

EMPLOYER'S OFFICIAL COMPANY LETTER HEAD

[Insert date]

Attention: **[insert teacher's name]**

I wish to confirm that **[insert apprentice's full name]** commenced employment with **[insert company name]** on the **[insert date the apprentice started]**.

During this time, **[insert apprentice's name]** has demonstrated competence in the core and elective competency units listed in their training plan for the UEE30811 Certificate III in Electrotechnology Electrician qualification from the UEE11 Electrotechnology Training Package.

During their apprenticeship **[insert apprentice's name]** has carried out work tasks and has demonstrated competence in:-

- Domestic and industrial wiring of ELV and single and three phase LV wiring systems, including competent use of ELV garden and control bus wiring, flat and circular single and multi-core TPS cables, installation of enclosed TPI cables both buried and installed above ground.
- Installation of domestic, commercial and industrial electrical accessories such as switches, socket outlets, light sockets and luminaires including ancillary mounting equipment, single and three phase IP rated socket outlets, limit switches, sensors, plugs and sockets for flexible cords.
- Switchboard design and construction including the competent selection and installation of suitable enclosures, main and isolating switches, circuit breakers, RCDs, links, busbars, metering and current transformer equipment.
- Supervised testing of new and existing wiring and installations, fault finding and commissioning. Tests performed to comply with relevant standards and regulations (eg: AS/NZS 3000) include: continuity and safe resistance of earthing systems; insulation resistance testing of consumer mains, submains and final subcircuits; polarity testing; correct circuit connections; visual inspection for compliance; earth fault loop impedance; residual current device operation.
- Installation of industrial, commercial and domestic earthing systems including testing of new and existing installations.
- Calculation of maximum demand for consumer mains, submains and final subcircuits. Calculation of circuit characteristics for individual circuits to determine circuit protection, maximum length and earth fault loop impedance requirements.
- Installation of new equipment and trouble shooting and fault finding of single and three phase low voltage electrical apparatus such as hot water systems, alternating and direct current motors, generators, transformers and general electrical appliances.

All of the above work has been carried out competently in accordance with standard industry procedures and the relevant regulations and standards which include but are not limited to AS/NZS 3000, AS/NZS 3008.1.1 and AS/NZS 3017. The work by **[insert apprentice's name]** has been carried out under the supervision of licensed electricians.

I authorise **[insert apprentice's full name]** to sit the capstone at the next available opportunity.

Sincerely,

[Employer's full name]

[Electrical supervisor's licence number]

[Company name]

[Address]

[Telephone number]

[Email address]

[ABN]