

PMV COURSE DATES AND PRICES CURRENT AT September 2017

Please note: All PMV courses are gap training courses (plus credit/RPL where applicable) that lead to or form part of the qualification listed.

Only electrical workers with current Australian industry experience and holding an **Unrestricted Electrician's Licence** issued in an Australian state or territory are able to **achieve the full qualification** by meeting the entry requirements and successfully meeting all gap training requirements.

Any applicant who **does not hold** an **Unrestricted Electrician's Licence**, but is able to meet the prerequisites of individual units of competency and has relevant industry experience, will be eligible to enrol and achieve a **Statement of Attainment** listing the units completed through the gap training course.

Course	Fees
	Unfunded
UEE42611 Certificate IV in Hazardous Areas – Electrical (6 days) or (5 days + gap + 1 days) (1 Week)	\$A2,350
EEHA Install + Maintain + Inspect (IMDI) (5 days – dates for first 5 days only in each course listed below)*	\$A1,800
EEHA Refresher (3 days – dates for days 3, 4 and 5 only in each course below)	\$A1,200

Perth courses are held at:

PMV Corporate Office
 Unit 10, 22 Shields Crescent
 Booragoon, WA 6154
 Perth AUSTRALIA
 Tel: +618 6262 9182 and +618 9330 3551
 info@pmv.net.au

Parking available on site

Brisbane courses are held at:

Level 2, 57 Berwick Street
 Fortitude Valley, Queensland 4006
 Brisbane AUSTRALIA
 +617 3255 5952
 info@pmv.net.au

Secure Car Parking – 338 Brunswick Street
 Access via Berwick Street
<https://www.secureparking.com.au>
 Cost: From \$9.50 Early Bird Parking if pre-booked online

Enrolment Fact Sheet

UEE42611 Certificate in Hazardous Area – Electrical

Dear Student,

Thank you for your interest in the gap training course that leads to, or forms part of *UEE42611 Certificate IV in Hazardous Areas – Electrical*. This is the most current qualification available nationally (see www.training.gov.au) at the time of printing. We are pleased to advise you of the requirements for enrolling into this course.

Please do read the following enrolment information carefully.

Is this the right course for you?

This is a gap training course targeted at electrical tradespersons or supervisors, with current industry experience and holding an Unrestricted Electrician's Licence issued in an Australian state or territory. A nominal two years of industrial experience is suggested as this assists student success but is not a barrier to entry so long as you are current.

The course is a post-trade and professional development course focusing on Electrical Equipment in Hazardous Areas (EEHA) and is a natural progression for those keen students who are committed to learning and gaining competencies to supervise, select, install, commission, maintain and test explosion-protected systems and equipment, with endorsements in various explosion protection techniques.

Verification of your Electrician's licence and/or assessment of prerequisites will be completed at the time of enrolment. All required trade certificates/qualifications and enrolment documentation will need to be submitted at that time.

If you are an electrical worker/supervisor without an electrical licence you may also enrol in the course if you meet the prerequisites of the individual units of competency you wish to undertake. In this case you will receive a Statement of Attainment for units successfully completed.

Course Delivery Modes

Training and assessment is through a combination of:

- Credit/RPL
- Face-to-face classroom delivery of 6 days intensive delivery on the dates and at the location/s shown in the attached calendar.
- Hands-on practical exercises on a purpose built instrumentation skid and/or at site visits.

Student Requirements:

- Safe clothing is required to be able to perform any demonstration that may be required: enclosed shoes, long-sleeved shirts, full-length trousers and safety glasses.
- You are requested to bring a USB and your personal laptop for all training sessions. Laptops are required to complete a variety of exercises in class and therefore must have the following functional programs: MS Word, MS Excel, and mobile Internet modem to secure Internet access. You are expected to have working knowledge of these programs.
- Electronic copies of additional student resources will be provided on day one of the course.
- Please refrain from using tablets and Apple Mac laptops as the software we provide is generally not compatible with these devices. Resources require Windows operating system to run.

Course Content:

The gap training for *UEE42611 Certificate IV in Hazardous Areas – Electrical* covers competencies to supervise the selection, installation, commissioning maintenance and testing of explosion-protected equipment and systems for control and monitoring of plant and processes, with endorsements in various explosion protection techniques.

Course manuals and electronic copies of additional student resources will be provided by PMV at commencement of the training.

