



Plumbers, Gas Fitters and Electricians Act 1995

**Licensing and
Registration**

Level 3
Chesser House
91-97 Grenfell Street
Adelaide SA 5000

GPO Box 1719
Adelaide SA 5001

Tel 131 882
Fax 08 8204 9697

www.cbs.sa.gov.au

Apprenticeships

Just started a Plumbing, Gas Fitting or Electrical Apprenticeship?

If so, you are required to be registered as a restricted worker under the *Plumbers, Gas Fitters & Electricians Act 1995* before commencing any on-site work.

How do I apply to be registered?

To apply for registration, please call our office or attend in person at our Adelaide office and we will ask you a series of questions and complete the application form for you. You can then check and lodge this form, along with the supporting documentation.

If applying in person, please bring your **Confirmation of Contract of Training letter** and **100 points of identification** with you. Without these documents, we can not process your application.

What information do I need to provide?

Your application will contain all your details. Once you receive the application form, please do the following and return the documents to our office:

- check your **name, address and date of birth** are correct and make any corrections (your name must be your full and legal name - i.e. what is on your birth certificate)
- check you have **signed and dated** the application form
- have your **photo** taken (see the letter of introduction included with the application form)
- attach a copy of your **Confirmation of Contract of Training letter** (please turn over for an example of this letter)

How much will it cost and how long will it take?

There is no fee for an apprenticeship registration. Your licence card will be posted to you within 4-6 weeks of lodging your application.

What happens when I complete my qualification?

You will need to contact our office, either by phone or in person, and we will ask you a series of questions and complete an application form to upgrade your registration.

An application fee will apply when you lodge the varying conditions application form and you must supply the original or certified copies of your qualification. Please contact our office or check our website for further information on the approved qualifications.

**** Please turn over for an example of the Confirmation of Contract of Training Letter ****



Government of South Australia

Department of Further Education,
Employment, Science and Technology

Traineeship and Apprenticeship Services

Level 4
11 Waymouth Street
ADELAIDE SA 5000
GPO Box 320
Adelaide SA 5001
T 1800 673 097
F 08 8463 5654

Please quote. XXXXX

XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX

<http://www.employment.sa.gov.au>

Dear XXXXXXXXXX

RE: Confirmation of Contract of Training

This letter should be retained by you as confirmation of the approval of your contract (Reference No. XXXXX) with the employer listed below. Please carefully check the following details and contact TAS on 1800 673 097 if you identify any errors.

Your Date of Birth	XXXXXXXXXX
Employer Legal Name	XXXXXXXXXX
Commencement Date	XXXXXXXXXX
Actual Term	XXXXXXXXXX
Probationary Period	XXXXXXXXXX
Credit Granted	XXXXXXXXXX
Nominal Completion Date	XXXXXXXXXX
Hours P/Week	XXXXXXXXXX
Industrial Arrangement	XXXXXXXXXX
Vocation	XXXXXXXXXX
Qualification	XXXXXXXXXX
School-based (Yes/No)	XXXXXXXXXX
Registered Training	
Organisation	XXXXXXXXXX
Training Delivery	XXXXXXXXXX

The industrial Arrangement under which you are employed determines your conditions of employment and rates of pay. For information about wages and conditions contact SafeWork SA on 1300 365 255 or visit their website www.eric.sa.gov.au, or the Office of Workplace Services on 1300 363 264.

A copy of your Contract of Training and Training Plan should be obtained from your employer if you do not have one of your records.

Your sincerely

XXXXXXXXXX
CONSULTANT
TRAINEESHIP & APPRENTICESHIP MANAGEMENT
Date: XXXXXXXXXX