



## Trainee refrigerant handling licences – what you need to know

A trainee licence allows the holder to handle refrigerant while undertaking on the job training and training that is restricted to a classroom setting only. A refrigeration and air conditioning trainee licence is required for a person who is handling fluorocarbon refrigerant while undertaking training and/or assessment leading to a qualification accepted for the various full ARC handling licences.

### There are two forms of trainee licence:

1. A twelve month trainee licence is available to trainees undertaking training and/or assessment. The trainee must be working under supervision of the holder of a licence that allows them to engage in work for which the licensee is being trained.
2. Where refrigerant is being handled in a classroom setting only, a trainee licence for a classroom setting only is available. This type of trainee licence is issued for the period of the training and/or assessment. This means that the holder cannot handle refrigerant outside the classroom setting until they have received a full licence.

### Supervisors note:

The level of supervision will vary according to the working conditions and progress in the trainee's confidence and abilities. It is up to the supervisor to determine the appropriate level of supervision. Ultimately, refrigerant handling licence holders supervising trainee licence holders must ensure that any work carried out by the trainee is in accordance with the standards outlined in column 2 of Table 135 of the Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995.

### The following documents are required to issue a trainee licence:

- licence application form (including certified photo)
- proof of enrolment (including start and end date of the course)
- supervisor licence number and signed supervisor declaration (trainee licence only, not required for classroom licence).

If a trainee has had a change of supervisor, the trainee must notify the Australian Refrigeration Council (ARC).

A Refrigeration and Air Conditioning Trainee Licence is valid for up to one year from the date of issue. Under the Australian Government's Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995, it is an offence of strict liability to handle fluorocarbon refrigerant without a Refrigerant Handling Licence.

**To submit an application online, change your details or for further information about the Regulations go to [www.arctick.org](http://www.arctick.org) or call the ARC on 1300 884 483.**

