



INFORMATION BULLETIN - CHANGES TO RECORDING ELECTRICIANS' LICENCE DETAILS IN THE VEET WEBSITE

Version 1.0 – 26 October 2016

The Victorian Energy Efficiency Target (VEET) scheme is a Victorian Government initiative promoted as *Energy Saver Incentive*.

1 WHAT THIS BULLETIN IS ABOUT

On the evening 26 October 2016, the Essential Services Commission (ESC) made changes to the VEET website that impacts the way an electrician's licence information is recorded for installers. This bulletin provides VEET stakeholders with information about the changes.

2 WHO IS IMPACTED BY THESE CHANGES

The VEET website changes will impact Accredited Persons (APs) who intend to register an electrician as an installer under the VEET scheme or view existing approved electricians on the VEET website.

3 WEBSITE CHANGES

The ESC has updated the way that an electrician's licence information is recorded for installers. The 'Electrician Licence Number' and 'Expiry Date' fields have been removed from the 'Identification' tab and a new tab, 'Electrician Licence' has been added to the 'Installer Detail' web page.

Installer Detail

Prior to 27 October 2016

Identification Effective Dates Installer Training Attachment Files

Status: Pending Approval

Account: [dropdown]

First Name: [text box]

Last Name: [text box]

Date of Birth: [dropdown]

ID Type: [dropdown]

ID Number: [text box]

~~Electrician Licence Number: [text box]~~

~~Expiry Date: [dropdown]~~

Company: [text box] Contact Info: [text box]

Update

Installer Detail

From 27 October 2016

Identification **Electrician Licence** Effective Dates Installer Training Attachment Files

Status: Approved

First Name: test

Last Name: again

Date of Birth: 01-Mar-1975

ID Type: Passport

ID Number: 1212121

Company: ANother test Contact Info: 336699

Update



3.1 WHAT YOU NEED TO DO

3.1.1 ADDING A NEW ELECTRICIAN TO THE LIST OF INSTALLERS

When adding an electrician as a new installer to the VEET website, their licence details need to be entered under the new tab 'Electrician Licence'. Additionally, a new 'Start Date' field has been added under the 'Electrician Licence' tab. Previously only the 'Expiry Date' was required for an installer's electrician licence, now the 'Start Date' must also be recorded.

Installer Detail

Identification	Electrician Licence	Effective Dates	Installer Training	Attachment Files
Electrician Licence No.	Start Date	Expiry Date	Action	
Electrician Licence No.: <input type="text"/>	Start Date: <input type="text"/>	Expiry Date: <input type="text"/>	Update Cancel	
<input type="button" value="Add New"/>				
<input type="button" value="Submit"/>				

3.1.2 EXISTING INSTALLERS

The information on existing installer details in the VEET website will automatically appear in the new location under the 'Electrician Licence' tab.

Installer Detail

Identification	Electrician Licence	Effective Dates	Installer Training	Attachment Files
Electrician Licence No.	Start Date	Expiry Date	Action	
test31 Mar		01 Sep 2016		

3.1.3 UPDATING AN ELECTRICIAN'S LICENCE RENEWAL

The existing process to update an electrician's licence details on the VEET website has not changed. You are still required to attach the renewed licence under the 'Attachment Files' tab. However, the updated licence details will now appear under the new 'Electrician Licence' tab after the ESC has approved the renewed licence.

Installer Detail

Identification	Electrician Licence	Effective Dates	Installer Training	Attachment Files
Electrician Licence No.	Start Date	Expiry Date	Action	
test31 Mar		01 Sep 2016		
Test 2	29 Sep 2016	01 May 2018		

**ENERGY SAVER
INCENTIVE.**



4 WHERE TO GET HELP

If you have any questions in respect of matters set out in this information bulletin, please contact VEET Support on (03) 9032 1310 or veet@esc.vic.gov.au.