

**Victorian Purchasing Guide  
for  
PMA08 Chemical, Hydrocarbons and Refining  
Training Package  
Version No 4**

**August 2013**



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## Victorian Purchasing Guide — Version History

Training Package Version	Date VPG Approved	Comments
4	14 August 2013	<p>This Victorian Purchasing Guide reflects the following changes made to PMA08 Chemical, Hydrocarbons and Refining Training Package Version 4:</p> <p><b>Qualifications - endorsed changes:</b>            Addition of 18 new electives for metalliferous processing in the following recoded qualifications:</p> <ul style="list-style-type: none"> <li>• PMA20113</li> <li>• PMA30113</li> <li>• PMA40113</li> </ul> <p>There are no changes to packaging rules nor outcomes for existing PMA sector pathways.</p> <p><b>ISC upgrades</b></p> <ul style="list-style-type: none"> <li>• PMA50108 New release – addition of one new elective in Group A</li> <li>• PMA60108 New release</li> </ul> <p>New release of Skill Sets</p> <ul style="list-style-type: none"> <li>• PMASS00007</li> <li>• PMASS00012</li> </ul> <p>Imported units have been updated to current versions in Sample Training Programs.</p> <p>Refer to mapping for details</p>
3	8/05/2012	<p>This Victorian Purchasing Guide reflects the following changes made to PMA08 Chemical, Hydrocarbons and Refining Training Package Version 3:</p> <p>Two new PMA units of competency:</p> <ul style="list-style-type: none"> <li>- PMASUP244A Prepare and isolate plant</li> <li>- PMASUP444A Plan plant preparation and isolation</li> </ul> <p>included as electives in the following qualifications:</p> <ul style="list-style-type: none"> <li>- PMA20108</li> <li>- PMA30108</li> <li>- PMA40108</li> </ul> <p>Refer to mapping Training Package for details.</p>
2 and 2.1.	3/6/2011	<p>Following six (6) operational units of competency added:</p> <p>PMAOPS233A            PMAOPS234A            PMAOPS241A            PMAOPS333A            PMAOPS433A            PMAOPS434A</p> <p>Certificate II, III &amp; IV core unit: MSASUP172A replaced with MSAENV272B            Diploma and Advanced Diploma core unit: MSAENV272A replaced with MSAENV272B</p> <p>Range of Nominal hours for all qualifications has been expanded            Imported units have been updated to current versions.</p> <p>Sample program for Certificate II and III has been amended to include relevant pre-requisites and co-requisites</p>
1.	9/9/2008	Primary release, replacing PMA02



# PMA08 Chemical, Hydrocarbons and Refining Training Package Victorian Purchasing Guide

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## INTRODUCTION

### ***What is a Victorian Purchasing Guide?***

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

- The nominal hour range (minimum-maximum) available for each qualification.
- Nominal hours for each unit of competency within the Training Package.
- Sample Training Programs

### ***Registration***

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and statements of attainment under the Australian Quality Framework (AQF).

The VRQA is the regulatory authority for Victoria that registers VET training organisations who provide courses to domestic students only and who only offer training in Victoria.

To register to provide training to international students and in other Australian states and territories you will need to apply with ASQA.

## QUALIFICATIONS

Code	Title	Qualification Nominal Hour Range	
		Minimum	Maximum
PMA20113	Certificate II in Process Plant Operations	300	660
PMA30113	Certificate III in Process Plant Operations	360	820
PMA40113	Certificate IV in Process Plant Technology	540	1160
PMA50108	Diploma of Process Plant Technology	270	600
PMA60108	Advanced Diploma of Process Plant Technology	410	930
PMA70108	Vocational Graduate Certificate in Surface Coating Technology	570	600

## UNITS OF COMPETENCY AND NOMINAL HOURS

RTOs are advised that there is a mapping inside the Training Package that describes the relationship between new units and superseded or replaced units from the previous version of PMA08 Chemical, Hydrocarbons and Refining Training Package. Information regarding transition arrangements can be obtained from the state or national VET Regulating Authority (see Contacts and Links section).

You must be sure that all training and assessment leading to qualifications or Statements of Attainment from the Training Package is conducted against the Training Package units of competency and complies with the requirements in the assessment guidelines.

