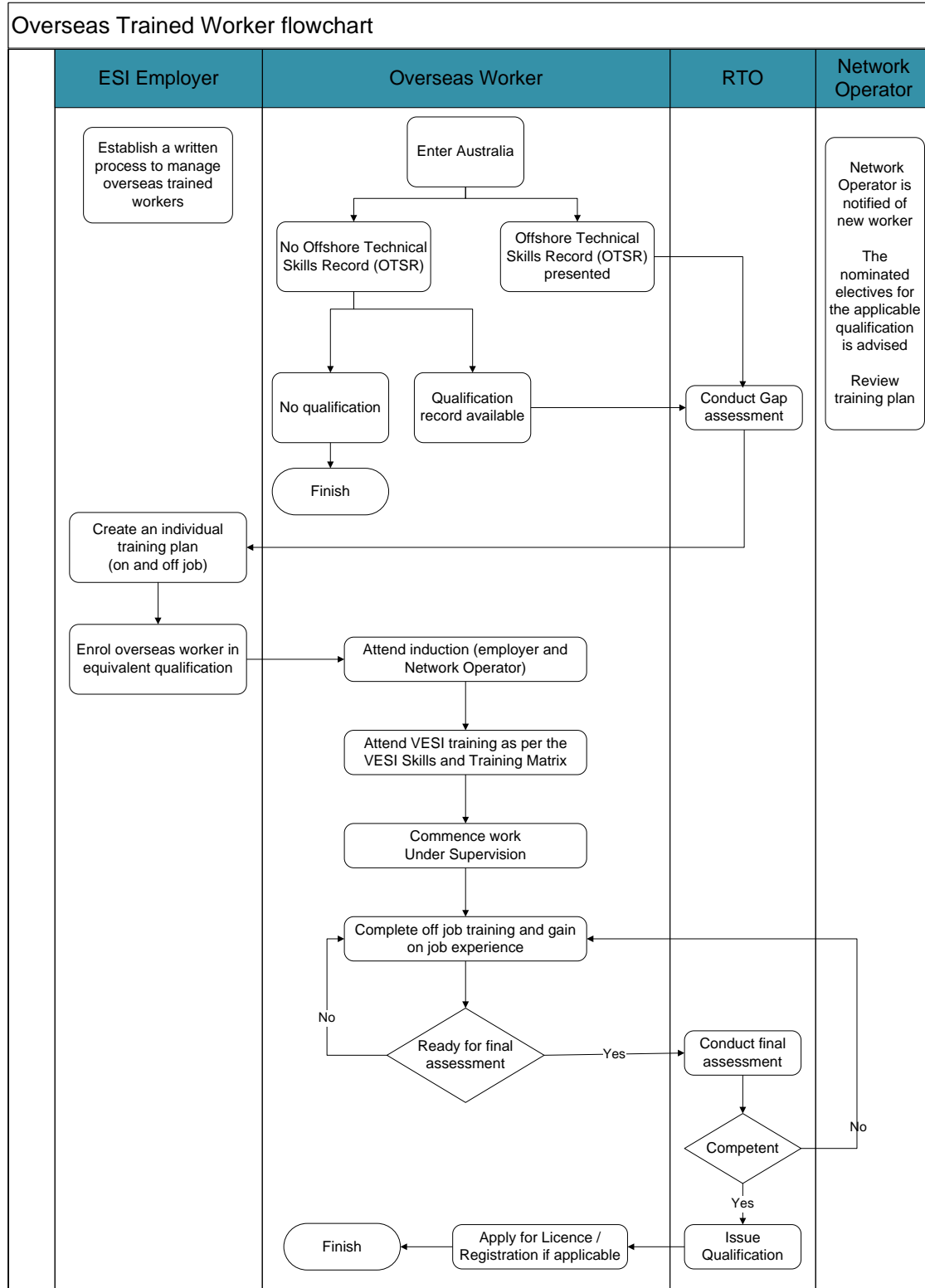
Workers entering the ESI shall maintain a task record verification, log book or journal issued by a RTO and shall also keep any associated evidence. This task record shall be signed off by the supervisor and forwarded to the RTO on completion. The time to complete the task record is a minimum of three months and a maximum of 24 months. This time period will be dependent on the exposure to the various tasks and the existing training gap.

## 8. 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.

Attachment 1





## Attachment 2

### Useful websites

The following websites can be accessed for further information about Australian standards, the migration process and licensing arrangements:

<p><b>Immigration</b></p> <p>For information about the migration process Department of Immigration and Citizenship (DIAC) <a href="http://www.immi.gov.au">www.immi.gov.au</a></p>
<p><b>EE-OZ</b></p> <p>Offshore Technical Skills Record (OTSR) Australia Minimum Gap Training Skill Migration Summit (July 2011) <a href="http://www.ee-oz.com.au">www.ee-oz.com.au</a></p>
<p><b>Training</b></p> <p><a href="http://www.training.gov.au">www.training.gov.au</a></p>
<p><b>Trade Recognition Australia</b></p> <p>Licensing arrangements Australian Skills Recognition Information (ASRI) website <a href="http://www.immi.gov.au/asri">www.immi.gov.au/asri</a> Federal Government Licence Recognition website <a href="http://www.licencerecognition.gov.au">www.licencerecognition.gov.au</a></p>
<p><b>Energy Safe Victoria</b></p> <p><a href="http://www.esv.vic.gov.au/Electricity-Professionals/Licensing-and-registration/Overseas-Qualifications">http://www.esv.vic.gov.au/Electricity-Professionals/Licensing-and-registration/Overseas-Qualifications</a> <a href="http://www.esv.vic.gov.au/Electricity-Professionals/Licensing-and-registration/Offshore-Skills-Training-Record-OTSR">http://www.esv.vic.gov.au/Electricity-Professionals/Licensing-and-registration/Offshore-Skills-Training-Record-OTSR</a></p>