

## Form 1

# Micro-credential Listing and Approval

Developers' form to apply for listing and approval, or to make changes.

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### Using this form

Please refer to the [Micro-credential Guidelines](#) when filling in this form.

### Apply online

Apply as an 'Other' application type through the NZQA [application portal](#).

In the application name include '**MC listing and approval**' or '**change to MC listing and approval**'.

Upload this form and all supporting documents.

**\* For changes**, please include a tracked changed version of the micro-credential and a cover letter explaining the changes.

### Te Hono o Te Kahurangi quality assurance

Applicants can request that Te Hono o Te Kahurangi quality assurance is used for aromatawai of the application. In addition to meeting the requirements of this form, the application should relate to ngā kaupapa o Te Hono o Te Kahurangi. For more information see [Te Hono o Te Kahurangi quality assurance](#) or email [tehono@nzqa.govt.nz](mailto:tehono@nzqa.govt.nz).

Expressions of ngā kaupapa o Te Hono o Te Kahurangi can be used in all facets of this micro-credential application. Applicants may choose to express their own mātāpono in the application as well.

# **Supervision of Prescribed Electrical Work (Micro-Credential)**

**Level 5, 5 Credits**

**Micro-credential number** (if known/NZQA to complete)

**Reporting Code** (if known/NZQA to complete)

**Waihanga Ara Rau Construction and Infrastructure Workforce  
Development Council (6046)**

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## Listing

### Title

Supervision of Prescribed Electrical Work (Micro-credential)
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### Level and credits

5	5
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### Classification (NZSCED)

Guidelines Section 3.3

031301 Engineering and Related Technologies>Electrical and Electronic Engineering and Technology>Electrical Engineering
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### Purpose

The purpose of this micro-credential is to provide learners/ākonga with the knowledge and skills required to safely and competently supervise two or more workers undertaking prescribed electrical work.

This micro-credential provides training to assist in obtaining a Supervision Endorsement set by the Electrical Workers Registration Board (EWRB) for Registered and Licensed Electrical Workers. Roles that undertake prescribed electrical work that require supervision and that will benefit from this micro-credential include electrician, electrical engineer, electrical installer, electrical inspector, electrical service technician, electrical appliance serviceperson, transmission line mechanic, traction line mechanic, distribution line mechanic, substation maintainer, and cable jointer.

This micro-credential covers specialist subject matter and aligns with registration and licencing competencies and requirements set by EWRB to support experienced registered electrical workers, including those in the Electricity Supply Industry (ESI) sector, to gain the knowledge and skills required to safely and competently supervise two or more trainees undertaking prescribed electrical work.

## Outcome

- On successful completion of this micro-credential, learners/ākonga will be able to demonstrate knowledge of the skills required to supervise two or more workers completing prescribed electrical work while controlling for electrical hazards and managing risk.

Learners/ākonga will have knowledge of:

- Electrical Workers Registration Board (EWRB) guidelines on supervision practices and published policies.
- legislative requirements that relate to the supervision of electrical workers.

Learners/ākonga will be skilled in:

- outlining the principles and legislative requirements of supervising prescribed electrical work.
- undertaking site or job management functions to ensure safety for people operating under supervision when completing prescribed electrical work.

## Education pathway

This micro-credential further develops the skills of experienced registered and licensed electrical workers by providing further career development to train and supervise workers undertaking prescribed electrical work.

## Cultural, community or employment pathway

On successful completion of this micro-credential, learners/ākonga may progress their career or employment pathway by obtaining supervision, training, or leadership roles within their place of employment.

## Review period

August 2028

## Approval

### Learning outcomes

On successful completion learners/ākonga will be able to:

1. Explain the regulatory guidelines that apply to supervising prescribed electrical work.
2. Identify and explain the legislative requirements for the supervision of electrical workers.
3. Identify the requirements of the regulatory policies for the supervision of prescribed electrical work.
4. Explain the potential consequences of non-compliance of the regulatory requirements when supervising prescribed electrical work.
5. Undertake site or job management functions for supervisees to work safely when completing prescribed electrical work.
6. Apply risk management strategies to undertake prescribed electrical work.

### Need and acceptability

Waihangā Ara Rau has been working with industry and the Electrical Workers Registration Board (EWRB) to develop an industry relevant micro-credential to assist registered electrical workers in obtaining a Supervisor Endorsement. This micro-credential has been designed to meet regulatory requirements, has had active engagement from industry through a Technical Advisory Group, and has training providers ready to develop training programmes to deliver this micro-credential.

Both industry and EWRB are supportive of this development as it will aid electrical workers who want to further their career development to be able to supervise workers and will ensure there is recognised training for supervisors that leads to safer, more consistent supervisors across prescribed electrical work.

Stakeholders who contributed to the development of this micro-credential include ETEC, Dalton Electrical, Electrical Worker's Registration Board, Connexis, MITA Consulting, Master Electricians, EarnLearn, Ideal, Solar Quip, Counties Energy, and public consultation respondents.

Initial work was undertaken by a working group that identified the need for this micro-credential was supported by the Electrical Workers Registration Board and approved by Te Rurūhau. Consultation leading to the micro-credential development has been conducted during July 2025.

Attestations are attached to this application.

This non-standard based micro-credential has a coherent structure in terms of its learning outcomes, content, level, and credit value, which is appropriate for its purpose, and endorsed by the stakeholders above to meet their need.

## Admission

### Pre-enrolment

Entry to this micro-credential requires a learner to a current EWRB licence for undertaking prescribed electrical work.

It should be noted that in order to obtain a Supervisor Endorsement from EWRB one year or more of practicing experience is required.

- Providers must ensure that applicants are informed of the skills required for a role supervising workers undertaking prescribed electrical work.

### Accessibility

- Providers will ensure meaningful engagement with the variety of learners/ākonga and support organisations.

### Language and numeracy proficiency

- Learners/ākonga require sufficient literacy for reading complex legislation and policy requirements, understanding job requirements, and having the communication skills required to train others.
- Learners/ākonga require sufficient numeracy and literacy to complete prescribed electrical work with ease.
- Providers will support ākonga/learners during delivery to ensure they have the level of language proficiency or literacy required.

## Credit recognition and transfer, recognition of prior learning

There is no provision for recognising prior knowledge and skills through cross credit, credit transfer, and recognition of prior learning for this micro-credential.

EWRB has a recognised experience pathway to Supervision Endorsement separate to this micro-credential.

## Length and Structure

### Length

This micro credential requires a minimum of 50 hours of workplace experience, learning, and assessment to be achieved.

It is designed to incorporate verified workplace evidence of undertaking job and risk management

strategies for supervisees to work safely when completing prescribed electrical work. The theoretical elements will be delivered and assessed through a short course or eLearning platform.

## Structure

This micro-credential has two components.

1. Legal and regulatory requirements of supervising prescribed electrical work.
2. Practical application of risk management strategies for the supervision of prescribed electrical work.

Component	1				2	
Learning Outcome	1	2	3	4	5	6
Weighting	2 credits				3 credits	

This micro-credential is designed to be delivered in order of the components.

For more information on delivery and assessment, refer to the current version of the assessment policy and regulatory requirements of the Provider.

See details in - Appendix 1 - Component Descriptor on page 10.

## Assessment methods

### Assessment Method

Please refer to Appendix 1 – Micro-credential Component Descriptor attached to this application for information on assessment methods.

NZQA's Aromatawai and the Principles of Assessment will guide the development of quality assessments and Aromatawai practices for this micro-credential. All assessment must be fair, valid, consistent, and appropriate to the learning outcomes.

Evidence of competence will be supported by the tutor/assessor who confirms the final assessment outcome.

Achievement of all outcomes is required.

Providers must have information on how they can ensure staff are up to date with current EWRB licencing requirements and have experience in supervision of prescribed electrical work.

### Pre-Assessment Moderation

Providers must meet the requirements of the current version of the assessment policy and



regulatory requirements of the Provider.

Waihanga Ara Rau manages moderation requirements in accordance with the current, or any superseded versions of CMR 0120.

#### **Post-Assessment Moderation**

National external moderation of this micro-credential will be undertaken to align with the approved Waihanga Ara Rau Moderation Process document. Any providers who have accreditation for a programme leading towards the award of this micro-credential will be required to conduct their own external moderation. Waihanga Ara Rau will be able to assist with moderation. <https://www.waihangaararau.nz/assurance/moderation>.

#### **Completion**

The Component Descriptors must be completed to be awarded this micro-credential.

Please refer to Appendix 1 – Micro-credential Component Descriptors attached to this application for further information on the learner progression through this micro-credential.

#### **Review process**

Waihanga Ara Rau has regular engagement with the electrical and electricity supply industries to review of the content of the micro-credential and to ensure it is fit for purpose. A report on the outcomes for stakeholders will be completed at the end of the review period, published, and shared with relevant stakeholders.

To ensure this micro-credential is delivered as intended, providers are required to gain programme approval from the standard setting body, are expected to have review processes in place to ensure regular review of the provision of the micro-credential to measure and monitor the quality of outcomes for learners.

## Appendix 1 - Component Descriptors

### Component 1 – Legal and regulatory requirements of supervising prescribed electrical work.

<b>Level</b>	5	<b>Credits</b>	2
<b>Mode</b>	Face to face or online	<b>Duration (hours)</b>	20
<b>Learning outcomes</b>	<p>On successful completion of this component, learners will be able to</p> <p>LO1: Explain the regulatory guidelines that apply to supervising prescribed electrical work.</p> <p>LO2: Identify and explain the legislative requirements for the supervision of electrical workers.</p> <p>LO3: Identify the requirements in the regulatory policies for the supervision of prescribed electrical work.</p> <p>LO4: Explain the potential consequences of non-compliance of the regulatory requirements when supervising prescribed electrical work.</p>		
<b>Topics</b>	<p>Topics to include:</p> <ul style="list-style-type: none"> <li>• Definition of supervision and legal duties</li> <li>• Roles and responsibilities</li> <li>• Determining supervision levels</li> <li>• Types and quality of supervision</li> <li>• Certification and accountability</li> <li>• Key legal terms that shape the understanding of roles and responsibilities</li> <li>• Legal restrictions and exemptions outlining who can perform prescribed electrical work and under what circumstances</li> <li>• Certificates, licencing pathways and transitional provisions</li> <li>• Ongoing learning, assessment, and regulatory structures</li> <li>• Safety responsibilities and work limits</li> <li>• Certification requirements and conditions</li> <li>• Supervision declarations and supervisor criteria</li> <li>• Supervision structure and responsibilities</li> <li>• Purpose and scope of key policies</li> <li>• Trainee exemptions and practical pathways</li> <li>• Disciplinary framework including suspension and disqualification</li> <li>• Remedial Training</li> </ul>		

	<ul style="list-style-type: none"> <li>Specified remediation pathways</li> <li>Fit and proper person provisions</li> </ul>
<b>Resources</b>	<p>Resources include:</p> <ul style="list-style-type: none"> <li>Supervision Companion Guidelines November 2018</li> <li>Health and Safety at Work Act 2015</li> <li>Electricity Act 1992 Sections 2, 74, 76, 77, 78, 93, 94, 108 &amp; 169</li> <li>Electricity Safety Regulations 2010 - Regulation 92, 93, 100, 101 &amp; Schedule 1</li> <li>EWRB Policy O-PO-03 - Issuing Limited Certificates and Provisional Licences</li> <li>EWRB Policy - B-PO-05 - Supervision of Trainees Holding a Limited Certificate</li> <li>EWRB Policy - B-PO-05A - Supervision of Persons who are not Limited Certificated Holders</li> <li>EWRB Policy - B-PO-06 - Interim Suspensions and Disqualifications</li> <li>EWRB Policy - O-PO-09 - Remedial Training</li> <li>EWRB Policy - L-PO-12 - Fit and Proper Persons</li> </ul> <p>Where updates or superseding versions exist, this micro-credential should be read in conjunction with the most current guidance available through the relevant regulatory authority.</p>
<b>Assessment evidence</b>	<p>Assessment evidence must include:</p> <ul style="list-style-type: none"> <li>legal responsibilities, levels, types, and examples of supervision, and the roles of supervisors, supervisees, and employers in ensuring safe and competent work.</li> <li>key legislative and licensing provisions related to prescribed electrical work under the Electricity Act 1992 and associated regulations.</li> <li>certificate requirements, declarations, the use of the exemption flowchart, the regulatory processes for suspension, disciplinary actions, remedial training, and the criteria for determining fit and proper status under the legislation and associated regulator policies.</li> </ul>
<b>Methods</b>	<p>It is recommended that the delivery is contextualised to the learner EWRB registration class. This may mean that the delivering focuses more on some elements than others.</p> <p>An example would be where a regulation, standard, or policy is more widely used in the Electricity Supply sector over another sector.</p> <p>Delivery can be:</p>

	<ul style="list-style-type: none"> <li>- Directed learning and assessment specific to an electrical supervision context.</li> <li>- Self-directed and assessment with support from tutors and mentors.</li> </ul>
<b>Standard(s)</b> applicable)	N/A

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**Component 2 – Practical application of risk management strategies for the supervision of prescribed electrical work.**

<b>Level</b>	5	<b>Credits</b>	3
<b>Mode</b>	Work Based Learning	<b>Duration (hours)</b>	30
<b>Learning outcomes</b>	<p>On successful completion of this component, learners will be able to</p> <p>LO5: Undertake site or job management functions for supervisees to work safely when completing prescribed electrical work.</p> <p>LO6: Apply risk management strategies to undertake prescribed electrical work.</p>		
<b>Topics</b>	<p>Topics to include:</p> <ul style="list-style-type: none"> <li>• Supervision accountability and compliance for trainees holding a Limited Certificate</li> <li>• Effective supervision for persons without a Limited Certificate</li> <li>• Job safety analysis and documentation</li> <li>• Toolbox talks</li> <li>• Risk management including timing, task control, and leadership</li> </ul>		
<b>Resources</b>	<p>Resources include:</p> <ul style="list-style-type: none"> <li>• EWRB Policy - B-PO-05 - Section 6 &amp; 7</li> <li>• EWRB Policy - B-PO-05A -Section 5 &amp; 6</li> <li>• AS/NZS 4836</li> <li>• Health and Safety at Work Act 2015</li> </ul> <p>Where updates or superseding versions exist, this micro-credential should be read in conjunction with the most current guidance available through the relevant regulatory authority.</p>		
<b>Assessment evidence</b>	<p>Verified workplace assessment evidence must include evidence of undertaking site or job management functions and applying risk management strategies for supervisees undertaking prescribed electrical work in the workplace. The evidence may include:</p> <ul style="list-style-type: none"> <li>•</li> <li>• health and safety documentation, toolbox meetings, risk assessment, or a job safety analysis prior to commencing work.</li> </ul>		

<b>Methods</b>	<p>Workplace evidence should reflect the electrical supervision environment the learner is working within.</p> <p>Delivery can be:</p> <ul style="list-style-type: none"> <li>- Approximately 30 hours of work-based learning with support from an assessor.</li> </ul>
<b>Standard(s) applicable)</b>	N/A

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