

Explanatory note – safety, risks and training obligations

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The Department of Environment, Land, Water and Planning develops policy for the [Victorian Energy Upgrades](#) program. The program provides incentives for Victorian households and organisations to make energy efficiency improvements that save money on their energy bills and reduce Victoria's greenhouse gas emissions

The Essential Services Commission administers the program as the 'Victorian Energy Efficiency Target scheme' under the *Victorian Energy Efficiency Target Act 2007*.

For more information, visit veet.vic.gov.au.

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Introduction

This document aims to help businesses and installers understand their safety and training obligations when completing prescribed activities. It also outlines the approval process for installers.

The *Victorian Energy Efficiency Target Act 2007* (the Act), the *Victorian Energy Efficiency Regulations 2008* (the Principal Regulations), and the *Victorian Energy Efficiency (Project-Based Activities) Regulations 2017* (the PBA Regulations) allow the creation of Victorian energy efficiency certificates (VEECs). VEECs are created by accredited businesses (known as accredited persons - APs) when they complete energy efficiency activities in Victorian residential and non-residential premises. These activities are specified in the Principal Regulations and PBA Regulations and are known as 'prescribed activities'.

This document is intended to help you and your installers understand the safety and training obligations you have when completing prescribed activities in the Victorian Energy Efficiency Target (VEET) scheme. It also gives information on general and specific risks that might be found when doing some activities, as well as outline the process on how installers can be approved.

1. Meeting occupational health and safety legislation obligations

Key message: We expect that you will know and understand your obligations under the relevant OH&S law and will undertake all prescribed activities accordingly.

It is not our role to administer compliance with occupational health and safety (OH&S) legal requirements. We expect that you will know and understand your obligations under the relevant OH&S law and will undertake all prescribed activities accordingly.

This includes (but is not limited to):

- implementation of robust safety management systems and risk management processes
- provision and maintenance of safe systems of work
- provision of necessary information, instruction, training and supervision of installers
- ensuring that appropriate contractor management systems are in place (note – the duties of an employer extend to an independent contractor engaged by an employer and any employees of the independent contractor)
- meeting all other obligations and requirements under relevant OH&S law, including (but not limited to) the *Occupational Health and Safety Act 2004 (Vic)*, the *Occupational Health and Safety Regulations 2017 (Vic)* and other applicable legislation, Australian standards, compliance codes and other guidelines covering the types of activities undertaken under the VEET scheme.

Further information, including OH&S Act and Regulations, guidance notes and compliance codes can be found on the WorkSafe Victoria website - <https://www.worksafe.vic.gov.au/>.

2. Critical risks

Key message: There are appropriate ways to reduce the critical risks encountered when completing prescribed activities.

Under OH&S legislation, you and your contractors must (as far as is reasonably practicable) provide and maintain a working environment that is safe and without health risks. Your installers may encounter a range of critical risks when completing prescribed activities in the scheme. To assist you to comply with OH&S legislation, some of these risks and the associated recommended ways to reduce them are briefly discussed below.

We have also developed a [risk assessment matrix](#) to help you understand the risks that may be present in each type of prescribed activity, as well as assist you complying with any legal requirements. This matrix is available on the VEET website (www.veet.vic.gov.au). However, it is your responsibility to ensure compliance with OH&S legislation.

2.1. Undertaking wiring work

Prescribed activities that involve wiring work carry the serious risk of electrocution. These activities include installations of general purpose electrical outlets, clamps on switchboard circuits, in-home display switchboard sensors, decommissioning or installation of products like water heaters, and aspects of the installation of lighting products. To mitigate this risk you must only engage electricians licensed by Energy Safe Victoria (ESV) to complete activities requiring wiring work.

2.2. Working at heights

A fall from any height can leave employees with permanent and debilitating injuries. The risk of serious injury or death from a fall increases significantly when working at heights over two metres. Before starting work at heights over two metres, under OH&S legislation you and your contractors must prepare a safe work method statement (SWMS) describing this risk and risk control measures. Risk control measures may include use of equipment and/or administrative controls such as training and supervision.

To help ensure installers have the skills needed to safely work at heights, we recommend you have all installers complete relevant working at heights training units – this includes installers that are fully qualified, licensed and registered tradespeople (e.g. electricians, plumbers or builders). Additionally, we believe it is good practice for installers to be providing training to mitigate working at heights risk on a regular basis. Accordingly, we encourage you to conduct appropriate in-house working at heights training for your installers on an annual basis.

2.3. Working in ceiling cavities

The risks of working in ceiling cavities include physical injury (e.g. falls from height or electrocution) and potential risks from inhaling or making contact with various materials (e.g. asbestos or fungal spores). Under OH&S legislation, a SWMS must be used to identify the risks of working in ceiling cavities and outline risk control measures. Risk mitigation strategies should include providing adequate instruction, information, training and supervision to installers working on activities in these environments, as well as verifying the competence of these individuals.

2.4. Safe use and care of portable ladders

Ladders are commonly used in a number of prescribed activities. You have a duty under OH&S legislation to provide your installers with information and training in the safe use and care of portable ladders, as a fall from a ladder can result in serious or fatal injuries even if only working at a relatively low height. You should refer to the WorkSafe Victoria guidance note *Prevention of falls in construction: Selection and safe use of portable ladders* for information about how to determine when to use a ladder, what to look for when purchasing or selecting a ladder, and how to safely use and maintain a ladder (see <https://www.worksafe.vic.gov.au/>). Further information can also be found in the Australian standard, *AS/NZS 1892 (Portable ladders – selection, safe use and care)*.

2.5. Overhead electrical and critical underground assets

Working near overhead power lines or critical underground assets (electrical conductors and pipelines) can pose significant risks to installer safety through electrocution and interaction with pipelines. To mitigate these risks and to meet the requirements of the *Electricity Safety Act 1998* and OH&S legislation, you must determine the extent which work might enter a 'No Go Zone' involving overhead or underground services. If this happens, you will need to implement safe systems of work before undertaking activities near these services. Safe systems of work may include use of a competent spotter to observe and warn against unsafe approaches to overhead and underground assets. For overhead electrical cables the spotter must be registered with ESV.

You should refer to the WorkSafe Victoria (<https://www.worksafe.vic.gov.au/>) and ESV (<http://www.esv.vic.gov.au/>) websites for further information about requirements for undertaking work near overhead or underground utility services, as well as the approved spotter courses.

2.6. Atmosphere (hazardous) risk

There is potential for build-up of hazardous gases and the risk of asphyxiation when water heating systems have not been used for a period of time. We strongly recommend when a new water heater is installed that the consumer is provided with the relevant product manual and made aware of this risk, its potential impacts, and the appropriate ways to reduce risk.

2.7. Public interface

There is the potential for adverse effects when prescribed activities are undertaken in areas accessible to the public or when installers have increased interactions with the public. You are obligated under OH&S and other safety legislation to identify and mitigate any potential risks in these situations.

3. Complex activity safety and training requirements

Key message: We request additional safety and training requirements for more complex activities.

Along with your responsibility to meet your obligations under relevant OH&S legislation, we request you and your installers meet certain safety and training requirements. These requirements depend on the prescribed activity, but can include completing a training identification matrix declaration or submitting a risk plan. This section gives a brief overview of the requirements for activities not covered elsewhere in this document.

3.1. Completing non-building based lighting activities

Non-building based lighting activities include upgrades to street, road, sports field and other outdoor lighting where lighting equipment is not affixed to or found in a building. Because there are a range of risks found in non-building based lighting installation environments that may not be in other situations (e.g. interactions with traffic or requiring the use of specialised equipment), you may be required to complete a *training identification matrix and installer qualifications declaration*. For this declaration and other information specific to non-building based lighting upgrades, see:

- [Explanatory note – non-building based lighting upgrade – part 1: activity guidance](#)
- [Explanatory note – non-building based lighting upgrade – part 2: compliance requirements](#)

3.2. Completing project-based activities

Project-based activities prescribed under the PBA Regulations are very different in nature to activities found in the Principal Regulations. They tend to be technology neutral and may allow multiple technologies, techniques, upgrades and abatement methods to be combined in the one project. Because of their nature, when undertaking a project-based activity you are required to complete and submit a risk plan. For more information, see:

- [Explanatory note – project-based activities – measurement and verification – part 1: activity guidance](#)
- [Explanatory note – project-based activities – measurement and verification – part 2: compliance requirements](#)

4. Mandatory safety training for installers

Key message: We require installers to complete a set of units of competency to make sure they have the skills needed to safely carry out certain prescribed activities. These are also known as 'mandatory safety training (MST) requirements'.

Installers must obtain units of competency before they can undertake certain prescribed activities. Also known as 'mandatory safety training (MST) requirements', these units have been identified as a way to help ensure they have the skills and understanding needed to safely carry out these activities. Installers are approved for prescribed activities by having a certificate of competency from a registered training organisation (RTO) for the relevant units. We require all installers new to the scheme to have current MST units for each prescribed activity they intend to work in before we approve them as installers (see Table 1, Table 2 and Table 3 below).

All installers must have completed the required training, with the exception of fully qualified and licensed electricians and plumbers, and registered builders wanting to undertake prescribed activities in Schedules 13, 14, 15, 17, 21 and 26. You will have to make sure the details of the electricians, plumbers and builders in your employ are up-to-date in your account on the VEET website (www.veet.vic.gov.au).

You should also note that:

- The MST requirements do not replace any existing obligations you have under the *Occupational Health and Safety Act 2004* (Vic) or other applicable legislation. We expect you to take all steps necessary to comply with your OH&S obligations.
- If you are a new AP to the VEET scheme, you must provide information regarding the training of your installers, including management arrangements you have put in place to ensure training is completed. This is a condition of your accreditation.
- You must keep your installer database up-to-date (accessed via your account on the VEET website) and keep files on record to support those entries.
- Installers can complete the required training by either:
 - attending a recognised course at an RTO leading to a certificate for the installer
 - obtaining recognition of prior learning or 'in-house' training by an RTO leading to a certificate for the installer.

Appendix A provides a brief overview of the historical changes in MST requirements for the scheme.

4.1. Units of competency

MST requirements are specific to one of three different activity ‘sectors’ – residential, non-residential and insulation. The break-down of these sectors aligns with the requirements of the Principal Regulations. Units of competency that make up the MST requirements have been placed into one of three groups:

- **Group A** – units relating to health and safety risks and OH&S requirements
- **Group B** – units relating to energy and water efficiency retrofits
- **Group C** – units relating to working at heights.

These groups allow installers to have choice in the unit that they complete to satisfy each aspect of the MST requirements. The groups and units by sector are shown in Table 1, Table 2 and Table 3.

We obtained expert advice on the units that are included as MST requirements, and we seek similar advice when changes in the units occur or new activities are introduced into the scheme. Further information about the units included in the MST requirements, including details of which RTOs offer them can be found by searching the Australian Government’s training website (<http://training.gov.au/>).

Appendix B provides details of the expired MST units for the scheme.

Table 1: Residential sector mandatory safety training requirements

Mandatory safety training units – residential sector								
Activities and Schedules	GROUP A			GROUP B	GROUP C			
	VU21858 Minimise health and safety risk when retrofitting for energy and water efficiency	CPCCOHS2001A Apply OHS requirements, policies & procedures in the construction industry	CPCPCM2043A Carry out WHS requirements	VU21859 Undertake retrofitting to improve energy and water efficiency	CPCCCM2010B Work safely at heights	CPCCCM2010 Work safely on scaffolding higher than two meters	RIIWHS204D Work safely at heights	
Residential	External window activities (Schedules 13 & 14)	Installer required to complete one of the above three units,			the above unit, and	one of the above three units.		
	Weather sealing (Schedules 15A, 15B, 15C, 15E, 15F, 15G, 15H)	Installer required to complete one of the above three units,			the above unit, and	one of the above three units.		
	Shower rose (Schedule 17)	Installer required to complete one of the above three units,			and the above unit.	<i>Not required</i>		
	Incandescent lighting replacement (Schedules 21A, 21B)	Installer required to complete one of the above three units,			the above unit, and	one of the above three units.		
	Pool pumps (Schedule 26)	Installer required to complete one of the above three units,			and the above unit.	<i>Not required</i>		
	Weather sealing (Schedule 15D)	<i>Electricians licensed by ESV</i>						
	Incandescent lighting replacement (Schedules 21C, 21D, 21E, 21F)	<i>Electricians licensed by ESV</i>						

Table 2: Non-residential sector mandatory safety training requirements

Mandatory safety training units – non-residential sector								
Activities and Schedules		GROUP A		GROUP B	GROUP C			
		VU21858 Minimise health and safety risk when retrofitting for energy and water efficiency	CPCCOHS2001A Apply OHS requirements, policies & procedures in the construction industry	CPCPCM2043A Carry out WHS requirements	VU21859 Undertake retrofitting to improve energy and water efficiency	CPCCCM2010B Work safely at heights	CPCCCM2010 Work safely on scaffolding higher than two meters	RIIWHS204D Work safely at heights
Non-residential	External window activities (Schedules 13 & 14)	Installer required to complete one of the above three units,			the above unit, and	one of the above three units.		
	Shower rose (Schedule 17)	Installer required to complete one of the above three units,			and the above unit.	<i>Not required</i>		
	Incandescent lighting replacement (Schedules 21A, 21B)	Installer required to complete one of the above three units,			the above unit, and	one of the above three units.		
	Pool pumps (Schedule 26)	Installer required to complete one of the above three units,			and the above unit.	<i>Not required</i>		
	Incandescent lighting replacement (Schedules 21C, 21D, 21E, 21F)	<i>Electricians licensed by ESV</i>						
	Lighting upgrade (building based and non-building based) activities (Schedule 34)	<i>Electricians licensed by ESV</i>						

Table 3: Insulation activity mandatory safety training requirements*

Mandatory safety training units – insulation activities*						
Activities and Schedules	GROUP A	GROUP B			GROUP C	
	CPCCOHS2001A Apply OHS requirements, policies & procedures in the construction industry	CPCCPB3027 Install ceiling insulation products	CPCCCM2010B Work safely at heights	CPCCCM2010 Work safely on scaffolding higher than two meters	RIIWS204D Work safely at heights	CPCCPB3014 Install bulk insulation and pliable membrane products
Ceiling insulation activities* (Schedule 11) <i>(Residential)</i>	Installer required to complete the above unit,	and one of the above three units.			<i>Not required</i>	
Under floor insulation activities* (Schedule 12) <i>(Residential and non-residential)</i>	Installer required to complete the above unit,	<i>Not required</i>			and the above unit.	

* An administrative requirements review of all insulation activities is currently underway. Activities completed for Schedules 11 or 12 are **not eligible** to create VEECs until this review is complete.

5. Qualified, licensed and registered tradespeople – electricians, plumbers and builders

Key message: Fully qualified, licensed and registered tradespeople are exempt from our MST requirements but still need to meet the relevant OH&S and other regulatory requirements.

Fully qualified and licensed electricians and plumbers, and registered builders are currently exempt from our MST requirements. If you want to engage these types of installers to complete activities that have MST requirements, you must make sure that the details of their licence are up-to-date in your account on the VEET website (www.veet.vic.gov.au) before undertaking the prescribed activity.

If an activity is subject to other regulatory requirements (e.g. those of ESV or the Victorian Building Authority), then you and your installer need to meet these requirements along with any requirements we set for the activity.

Under OH&S legislation you must (as far as is reasonably practicable) provide and maintain a working environment that is safe and without risks to health for **all** installers, including tradespeople. Where installers may be exposed to risks (like as those outlined in section 2 or other risks) you must take all reasonable steps to mitigate these risks. Ways to reduce those risks may include (but are not limited to) making sure your installers have access to appropriate equipment and are sufficiently trained to safely do their work.

We strongly recommend that all installers (whatever their background or qualifications) complete relevant working at heights training units. This will help ensure all installers have up-to-date training and the skills needed to work safely in this high risk environment.

Only electricians licensed by ESV may complete the following activities:

- Weather sealing (Schedule 15D)
- Incandescent lighting (Schedules 21C, 21D, 21E, 21F)
- Lighting upgrade (Schedule 34 – building based and non-building based lighting upgrades).

6. Submitting an installer application into our system

Key message: Installers are submitted for approval through the VEET website. You should keep their records up-to-date and make sure you meet all privacy requirements.

You must have your installers approved by us if you want to create VEECs for prescribed activities that have MST requirements. This approval process allows us to confirm the identity and competency of each installer and ensures appropriately trained people are completing activities in the scheme. The following sections give you detailed instructions on how to use the VEET website to submit installers for approval.

6.1. List of installers and installer status

To manage the installers for your organisation, you need to log into the VEET website and access the 'installers' page from the left hand menu. The 'list of installers' summary page includes seven buttons listing installers based on their 'status'. These are shown in (see Figure 1). Please see Table 4 for an overview of the different types of status that an installer can have.

Figure 1: List of installers and installer status page

List of Installers

First Name	Last Name	DoB	ID Type	ID Number	Status	Start Date	End Date
	Brown	19 Mar 1985	Driver Licence	12121212121	Approved	16 May 2013	
Peter	Brown	19 Mar 1985	Driver Licence	12121212121	Approved	16 May 2013	
Alistair	Browne	04 Mar 1976	Passport	A039545	Approved	20 Mar 2015	

Table 4: Summary of installer status and description

Status	Description
Approved (active)	Installers who have been approved by us to undertake activities on behalf of your organisation.
Approved (inactive)	Installers who have previously been approved but you have marked as inactive (e.g. when you stop employing them).
New	Installers who you have entered information details for but have not yet submitted to us for approval.
Pending approval	Installers who you have submitted to us for approval and are awaiting approval.
Rejected	Installer applications which have been rejected by us. We will reject an application if the evidence you supply does not match the information provided in the online record, or if the installer does not have the required training.
Pre-approval	Installers who have been registered against your account before 25 March 2015. The transition period for attaining approval for any 'pre-approval' installers ended 25 May 2015. After that date, the VEET website automatically blocks creations involving 'pre-approval' installers.

6.2. Submitting installers for approval

If you want to apply for approval of a new installer, you will need to follow the steps shown below. Before submitting an installer for approval on our website, you will need to obtain the following:

- a copy of their ID (passport or drivers licence)
- copies of **all** their relevant training certifications or licences.

You will need to comply with the privacy requirements set out in section 6.5 when collecting this information from your installer.

You must follow these eight steps to submit a new installer into our system:

1. Click the 'add installer' button found on the 'list of installers' page.

Figure 2: Add installer button

List of Installers

Approved (active) Approved (inactive) New Pending Approval Rejected Pre-approval All

First Name	Last Name	DoB	ID Type	ID Number	Status	Start Date	End Date
	Brown						
Peter	Brown	19 Mar 1985	Driver Licence	12121212121	Approved	16 May 2013	
Alstair	Browne	04 Mar 1976	Passport	A039545	Approved	20 Mar 2015	

2. Complete the identification tab information fields on the 'installer detail' page. Under the identification tab, complete the information fields (first name, last name, date of birth, ID type, ID number, company and contact information). All these fields are mandatory except for the 'company' field. Once you have done this, click the 'create' button.

Figure 3: Create button

Installer Detail

Identification

Status: New

First Name:

Last Name:

Date of Birth:

ID Type:

ID Number:

Company: Contact Info:

3. If submitting an electrician for approval, complete the electrician licence details found under the 'electrician licence' tab.

Figure 4: Electrician licence details

Installer Detail

The screenshot shows the 'Electrician Licence' tab selected in the 'Installer Detail' form. The form has a header with tabs: 'Identification', 'Electrician Licence' (highlighted), 'Effective Dates', 'Installer Training', and 'Attachment Files'. Below the tabs is a table with columns: 'Electrician Licence No.', 'Start Date', 'Expiry Date', and 'Action'. The 'Electrician Licence No.' field is empty. The 'Start Date' field has a dropdown menu. The 'Expiry Date' field has a dropdown menu. There are 'Update' and 'Cancel' buttons. Below the table is an 'Add New' button. At the bottom of the form is a 'Submit' button.

4. For all installers, complete the start date information under the 'effective dates' tab. This date refers to the date the installer began working for you. Our website records the application date as the default start date. It is important that you enter the correct start date, as activities completed by an installer before their registered start date will trigger an error in our system. If you want to change the date, click the 'edit' hyperlink and select an appropriate start date, then click 'update'.

Figure 5: Effective dates

Installer Detail

The screenshot shows the 'Effective Dates' tab selected in the 'Installer Detail' form. The form has a header with tabs: 'Identification', 'Electrician Licence', 'Effective Dates' (highlighted), 'Installer Training', and 'Attachment Files'. Below the tabs is a table with columns: 'Start Date', 'End Date', 'Comment', and 'Action'. The 'Start Date' field contains '26 Oct 2016'. The 'Action' column has an 'Edit' hyperlink. Below the table is an 'Add New' button. At the bottom of the form is a 'Submit' button.

5. Complete the training records information under the 'installer training' tab. Click the 'add new' button to add new training records. Select the appropriate training, enter completion date and click 'update'. It is important for you to enter the correct completion date, as activities completed by an installer before the completion date will trigger an error in our system.

Figure 6: Installer training

Installer Detail

Training ID	CODE - Description	Completion Date	Action
No data to display			

[Add New](#)

[Submit](#)

6. Attach the required installer documents. This is done using the 'attachment files' tab. To complete the application, you must attach a copy of the installer ID, and copies of **all** relevant training certifications or licences (as listed under the 'installer training' tab). To attach documents, click on the 'browse' button. Select the relevant documents and click 'add attachment' button, a list of attached documents will appear in the 'file attachment' table.

Figure 7: Add attachments

Installer Detail

Please attach:-

1. Copy of installer's ID (Passport or Driver Licence)
2. Copy of ALL installer's training certification or licences as listed under the 'Installer Training' tab.

[Click here to browse files...](#) [Browse...](#)

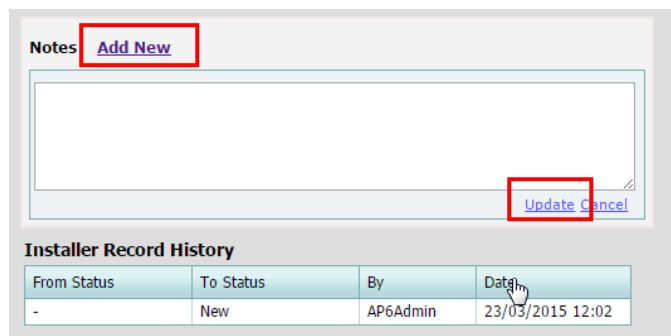
[Add Attachment](#)

* Maximum 10 attachments. Maximum filesize for each attachment is 5000 KB.

File Attachment	Download
Penguins.jpg	Download

7. Add any notes that are required. You can add notes if you want to communicate anything to us. If you are submitting a 'new' application because of a spelling mistake for a 'pre-approval' of an installer, please let us know using the notes tool. To add notes, just click on the 'add new' hyperlink, enter text, and click 'update'.

Figure 8: Add notes



The screenshot shows a web application interface. At the top, there is a 'Notes' section with a red box around the 'Add New' button. Below the notes section is a large text area. At the bottom right of the text area, there is a red box around the 'Update Cancel' button. Below the notes section is an 'Installer Record History' table.

From Status	To Status	By	Date
-	New	AP6Admin	23/03/2015 12:02

8. Submit the application. Only do this when you have completed all the steps in this process. To submit the application, click on the 'submit' button. You will see a confirmation message displayed at the top of the application and the status of the record will change to 'pending approval'.

6.3. What happens after your lodge your application

Once you have lodged your installer application for approval, there are a number of stages in the process:

- **Submission** – after you submit your application to us it joins a queue to be allocated for review.
- **Review** – we will review the application once it has been allocated and will request further information from you if we find the application is incomplete.
- **Approval** – once we are satisfied with the information you have provided, we will approve your application and send an approval email to you. Once we have approved the installer, they will be able to complete the prescribed activities that their training makes them eligible for and allow you to create VEECs.

6.4. Managing your installer records

After an installer has been approved, you may need to update their records. All current, approved installers will be listed under the 'approved (active)' page in our website. To update their record, just click on their last name (which is a hyperlink). You should do this if any of the following things happen:

- **The installers contact details change** – under the 'identification' tab, update the details and click 'update'.
- **You stop employing the installer** – under the 'effective dates' tab, click 'edit' and select appropriate date for the 'end date' field.
- **The installers licence expires** - under the 'attachment files' tab, attach the renewed electrician licence. This will notify us to update the details of an electricians licence to reflect the new start and expiry dates under the 'electrician's licence' tab.

- **The installer completes an additional training unit** – update your installer record by adding the new training records under the ‘installer training’ tab, and attaching a copy of their training certification under the ‘attachment files’ tab.

6.5. Privacy requirements

You must make sure that all personal information collected from the installers is held in accordance with the Information Privacy Principles (IPPs) under the *Privacy and Data Protection Act 2014* (VIC), and where applicable the *Privacy Act 1988* (Cth).

When collecting personal information, you must ensure that at the time of collecting the information, you advise the installer of the following:

- The information will be collected by the Essential Services Commission to enable us to carry out its administrative functions as set out in the *Victorian Energy Efficiency Target Act 2007*.
- The Essential Services Commission is authorised, in certain circumstances, to disclose information to other bodies as listed under section 66 of the Act. Additionally, other Australian government agencies have power under Australian law to obtain certain personal information from us.
- The installer is able to gain access to the information by contacting us on (03) 9032 1310 during business hours or by email: veet@esc.vic.gov.au.
- If you do not collect the personal information from the installer, we will not be able to process the registration of VEECs associated with activities undertaken by the installer.

We recommend that you include the above details as part of an acknowledgement clause in the form to be filled out by the installer when collecting their personal information.

Further details of how to comply with the IPPs can be found at www.privacy.vic.gov.au.

7. Legal context for this document

We have prepared this explanatory note as a general summary of relevant parts of the:

- *Victorian Energy Efficiency Target Act 2007*
- *Victorian Energy Efficiency Target Regulations 2008*
- *Victorian Energy Efficiency Target (Project-Based Activities) Regulations 2017*
- *Victorian Energy Efficiency Target Guidelines*.

This document should not be relied upon as substitute for legal advice, and should be read along with the source documents above. If there is an inconsistency between this explanatory note and the above documents, the content in the source documents takes precedence.

Appendix A – changes in MST requirements

The following is a brief overview of the historical changes in MST requirements for activities completed in the VEET scheme.

Date	Change details
March 2011	Mandatory safety training requirements introduced.
January 2012	Amendments due to changes in RTO course design and availability.
March 2013	New requirements added for business and non-residential activities.
May 2014	New requirements added for business and non-residential activities.
August 2014	Only electricians licensed by ESV allowed to complete Schedule 21C and 21D activities.
December 2014	Exemptions provided to registered builders for Schedule 13, 14, 15, 17, 21A and 21B activities.
January 2016	Accreditation of 22311VIC – <i>Course in Retrofitting for Energy and Water Efficiency</i> by the Victorian Registration and Qualifications Authority.
February 2016	Schedule 21E introduced into the scheme, only electricians licensed by ESV allowed to complete these activities.
April 2016	Schedule 21F introduced into the scheme, only electricians licensed by ESV allowed to complete these activities.
April 2016	Only electricians licensed by ESV allowed to complete Schedule 15D activities. Done because the installation environment has electrical safety risks and incorrect product installation can potentially create electrical and/or fire hazards.
April 2017	The unit CPCCM2010B included for residential installations of Schedule 13, 14, 15, 21A and 21B.
April 2017	Schedule 26 requirements change to include CPCPCM2023A.
April 2018	Implementation of new MST requirements for new and existing installers

Appendix B – superseded MST requirements

The following table provides details of the superseded MST units for the scheme.

Unit	Unit details	Group	Sector	Superseded date ¹	Transition end date ²
VU20781	Minimise health and safety risk when retrofitting homes for energy and water efficiency	A	Residential Non-residential	31/12/2015	31/12/2017
CPCPCM2023A	Carry out OHS requirements	A	Residential Non-residential	01/07/2017	30/04/2019
CPCPCM2003A	Carry out OHS requirements	A	Residential Non-residential	20/07/2016	30/04/2019
CPCCOHS1001A	Work safely in the construction industry	A	Residential Non-residential Insulation	31/01/2012	30/04/2019
VU20790	Undertake retrofitting to improve energy and water efficiency	B	Residential Non-residential	31/12/2015	31/12/2017
VPAU381	Undertake retrofitting to improve energy and water efficiency	B	Residential Non-residential	31/01/2012	31/12/2017
CPCCPB3027A	Install ceiling insulation products	B	Residential	30/04/2018	30/04/2019
CPCCCM2010A	Work safely at heights	C	Residential Non-residential Insulation	06/02/2013	

¹ The 'superseded date' indicates the date the unit was replaced in the VEET scheme with an updated unit. Installers who completed this unit prior to the superseded date can use it as evidence to meet our MST requirements even after this date as long as they joined the scheme before 30 April 2018.

² The 'transition end date' indicates the date by which installers holding this unit will need to complete the current relevant unit (i.e. from this date, this unit can no longer be used as evidence of an installer meeting our MST requirements). We will decide for each superseded unit whether installers must complete the current relevant units as detailed in Table 1, 2 and 3 above.

CPCCCM1006A	Work safely at heights	C	Residential Non-residential Insulation	18/05/2011	
CPCCPB3014A	Install batt insulation products	C	Residential Non-residential Insulation	30/04/2018	30/04/2019

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Document Version History

Version	Amendments	Effective date
V 1.0	Document created and released	21 December 2017
V 1.1	Updated current and expired MST units	30 April 2018