Electricity Distribution Industry Common Competency Framework

Guidelines

Version 1.7
15 November 2024

Contents

1. Background

Electricity Networks Aotearoa (ENA) is the industry membership body that represents the Electricity Distribution Industry (EDI) which takes power from the national grid and delivers it to homes and businesses.

The ENA recognises that keeping people safe, and setting minimum standards for performance, poses a complex challenge for all businesses across New Zealand. Addressing this challenge in the EDI sector requires harnessing the collective expertise of staff within the EDI and across the wider contracting community.

The Common Competency Framework (CCF) is the result of a collaboration between a quorum of organisations within the EDI sector, supported by the EDI Health and Safety Forum. It was first developed in 2018 and is maintained and updated regularly.

From its inception, the key benefit to the EDI of developing a CCF was to streamline the process of individual competent workers being able to move from one participating organisation to work on the assets of another during disruption events.

2. Purpose

The CCF sets the minimum levels of knowledge, skills, and experience required for anyone working on or near distribution network assets. The purpose of this framework is to help the electricity distribution sector reduce risk to workers and the public.

By having a common set of competencies — and therefore doing the same things in the same ways — it also helps the sector to be more efficient and cost-effective when workers and contractors are moving between businesses. This becomes increasingly important in emergency situations when workers may need to help other across the sector.
This guideline supports the establishment and maintenance of the CCF as a framework for defining competency across the EDI sector. It includes arrangements for governance and management (section 5), criteria and guidelines to support implementation (sections 6 – 9), and some high-level processes to support onboarding of workers and consistency of operation (section 10).

It is important to note that neither this document nor the CCF is intended to replace or supersede any documents within any EDI organisation, as these may contain operational policies and procedures specific to the authoring organisation. Rather, these guidelines are intended to show how a participating organisation could adopt the CCF, along with the inherent benefits.

3. References

The principles, rules, requirements, policies, and guidelines within the following references have been considered in the writing of this document:
- ENA Health and Safety Strategy 2017 – 2022.
- The Health and Safety at Work Act (2015), and the General Risk and Workplace Management Regulations (2016).
- The Electricity Act (1992), and the Electrical (Safety) Regulations (2010).

- EEA's Safety Manual for the Electricity Industry (SM-EI).
- EWRB Registration Class Requirements.
- NZQA Tertiary Education Sector Rules.

The content of these guidelines may be subject to updates within these references, the control of which sits outside of the EDI sector. Content has also been informed by documents developed by individual EDI organisations, and other industries where relevant and appropriate.

It is important to note that these guidelines and the CCF were prepared with the expectation that they will be read and understood by those operating in, or having knowledge of, the EDI sector. The terms and phrases used in the CCF were obtained from a range of sources, including the references listed above, and the informed opinions of a range of subject matter experts.

Appendix 2 provides several non-electrical definitions. If any of the terms or phrases in the CCF or in these guidelines are unclear, or clarity on a definition is required, the reader should consult with either a 'Senior User' within their own organisation, a User Working Group member, a Governance Group member or email ccf@electricity.org.nz with any questions. The Terms and Definitions will be amended as necessary.

4. Principles and competence

4.1 Principles

The benefits of the CCF lie in a core set of principles, namely that it must be:

1. **Common** — it should focus on commonalities within the EDI sector, in terms of the type of work carried out, and the tools and technologies utilised in that work.
2. **Usable** — individual workers must be able to achieve the stated competency by following a process. (This also requires it to be available.)
3. **Transportable** — commonality should allow a competent worker to move from one participating organisation to work on the assets of another with less induction.
4. **Auditable** — it remains relevant with a clear alignment between the individual competencies, the aligned knowledge framework, and the training workers receive.
5. **Updateable** — it is a living document, owned by industry and managed on behalf of industry by a group who will ensure it remains current and fit for purpose.

The guidelines outlined in this document are aligned with these principles.

4.2 Definition of a competent worker

The definition of 'competent' is derived from the SM-EI definition. That is:

An employee is competent when they can demonstrate to their employer, at any time, that they have the necessary knowledge, skills, and experience to carry out the work safely and to the standards used by the employer.

Notes:

1. The standard that the employer uses for assessing competence shall, as a minimum, comply with regulatory requirements and/or an industry standard where such a standard is

available. The standard may also include specific workplace requirements. However, for issuer and recipient competence, the asset owner will set the standard or will recognise an industry standard or the employer's own standard.

2. Where qualifications are a legal pre-requisite for determining competence, such qualifications will be included in the standard.

3. Competence shall be regularly assessed, consistent with industry intervals and practices, so that the employer can be confident that competence is being maintained.

4. Competence for significant activities or roles is recorded in Documentation of Competence. A competent employee may need to also hold other documentation, e.g., a licence or a certificate of competence under appropriate regulations.

5. Governance and management

The following arrangements for governance and management ensure that the CCF has a life beyond the first version. These arrangements reflect the principles that the CCF must be **auditable** and **updateable**. They also provide structure to ensure change is managed efficiently and transparently.

5.1 Governance Group

The Governance Group (GG) comprises representatives from industry organisations. The purpose of the GG is to ensure that the CCF remains effective throughout its lifetime. The GG is the steward of the CCF, provides oversight over its management (including administration, review, and improvement) and ensures that the management of the CCF is consistent with the agreed principles.

The GG will:
- Comprise no more than ten individuals from a cross-section of persons having management responsibility in organisations within the scope of the CCF.
- Be supported by ENA providing secretariat services.
- Set all policies and procedures relating to the CCF, including rules to maintain a minimum viable product (MVP) – described in Section 7 "Essential Components".
- Consult and communicate with EDI and non-EDI stakeholders to maintain the relevancy of the CCF, including providing mechanisms for response and feedback.
- Monitor the use and performance of the CCF, based on identified opportunities and feedback from the User Working Group.
- Provide leadership and direction on how the implementation requirements may be met, considering the current desire to move to a centralised platform in the future.
- Agree on the levels of participation required to establish the CCF.
- Agree conflict resolution and mediation procedures as required.

5.2 Management – User Working Group

The User Working Group (UWG) is a body established to represent all participating and prospective organisations and ensure the relevancy of the CCF over time. The UWG will:
- Comprise suitably qualified technical specialists who work within the EDI sector.
- Provide participating organisations with access to the CCF and supporting documents through mechanisms approved by the GG.
- Regularly communicate with participating organisations on the status of the CCF and invite feedback on the CCF content.

- Review and improve the CCF to allow EDBs a clear understanding of how to migrate workers to the framework.
- Maintain the content of the CCF, and supporting documents, based on feedback, and in keeping with these guidelines.
- Regular reviews of the CCF allowing for ad-hoc reviews on the following triggers:
  - Changes in relevant legislation, regulation, and/or codes of practice.
  - Changes to electrical industry standards and guides (e.g., SM-EI).
  - Changes to externally managed competencies included in the CCF.
  - Changes in the knowledge framework (to the extent this is externally managed).
  - Adoption of new technologies or processes as deemed necessary.
  - Where review is requested by participating organisations or user groups.

6. Implementation and support

Organisations that choose to adopt the CCF shall be responsible for implementing the framework within their own organisations. This allows participating organisations the flexibility to integrate the CCF using existing processes and systems (with or without enhancement) however they wish, within the guidelines proposed.

For organisations to be so enabled, the following sections in these guidelines provide:
1. Overview of what the CCF must contain – Section 7 "Essential Components".
2. Direction as to whom and what the CCF applies – Section 8 "Industry Application".
3. Rules on how the CCF is supported by systems – Section 9 "System Requirements".
4. Guidance on a standard process for graining competence and assessing workers – Section 10 "Operational Process".

Each participating organisation is advised to appoint a representative as the primary contact responsible for implementation and liaison with members of the Working Group and Governance Group.

Note: This 'participant-empowered' approach to implementation does not preclude moving to a centralised system in future. Rather, it is simply an interim step to ensure the CCF can fulfil its purpose independently of any decision on system centralisation.

7. Essential components

The following components are considered essential for CCF operations, so that it can be both **common** and **usable**. Any updates to the framework will consider the impact of change regarding these components, especially around the availability of training and assessment.

7.1 CCF competency description

Each competency is defined within the following structure:
- All competencies have a minimum of two levels of definition – class and sub-class.
- Class is a simple way of grouping the sub-classes beneath it.
- Sub-class (also referred to as 'competency') also includes the detailed definition of the competency.

- Class and sub-class names and definitions are common to all participating organisations.
- Any competency may also have a third level of definition, titled 'Endorsement', which are designed to allow individual organisations to add network-specific competencies.
- Endorsement details are not included in the CCF but must be related to a specific competency.
- Endorsement definitions shall be complementary to the parent competency, and it should never duplicate or contradict any part of the parent competency definition.

7.2 Knowledge framework

Each competency will retain a unique knowledge set which describes how the competency is to be demonstrated in terms of detailed outcomes. To this end:
- It has been agreed that NZQA qualifications and assessment standards will form the basis of the knowledge framework.
- Other bases for knowledge framework (i.e., common industry learning outcomes and certifications) can also be applied.
- Industry knowledge (i.e., industry publications such as the SM-EI) will inform the underlying knowledge base for each competency and the aligned knowledge framework.

7.3 Training provision

Each competency must be achievable on an ongoing basis, with allowance made for some flexibility in delivery methods. This means:
- Training for each competency should be available (in some form) to all participating organisations and their contractors, so that competency is achievable regardless of location.
- Appropriate refresher training and reassessment is provided by all participating organisations to ensure competencies remain current.
- Training can be provided through a mix of internal and external expertise including time spent proving competency by performing the key job tasks.
- Training for any endorsement remains the responsibility of the organisation (or group of organisations) that require it including verification of contractor training programmes.

7.4 Assessment and moderation

To ensure consistency of delivery across participating organisations, common assessment practices shall be followed, and objectivity maintained as outlined in Section 7.2. The following recommendations are based on common industry agreed learning outcomes.
- Appropriate assessment expertise should be available to all participating organisations, so that the competency is achievable regardless of purpose (onboarding, transferring staff or refresher training) or location. This may be carried out separately to the training, but a common approach sort.
- Assessment shall be carried out by a registered industry Workplace Assessor or equivalent.
- Moderation of assessors and assessment resources shall be carried out by registered moderators or equivalent moderation credentials.

8. Industry application

This section defines those rules that apply universally (to all competencies) in terms of industry sector, people, and asset relationships. This also enables the CCF to be both **common** and **usable**. More detailed guidelines relating to individual competencies are included in the CCF (for example, through role and asset ranges).

What is important is that the adoption of the CCF **is not** compulsory and adopting the framework should not impose any additional costs or burden on those who choose to adopt it.

8.1 Sector application

The CCF has been developed as a framework for defining competency within the EDI sector only. For clarification:

- The Electricity Distribution Industry sector is defined as encompassing activities carried out between the transmission grid exit point and installation point of supply.
- Some competencies in the CCF may apply to workers outside the EDI sector, where they are contracted for specific works inside the sector. Examples of such workers include civil workers contracted to lay underground cables.
- The CCF may include competencies prescribed by organisations outside of the EDI sector, but only where such organisations are empowered by legislation, regulation, or gazetted to do so. Examples of such organisations are the Electricity Workers Registration Board (EWRB), the Civil Aviation Authority (CAA), and the New Zealand Transport Agency (NZTA).
- No competency shall conflict with, or attempt to overwrite, the requirements set down by an organisation outside of the EDI sector's sphere of influence.

8.2 Worker relationship

Adopting the CCF remains at the discretion of parties directly employing workers in the EDI sector, and may be recommended for third party contractors, but adoption can only be enforced with formal agreement to that effect.

8.3 Asset relationship

The CCF contains references to assets to give context to the aligned competency and ensure that the competencies reflect industry requirements. Organisations may wish to make use of 'endorsements' where there is a particular competency required to cover network specific assets. For clarification:

- The CCF covers work on (or near) assets which are common within the EDI sector.
- Endorsements will be managed outside of the CCF by those that require them.
- Endorsements must be associated with a parent asset type (as determined by the competency to which they relate).

9. System requirements

This section describes the CCF as a guide embedded within existing systems and **transportable** between asset owners, subject to specific asset owner induction requirements prior to work.

Note:

The guidance provided in this section does not preclude the move to a centralised CCF system in future. Rather, it is simply an interim step to ensure the CCF can fulfil its purpose independently of any decision on system centralisation.

9.1 Guiding assumptions

The following basic assumptions underpin requirements for CCF implementation:
1. Participating organisations using the CCF within their business, according to their own operational guidelines and constraints.
2. Standard terminology consistent with definitions in codes of practice and relating standards (e.g., SM-EI).
3. The CCF must align with requirements set by legislation, regulation, or codes of practice (e.g., requirements for organisations to maintain worker information or manage data security).

9.2 Framework data

The following fields are required for the CCF to function as a standard template for the whole EDI sector. These fields will likely be developed over time. Fields marked with an asterisk are mandatory for every network to carry inside their human resources / training management systems, as they relate to worker data. Other fields must be commonly understood, and available to refer to for training and assessment purposes, but these can exist outside information systems.

Component	Description
Competency Code*	Current competency class and sub-class code. (Noting that the current coding system may need to be changed to allow for growth, as new classes and sub-classes cannot be inserted using the current system).
Class*	A short phrase that describes high-level class of assets under which competencies are developed.
Competency*	A short phrase that defines the competency and distinguishes it from others in the same class.
Description*	Describes what the holder is able and authorised to do (and possibly what they're not authorised to do).
Asset Range*	Describes the asset range to give further context in terms of voltage, tools and technology.
Role Range	Examples of roles that workers would have if they held (up to) this competency only. This is not to include roles which naturally hold higher competencies.
Pre-requisite	The competency that is immediately pre-requisite to this one, to inform the pathway through the framework.
Renewal Period	How often reassessment is required, considering any parent regulations and the risk profile.
Qualification Achieved	The qualification that may be achieved once knowledge is acquired per competency, if applicable.
Knowledge Code	Unique identifier for knowledge framework component. For example, this may be the unit standard number.
Knowledge Description	The components used to assess achievement of the competency. This excludes any components achieved through pre-requisite competencies. Gaps may be filled by referring to source documents (e.g., SM-EI, NZECP, ESR, ASNZS).
Training Provision	The expertise used to transfer and assess the competencies, bearing in mind learning may occur online or in a physical location, and on-job or off-job. Gaps could be filled with a description of how expertise could be developed.
Reference Material	How the delivery of competency will be supported by training materials, bearing in mind a variety of formats may be required to optimise learning. Gaps may be filled by suggesting where and how materials may be sourced and produced.
Competency Status	A traffic light system required to indicate whether the competency is alive or not. The competency becomes achievable when all fields are completed, or unachievable (when unit standards expire, for example).

9.3 Network data

The following fields enable the CCF to function within each participating organisation. Fields marked with an asterisk have been copied from the previous section to indicate the field must be included within human resources / training management systems, and the data must align with the framework data equivalent.

It is recognised that some variance exists in the specific technologies and tools that surround common assets in the EDI sector. These may be provided for by network-specific endorsements, which are not part of the CCF – the data sits within the organisation that requires it – but they should relate to the CCF as described below. A network can use endorsements at their discretion so the fields relating to endorsements are optional.

Component	Description
Competency Code*	Current competency class and sub-class code. (Noting that the current coding system may need to be changed to allow for growth, as new classes and sub-classes cannot be inserted using the current system).
Class*	A short phrase that describes high-level class of assets under which competencies are developed.
Competency*	A short phrase that defines the competency and distinguishes it from others in the same class.
Description*	Describes what the holder is able and authorised to do (and possibly what they're not authorised to do).
Asset Range*	Describes the asset range to give further context in terms of voltage, tools and technology.
Endorsement Code	Unique code assigned by the network that requires it. This must complement the coding system used by the CCF and not replicate any code used by the CCF.
Endorsement Description	Describes what the endorsement allows the worker to do. (Noting that all endorsements must have a system for training and assessment to meet requirements outside the CCF).
Parent Competency	The Competency Code to which the endorsement relates. The worker must holder this Competency and may optionally have the endorsement.

9.4 Worker data

The following fields are required for the CCF to be applied to workers across the EDI sector. This field set may be developed over time, as necessary. All fields in the following table will be mandatory for each network to carry in their human resources and / or training management systems, except for Endorsements (see previous section on Network data).

Data Type	Description
Worker Number*	This number will be unique to the organisation that first migrated the worker onto the CCF.
Worker Name*	This will be the name of the employee, or contractor, who has achieved some Competency. This should be their legal name and align to the name used in the National Student Index (if applicable).
Competencies*	This will be a list of Competencies which the worker has achieved to date. This will include Competency Code, and Sub-Class (and may be arranged by Class).
Endorsements	This will be a list of any Endorsements which the worker has achieved, in addition to achieving the parent competency. This will include the Code and Description and will appear in relation to a parent competency.
Award Date*	To apply to each Competency and Endorsement. This will be the date upon which the worker first achieved the Competency or Endorsement, via the agreed process. This is required for entry.
Last Refresher*	To apply to each Competency and Endorsement. This will be the date upon which the worker was last assessed, attested for Competency or Endorsement, via the agreed process. This may be blank.
Assessor Name*	To apply to each Competency and Endorsement. This will be the name of the expert who last assessed the worker, according to the quality assurance rules of the knowledge framework used.
Assessor Employer*	To apply to each Competency an Endorsement. This will be the employer of the expert who last assessed the worker.
Awarding Employer*	To apply to each Competency and Endorsement. This will be the name of the employer (or contractor) that provided Attestation as part of the last award.

10. Operational processes

This section introduces methods and processes for training, assessment, and the award of competence by a variety of methods. This relates directly to the definition of a 'Competent Worker ' (Section 4.2) and responds to the principle that the CCF must be **usable**.

10.1 Guiding assumptions

The following basic assumptions underpin the arrangements for transitioning workers onto the CCF:

1. A worker must be able to achieve competency through a combination of experience, knowledge, and skills acquisition.
2. Through observation and experience the worker's employer will attest to the worker's capability, confidence, and experience.
3. The worker will have evidence of any relevant qualification, certification, or other award.
4. A worker must hold the competency to be permitted to either work alone or be responsible for other workers.
5. A worker must be supervised by a competency holder if they are not themselves deemed competent, even if they are training towards the competency.

10.2 Gaining competency

A worker may gain competency via a **training pathway** whereby competency is achieved over time through training programmes delivered by a combination of internal and external expertise and resources. Other methods may include:

- **Grandfathering** – i.e., migrating workers who are currently competent from existing internal frameworks developed by individual EDBs, which may or may not be based on earlier versions of the CCF.
- **Recognition of prior learning** – using a portfolio of prior learning, work experience, including from EWRB licensing.
- **Advanced Portfolio Assessment (APA)** – where assessment is largely based on demonstrable knowledge and proven experience, confidence, and capability only. This may include an element of RPL.
- **Competency refreshment** – aimed at recall and reinforcement of previously acquired knowledge and skills to support ongoing competency (responding to the need for ongoing competency to be maintained through refresher training). The default refresher period for the CCF is 'every two years', noting that this <u>does not</u> supersede or replace any prescribed industry requirements.
- **Recognition of overseas qualifications –** as far as they align to New Zealand qualifications, may be necessary for new workers following guidelines set down by NZQA.

Guidance Note:

Where an older version of a qualification or unit standard is held, it is not expected that the holder of the qualification or unit standard will be required to upgrade this or be re-assessed against the newer Unit Standards as part of any process to gain competency.

10.3 Grandfathering into the CCF

Grandfathering will initially occur when organisations first adopt the CCF and occur thereafter as workers move between employers within the EDI sector.

For the purposes of clarity, workers moving into the EDI sector, either from overseas or from other industries are more likely to need to obtain competency through either an <u>APA or RPL process</u>.

To grandfather an individual worker into the CCF the employer MUST be satisfied that the worker is 'competent' as defined in the SM-EI and repeated in Section 4.2 of this guide. In practice this means:

1. The employee demonstrates competency on an ongoing basis to the satisfaction of the employer; and
2. The employee (or the employer) has documented evidence of competency assessment and regular re-assessments; and
3. Any legal requirements or pre-requisite qualifications are achieved, and any relevant licences held.

Note: It is the responsibility of the employee (worker) and the employer (current) to ensure that a worker is competent. So, IF IN DOUBT RE-ASSESS.

> **Guidance note:**
> Competencies 1 and 2 of the CCF have no associated legal requirements or pre-requisite qualifications. As such, an employer may wish to grandfather workers into these competencies by assessing the worker using the learning outcomes in the Unit Standard as an assessment guide only.

10.4 Assessment processes

An integrated approach is recommended to enable all training and assessment needs (including refresher training), to be covered through one process. The benefit of such an approach is that certain processes may be by-passed, allowing for easier transition where possible (i.e. without compromising worker safety or employer and employee responsibilities under the Health and Safety at Work Act 2015). The process is summarised as follows:

- **Gathering of worker data** – this will include collating data relating to individual worker's current employment arrangements, and the work they typically carry out.
- **Identifying competencies required** – this will involve matching the current role to the competencies required.
- **Profile risk assessment** – A risk-based approach is recommended to allow for optionality in the remaining processes, according to the risk profile of both worker and work type. Worker type risk evaluation will assess the degree of visibility that the employer has of the worker, and the exposure the worker has had to the task. Work type risk profile is the degree of risk involved in performing the task. Previous performance issues might also be noted at this point.
- **Recognition of prior learning** – this will involve collating evidence of current formal qualifications and matching these against the relating knowledge framework to each Competency required. Competencies achieved against an existing framework will be considered RPL at this point.
- **Competency gap analysis** – This is a mid-point, where it may be determined that the process can skip through to the Evaluation stage (based on outcomes of preceding processes). For

example, if there is an exact match between an existing Competency and an equivalent in the new CCF, the next three steps may be by-passed.

- **Knowledge testing** – This will involve a knowledge test as a way of by-passing some training, where the worker can demonstrate foundation knowledge in an off-job assessment scenario.
- **Formal training** – Where the knowledge testing reveals gaps in knowledge, and where gaps in skill have been identified in the gap analysis, formal training must be provided.
- **Practical experience** – This may involve the worker being under 'training' and therefore supervised for a period, until such time as both the employer and the worker are ready for evaluation.
- **Competency evaluation** – This process is designed to gather results from the processes outlined above so the employer can have confidence in signing an attestation.
- **Management attestation** – To be signed off by a person authorised by the asset owner.

Note – Collateral development will be required to support the above (should materials not already exist), notably for knowledge testing.

10.5 Supporting documents.

Templates and other documents are required to support implementation. These include:

- **CCF guidelines** – Outlining governance and management arrangements for the CCF, plus how to operationalise and transition workers to the CCF (these guidelines).
- **Pathways to achievement** – Mapping pathways through the CCF aligned to role, to assist workers and participating organisations with continuing professional development.
- **Worker record of achievement** – Recording competency achievement on an ongoing basis, to be owned by the worker, and shared with other participating organisations in the event of cross-contracting.
- **Competency evaluation** – Template to enable an evaluator (assigned by each participating organisation) to record evidence of competency and provide summary evaluation.
- **Employer attestation** – Template to recording attestation by management that the worker has following a robust competency evaluation and work exposure process.

Appendix 1: The competencies

The competency framework schedule, setting out the various competency classes and subclasses are presented separate to this document.
See Link: Common Competency Framework | ENA

Appendix 2: Terms and definitions

Key terms used in these guidelines are provided in the table below. For the purposes of clarity, if any terms conflict with either relevant legislation or key guides such as the SM-EI, the relevant legislation and guide definitions take precedence.

Term	Description
Advanced Portfolio Assessment	Advanced Portfolio Assessment (APA) is an assessment process that enables people to gain recognition for the skills and knowledge they already have. It requires the candidate to prove to the assessor that they already have the skills and knowledge needed to meet the requirements of a competency sub-class.
Assessor	A competent person who undertakes the verification assessment of worker's ability, skills, knowledge, and experience to deem the worker competent in a competency sub-class having meet the requirements of this standard.
Competency	A sub-class as described in the CCF, sometimes referred to as a ('Work Type Competency'). There is no universally accepted definition of 'competency', but it includes elements of education and continuous learning, experience, exposure, attitude, and confidence. In this context most agree it relates to an individual's ability to fulfil the role for which they were employed in a dynamic (ever-changing) environment.
Competent	The definition of a competent person is derived from that in the SM-EI, and as outlined in Section 4.2 of this document.
Knowledge framework	A means for defining how competency is to be measured, expressed in terms of the knowledge to be demonstrated.
Recognition of Prior Learning	Recognition of Prior Learning (RPL) is a process that involves formal assessment of a learner's relevant and current knowledge and skills (gained through prior learning) to determine achievement of learning outcomes of a competency sub-class. **Note:** RPL processes are also used for internal processes and not result in the award of the Unit Standard, but instead recorded as supporting evidence.
Employer	An organisation that employs an individual worker under formal contract or employment agreement.
Worker	An individual who carries out work in the Electricity Distribution Industry, under a formal contract with an employer.

Appendix 3: Change register

The table below provides details of all changes made since the CCF (Version 1) and the ENA CCF Guide were published in 2019.

Date	Change	Reason
1-June 2020	SM-EI definition of a 'Competent Worker' added to Section 4.2 of the Guide	To provide clarity on the ingredients of a competent person beyond the knowledge framework within the CCF.
1-June 2020	Updating of Section 10, including: • Clarifying methods on gaining competency and transitioning workers into the CCF • Providing guidance on grandfathering • Introducing 'Guidance Notes' to provide further clarity where required	To improve 'usability' in operational processes through: • Aligning processes with the definition of a 'Competent Worker' • To provide clarity and consistency to those transitioning workers into the CCF.
1-June 2020	Updating the aligned Qualifications component of the CCF Knowledge Framework	To improve understanding of the relationships between existing qualifications and current (and future) Unit Standards.
23-June 2020	Qualification fast track added to the right of the knowledge and skills framework	To enable whole qualifications to be used as an indicator of competency, based on the assumption that the required knowledge and skills are met for that single competency within the qualification design.
23-June 2020	Qualification matrix in the right-hand columns removed	This was only ever partially completed so could not be relied upon and has become more out-of-date due to qualification review. Deemed to have little value and effectively replaced by qualification fast track.
23-June 2020	Qualification achievement line removed from the bottom of the knowledge framework for each competency	This was intended to show when a qualification could be achieved as a worker progressed through the framework. Recent qual review means this can no longer be validated. It is also not part of CCF purpose to provide a pathway to qualification.
23-June 2020	Requirements for 2B to be covered within the scope of a job removed from notes	The relating SM-EI rule has been reinterpreted and is currently under review. Removed to avoid conflict or duplication with SM-EI. New industry requirement for low voltage to be managed by permit also has potential to create a wider impact than 6D, 7J, 8G.
23-June 2020	Knowledge and skills framework deletions, additions, and updates	Unit standards have been removed from some competencies, where they are achieved in pre-requisites, or updated to reflect changes from recent qualification review. Other minor changes have been made for clarity, or to better align with the competency description.
26-June 2020	Pre-requisite for 7G changed to 7E	Live jointing techniques may be practiced and achieved on any cable type without having the interim experience of jointing any specific cable type.

Date	Change	Reason
26-June 2020	Class description and asset range for 7K and 7L to explicitly exclude oil and gas.	Competency for oil and gas filled cables is covered explicitly by 7M.
26-June 2020	Pre-requisites for 7M all removed, except for 1A, and role range for 7M changed to Specialist.	Oil and gas filled jointing and terminating at high voltage does not require lower-level cable-jointing competencies.
26-Sept 2023	Guide changes sections 5.1, 5.2, Appendix 1. Minor terminology changes	Update sections 5.1, 5.2 to reflect current activity. Remove complete listing Appendix 1and replace with link to competency framework list. Minor changes for consistency.
11 Oct 2023	Amendments to Competency schedule classes 1 and 2, per UWG recommendations. Summary of changes below: - References to SMEI definitions. - Class 2 additional sub-classes 2B1,2B2, 2B3 Live LV Permit recipient and 2B4. -Clarify Class descriptions and requirements.	Align definitions and requirements with SMEI. Competency classes made relevant to operations. Live LV now included. More focus on asset owner requirements, competency outcomes and equivalent knowledge and skills. Awareness of change to skill standards. Clarify electrical, non-electrical work.
3/4/2024	Version 1.3: Competency schedule revisions: Class 8 per UWG recommendations.	Amendments summary: - Unit standards revised. - Includes safety measure application. - Provides for Intelligent switchgear. - Classes 8C, 8D and 8E operating voltage increased up to and including 66kV. - Class 8H. Network Control description clarified. - Class 8I Fault response description clarified.
11/4/2024	Version 1.4: Revisions CCF - Guidelines.	Amendments to reflect current practices and terminology.
31/7/2024	Version 1.5: Guidelines Competency framework schedule Version 1.4 revisions: Classes 6 and 7 per UWG recommendations.	Amendments summary: - Knowledge and Skills revised. - Unit standards revised. - Class 6: Voltage ranges revised e.g. 11kV to 22kV and 33kV to 66kV. - Revised Live work categories. - Clarification Live Line Hot stick non load bearing and load bearing. - Class 7: Include Knowledge and Skills: Cable Jointer Qualification/ EWRB Registration. - Class 7: HV Cable jointing voltage range including 22kV.
25/9/2024	Version 1.6 Guidelines: Competency framework schedule version 1.5 revision: Class 10 per UWG recommendations.	Amendments summary: Class 10 HV Supply Electrician - 4 sub classes added. 10A. HV Supply electrician – Inspection 10B HV Supply electrician – Maintenance 10C HV Supply Electrician – Construction 10D HV Supply Electrician Commissioning

Date	Change	Reason
15/11/2024	Version 1.7 Guidelines Competency framework schedule version 1.6 revision: Class 6I per UWG recommendations	Amendment Summary: Class 6 Overhead Works – 1 sub class added. Sub Class 6I High Voltage Earthed Works above 66kV.