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
UEE61211 Advanced Diploma of Engineering – Explosion protection (Flexible Face-to-face or Remote Gap Training)	Price on request*

* Price will vary depending on the amount of gap training required and the amount of credit and RPL possible, based on industrial experience that can be directly mapped to some of the units of competency.

PERTH
RPL + Gap training for: **UEE61211 Advanced Diploma of Engineering – Explosion protection**
○ Flexible Face-to-Face or Remote ○ Gap Training Course ○ Self-paced ○ Negotiable time frames

Perth face-to-face training is 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

Project Management Vision Pty Ltd
RTO No. 52698
Trading as
Project Management Vision
ABN 34 186 137 006

CORPORATE OFFICE
Unit 10, 22 Shields Crescent
BOORAGOON, WA 6154
Tel: +618 6262 9182 or +618 9330 3551

Enrolment Fact Sheet

UEE61211 Advanced Diploma of Engineering – Explosion protection

Dear Student,

Thank you for your interest in the gap training course that leads to, or forms part of *UEE61211 Advanced Diploma of Engineering – Explosion protection*. 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 workers with current industry experience and holding an Unrestricted Electrician's Licence issued in an Australian state or territory, who have achieved *UEE42611 Certificate IV in Hazardous Areas – Electrical*, and *UEE50411 Diploma of Electrical Engineering*, or equivalent and have a nominal five years of industrial experience. Industrial experience assists student success but is not a barrier to entry so long as you are current in the industry.

The course is a post-trade and professional development course and is a natural progression for those keen students who are committed to learning and gaining hazardous area competencies at the highest level of complexity for vocational competencies. The qualification provides competencies to assess and manage risks associated with hazardous areas, to design and validate/evaluate explosion protection aspects of electrical and instrument systems, to audit explosion-protected installations and to provide explosion protection technical advice/sales.

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 or an engineer 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;
- Flexible face-to-face or remote (Skype) coaching
- Requisite site experience.

Student Requirements:

- You are required to have your personal laptop for all training sessions. Laptops are required to complete a variety of exercises 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 student resources will be provided to students on a USB.
- Please refrain from using tablets and Apple Mac laptops as the resources we provide are generally not compatible with these devices. Resources provided during the course require Windows operating system to run.

Course Content:

UEE61211 Advanced Diploma of Engineering – Explosion protection gap training covers the fundamental principles of hazardous area classification and design and practical skills to select, install, terminate, fault find and maintain electrical installations; to diagnose faults or malfunctions on electrical equipment in hazardous areas; to assess and manage risks; undertake design, validation/evaluation and audit functions; to provide technical advice/sales related to explosion protection in electrical equipment installed in hazardous areas; and power systems in a variety of industrial installations.

The course includes theory; samples of equipment; demonstrations, videos and hands-on calibration; setting up of field instruments; hazardous area design and classification; writing engineering specifications; undertaking electrical fault current calculations in polyphase and DC circuits; configuring and maintaining industrial Siemens control system networks; and estimating, planning and managing electrical projects; with both theory and practical assessments.

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

Course Requirements:

Part 1 – This professional development, flexible training is delivered in self-paced format consisting of a number of pre-arranged face-to-face or Skype sessions, followed by assessment completion by the student. The practical component requires hands-on work on a purpose-built industrial instrumentation skid and control system. Course components have the following weightings:

a) Classroom or Skype delivery of required knowledge; design and fault finding in electrical polyphase and DC circuits; estimating and planning of electrical projects; hazardous area design and classification; including problem solving; demonstrations; videos; short answer questions. (70% weighting)

b) Hands-on training including setting up and calibration of the field instruments; fault finding on DC and polyphase circuits; and, configuring and maintaining industrial Siemens control system networks. (30% weighting)
   Hands on practical exercises include:
   i) Selection and calibration of instruments;
   ii) Desk based solving complex DC electrical and polyphase circuit problems;
   iii) Hazardous Area classification and design exercises;
   iv) Electrical polyphase and DC circuits fault finding calculation; and
   v) Configuring and maintaining industrial Siemens control system networks.

Part 2 – This involves the verification of your site experience through completion of a 'Previous Work Recognition' (PWR) form, from one or more supervisors/jobs:

- The supervisor must be an electrical supervisor or site electrical engineer with requisite field experience in managing electrical installations in hazardous areas;
- The site must have facilities and equipment for you to gain industry experience in the variety of electrical installations required;
- The field experience must be current i.e. within the last two years;
- Alternatively, you can get your industry experience verified from current or future job(s)/ project(s).

Competency Outcomes:

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

Core Units:	
UEENEEE006B	Apply methods to maintain currency of industry developments
UEENEEE011C	Manage risk in electrotechnology activities
UEENEEE015B	Develop design briefs for electrotechnology projects
UEENEEE071B	Write specifications for electrical engineering projects
UEENEEE081A+	Apply material science to solving electrotechnology engineering problems
UEENEEE082A+	Apply physics to solving electrotechnology engineering problems
UEENEEE083A	Establish and follow a competency development plan in an electrotechnology engineering discipline
UEENEEE125A+	Provide engineering solutions for problems in complex multiple path circuits

UEENEEE126A+	Provide solutions to basic engineering computational problems
UEENEEG149A+	Provide engineering solutions to problems in complex polyphase power circuits
UEENEEG169A+	Manage large electrical projects
UEENEEG170A+	Plan large electrical projects
UEENEEM052A	Classify hazardous areas — gas atmospheres
UEENEEM053A	Classify hazardous areas — dust atmospheres
Electives	
BSBWOR502B*	Ensure team effectiveness (60 Group A)
UEENEEM024A+	Install explosion-protected equipment and wiring systems — gas atmospheres (60 CT Group B)
UEENEEM042A+	Conduct visual inspection of hazardous areas installations (40 CT Group C)
UEENEEM044A+	Conduct detailed inspection of hazardous areas installations — gas atmospheres (40 CT Group C)
UEENEEG131A+ or M065A+	Evaluate performance of low voltage electrical apparatus (40 CT Group D) or Conduct audit of hazardous areas installations - gas atmospheres (60 CT Group D)
UEENEEC007B	Manage contract variations (40 Group E)
UEENEEE078B	Contribute to risk management in electrotechnology systems (20 Group E)
UEENEEM057A+	Design explosion-protected electrical systems and installations — gas atmospheres (20 Group E)
UEENEEM058A+	Design explosion-protected electrical systems and installations — dust atmospheres (20 Group E)
UEENEEM059A+	Design explosion-protected electrical systems and installations — pressurisation (20 Group E)
UEENEEM075A+	Design explosion-protected electrical systems — Coal mining (20 Group E)
UEENEEM079A+	Design of gas detection systems (20 Group E)

Legend

Units of competency in the preceding table 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).

Note: Two units shown with '*' may not be required if you have sufficient credits for other electives that are common to this qualification and *UEE42611 Certificate IV in Hazardous Areas – Electrical* and/or *UEE50411 Diploma of Electrical Engineering* (see 'Eligibility for Award of Full Qualification section').

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. We provide ongoing feedback. Where it is noticed that there is difficulty understanding a topic, the PMV trainer will repeat delivery of that section prior to moving to the next section.

Class sizes are small and we also cater for individual students by providing training sessions live via Skype. The timetable for delivery can be adjusted to meet individual needs.

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. 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, you are not likely to achieve any unit of competency in the first half of course delivery.*

Progressive assessment exercises are undertaken during the course to ensure understanding of the concepts covered and for PMV to provide ongoing feedback, as required. Assessments are undertaken in the gaps between face-to-face sessions to allow you to complete and submit the assessments for review and feedback prior to the next face-to-face session. 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

1. The remaining core and elective units required for the qualification will be achieved via the granting of credit for the following units achieved in *UEE42611 Certificate IV in Hazardous Areas – Electrical* and/or *UEE50411 Diploma of Electrical Engineering*, or equivalent. Units shown with a '+' have prerequisites that would also have been achieved.

Core Units	*7 remaining core units*
UEENEED104A+	Use engineering applications software on personal computers
UEENEEE006B	Apply methods to maintain currency of industry developments
UEENEEE080A+	Apply industry and community standards to engineering activities
UEENEEE117A	Implement and monitor energy sector OHS policies and procedures
UEENEEE124A	Compile and produce an energy sector detailed report
UEENEEK132A	Develop strategies to address environmental and sustainability issues in the energy sector
UEENEEM080A	Report on the integrity of explosion-protected equipment in a hazardous area
Electives	*1 required*
UEENEEE078B	Contribute to risk management in electrotechnology systems
Other electives that may be claimed for credit (restrictions exist on the number allowed from each Group)	
Group B	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	
UEENEEC005B	Estimate electrotechnology projects
UEENEEM039A	Conduct testing of hazardous areas installations - gas atmospheres
UEENEEM042A	Conduct visual inspection of hazardous areas installations
UEENEEM044A	Conduct detailed inspection of hazardous areas installations — gas atmospheres
UEENEEM047A	Develop and manage maintenance programs for hazardous areas electrical equipment — coal mining
UEENEEM078A	Manage compliance of hazardous areas

2. 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	
UEENEEE101A	*Apply Occupational Health and Safety regulations, codes and practices in the workplace*
UEENEEE102A	*Fabricate, assemble and dismantle utilities industry components*
UEENEEE104A	*Solve problems in d.c circuits*
UEENEEE105A	*Fix and secure electrotechnology equipment*
UEENEEE107A	*Use drawings, diagrams, schedules, standards, codes and specifications*
UEENEEE137A	*Document and apply measures to control OHS risks associated with electrotechnology work*
UEENEEG006A	*Solve problems in single and three phase low voltage machines*
UEENEEG033A	*Solve problems in single and three phase electrical apparatus and circuits*
UEENEEG063A	*Arrange circuits, control and protection for general electrical installations*
UEENEEG101A	*Solve problems in electromagnetic devices and related circuits*
UEENEEG102A	*Solve problems in low voltage a.c. circuit*
UEENEEG103A	*Install low voltage wiring and accessories*
UEENEEG104A	*Install appliances, switchgear and associated accessories for low voltage electrical installations*
UEENEEG106A	*Terminate cables, cords and accessories for low voltage circuits*
UEENEEG107A	*Select wiring systems and cables for low voltage general electrical installations*

UEENEEG108A	*Trouble-shoot and repair faults in low voltage electrical apparatus and circuits*
UEENEEG109A	*Develop and connect electrical control circuits*

When you provide copies of your qualifications and records of results (transcripts) for *UEE42611 Certificate IV in Hazardous Areas – Electrical* and *UEE50411 Diploma of Electrical Engineering* along with 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 *UEE61211 Advanced Diploma of Engineering – Explosion protection*.

Eligibility for Award of Statement of Attainment

If having provided a copies of your qualifications and 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. The Statement will indicate that these units form part of *UEE61211 Advanced Diploma of Engineering – Explosion protection*.

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 *UEE61211 Advanced Diploma of Engineering – Explosion protection*.

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 Fees for *UEE61211 Advanced Diploma of Engineering – Explosion protection* gap training will be determined individually on request. The price will vary depending on the amount of gap training required and the amount of credit and RPL possible, based on industrial experience that can be directly mapped to some of the units of competency.

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.

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 this 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 the **two qualifications listed as entry requirements** (UEE42611 Certificate IV in Hazardous Areas – Electrical and UEE50411 Diploma of Electrical Engineering) and 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, current industry experience and sufficient units from the two qualifications listed as entry requirements).*
   - *iv. **Recognition of Prior Learning (RPL) application.** (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):	
○ Completed year 10 / ○ Completed year 11 / ○ Completed year 12 / ○ 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):	
☐ Bachelor degree or higher degree level	☐ Certificate IV
☐ Advanced diploma or associate degree level	☐ Other (please specify):
☐ Diploma level	
EMPLOYMENT INFORMATION (IF EMPLOYED)	
Current employer:	Position:
Employer address:	Phone:
City: / State: / Postal Code:	
E-mail:	
☐ I require my qualification certificate and / or Statement of Attainment to be delivered to me directly. ☐ 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. ☐ I understand that PMV cannot issue qualification or statement of attainment until USI has been provided. ☐ 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.	
o Full-time employee o Self-employed – not employing others o Part-time employee o Employer	o Unemployed – seeking full-time work o Not employed – not seeking employment o Unemployed – seeking part time employment

STUDY REASON	
Which best describes your main reason for obtaining the qualification? Please tick one.	
o To try for a different career o To get a job o To get a better job or promotion o To get into another course of study	o For personal development o It is a requirement of my job o To start my own business o 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

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.

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

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.

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.

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.

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: UEE61211- Advanced Diploma of Engineering – Explosion Protection

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
Pre Units:				
EENEEE011C	Manage risk in electrotechnology activities			
EENEEE015B	Develop design briefs for electrotechnology projects			
EENEEE071B	Write specifications for electrical engineering projects			
EENEEE081A+	Apply material science to solving electrotechnology engineering problems			
EENEEE082A+	Apply physics to solving electrotechnology engineering problems			
EENEEE083A	Establish and follow a competency development plan in an electrotechnology engineering discipline			
EENEEE125A+	Provide engineering solutions for problems in complex multiple path circuits			
EENEEE126A+	Provide solutions to basic engineering computational problems			
EENEEG149A+	Provide engineering solutions to problems in complex polyphase power circuits			
EENEEG169A+	Manage large electrical projects			
EENEEG170A+	Plan large electrical projects			
EENEEG149A+	Provide engineering solutions to problems in complex polyphase power circuits			
EENEEG169A+	Manage large electrical projects			
Electives				
SBWOR502B*	Ensure team effectiveness			
MASUP410B*	Develop plant documentation			
EENEEC007B	Manage contract variations			
EENEEM057A+	Design explosion-protected electrical systems and installations — gas atmospheres			
EENEEM058A+	Design explosion-protected electrical systems and installations — dust atmospheres			
EENEEM059A+	Design explosion-protected electrical systems and installations — pressurisation			
EENEEM075A+	Design explosion-protected electrical systems — Coal mining			
EENEEM079A+	Design of gas detection systems			

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

UNIT CODE	UNIT TITLE
Pre Units:	
EENEEE011C	Manage risk in electrotechnology activities
EENEEE015B	Develop design briefs for electrotechnology projects
EENEEE071B	Write specifications for electrical engineering projects
EENEEE081A+	Apply material science to solving electrotechnology engineering problems
EENEEE082A+	Apply physics to solving electrotechnology engineering problems
EENEEE083A	Establish and follow a competency development plan in an electrotechnology engineering discipline
EENEEE125A+	Provide engineering solutions for problems in complex multiple path circuits
EENEEE126A+	Provide solutions to basic engineering computational problems
EENEEG149A+	Provide engineering solutions to problems in complex polyphase power circuits
EENEEG169A+	Manage large electrical projects
EENEEG170A+	Plan large electrical projects
EENEEG149A+	Provide engineering solutions to problems in complex polyphase power circuits
EENEEG169A+	Manage large electrical projects
Electives	
SBWOR502B*	Ensure team effectiveness
MASUP410B*	Develop plant documentation
EENEEC007B	Manage contract variations
EENEEM057A+	Design explosion-protected electrical systems and installations — gas atmospheres
EENEEM058A+	Design explosion-protected electrical systems and installations — dust atmospheres
EENEEM059A+	Design explosion-protected electrical systems and installations — pressurisation
EENEEM075A+	Design explosion-protected electrical systems — Coal mining
EENEEM079A+	Design of gas detection systems

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	☐
Statement / Transcript of units completed (Original req)	☐
Personal Experiences	☐
Non Accredited Courses	☐
Volunteer Work	☐
Other:	☐
Other:	☐

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. <u>Verification of Records</u>

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: