

# IMPORTANT CHANGES

## MECHANICAL SERVICES

### AIR - CONDITIONING AND REFRIGERATION

QBCC's licence application process supports many different pathways. The information and documentation you need to provide us to assess your application will depend on your circumstances. Below is an overview of the common pathways and the transitional arrangements that apply for the new Mechanical Services - Air - Conditioning and Refrigeration licence. For more detailed information visit, [qbcc.build/aircon](http://qbcc.build/aircon).

CIRCUMSTANCES	DOCUMENTATION	DEADLINE
<p><b>APPRENTICE &amp; NEW ENTRANTS</b></p> <p>All apprentices who complete their apprenticeship from 1 January 2020 will need the relevant licence before they can carry out mechanical services work.</p> <p>Information about apprentices who complete before 31 December 2019 can be found on QBCC's website at <a href="http://qbcc.build/mechservices">qbcc.build/mechservices</a>.</p> <p><b>NEW ENTRANTS:</b> workers new to the industry in Queensland.</p>	<p>Documentation is dependent on the type of licence you apply for. See below licence application documentation for a:</p> <ul style="list-style-type: none"> <li>• Contractor</li> <li>• Nominee Supervisor (working for a company)</li> <li>• Site Supervisor</li> <li>• Employee</li> </ul>	<p><b>MUST HOLD LICENCE FROM:</b></p> <p>1 JANUARY 2020</p>
<p><b>CONTRACTOR (UNDER \$3,300)</b></p> <p>You are required to hold a QBCC Trade Contractor Mechanical Services - Air - Conditioning and Refrigeration licence (limited or unlimited design) <b>NOTE:</b> Some work is exempt from these licensing requirements. Learn more at <a href="http://qbcc.build/aircon">qbcc.build/aircon</a>.</p>	<ul style="list-style-type: none"> <li>• Individual Trade Contractor Licence Application</li> <li>• Experience if required</li> <li>• Certificate of completion of approved managerial course</li> <li>• Financial information showing you meet the minimum financial requirements.</li> <li>• Proof of identity</li> </ul>	<p><b>MUST HOLD LICENCE FROM:</b></p> <p>1 JULY 2020</p>
<p><b>EXISTING LICENSEE</b></p> <p>Current licensees will be transitioned automatically to the equivalent mechanical services air conditioning and refrigeration licence class. You may be eligible for a free Mechanical Services - Plumbing licence. Learn more at <a href="http://qbcc.build/plumbing">qbcc.build/plumbing</a>.</p>	<ul style="list-style-type: none"> <li>• If you have a trading name for your business you can provide this with your application</li> <li>• Documents showing technical qualifications</li> <li>• A certificate of completion of a QBCC approved managerial course</li> </ul>	<p><b>EXISTING LICENSEES WILL BE TRANSITIONED AUTOMATICALLY</b></p>
<p><b>COMPANY &amp; NOMINEE SUPERVISOR</b></p> <p>To provide mechanical services - air-conditioning and refrigeration services in Queensland, a company requires a QBCC Company licence and a 'nominee supervisor' for the company who has a QBCC Nominee Supervisor licence.</p> <p>Work above the value of \$3300 is already regulated under the QBCC Act 1991.</p> <p>The nominee supervisor must be an officer or employee of the company.</p>	<p><b>COMPANY</b></p> <ul style="list-style-type: none"> <li>• Company Licence Application</li> <li>• Details of the nominee</li> <li>• A current Historical Company Extract (PDF)</li> <li>• Financial information showing Minimum Financial Requirements are met, unless exempt</li> <li>• Proof of identity for at least 1 director</li> <li>• If you have a trading name for your business you can provide this with your application</li> </ul> <p><b>NOMINEE SUPERVISOR</b></p> <ul style="list-style-type: none"> <li>• Individual Trade Contractor Licence Application</li> <li>• Experience if required</li> <li>• Documents showing technical qualifications</li> <li>• A certificate of completion of a QBCC approved managerial course</li> <li>• Proof of identity</li> </ul>	<p><b>MUST HOLD LICENCE BY:</b></p> <p>1 JULY 2020</p>
<p><b>SITE SUPERVISOR</b></p> <p>A site supervisor licence allows an employee or officer of a licensed contractor to supervise building work under the contractor's licence.</p>	<ul style="list-style-type: none"> <li>• Site Supervisor Licence Application</li> <li>• Documents showing technical qualifications</li> <li>• Proof of identity</li> </ul>	<p><b>MUST HOLD LICENCE BY:</b></p> <p>1 JANUARY 2022</p>
<p><b>EMPLOYEE</b></p> <p>From 1 January 2022, you will need a QBCC mechanical services occupational licence to continue performing mechanical services air conditioning and refrigeration work as an employee.</p> <p>If you don't have qualifications for the work you currently perform as an employee, you will need to gain them or have your current skills recognised by a Registered Training Organisation (RTO).</p>	<ul style="list-style-type: none"> <li>• Occupational Licence Application</li> <li>• Evidence of technical qualifications or if you don't hold the technical qualifications you may be eligible for Recognition of Prior Learning (see below)</li> <li>• Proof of identity</li> </ul>	<p><b>MUST HOLD LICENCE BY:</b></p> <p>1 JANUARY 2022</p>

### Do you have experience without qualifications?

If you have experience but you don't hold the required technical qualifications, you should consider skills assessment. You may be eligible for Recognition of Prior Learning. For more information about Recognition of Prior Learning and the Registered Training Organisation that provide these services, go to [qbcc.build/techpathways](http://qbcc.build/techpathways).