



INFORMATION BULLETIN - EXPIRED ELECTRICIAN LICENSE AND CHANGES TO SCHEDULE 21B ASSIGNMENT FORMS

Version 1.0 – 18 April 2017

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

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1 OVERVIEW

This document contains information about changes to the VEET website regarding expired electrician license and an update to Schedule 21B Assignment Forms.

These updates introduce the following changes:

- Activities for Schedule 21C, 21D, 21E and 21F will not be able to be uploaded to the VEET website if the installer has an expired license according to the Essential Services Commission (ESC) records.
- Additional statement regarding lamp installation in the installer declaration of the Schedule 21B Assignment Form (Business and Residential).

2 WHO IS IMPACTED BY THESE CHANGES

The following types of scheme participants are impacted by these changes:

- Accredited Persons (APs) that undertake, or intend to undertake, prescribed activities under Schedule 21B, 21C, 21D, 21E or 21F.



2.1 TRANSITION PROCESS OVERVIEW

As of **18 April 2017**, activities for Schedule 21C, 21D, 21E and 21F with an installer that has an expired license will not be able to be uploaded to the VEET website for VEEC creation.

APs will be required to amend Schedule 21B Assignment Forms (Business and Residential) with the additional statement regarding product installation in the installer declaration by **18 May 2017**. Prescribed activities undertaken on or after **18 May 2017** will be required to be submitted with the new Assignment Form.

3 EXPIRED ELECTRICIAN LICENSE

Previously, APs were able to upload Schedule 21C, 21D, 21E and 21F activities to the VEET website when an installer's electrician license had expired. The VEET website would flag the activity as ineligible for VEEC creation and the ESC would request APs to verify the installer's qualifications and update if required.

As of **18 April 2017**, the activity upload process will change to prevent Schedule 21C, 21D, 21E and 21F activities from being created when the installer has an expired electrician license according to ESC records. APs will receive an error message stating 'Installer's electrician license was expired before the activity date' (see below screen shot) and the activity will not be able to be uploaded to the VEET website.

Uploaded Activity

Activity: 21C - Lighting - Downlight 12V - Residential Sector: Residential Project ID/Name:		102 VEECs 5381520 (ID)
Own Reference	<input type="text" value="12"/>	✘ Data is Valid 10/03/2017 11:56:48 AM Installer's electrician licence was expired before the activity date.
Activity Date *	<input type="text" value="28/01/2017"/>	✔ Address is Valid 10/03/2017 11:56:48 AM
Unit Type	<input type="text"/>	Matched address
Unit Number	<input type="text"/>	Unit Type

APs will be able to save the activity and submit once the electrician license details have been updated in the VEET website and the license start and expiry dates cover the activity date.

3.1 WHAT DOES THIS MEAN FOR VEET STAKEHOLDERS?

Effective from **18 April 2017**, APs will need to ensure electrician license details for all installers undertaking activities in Schedule 21C, 21D, 21E and 21F are valid and up to date with the ESC to be able to upload activities.

4 INSTALLER DECLARATION FOR 21B BUSINESS AND RESIDENTIAL ASSIGNMENT FORMS

An additional statement has been added to the Installer Declaration in the 21B Assignment Forms (Business and Residential) to emphasise the requirement that all products installed in external environments are fit for purpose and appropriately sealed to prevent water coming in contact with the electrical circuit. The 'Installer Declaration' section has been updated with the following:

- *Where products are installed in external environments, the product is fit for purpose and appropriately sealed to prevent water coming in contact with the electrical circuit.*

4.1 WHAT DOES THIS MEAN FOR VEET STAKEHOLDERS?

APs are required to update their assignment forms with the additional Installer Declaration statement by **18 May 2017**. Activities undertaken after this date must be submitted with the new assignment form. APs do not need to submit updated assignment forms to the ESC for approval. However, APs are reminded that under the authority of section 16(3)(b) of the *Victorian Energy Efficiency Target Act 2007* and guideline 8 of the *Victorian Energy Efficiency Guidelines*, assignment must occur in the manner and form prescribed by the ESC. Failure to use the correct assignment form on or after **18 May 2017** may result in the improper creation of certificates.

5 ACTIONS YOU SHOULD TAKE

APs involved in Schedule 21C, 21D, 21E, 21F should ensure that all installers are appropriately licensed to undertake activities and update their processes accordingly to ensure that installer details, including qualifications, are up to date on the VEET website.

APs involved in Schedule 21B should ensure that activities undertaken on or after **18 May 2017** are submitted with the new assignment form. APs should also ensure all installers are appropriately trained to undertake activities and aware of all relevant requirements and safety standards.

APs should familiarise themselves with the updates to the following documents, available on the VEET website:

- *VEEC Assignment Forms – Residential Premises – Installing low energy lighting (21A & 21B)*
- *VEEC Assignment Forms – Business Premises – Installing low energy lighting (21A & 21B)*
- *Explanatory Note – Compliance Requirements for Accredited Persons by Prescribed Activity*
- *Explanatory Note – Creating VEECs From Prescribed Activities*

ENERGY SAVER INCENTIVE.



6 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.

7 LEGAL CONTEXT FOR THIS DOCUMENT

This document should not be relied upon as a substitute for legal advice and should be read in conjunction with the *Victorian Energy Efficiency Target Regulations 2008*. In the event of inconsistency between this document and the Regulations, the content in the Regulations takes precedence.