

# Essential Energy (RTO 91233) Accredited Service Provider (ASP) Access Permit Recipient Course



Essential Energy training team is pleased to offer the ASP Access Permit Recipient Course training. This course acts as both an initial training and a refresher course, with refresher training being required every 2 years.

## Why is this course needed?

Essential Energy controls access to work on or near our network via the use of a documented access permit procedure.

This course addresses the underpinning knowledge and outlines the responsibilities of both the issuer and the recipient of the access permit.

To be an Access Permit Recipient a person must have successfully completed this course and demonstrated a understanding of where work is allowed to be undertaken, what information is needed on the form and what each individuals responsibilities are.

## Eligibility to attend this course

People undertaking this course must:

- Hold a current ASP authorization with Essential Energy and who are current in their regulatory training, and
- Be electrically qualified people who are required to act as an access permit recipient when working on or near Essential Energy's network.

## What will the course do for you or your employees?

Following successful completion of this course the participant will be authorised to receive an access permit for work on or near Essential Energy's network.

## Course Duration

½ day

## Course content

The course includes:

- Clearance area
- Filling out an access permit form
- General work conditions
- Testing apparatus
- Responsibilities
- Work area
- When an access permit is not required.
- Access permit exercise.
- Written assessment

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## Requirements to remain authorised after initial training

To remain authorised as an Access Permit Recipient, refresher training is required every 2 years.

Refresher training needs to be conducted before the expiry date of an individual's authorisation.

## Enrolment

Enrol in this course at the Essential Energy website.

<https://www.essentialenergy.com.au/partners/training>

## Confirmation

Confirmation will be sent via email on enrolment.

## Student cancellations

Cancellations must be received five working days before the commencement of the course or applicable charges may apply.

## Course cancellation by Essential Energy

Essential Energy reserves the right to cancel any course if insufficient enrolments are received. Courses may be cancelled up to 4 weeks before the scheduled date. Should this occur, those who are enrolled will be notified. Essential Energy will not be held liable for any claims arising from course cancellation.

## Fees

\$302.51 per person (regulated fee).  
(GST is not payable on course fees).

## Payment

Invoices will be sent to participants after completion of the course

## Equipment

Participants are required to bring their ID, a pen and personal protective equipment to the course:

- Work clothes, work boots, safety helmet (less than 2 years old), high visibility clothing or vest.
- No open shoes are permitted.
- Participants who are not appropriately attired may be asked to leave the training venue.

## Catering

**Please note catering is not supplied.**

Participants will need to provide their own morning tea / lunch

### Training Services Administration

**Telephone:** 02 6588 4570

**Email:** [trainingservicesadmin@essentialenergy.com.au](mailto:trainingservicesadmin@essentialenergy.com.au)

**Post:** Training Services Admin  
Essential Energy  
P.O. Box 5730  
Port Macquarie NSW 2444

#### PRIVACY DISCLOSURE

Disclosure of information to regulatory bodies that monitor training and accreditation, or information required by law, will be treated in accordance with the Privacy Act.

Your personal information held by Essential Energy may be accessed by requesting in writing to Essential Energy, Privacy Officer, PO Box 5730, Port Macquarie NSW 2444.

