

## Documents required to apply for your 'A' Grade Electrical License Online with ESV CONNECT

The following documents in digital format to upload to ESV Connect;

1. Copies of your SWP, LET and LEP results, showing a passing grade of 75% +
2. Copy of your Certificate 3 in Electrotechnology, from an Australian RTO
3. Copy of Completion of your Apprenticeship – a letter, from your state training authority, the VRQA

Victorian Registration and Qualification Authority (VRQA)

Ph: 1300 722 603

Email: [vrqa.apprenticeships@edumail.vic.gov.au](mailto:vrqa.apprenticeships@edumail.vic.gov.au)

4. A letter from your employer stating you have a minimum of 12 months electrical wiring installation experience. The letter must be on a business letterhead – **See template overleaf.**

### 'A' Grade license application process

1. Scan all documents, (eg: scanning app) preferably to a pdf format, save files with document names. From 22 July 2019, you must apply @ ESV Connect [online]. Paper Applications will no longer be accepted.

Before you start your application, make sure you have the following information

- Your VRQA registration number or Student number
- Evidence of your 12 month experience (e.g. letter of support from your employer)
- Scanned copy of your Cert III in Electrotechnology Electrician
- Scanned copy of your Licensed Electricians Theory (LET) assessment certificate
- Scanned copy of your Licensed Electricians Practice (LEP) assessment certificate
- Scanned copy of your Safe Working Practice (SWP) assessment certificate

2. You can track the progress of your application online. Your 'A' Class license will be posted to you within 30+ days. Payment is taken at time of application. You will receive an email with your license number, you can use your number now.

#### NOTE:

1. If you have a current 'L' license, the 'L' license fee paid may be deducted off your 'A' Grade license fee, if the 'L' Licence is less than 6 months old. All docs are required to be uploaded to ESV Connect, even with a current "L" licence.

CONTACT ESV: [licensing@energysafe.vic.gov.au](mailto:licensing@energysafe.vic.gov.au) 'Ask a question' on **ESVConnect**.

Call 1800 815 721 - Mon, Thu, Fri: 9am-4pm; Tue: 12.30-4pm; Wed: 9am-12.30pm.