Course Requirements:

- EEHA Part 1 (5 days) – intensive course covering technical EEHA competencies.
- EEHA Part 2 (1 days) – intensive course covering core supervisory skills.

During face-to-face delivery you will complete a number of simulated work environment practicals using site specific JSEA, isolation requirements and safety procedures prior to the start of any practical assessment work at the PMV instrumentation skid. Simulated practicals or onsite detailed inspection exercises will occur on a live installation in an operating plant wherever possible.

Competency Outcomes:

The course will cover the following units of competency (all units are current as per www.training.gov.au):

EEHA Part 1	
Core Units:	<i>All core units</i>
UEENEEM080A+	Report on the integrity of explosion-protected equipment in a hazardous area
Group B Electives:	<i>2 – 4 of the following units</i>
UEENEEM020A+	Attend to breakdowns in hazardous areas — gas atmospheres
UEENEEM022A+	Attend to breakdowns in hazardous areas — pressurisation
UEENEEM024A+	Install explosion-protected equipment and wiring systems — gas atmospheres
UEENEEM025A+	Install explosion-protected equipment and wiring systems - dust atmospheres
UEENEEM026A+	Install explosion-protected equipment and wiring systems — pressurisation
UEENEEM028A+	Maintain equipment in hazardous areas — gas atmospheres
UEENEEM029A+	Maintain equipment in hazardous areas - dust atmospheres
UEENEEM030A+	Maintain equipment in hazardous areas — pressurisation
Group C Electives:	<i>All of the following 6 units</i>
UEENEEM039A+	Conduct testing of hazardous areas installations — gas atmospheres
UEENEEM040A+	Conduct testing of hazardous areas installations - dust atmospheres
UEENEEM041A +	Conduct testing of hazardous area installations — pressurisation
UEENEEM042A +	Conduct visual inspection of hazardous areas installations
UEENEEM044A+	Conduct detailed inspection of hazardous areas installations — gas atmospheres
UEENEEM045A+	Conduct detailed inspection of hazardous areas installations — dust atmospheres
UEENEEM046A+	Conduct detailed inspection of hazardous areas installations — pressurisation
EEHA Part 2	
Core Units:	<i>All core units</i>
UEENEEE038B	Participate in development and follow a personal competency development plan
UEENEEE117A	Implement and monitor energy sector OHS policies and procedures
UEENEEE124A	Compile and produce an energy sector detailed report
UEENEK145A	Implement and monitor energy sector environmental and sustainable policies and procedures

Legend

Units shown with a '+' have prerequisite units that must be met prior to, or concurrently with assessment of the related units. Some prerequisites are included in the gap training and the remainder can be achieved via credit for units already held if you are a licensed Electrician or through recognition of prior learning (more about this later).

Training Delivery Philosophy

PMV delivers electrical courses in a logical sequence and holistic manner.

Units of competency are aligned to subject matter areas. These subject matter areas are developed into sections starting from simple concepts to more complex concepts which are contextualised based on industrial experience.

PMV's resource materials reflect our holistic approach.

Typically there is more than one trainer and assessor available for each class. Where it is noticed that many students haven't understood the topic, feedback will be provided to the PMV trainer to repeat that section of delivery prior to moving to the next section. If there are only one or two students who haven't understood the topic, PMV trainers provide individualised or small group coaching.

Assessment Philosophy

In alignment with PMV's holistic delivery and assessment philosophy, units of competency are not assessed one-by-one. Instead, assessment occurs against the subject matter sections (which are mapped against the requirements of the units). This means that assessment for multiple units typically occurs during practical assessments and practical observations. These require students to conduct activities such as: making up of Ex d barrier gland; undertaking close/detailed inspection safely; interacting with other group members; and upholding environmental sustainability principles. Successful completion of any individual subject matter assessment does not ensure you are competent in the related units of competency, until **all** related practical assessments have been successfully completed. *As such, if you were to withdraw within the first three days of the EEHA Part 1 five day intensive course you would not achieve any units of competency.* To achieve the units of competency and certification, you must complete the course.

Progressive assessment exercises are undertaken during the course to ensure understanding of the concepts covered and for PMV to provide ongoing feedback, as required. This involves in-class assessments; short answer tests; simulated work-related practicals using site specific JSEA, isolation requirements and safety procedures prior to the start of any practical assessment; site detailed inspection exercises on live installations in an operating plant wherever possible; and making up of Ex d cable gland. During the course you will develop a 'Portfolio of Evidence' for your competencies. This will be submitted progressively to PMV assessors for review and sign off.

Eligibility for Award of Full Qualification

The unit *UEENEEG105A* (and its prerequisites listed in the following table) is required for award of the full qualification. These can be achieved via credit if you have an Unrestricted Electrician's Licence and current industry experience.

'Note: *UEENEEG105A* – Those holding an Unrestricted Electrician's Licence or equivalent issued in an Australian State or Territory meet the requirements of this unit and its prerequisite requirements' (*UEE11 Training Package Release 1.5 December 2014*).

UEENEEG105A	Verify compliance and functionality of low voltage general electrical installations
Prerequisites	
<i>UEENEEE101A</i>	<i>Apply Occupational Health and Safety regulations, codes and practices in the workplace</i>
<i>UEENEEE102A</i>	<i>Fabricate, assemble and dismantle utilities industry components</i>
<i>UEENEEE104A</i>	<i>Solve problems in d.c circuits</i>
<i>UEENEEE105A</i>	<i>Fix and secure electrotechnology equipment</i>
<i>UEENEEE107A</i>	<i>Use drawings, diagrams, schedules, standards, codes and specifications</i>
<i>UEENEEE137A</i>	<i>Document and apply measures to control OHS risks associated with electrotechnology work</i>
<i>UEENEEG006A</i>	<i>Solve problems in single and three phase low voltage machines</i>
<i>UEENEEG033A</i>	<i>Solve problems in single and three phase electrical apparatus and circuits</i>
<i>UEENEEG063A</i>	<i>Arrange circuits, control and protection for general electrical installations</i>
<i>UEENEEG101A</i>	<i>Solve problems in electromagnetic devices and related circuits</i>
<i>UEENEEG102A</i>	<i>Solve problems in low voltage a.c. circuit</i>
<i>UEENEEG103A</i>	<i>Install low voltage wiring and accessories</i>
<i>UEENEEG104A</i>	<i>Install appliances, switchgear and associated accessories for low voltage electrical installations</i>
<i>UEENEEG106A</i>	<i>Terminate cables, cords and accessories for low voltage circuits</i>
<i>UEENEEG107A</i>	<i>Select wiring systems and cables for low voltage general electrical installations</i>
<i>UEENEEG108A</i>	<i>Trouble-shoot and repair faults in low voltage electrical apparatus and circuits</i>
<i>UEENEEG109A</i>	<i>Develop and connect electrical control circuits</i>

When you provide a copy of your Unrestricted Electrician's Licence and evidence of industry currency you will be

credited with these units and when you successfully complete the course you will be awarded the qualification *UEE42611 Certificate IV in Hazardous Areas – Electrical*.

Eligibility for Award of Statement of Attainment

If having provided a copy of your Unrestricted Electrician's Licence, you are unable to successfully complete the full course you will still be eligible for a Statement of Attainment listing the units of competency achieved. This includes the situation where only EEHA Part 1 or EEHA Part 2 is successfully completed. The Statement of Attainment will indicate that these units form part of the qualification *UEE42611 Certificate IV in Hazardous Areas – Electrical*.

If you **do not hold** an Unrestricted Electrician's Licence and you meet the prerequisites of the individual units of competency, have current industry experience and successfully complete the course you will be awarded a Statement of Attainment listing the units of competency you have achieved. The Statement will indicate that these units form part of the qualification *UEE42611 Certificate IV in Hazardous Areas – Electrical*.

If you **do not hold** an Unrestricted Electrician's Licence there is the potential to achieve the full qualification by meeting the requirements of the remaining units needed for the licence. The remaining units are part of *UEE30811 Certificate III in Electrotechnology Electrician* which can be completed as an apprenticeship through various Australian RTOs including our partner Central Institute of Technology:
<http://central.wa.edu.au/Courses/EngineeringConstructionMining/Pages/A123.aspx?cookieCheck=true>.