### Listing of the Units of Competency and Nominal Hours

Unit Code	Unit Title	Nominal Hours
PMAOHS211B	Prepare equipment for emergency response	20
PMAOHS213B	Undertake fire control and emergency rescue	15
PMAOHS214B	Undertake helicopter safety and escape	30
PMAOHS215B	Apply offshore facility abandonment and sea survival procedures	20
PMAOHS221B	Maintain First Aid supplies and records	10
PMAOHS310B	Investigate incidents	30
PMAOHS311B	Lead emergency teams	20
PMAOHS312B	Command the operation of survival craft	40
PMAOHS320C	Provide advanced First Aid response	20
PMAOHS321B	Provide First Aid response in remote and/or isolated area	25
PMAOHS420B	Develop First Aid procedures and manage resources	40
PMAOHS502B	Contribute to safety case	40
PMAOHS511A	Manage emergency incidents	40
PMAOMIR210B	Control evacuation to muster point	20
PMAOMIR301B	Undertake initial rescue	60
PMAOMIR302B	Respond to a helideck incident	30
PMAOMIR305A	Operate panel during an emergency	50
PMAOMIR317B	Facilitate search and rescue operations	40
PMAOMIR320B	Manage incident response information	40
PMAOMIR321B	Manage communication systems during an incident	30
PMAOMIR346B	Assess and secure an incident site	30
PMAOMIR407B	Audit incident preparedness and established response system	80
PMAOMIR418B	Coordinate incident response	40
PMAOMIR424B	Develop and maintain community relationships	30
PMAOMIR430B	Conduct and assess incident exercises	35
PMAOMIR444B	Develop incident containment tactics	40
PMAOMIR449B	Monitor legal compliance obligations during incidents	40
PMAOMIR512B	Establish incident response preparedness and response systems	70
PMAOMIR523B	Manage corporate media requirements in a crisis	25
PMAOMIR575B	Coordinate welfare support activities in response to an incident	30



Unit Code	Unit Title	Nominal Hours
PMAOMIR622B	Build partnerships to improve incident response capacity	30
PMAOMIR650B	Manage a crisis	80
PMAOPS101C	Read dials and indicators	15
PMAOPS105C	Select and prepare materials	15
PMAOPS201B	Operate fluid flow equipment	60
PMAOPS202B	Operate fluid mixing equipment	20
PMAOPS203B	Handle goods	15
PMAOPS204B	Use utilities and services	40
PMAOPS205B	Operate heat exchangers	40
PMAOPS208B	Operate chemical separation equipment	30
PMAOPS210B	Operate particulates handling equipment	20
PMAOPS211B	Operate manufacturing extruders	40
PMAOPS213B	Package product/material	20
PMAOPS216B	Operate local control system	40
PMAOPS217B	Operate wet milling equipment	40
PMAOPS220B	Monitor chemical reactions in the process	30
PMAOPS221B	Operate and monitor prime movers	40
PMAOPS222B	Operate and monitor pumping systems and equipment	40
PMAOPS223B	Operate and monitor valve systems	20
PMAOPS224B	Provide fluids for utilities and support	20
PMAOPS230B	Monitor, operate and maintain pipeline stations and equipment	40
PMAOPS231B	Control gas odourisation	10
PMAOPS232B	Produce product by filtration	40
PMAOPS233A	Monitor wells and gathering systems	30
PMAOPS234A	Monitor and operate low pressure compressors	30
PMAOPS240B	Store liquids in bulk	30
PMAOPS241A	Operate Joule-Thomson effect device	30
PMAOPS242A	Moor ships for transfer of bulk processed particulates or fluids	30
PMAOPS246A	Operate separation equipment	15
PMAOPS247A	Operate powered separation equipment	15
PMAOPS260A	Conduct screening operations	30
PMAOPS261A	Operate bulk solids loading equipment	30
PMAOPS262A	Operate digestion equipment	30
PMAOPS263A	Operate leaching equipment	30
PMAOPS264A	Operate solvent extraction equipment	30
PMAOPS265A	Operate magnetic electrical separation equipment	30
PMAOPS280B	Interpret process plant schematics	20
PMAOPS290B	Operate a biotreater	30
PMAOPS300B	Operate a production unit	40

Unit Code	Unit Title	Nominal Hours
PMAOPS301B	Produce product by distillation	40
PMAOPS302B	Operate reactors and reaction equipment	40
PMAOPS303B	Operate furnaces to induce reaction	50
PMAOPS304B	Operate and monitor compressor systems and equipment	30
PMAOPS305B	Operate process control systems	60
PMAOPS307B	Transfer bulk fluids into/out of storage facility	40
PMAOPS308B	Organise storage and logistics of general materials	20
PMAOPS309B	Operate particulates handling/storage equipment	40
PMAOPS312B	Undertake ship loading/unloading operations	40
PMAOPS319A	Adjust batch	40
PMAOPS320B	Conduct artificial lift	20
PMAOPS321B	Undertake well management	40
PMAOPS323A	Operate and monitor heating furnace	40
PMAOPS324A	Operate a gas turbine	50
PMAOPS325B	Generate electrical power	30
PMAOPS326B	Produce product using gas absorption	40
PMAOPS327B	Produce product using fixed bed dehydration	40
PMAOPS329B	Produce product using liquid extraction	40
PMAOPS330B	Communicate pipeline control centre operations	40
PMAOPS333A	Operate wells and gathering systems	30
PMAOPS335A	Conduct pipeline pigging	20
PMAOPS340B	Operate cryogenic processes	40
PMAOPS350B	Match and adjust colour	50
PMAOPS360A	Operate a metalliferrous kiln-furnace	40
PMAOPS361A	Operate a smelting furnace	40
PMAOPS362A	Operate a blast furnace	40
PMAOPS364A	Operate an electrochemical process	40
PMAOPS365A	Operate pelletising equipment	30
PMAOPS366A	Operate sintering equipment	30
PMAOPS390B	Operate a biochemical process	40
PMAOPS402A	Respond to abnormal process situations	50
PMAOPS405A	Operate complex control systems	80
PMAOPS410B	Monitor remote production facilities	40
PMAOPS411B	Manage plant shutdown and restart	40
PMAOPS433A	Manage wells and gathering systems	40
PMAOPS434A	Commission wells and gathering systems	40
PMAOPS450B	Solve colour problems	50
PMAOPS460A	Monitor and operate tailings management facility	50
PMAOPS500A	Optimise production systems	100

Unit Code	Unit Title	Nominal Hours
PMAOPS501A	Provide operational expertise to a project team	80
PMAOPS505A	Control the process in abnormal situations	80
PMAOPS511B	Determine energy transfer loads	40
PMAOPS512B	Determine mass transfer loads	40
PMAOPS520C	Manage utilities	50
PMAOPS521C	Plan plant shutdown	50
PMAOPS522A	Coordinate plant shut down	50
PMAOPS550B	Develop a colour formulation	60
PMAOPS560A	Plan and design tailings management facilities	80
PMAOPS600C	Modify plant	60
PMAOPS601A	Debottleneck plant	60
PMAOPS751A	Apply physiochemical knowledge to select raw materials for surface coatings	80
PMAOPS752A	Develop a decorative coating	60
PMAOPS753A	Develop a non-decorative coating or ink	60
PMAOPS755A	Provide surface coatings application advice	60
PMASMELT260B	Form carbon anodes	40
PMASMELT261B	Bake carbon anodes	30
PMASMELT262B	Clean and strip anode rods	30
PMASMELT263B	Spray carbon anodes	40
PMASMELT264B	Start up reduction cells	60
PMASMELT265B	Operate reduction cells	60
PMASMELT266B	Deliver molten metal	30
PMASMELT267B	Cast aluminium ingots	40
PMASMELT268B	Vertical direct casting	60
PMASMELT269A	Operate cell tending equipment	30
PMASMELT270A	Supply product from reduction cells	30
PMASUP236B	Operate vehicles in the field	20
PMASUP237B	Undertake crane, dogging and load transfer operations	40
PMASUP241B	Maintain pipeline easements	20
PMASUP242B	Monitor pipeline civil works	20
PMASUP243B	Monitor and maintain pipeline coatings	20
PMASUP244A	Prepare and isolate plant	50
PMASUP305A	Operate offshore cranes	80
PMASUP311A	Operate communications hub	40
PMASUP341B	Monitor and maintain instrument and control systems	40
PMASUP342B	Monitor and maintain electrical systems	40
PMASUP343B	Monitor and maintain cathodic protection systems	20
PMASUP344B	Monitor and control repairs and modifications on operational pipe	40

Unit Code	Unit Title	Nominal Hours
PMASUP345A	Monitor vibration	60
PMASUP346A	Control corrosion	40
PMASUP347A	Undertake corrosion inspection in a petrochemical environment	40
PMASUP410B	Develop plant documentation	30
PMASUP420B	Minimise environmental impact of process	40
PMASUP432B	Coordinate pipeline projects	40
PMASUP440B	Commission/recommission plant	40
PMASUP441C	Decommission plant	20
PMASUP444A	Plan plant preparation and isolation	50
PMASUP445A	Participate in HAZOP studies	40
PMASUP520B	Review procedures to minimise environmental impact of process	40
PMASUP540B	Analyse equipment performance	50
PMASUP620B	Manage environmental management system	60

## SAMPLE TRAINING PROGRAMS

A range of Sample Training Plans have been provided to demonstrate the flexibility of qualifications contained in the **PMA08 Chemical, Hydrocarbons and Refining Training Package Version 4**, but are by no means mandatory.

<b>Occupation / Work Function</b>	Process Plant Operator	
<b>Qualification Title</b>	Certificate II in Process Plant Operations	
<b>Qualification Code</b>	PMA20113	
<b>Description</b>	Appropriate for a person working as a plant operator in a continuous chemical or refining processing enterprise.	
<b>Comments</b>	16 units required	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core Units</b>		
MSAENV272B	Participate in environmentally sustainable work practices	30
MSAPMOHS110A	Follow emergency response procedures	20
MSAPMOHS200A	Work safely	30
MSAPMSUP100A	Apply workplace procedures	20
MSAPMSUP102A	Communicate in the workplace	20
<b>Elective Units</b>		
MSAPMOPS200A	Operate equipment	40
MSAPMOPS212A	Use enterprise computers or data systems	30
MSAPMSUP106A	Work in a team	30
MSAPMSUP210A	Process and record information	30
MSAPMSUP240A	Undertake minor maintenance	30
PMAOPS201B	Operate fluid flow equipment	60
PMAOPS204B	Use utilities and services	40
PMAOPS205B	Operate heat exchangers	40
PMAOPS208B	Operate chemical separation equipment	30
PMAOPS221B	Operate and monitor prime movers	40
PMAOPS222B	Operate and monitor pumping systems and equipment	40
<b>Total Hours</b>		<b>530</b>

<b>Occupation / Work Function</b>	Advanced Process Plant Operator/Technician	
<b>Qualification Title</b>	Certificate III in Process Plant Operations	
<b>Qualification Code</b>	PMA30113	
<b>Description</b>	Appropriate for a person working as an advanced plant operator/technician in a continuous chemical or refining processing enterprise.	
<b>Comments</b>	21 units required	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core Units</b>		
MSAENV272B	Participate in environmentally sustainable work practices	30
MSAPMOHS110A	Follow emergency response procedures	20
MSAPMOHS200A	Work safely	30
MSAPMSUP100A	Apply workplace procedures	20
MSAPMSUP102A	Communicate in the workplace	20
<b>Elective Units</b>		
MSAPMOPS200A	Operate equipment	40
MSAPMOPS212A	Use enterprise computers or data systems	30
MSAPMSUP106A	Work in a team	30
MSAPMSUP210A	Process and record information	30
MSAPMSUP240A	Undertake minor maintenance	30
MSAPMSUP303A	Identify equipment faults	40
PMAOPS201B	Operate fluid flow equipment	60
PMAOPS204B	Use utilities and services	40
PMAOPS205B	Operate heat exchangers	40
PMAOPS208B	Operate chemical separation equipment	30
PMAOPS221B	Operate and monitor prime movers	40
PMAOPS222B	Operate and monitor pumping systems and equipment	40
PMAOPS300B	Operate a production unit	40
PMAOPS301B	Produce product by distillation	40
PMAOPS302B	Operate reactors and reaction equipment	40
PMAOPS305B	Operate process control systems	60
<b>Total Hours</b>		<b>750</b>

<b>Occupation / Work Function</b>	Plant Technician	
<b>Qualification Title</b>	Certificate IV in Process Plant Technology	
<b>Qualification Code</b>	PMA40113	
<b>Description</b>	Appropriate for a person working as a plant technician in a continuous chemical or refining processing enterprise.	
<b>Comments</b>	26 units required	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core Units</b>		
MSAENV272B	Participate in environmentally sustainable work practices	30
MSAPMOHS110A	Follow emergency response procedures	20
MSAPMOHS200A	Work safely	30
MSAPMSUP100A	Apply workplace procedures	20
MSAPMSUP102A	Communicate in the workplace	20
<b>Elective Units</b>		
MSAPMOHS401A	Assess risk	40
MSAPMOPS400A	Optimise process/plant area	60
MSAPMOPS401A	Trial new process product	40
MSAPMSUP210A	Process and record information	30
MSAPMSUP303A	Identify equipment faults	40
MSAPMSUP390A	Use structured problem solving tools	40
MSS404050A	Undertake process capability improvements	50
MSS404052A	Apply statistics to operational processes	40
PMAOMIR407B	Audit incident preparedness and established response system	80
PMAOHS211B	Prepare equipment for emergency response	20
PMAOPS201B	Operate fluid flow equipment	60
PMAOPS204B	Use utilities and services	40
PMAOPS205B	Operate heat exchangers	40
PMAOPS208B	Operate chemical separation equipment	30
PMAOPS300B	Operate a production unit	40
PMAOPS301B	Produce product by distillation	40

<b>Certificate IV in Process Plant Technology (Cont)</b>		
PMAOPS302B	Operate reactors and reaction equipment	40
PMAOPS305B	Operate process control systems	60
PMAOPS402A	Respond to abnormal process situations	50
PMAOPS405A	Operate complex control system	80
PMAOPS411B	Manage plant shutdown and restart	40
<b>Total Hours</b>		<b>1080</b>



<b>Occupation / Work Function</b>	Technical Team Leader/Emergency Response Coordinator	
<b>Qualification Title</b>	Diploma of Process Plant Technology	
<b>Qualification Code</b>	PMA50108	
<b>Description</b>	Appropriate for a person working as a technical team leader and coordinating emergency response in a chemical or refining enterprise.	
<b>Comments</b>	10 units required	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core Units</b>		
MSAENV272B	Participate in environmentally sustainable work practices	30
MSAPMOHS200A	Work safely	30
MSAPMSUP200A	Achieve work outcomes	30
MSAPMSUP210A	Process and record information	30
<b>Elective Units</b>		
MSAPMOHS503A	Maintain the workplace OHS management system	50
PMAOHS511A	Manage emergency incidents	40
PMAOMIR320B	Manage incident response information	40
PMAOPS505A	Control the process in abnormal situations	80
PMAOPS521C	Plan plant shutdown	50
PMAOPS522A	Coordinate plant shut down	50
<b>Total Hours</b>		<b>430</b>

<b>Occupation / Work Function</b>	Operation's Manager	
<b>Qualification Title</b>	Advanced Diploma of Process Plant Technology	
<b>Qualification Code</b>	PMA60108	
<b>Description</b>	Appropriate for a person working as an operation's manager in a continuous processing chemical or refining enterprise.	
<b>Comments</b>	15 units required	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core Units</b>		
MSAENV272B	Participate in environmentally sustainable work practices	30
MSAPMOHS200A	Work safely	30
MSAPMSUP200A	Achieve work outcomes	30
MSAPMSUP210A	Process and record information	30
<b>Elective Units</b>		
MSS405011A	Manage people relationships	60
MSS405041A	Implement improvement systems in an organisation	60
MSS405050A	Determine and improve process capability	80
MSS405070A	Develop and manage sustainable energy practices	70
PMAOMIR650B	Manage a crisis	80
PMAOPS500A	Optimise production systems	100
PMAOPS505A	Control the process in abnormal situations	80
PMAOPS520C	Manage utilities	50
PMAOPS521C	Plan plant shutdown	50
PMAOPS522A	Coordinate plant shut down	50
PMAOPS600C	Modify plant	60
<b>Total Hours</b>		<b>860</b>

<b>Occupation / Work Function</b>	Surface Coating Technologist	
<b>Qualification Title</b>	Vocational Graduate Certificate in Surface Coating Technology	
<b>Qualification Code</b>	PMA70108	
<b>Description</b>	Appropriate for a person working in the development of surface coating materials for a range of applications.	
<b>Comments</b>	11 units required	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core Units</b>		
MSAPMOHS200A	Work safely	30
MSL936001A	Maintain quality system and continuous improvement processes within work/functional area	50
PMAOPS751A	Apply physiochemical knowledge to select raw materials for surface coatings	80
<b>Elective Units</b>		
MSL976003A	Evaluate and select appropriate test methods and/or procedures	40
MSL977001A	Contribute to the development of products and applications	50
MSL977002A	Troubleshoot equipment and production processes	50
MSL977004A	Develop or adapt analyses and procedures	50
PMAOPS350B	Match and adjust colour	50
PMAOPS450B	Solve colour problems	50
PMAOPS550B	Develop a colour formulation	60
PMAOPS752A	Develop a decorative coating	60
<b>Total Hours</b>		<b>570</b>

## CONTACTS AND LINKS

<b>Industry Skills Council (ISC)</b>		
Manufacturing Skills Australia	This ISC is responsible for developing the <b>PMA08 Chemical, Hydrocarbons and Refining Training Package</b> and can be contacted for further information. You can also source copies of the Training Package and support material.	Address: PO Box 289, North Sydney, NSW, 2089. Phone/fax: 02 9955 5500/ 02 9955 8044. Email: <a href="mailto:info@mskills.com.au">info@mskills.com.au</a> Web: <a href="http://www.mskills.com.au/">http://www.mskills.com.au/</a>
<b>National Register for VET in Australia</b>		
Training.gov.au (TGA)	TGA is the Australian governments' official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs.	<a href="http://www.training.gov.au">www.training.gov.au</a>
<b>Australian Government</b>		
The Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education	DIICCSRTE provides a range of services and resources to assist in delivery of Training Packages. Search the DIICCSRTE website for links to a range of relevant resources and publications.	<a href="http://www.innovation.gov.au/pages/default.aspx">http://www.innovation.gov.au/pages/default.aspx</a>
<b>State Government</b>		
Department of Education and Early Childhood Development Higher Education and Skills Group	Higher Education and Skills Group is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships.	General information: <a href="http://www.skills.vic.gov.au">www.skills.vic.gov.au</a> Approved Training Schemes: <a href="http://www.skills.vic.gov.au/corporate/publications/brochures-and-factsheets/apprenticeships-and-traineeships-in-victoria-industry-guides">http://www.skills.vic.gov.au/corporate/publications/brochures-and-factsheets/apprenticeships-and-traineeships-in-victoria-industry-guides</a>
<b>Curriculum Maintenance Manager (CMM)</b>		
General Manufacturing	The CMM service is provided by Executive Officers located within Victorian TAFE institutes on behalf of Higher Education and Skills Group.	Paul Saunders Address: Chisholm Institute, PO Box 684, Dandenong, Vic. 3175. Phone/fax: 9238 8448 Email: <a href="mailto:paul.saunders@chisholm.edu.au">paul.saunders@chisholm.edu.au</a> Web: <a href="http://trainingsupport.skills.vic.gov.au/">http://trainingsupport.skills.vic.gov.au/</a>

<b>State VET Regulatory Authority</b>		
Victorian Registration and Qualifications Authority (VRQA)	The VRQA is a statutory authority responsible for the registration of education and training providers in Victoria to ensure the delivery of quality education and training.	<a href="http://www.vrqa.vic.gov.au">www.vrqa.vic.gov.au</a> Phone: 03 9637 2806
<b>National VET Regulatory Authority</b>		
Australian Skills Quality Authority (ASQA)	ASQA is the national regulator for Australia's VET sector vocational education and training sector.  ASQA regulates courses and training providers to ensure nationally approved quality standards are met.	<a href="http://www.asqa.gov.au">www.asqa.gov.au</a> Info line: 1300 701 801
<b>Industry Regulatory Body</b>		
Victorian Work Cover Authority	The industry Regulatory body can provide advice on licensing, legislative or regulatory requirements which may impact on the delivery of training or the issuance of qualifications in this Training Package.	Address: Level 24, 222 Exhibition Street, Melbourne, 3000. Phone: 03 9641 1555 Email: <a href="mailto:info@workcover.vic.gov.au">info@workcover.vic.gov.au</a> Web: <a href="http://www.workcover.vic.gov.au">http://www.workcover.vic.gov.au</a>
<b>WorkSafe</b>		
WorkSafe Victoria	WorkSafe needs to provide written verification before High Risk Work Units can be added to an RTO's scope of registration.	<a href="http://www.worksafe.vic.gov.au">www.worksafe.vic.gov.au</a> Info line: 1800 136 089

## GLOSSARY

<b>Code</b>	Nationally endorsed Training Package qualification code.
<b>Title</b>	Nationally endorsed Training Package qualification title.
<b>Unit Code</b>	Nationally endorsed Training Package unit code.
<b>Unit Title</b>	Nationally endorsed Training Package unit title.
<b>Nominal Hours</b>	The anticipated hours of supervised learning or training deemed necessary to conduct training and assessment activities associated with the program of study. These hours are determined by the Victorian State Training Authority. Nominal hours may vary for a qualification depending on the units of competency selected.
<b>Scope of Registration</b>	Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide.