

Energy Safe Victoria LEA/LEI Assessment Rules

These rules apply when undertaking all LEA and LEI Assessments.

Candidates are required to follow the ESV Licensing Rules, disallowed actions on the part of a candidate may lead to the candidate either losing of marks for the assessment, being excluded from the assessment or having the assessment cancelled.

General

Any breach of the following requirements relating to assessment, whether committed intentionally or unintentionally may be regarded as an assessment breach and dealt with under ESV processes.

Photo Identification

For all LEA and LEI Assessments attended, candidates shall bring and produce at the commencement of assessment photographic identification. Acceptable photographic identification includes.

- current drivers licence
- boat licence
- passport
- student ID card
- employment ID card
- proof of age card
- any Australian government issued ID that includes a photo of the candidate
- any other formal ID with the candidate's photo and full name.

FES has the right to refuse the candidate access to the assessment. If extenuating circumstances are deemed by FES, the candidates' paper shall not be marked, or the result released, until such time as suitable photo ID is presented to the assessment body by the candidate.

Candidate Supplied Equipment

Standards and Regulations

Candidates shall supply their own copies of the required Standards and Regulations permitted in the assessment (LEI must use FES supplied). Candidates are permitted to have unlimited highlighting; tabs may be used however they shall be clean and not marked.

Standards and Regulations provided by the candidate must be those which are required for the assessment.

The Standards and Regulations shall not contain any handwritten notes, or printed notes not in the original published versions. No printed or handwritten materials, other than those permitted as printed on the assessment paper, are to be in the possession of a candidate during an assessment.

Calculators and devices

Candidates are permitted to use a silent, battery operated, non-programmable scientific calculator, which may be provided by the candidate.

Candidates are not be permitted to supply electronic equipment for use during their assessment. This shall include, but is not limited to, mobile phones, iPads, tablets, laptops, ebook readers, smart watches, or other smart devices.

Candidates are not be permitted to have or use any recording device (picture, video or sound) in the assessment room. No internet enabled/connected devices are permitted.

Foreign dictionaries are permitted; however, they must be bound copies, not downloaded versions, and with no notes added. Electronic dictionaries not permitted.

Mobile phones are to be switched off and stored away from the candidates' desk. Candidates' bags and other personal items must be stored in a designated area away from the candidates' desk.

Test Equipment

Candidates attending any practical assessment must provide their own Insulation Resistance and Continuity Tester. The Insulation Resistance and Continuity Tester must meet the following requirements:

- analogue
- no indication for PASS/FAIL
- minimum of 250V/500V scale
- minimum 2 x continuity scales
- true moving coil meter

FES will provide a test block or calibration unit to check the candidate's meter and if the candidates meter malfunctions during the assessment (e.g., flat battery or broken lead), meters can be provided by the assessment body.

Insulated Gloves

Candidates attending any Safe Work Practice, Restricted Electrical Licence, Switchgear Licence or LEI Safe Approach assessment must provide their own inner and outer gloves. The outer gloves must be flame resistant and provide mechanical protection. The inner insulating gloves must meet either the AS2225 or IEC903 standards.

Candidate Advice

Candidates may only leave the assessment room temporarily after the commencement of the assessment due to illness or for a toilet break. Any candidate who leaves the assessment room for any other reason will not be readmitted.

Candidates will be advised of toilet locations.

Candidates who require specific prayer times or similar must advise their assessment Centre at the time of booking if the prayer time will clash with their assessment time.

If Candidates complete ahead of the scheduled finish time they must request permission of the assessor/invigilator to leave the assessment room. If permission is granted, the candidate must leave quietly to not disturb others, and they shall not be permitted to return to the assessment room.

Candidate Behavior

Candidates shall always follow the directions of the supervising assessor. Candidates shall be considerate to other candidates. Inappropriate behaviour towards the assessor, assessment body staff, or other candidates will not be tolerated. Inappropriate behaviour (including, but not limited to yelling, swearing, threatening or intimidating behaviour and physical violence) may result in the candidate being removed from the assessment.

Once the assessment has commenced, candidates are not permitted to communicate with other candidates or copy work from any other candidate.

In the event of a breach of ESV Licensing Rules

If the supervisor needs to interview the candidate to gather information about the alleged breach, this will be conducted when the assessment session is completed. Candidates caught breaching assessment conditions will be reported to ESV. ESV will determine if there was a deliberate intent to do so. If proven, ESV has the authority to enforce a ban on the candidate resetting the assessment. When a candidate is allowed to resit after a breach, they will be required to have a one-on-one assessment at a cost of \$1,040.

Dress Code

In accordance with the Standard AS/NZS 4836, candidates attending any practical assessment are required to dress appropriately. Long sleeve shirts, long pants and work boots are required. Candidates who are unable to meet these requirements will not be permitted to commence their assessment.

Pass mark

All assessments shall have a minimum pass mark of 75 per cent.

Entering and leaving time

Candidates are required to be present at the assessment at the time of commencement.

Candidates are required to bring with them their confirmation letter which indicates they have been authorised to attend the assessment on the date and at the time indicated.

Candidates are not permitted to enter the assessment room more than half an hour after the commencement of the session. No additional time will be allowed for the candidate under such a circumstance.

Re-sits

For unsuccessful candidates, a timeframe of no less than two weeks must elapse between assessment events to allow the unsuccessful candidate sufficient time to review their knowledge and skills. This two-week timeframe will apply separately to each assessment type.

LEA Candidates – A minimum of two weeks shall elapse between each assessment attempt, per assessment type

LEI Candidates- A minimum of 60 days shall elapse between each assessment attempt, per assessment type

Excessive Attempts

Where candidates unsuccessfully attempt individual assessments six or more times, FES is required to report their details to ESV.

LET and LEP assessments -FES is required to report to ESV the details of any LET or LEP attempt whereby the candidate achieves a score of 40 per cent or lower.

Appeals

Candidates shall have the right to appeal their assessment result. Please contact FES should you seek to appeal your result.

Prior to lodging an appeal for LET, LEP, LEI Safe Approach, LEIT or LEI G Practical, a candidate must have completed both a paper review and a face-to-face review. Prior to lodging an appeal for SWP, REL Class a candidate must have completed a video review.

ESV Appeals

Candidates who are not satisfied with the FES appeal outcome, can lodge an appeal with Energy Safe Victoria, by following the link below.

<https://esv.vic.gov.au/pdfs/licensing-assessment-appeal-form/>

Complaints

If the matter is unable to be resolved via the above process, the candidate has the right to raise a complaint to ESV. The candidate must provide the complaint in writing to assessmentaudit@energysafe.vic.gov.au, and provide all relevant details including the details of the assessment (date, time, location and assessor), the complaints process followed including details/evidence of the paper and face-to-face review, or video review (as applicable), and any further process followed. All complaints must be made by the candidate; none shall be considered from

external parties. ESV will review complaints within 10 business days of receiving the complaint in writing. Assessment bodies shall cooperate with ESV in providing all relevant information as requested.

Special consideration

Applications for special consideration must be made in line with ESV's Special Consideration Agreement. For further details

https://esv.vic.gov.au/wp-content/uploads/2016/12/LEA_Special_Consideration_agreement.pdf

Paper reviews

Candidates who are unsuccessful may apply to their assessment body for a paper-based review. Please contact FES to arrange a review.

Face-to-face reviews

Candidates may request a face-to-face review of their assessment with an assessor only after having received a paper review. The face-to-face review will not include any coaching. Face to face reviews are not be permitted to occur on the same day as the next attempt at the assessment. Candidates may be permitted to bring an advocate to a face-to-face review, at the discretion of ESV. This shall be limited to 'excessive attempt' candidates only. ESV shall consider the request for an advocate on a case-by-case basis. If the matter is unable to be resolved via the above process the candidate has the right to appeal to ESV. The candidate must lodge the appeal in writing to assessmentaudit@energysafe.vic.gov.au and provide all relevant information including details of the assessment (date, time, location and assessor) and details/evidence of the paper and face-to-face review and any further process followed. All appeals must be made by the candidate; none shall be considered from external parties. ESV will commence a follow up of the appeal within 10 business days of receiving an appeal in writing. Assessment bodies shall cooperate with ESV in providing all relevant information as requested. ESV's decision on an appeal shall be final.

Please contact FES to arrange a face to face review.

Assessment Reading Time

A pre-assessment reading time of 10 minutes for Practical Assessments and 15 minutes reading time for Theory Assessments is provided at the commencement of each assessment and form part of the time allowed for assessment.

For Theory Assessments, highlighting is permitted. Writing or the use of other equipment i.e. calculators is not permitted during reading time.

Writing Time

All writing must be completed during the assessment time, but only after the completion of reading time.

Candidates must write their assessment answers in pen or ink.

**Smoking**

Smoking is not permitted in an assessment room.

Food and Drink

Food and/or drink will not be permitted in an assessment area. Candidates who require specific prayer times or similar must advise their assessment Centre at the time of booking if the prayer time will clash with their assessment time.