Course Fees

Unfunded Course Fee for *UEE42611 Certificate IV in Hazardous Areas – Electrical* RPL + gap training – **A\$2,350**

Unfunded Course Fee for **EEHA – IMDI** RPL + gap training – **A\$1,800**

For each course, a deposit of \$1500 is required upon confirmation of enrolment. Next payment up to \$1500 is payable at the end of the week 1. Balance is payable by instalments not exceeding \$1500, distributed over the duration of the course.

Unfunded Course Fee for **EEHA Refresher** training – **A\$1,200** payable **at enrolment**

PMV's Cancellation and Refund Policy can be found on our website www.pmv.net.au under terms and conditions. This covers your right to a refund of a proportion of any fees paid in advance – on a sliding scale depending on the amount of notice you give – eg 10 days or more, full refund; less than 5 days, no refund. If PMV cancels the course you are entitled to a full refund of any fees paid, or you can assign the fees paid to another course of your choosing. If a course is terminated early (eg if your trainer is taken ill) you will be able to attend a later course to complete your studies or you can choose to accept a refund for the part of the course that was not provided. In this case a Statement of Attainment would be issued for units of competency achieved.

Quality of Training and Assessment

PMV is responsible for the quality of its training and assessment services and takes great pride in meeting its obligations to you and all students who undertake training with us. To ensure student satisfaction we have a complaints and appeals process (detailed in the Student Handbook on www.pmv.net.au) and we seek your feedback after each training block and at the end of your course.

Recognition of Prior Learning

If you already have skills and areas of expertise that you have obtained in different ways, these can be recognised through our Recognition of Prior Learning (RPL) process. Look through the RPL Process Kit and fill in the RPL form that can be found in the Enrolment kit, in the Student Handbook at www.pmv.net.au and also at the front desk of PMV office.

Credit

If you have completed another nationally recognised qualification at PMV or at another RTO you may be eligible for credit for units completed where these units are current and are the same units as those in the course. Look through the Application for Credit (including RPL) Kit and fill in the form that is provided in this Enrolment Kit, in the Student

Handbook at www.pmv.net.au and also from the front desk at PMV office.

Enrolment Procedure

1. **Complete PMV enrolment form provided in this enrolment pack or preferably online at www.pmv.net.au**
2. **Provide documents** confirming you have met PMV's course entry requirements.
 - i. *A copy of your **Unrestricted Electrician's Licence** or **equivalent** issued in an **Australian State or Territory** and evidence of your **most current industry experience** (to be eligible to achieve the full qualification)*
 - ii. *A copy of your nationally recognised ID (**Driver's Licence** or **Passport**).*
 - iii. *A certified true copy of your **Degree** or **trade qualifications** (Original copies can be sighted by PMV. You will be eligible for a Statement of Attainment for units achieved but will only be eligible for the full qualification if you hold an Unrestricted Electrician's Licence and current industry experience).*
 - iv. **Recognition of Prior Learning (RPL) application.** (Only if applicable). **Provided later in this enrolment pack.** (You may be eligible for Recognition of Prior Learning (RPL). RPL is available for each unit of competency, based on relevant workplace experience, formal training or other evidence of expertise. Recognition will involve your submission of evidence in a portfolio format 2 weeks prior to course commencement and will be assessed by our assessors).
3. **Make payment.** Deposit required to PMV pre-commencement will be A\$1,500.00. The next payment up to \$1500 is payable at the end of the week 1. Balance is payable by instalments not exceeding \$1500, distributed over the duration of the course.
4. **Submit funding forms** (only if funding is applicable).
 - i. *Funding Application Form*
 - ii. *Student Privacy Form*

To be signed and returned to PMV office at info@pmv.net.au if you meet the requirements for funding.
5. **Acceptance of enrolment**
For PMV to confirm acceptance of your enrolment you must:
 - i. *Meet the course entry requirements*
 - ii. *Submit a completed enrolment form with the required documents stated above*
 - iii. *Make first payment to PMV.*

When you meet the course entry requirement and once all required documents and payment have been received by PMV, your enrolment will be accepted by PMV and prior to course commencement you will be provided with:

- i. *Course Acceptance/Offer Letter*
- ii. *Funding information (if applicable).*

Changes to courses

If there are any changes to course delivery and assessment arrangements you will be notified as soon as practicable.

PMV Course Enrolment Form

To register for your course please complete pages 1 and 2 of the registration form, ensuring all fields are filled out, sign it and return it to us by mail, email, or in person.
Save trees and book online! Go to www.pmv.net.au and check out our Training Calendar.

TRAINER DETAILS			
Ayurveda Awareness Centre Pty Ltd trading as Project Management Vision 10/22 Shields Crescent, Booragoon WA 6154		Phone (08) 9330 3551/ (08) 93172147/ (08) 93172146 Email: info@pmv.net.au ABN: 64 067 928 796	
COURSE DETAILS			
Title of course:		Course date:	
Location:			
APPLICANT INFORMATION			
First Name:		Last Name:	
Jobseeker ID:		USI:	
Date of Birth:		I certify that I am 15 years of age or older	
Country of Birth:			
Current address:			
Suburb:	State:	Post Code:	
Tel:		Mobile:	
Email:		Driver's License/ Passport No:	
Please tick to confirm submission of unrestricted electrical license.			
Electrical License Number:		Electrical License Expiry Date:	
IE Aust. Membership Number (if applicable):			
EDUCATION BACKGROUND			
Highest School Qualification (please tick ONE box only):			
<input type="radio"/> Completed year 10	<input type="radio"/> Completed year 11	<input type="radio"/> Completed year 12	<input type="radio"/> Other (please specify)
In which year did you obtain the school qualification?			
Have you completed or are undertaking the following qualification/s (please tick ONE box only):			
<input type="checkbox"/> Bachelor degree or higher degree level	<input type="checkbox"/> Certificate IV		
<input type="checkbox"/> Advanced diploma or associate degree level	<input type="checkbox"/> Other (please specify):		
<input type="checkbox"/> Diploma level			
EMPLOYMENT INFORMATION (IF EMPLOYED)			
Current employer:		Position:	
Employer address:		Phone:	
City:	State:	Postal Code:	
E-mail:			
<input type="checkbox"/> I require my qualification certificate and / or Statement of Attainment to be delivered to me directly.			
<input type="checkbox"/> I give PMV permission to forward a copy of my qualification certificate and / or Statement of Attainment to my current employer and deliver the original to me.			
<input type="checkbox"/> I understand that PMV cannot issue qualification or statement of attainment until USI has been provided.			
<input type="checkbox"/> I authorize PMV to take and use any student work, photographs, video or sound recordings to appear in their marketing material.			
LANGUAGE AND CULTURAL DIVERSITY			
Are you an Australian citizen, permanent resident, New Zealand passport holder or humanitarian refugee?			
Do you speak a language other than English? If yes, please specify:			
How well do you speak English?			
Are you of Aboriginal or Torres Strait Islander origin?			
DISABILITY			
Do you consider yourself to have a disability, impairment or long term condition?			
- If yes, please specify:			

EMPLOYMENT		
Of the following categories, which best describes your current employment status? Please tick one.		
<input type="radio"/> Full-time employee <input type="radio"/> Self-employed – not employing others <input type="radio"/> Part-time employee <input type="radio"/> Employer	<input type="radio"/> Unemployed – seeking full-time work <input type="radio"/> Not employed – not seeking employment <input type="radio"/> Unemployed – seeking part time employment	
STUDY REASON		
Which best describes your main reason for obtaining the qualification? Please tick one.		
<input type="radio"/> To try for a different career <input type="radio"/> To get a job <input type="radio"/> To get a better job or promotion <input type="radio"/> To get into another course of study	<input type="radio"/> For personal development <input type="radio"/> It is a requirement of my job <input type="radio"/> To start my own business <input type="radio"/> I wanted extra skills for my job	
PAYMENT METHOD		
Please circle one of the preferred payment method:		
Please debit my: Mastercard / Visa (please circle)		
Card Number:	Expiry date:	
Cardholder name:	CCV:	
Signature:		
Direct Debit to PMV account		
Name: Project Management Vision	BSB: 08-6006	Account no.: 73-215-8479
WHATS NEXT?		
Please post the completed form to: 10/22 Shields Crescent, Booragoon WA 6154. Or Scan and email your form to info@pmv.net.au For any questions, please call us on 08 9330 3551		
TERMS AND CONDITIONS		
<p>USI All students undertaking Nationally recognised training, delivered by a Registered Training Organisation (RTO), will need to have a Unique Student Identifier (USI). As an RTO we can only issue a qualification, certificate or statement of attainment when you have provided your USI. Please click on the link below which will give you a general overview of the USI and how to create your own number.: https://www.youtube.com/watch?v=5VG2EbljBJw You can also visit the USI website: www.usi.gov.au to create your USI.</p> <p>COURSE INITIATION PMV will not commence with the initiation of the training process for your course(s) until a signed acceptance form, and accompanied by an appropriate form of payment (direct debit or EFTPOS or purchase order), is received. This must be received a minimum of ten (10) working days before the scheduled course dates. PMV requires this time to make the necessary arrangements to provide quality training material and course delivery</p> <p>FEE For each course, a deposit of \$1500 is required upon confirmation of enrolment. Next payment up to \$1500 is payable at the end of the week 1. Balance is payable by instalments not exceeding \$1500, distributed over the duration of the course.</p> <p>CANCELLATIONS Where fees in advance is applicable, no cancellation fee will be charged for cancellations received more than ten (10) working days prior to the commencement of a course. If PMV has already received full or part payment for the course, the amount will be fully refunded. Notification less than ten (10) working days prior to a course will result in a cancellation fee of 50% of any fees paid. Cancellations made less than five (5) working days prior to the commencement of a course will result in a cancellation charge of the full fees paid. In the event of PMV cancelling a course, liability will be limited to the refund of the full course fee only if paid. Refund payments, will be credited within five working days, upon receipt of written cancelation. All payments will be credited to bank accounts. PMV must be in receipt of a formal notification of a cancellation or transfer request, in writing, by mail or e-mail, and this must then be confirmed in writing by PMV staff.</p>		
Signature of applicant:	Date:	

Application for Credit (including Recognition of Prior Learning) Kit

There are two types of application:

1. Standard exemptions/credit for previous formally recognised training referred to as 'credit' in line with PMV's national recognition policy.
2. Recognition of work and life experiences, including non-formally recognised training through an assessment process.

This is known as Recognition of prior learning (RPL) and suits people who have current industry experience directly related to the units of competency in a course:

- Work skills and knowledge;
- Paid or unpaid work experience;
- Life experience (such as voluntary work, hobbies, sport and leisure activities).

Costs for Credit Applications

We have three different fee structures:

1. Units that are exactly the same as those currently within scope of delivery: free service (national recognition)
2. Units that are similar, but were issued under a previous version, or, may differ in minor way from the current unit (eg a letter A at the end of the code instead of a B, or a different release number) \$50 to \$100 per unit that has changed and require verification of additional assessment/ evidence required.
3. Units from a different training package which may be used as electives towards the qualification: \$150 per unit.
(NB: Should you be unsuccessful in your application, please be advised that the application fee is not refundable; however, you are entitled to re-submit your application a second time for no further charge.)

Application Process for Credit

Step 1 – Complete the Application for Credit/RPL form

Step 2 – Prepare your application. Be sure to include Certified copy(ies) of your:

- Training Certificates
- Course Transcripts
- Contact details of your training provider/s for verification purposes.

Step 3 – Submit the form with the required certificates to PMV Administration.

Recognition of Prior Learning

Recognition of prior learning, also referred to as RPL is the formal recognition of an individual's current skills and knowledge, regardless how, when or where the learning occurred.

The process of RPL equates an individual's prior learning to the learning outcomes offered by a training course and is available to all students in courses offered by PMV.

Supporting Evidence Gathering

Applicants need to compile supporting evidence to demonstrate that they have the required level of skills and knowledge in the units they are seeking recognition for.

Rules of Evidence

For evidence to be accepted the assessor must ensure that the following rules are met:

Authentic	To accept evidence as authentic, an assessor must be assured that the evidence presented for assessment is the student's own work.
Current	Currency of assessment relates to the age of the evidence presented by students to demonstrate that they are competent. Currency requires that assessment evidence must be from either the present or the very recent past.
Sufficient:	Sufficiency relates to the quality, quantity and relevance of evidence presented. It requires assessment of enough evidence to enable a judgment to be made by the assessor of a student's competency, by confirming that all requirements of the unit/s of competency have been satisfied.
Valid:	Evidence is valid if it indicates what it is meant to indicate. For evidence to be valid it must relate directly to the unit/s of competency and address all requirements specified in the unit/s and associated assessment requirements.

Examples of evidence that can be submitted

- Brief CV or work history
- Job/Position Description
- Qualifications/ Certificates/ results of assessment for nationally recognised qualifications
- Qualifications/ Certificates/ results of assessment for other qualifications and courses
- Results/ statement of attendance/ certificates; for in-house courses, workshops, seminars, symposiums
- Membership of relevant professional associations and any continuing professional development required to maintain membership
- Other documentation that may demonstrate industry experience, ie participation in the development of industry programs or industry awards
- Relevant industry tickets eg White Card
- Work samples, which may include but not limited to: diaries/ task sheets/ job sheets/ log books/ performance appraisals/ work plans/ projects
- References/letters from previous employers/supervisors
- Letters of support/appreciation
- Workplace awards/ prizes/ certificates
- Evaluation forms/ feedback sheets
- Hobbies or interests that relate to the outcomes of the units or elements.

Application Process for RPL

In order to apply for RPL, the student must provide current, quality evidence of their competency against the relevant unit of competency. As with all assessment, the assessor must be confident that the student is currently competent against the endorsed unit(s) of competency. Application for RPL can be made by:

- submitting RPL form and
- submitting a portfolio of evidence and/or
- demonstrating skills in workplace performance.

Step 1

Applicant does a self-assessment to confirm the required skills and knowledge and identify the evidence to prove competency for the relevant unit(s).

Step 2

Discussion with Assessor over either email, telephone or face to face to agree on required evidence to be submitted, then applicant gathers all evidence.

Step 3

Before sending the RPL application the applicant needs to ensure that all forms have been completed, and the supporting evidence has been sequenced and organised clearly. The applicant completes a detailed application form indicating which units are to be assessed for RPL and attaches sufficient evidence.

Step 4

The assessor receives the evidence and compares it against the unit/s of competency. There may need to be some clarification during the process either by telephone or in writing. If any gaps are identified the assessor informs the candidate in writing of any further requirements eg more evidence, testing, third party reports or training may be identified.

Step 5

Result of application – the applicant will be provided with a Result of Assessment within 30 days of the RPL application being assessed by the trainer and assessor, informing the applicant of the result – RPL Granted or Not Granted – and the reasons for the decision.

Certification

If assessment successfully confirms that the requirements of the unit/s have been met, the assessor then forwards the results to PMV Administration and recommends credit for the unit/s.

The assessor records the evidence considered, assessment outcomes and the competencies confirmed, as well as sufficient summary of evidence for third parties and in case of appeal.

The applicant is informed of any exemptions from training and assessment as a result of a successful application.

Cost of RPL Application

By forwarding your application form, you are agreeing to our Terms and Conditions. This includes an assessment and administration fee of \$350 per unit of competency or the advertised price of a full qualification if RPL is sought for the full qualification.



Application for Credit

COURSE NAME:

STUDENT DETAILS:

Name	
Address	P/code
Telephone	Email

Units of competency for which you are seeking credit	You will need to provide a copy of your licences, certificates and all transcripts.	
	Unit Code	Unit Title

All applications for credit are considered by PMV, subject to confirming authenticity of records.

Assessor/Admin	To phone the RTO issuing the Statement of Attainment or Qualification to confirm authenticity.
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Signature: _____ **Date:** _____

Credit granted for the following units:

Unit Code	Unit title

Administration to file in Student Folder **Y / N**



Application for the Recognition of Prior Learning

COURSE NAME: UEE42611- CIV in Hazardous Areas-Electrical

STUDENT DETAILS:

Name:

Address:

Telephone:

Email:

EMPLOYMENT DETAILS:

Contact

Position

Telephone

Email

Please answer the following questions to allow an accurate decision to be made

EDUCATION/TRAINING COMPLETED

COURSE/EDUCATION (ie: Certificate/Diploma/Degree)	ORGANISATION & PROVIDER NUMBER (TAFE/University/Company/Private Provider)	YEAR OF ISSUE

Please attach the original Statement of Attainment and/or certificates for courses listed

UNIT OF COMPETENCY / SUBJECTS STUDIED

UoC / SUBJECT TITLE (Course Title/Description of Key Areas covered)	DESCRIPTION OF KEY AREAS COVERED (Number of Hours/Weeks/Years)

EMPLOYMENT HISTORY

(attach a copy of your CV and letters of reference if applicable)

NAME OF COMPANY EMPLOYER	POSITION AND DUTIES PERFORMED	EMPLOYMENT DURATION (ie: List Dates from and until)



Self-Assessment - Selection of Units

Unit Code	Unit Title	I have performed these tasks (place an X in the most appropriate column)		
		Frequently	Sometimes	Never
UEENEEK145A	Implement and monitor energy sector policies and procedures for environmental and sustainable work practices			
UEENEEE038B	Participate in development and follow a personal competency development plan			
UEENEEE117A	Implement and monitor OHS procedures and policy			
UEENEEE124A	Compile and produce an energy sector detailed report			
UEENEEM020A	Attend to breakdowns in hazardous areas – gas atmospheres			
UEENEEM080A	Report on the integrity of explosion-protected equipment in a hazardous areas			
UEENEEM024A /25A/ 26A	Install explosion-protected equipment and wiring systems – gas atmospheres /dust atmospheres/ pressurisation			
UEENEEM028A/ 29A/ 30A	Maintain equipment in hazardous areas – gas atmospheres / dust atmospheres/ pressurisation;			
UEENEEM039A/ 40A/ 41A	Conduct testing of hazardous areas installations – gas atmospheres / dust atmospheres/pressurisation;			
UEENEEM042A	Conduct visual inspection of hazardous areas installations			
UEENEEM044A/ 45A/ 46A	Conduct detailed inspection of hazardous areas installations – gas atmospheres /dust atmospheres/ pressurisation			

Please list the Units that you are applying for competency in the table below

UNIT CODE	UNIT TITLE
UEENEEK145A	Implement and monitor energy sector policies and procedures for environmental and sustainable work practices
UEENEEE117A	Implement and monitor OHS procedures and policy
UEENEEE124A	Compile and produce an energy sector detailed report
UEENEEE038B	Participate in development and follow a personal competency development plan
UEENEEM080A	Report on the integrity of explosion-protected equipment in a hazardous areas
UEENEEM020A	Attend to breakdowns in hazardous areas – gas atmospheres



UEENEEM024A / 26A	Install explosion-protected equipment and wiring systems – gas atmospheres / pressurisation
UEENEEM028A/ 30A	Maintain equipment in hazardous areas – gas atmospheres / pressurisation;
UEENEEM039A* /40A/ 41A*	Conduct testing of hazardous areas installations – gas atmospheres / pressurisation;
UEENEEM042A*	Conduct visual inspection of hazardous areas installations
UEENEEM044A* / 46A	Conduct detailed inspection of hazardous areas installations – gas atmospheres / pressurisation

SUPPORTING AND ADDITIONAL EVIDENCE BELOW

Please ensure you have attached all transcripts/course certificates undertaken and details of work duties to support your application.

EVIDENCE/SUPPORTING DOCUMENTS ATTACHED	Tick below
Resume/Curriculum Vitae	<input type="checkbox"/>
Statement / Transcript of units completed (Original req)	<input type="checkbox"/>
Personal Experiences	<input type="checkbox"/>
Non Accredited Courses	<input type="checkbox"/>
Volunteer Work	<input type="checkbox"/>
Other:	<input type="checkbox"/>
Other:	<input type="checkbox"/>

Provide details of current or former work place supervisor who can verify your competency in areas applied for RPL		
Name:		
Email:	Contact:	
Organisation	Designation:	

I hereby declare that all details in this application are true and accurate.

Applicant Signature: _____ Date: _____

Thank you for completing this application



Section B - To Be Completed By Assessor

1. Verification of Records

a. Has the accuracy of the Applicant’s current qualifications, and licenses been verified? How?

b. Has the accuracy of the Applicant’s current CV or work experience been verified? How?

c. Has the work place supervisor been contacted? _____

d. Have they verified the participant’s skills and competency? _____

2. Mapping Competencies

Map the learning outcomes for the Unit of Competency / Qualification against the individual’s current competencies

Unit of Competency: <Code and Title>	
Training Package: <specify>	
Learning outcomes specified in the Training Package	Applicant’s competencies/qualifications

<allocate a table for each Unit of Competency, Attach extra sheets if required>



3. Outcome

The applicant does not fulfil the requirements

The applicant fulfils the requirements for the following Units of Competency:

The applicant fulfils the requirements for the following Qualification:

Assessor Name:	
Assessor Signature:	Date:
CEO Signature:	Date: