Plumbers, Gasfitters and Drainlayers Board

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Exemption from the minimum standards for registration – Evidence guide

Use this guide to help you collect evidence which will support your application for an exemption.

When providing evidence, the focus should be on quality over quantity. You should provide no more than 30 documents.

Evidence you need to provide:

☐	Letters	All letters must be signed, dated and on a letterhead.
☐	Official documents (e.g. qualifications, licence cards)	All official documents must be certified copies (e.g. certified by a Justice of Peace)
☐	Photographs	All photographs must be verified by a third party that you are responsible for the work (e.g. a letter from a supervisor).

Guidance for suitable evidence

The following checklists provides guidance on what evidence is required for registration in each trade

Example:

Please tick	***Competency***	***List evidence***
☒	*Example: Installation of sanitary appliances and fixtures.*	*Photos of the installation of a bath, shower, toilet, handbasin.* *Letter from my supervisor verifying I was responsible for the work.*
☒	*Example: Understanding of atmospheric pressure, vaporization, combustion, heat transfer and efficiency.*	*Certified copy of transcript*
☒	*Example: Health and safety related to drainlaying*	*Certified copy of a site safe certificate*

Plumbing

Please tick	Competency	List evidence
☐	Understanding trade calculations and science related to water.	
☐	Application of materials used in sanitary plumbing, including material protection and jointing methods.	
☐	Understanding of plans and specifications related to sanitary plumbing.	
☐	Understanding of rainwater harvesting.	
☐	Installation of reticulated water pipework including an understanding of flushing procedures, testing methods and pipework maintenance/fault finding.	
☐	Installation of foul water pipework systems including venting, gradients, common faults/testing.	
☐	Installation of sanitary appliances and fixtures.	
☐	Maintenance of sanitary appliances and fixtures.	
☐	Installation, commissioning, and hot water systems. Including valving, seismic, and safe tray requirements.	
☐	Maintenance of hot water systems, including valving.	
☐	Different solar water heating systems, installations, and maintenance requirements.	
☐	Installation, testing, and maintenance of water supply backflow prevention devices.	
☐	Pump types, installations, and maintenance.	
☐	Health and safety related to sanitary plumbing.	
☐	Understanding of sanitary plumbing requirements in a regulated occupation.	

Gasfitting

Please tick	Competency	List evidence
☐	Understanding the trade calculations and science related to gas.	
☐	Application of materials used in gasfitting, including material protection and jointing methods.	
☐	Understanding of plans and specifications related to gasfitting.	
☐	Understanding of atmospheric pressure, vaporization, combustion, heat transfer and efficiency.	
☐	Installation of gas pipework and show understanding of purging techniques, testing procedures and leak tracing methods.	
☐	Installation of mechanical gas and electric appliances including commissioning requirements.	
☐	Maintenance of mechanical gas and electronic gas appliances and equipment.	
☐	Understanding of different types of flues, limitations of flue designs, flue materials, installation requirements of different flues. Including onsite evidence of flue installation.	
☐	Understanding of how flueless gas appliances operated, room size requirements and where they can and cannot be installed.	
☐	Understanding of ventilation requirements for gas appliance installations.	
☐	Understanding of Safety devices and combustion air requirements.	
☐	Non-propulsive gasfitting in mobile applications such as caravans and boats.	
☐	Installation of an LPG Cylinder station and the equipment related including location restrictions.	
☐	Health and safety related to gasfitting.	
☐	Understanding of gasfitting requirements in a regulated occupation.	

Drainlaying

Please tick	Competency	List evidence
☐	Understanding the trade calculations and science related to drainlaying.	
☐	Understanding safe excavation and trenching methods.	
☐	Understanding, installing, and maintaining trade waste interceptor traps including grease traps, petrol traps etc.	
☐	Understanding the properties of wastewater and stormwater.	
☐	Application of materials used in drainlaying, including material protection and jointing methods.	
☐	Understanding of plans and specifications related to drainlaying.	
☐	Wing wall structures, baffles, and grates	
☐	Wet and dry inspection chambers	
☐	Installation of pipework for sewer and stormwater drains.	
☐	Installation and maintenance of surface water handling systems.	
☐	Installation and maintenance of wastewater treatment systems.	
☐	Pump types, installations, and maintenance.	
☐	Health and safety related to drainlaying	
☐	Understanding drainlaying requirements when working in a regulated occupation.	

Letter template

The following letter template provides guidance on what information needs to be included in reference letters to support your application. All letters must be on letterhead.

[Date]

To whom it may concern,

I can confirm that [Full name] has worked for me from [mm/yyyy] to [mm/yyyy] carrying out [Name of trade e.g. Plumbing].

During this time [Name] has carried out the following types of work:

- [work details for example: installation and maintenance of mains pressure hot water cylinders]
- [work details]
- [work details]
- [work details]

[Name 's] supervisor was [Supervisors name].

I can also confirm [Name] is responsible for the work in the [e.g. photos provided, plans given, invoices etc.]

I support [Name's] application for an exemption from the minimum standards of registration and there have been no issues with their work.

[Signed]

[Authors name]

[Authors title]

[Name of company]

Guidance on evidence for each trade

This section provides guidance on what evidence is required for each trade.

Training/Qualifications evidence

On your application form you entered your training and qualifications to show you are competent in the trade(s) you are applying for.

For each of these entries you need to provide certified copies of:

- transcripts showing the training you have done and the results (needs to be certified)
- a certificate of completion (needs to be certified).

Employment history evidence

On your application form you entered your employment history that supports that you are competent in the trade(s) you are applying for.

For each of these entries you need to provide; reference letters from employers, supervisors, or contractors. These letters must:

- confirm with specific details of the types of work you completed
- provide exact dates and details of the of work completed
- confirm who your supervisor was
- relate to the trade in which you are applying
- letters should be signed, dated and on letter head.

Other examples of evidence you can provide are:

- Letters from Council inspectors that have inspected and approved your work (use letter template on page 5 as a guide)
- Compliance documentation for work you have done such as Council inspection sheets or gas certificates
- Photographs of work you have done with evidence confirming you completed the work in the photos. Photos should be supported with a letter from an employer, supervisor, or customer.

Licensing history evidence

If you have had registration or a licence in your trade in another country, please supply copies of your:

- licence card or equivalent (needs to be certified)
- licence information from the online register of that authority.

Continuing professional development (CPD) evidence

On your application you entered all your relevant upskilling. For each of these entries attach certified copies of:

- Certificates for upskilling courses you have completed (this does not include the Board's CPD course)
- Training transcripts.

Fitness to practice evidence

If you have answered "yes" to any of the fitness to practice questions, please provide:

- a full written explanation of the relevant matter
- any relevant documents e.g., decisions, charges, letters, health certificates.

Reason for application evidence

On your application you were asked to describe:

- why you think you should be exempt from the registration or licensing requirement?
- why you are not able to apply for registration or renew your practicing licence in the usual way
- what are the consequences for you if your application is not successful (ie for your visa, ability to
- make a living)?
- what evidence you have to support your reasoning?

Each person’s response and supporting evidence will differ. Here are some examples to help guide you:

- your visa requirements (needs to be certified)
- letters from others that support your reasons
- character references.