

**Victorian Purchasing Guide  
PMC04  
Manufactured Mineral Products  
Training Package**

**Version 2  
February 2006**



This Victorian Purchasing Guide was prepared by the Curriculum Maintenance Manager-General Manufacturing (PH: 03 9238 8410, Fax: 03 9238 8463) on behalf of the Office of Training and Tertiary Education.

## **Version 2 – February 2006**

This version reflects minor changes to the following units, which have been corrected to “B” versions from “C”:

PMCOPS103B Operate equipment  
PMCOPS201B Operate a unit of equipment  
PMCOPS202B Operate equipment to blend/mix materials  
PMCOPS203B Operate grinding equipment  
PMCOPS204B Prepare for production  
PMCOPS400B Optimise process operations

And the following unit which has been corrected from “A” to “B” version.

PMCSUP381B Carry out stock control

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## **VICTORIAN PURCHASING GUIDES**

Welcome to the Victorian Purchasing Guide. This guide provides information to assist Registered Training Organisations, teachers/trainers and assessors in using nationally endorsed industry Training Packages within Victoria.

You can view, download or print your own copy of the Purchasing Guide from the Training Support Network (TSN) web site – <http://trainingsupport.otte.vic.gov.au>

### ***What are Purchasing Guides?***

Purchasing Guides are resources that guide you in implementing a Training Package. They provide you with general and State specific information on:

- An introduction to the Training Package
- Qualifications in the Training Package
- Registration of training organisations
- Transition from accredited courses, or earlier Training Packages
- Mapping of units of competency to modules from accredited courses
- Sample training programs
- Industry regulation and licensing
- Contacts and resources
- New Apprenticeships/Traineeships

### ***What are Training Packages?***

Training Packages are sets of nationally endorsed components for training and assessing, and for recognising people's skills. Training Packages also have a range of optional support materials.

# MANUFACTURED MINERAL PRODUCTS TRAINING PACKAGE (PMC04) PURCHASING GUIDE

## INTRODUCTION

If you are a teacher, trainer or assessor in a Registered Training Organisation this Guide will assist you in using the **Manufactured Mineral Products Training Package (PMC04)**. The Guide as such does not contain the complete content of the Training Package and you should not regard it as your primary source of information. You must read it in conjunction with the Training Package endorsed components (the competency standards, assessment guidelines and qualifications framework).

### ***What do I need to deliver the Training Package?***

All training delivery and assessment must be conducted by a Registered Training Organisation that has the Training Package qualifications or specific units of competency on its scope of registration, or that works in partnership with another Registered Training Organisation that does, under the quality arrangements outlined in the [Standards for Registered Training Organisations \(http://www.anta.gov.au/publication.asp?qsID=86\)](http://www.anta.gov.au/publication.asp?qsID=86).

You must have a copy of endorsed components of the Training Package and be a qualified trainer or assessor in line with the requirements of the *Standards for Registered Training Organisations*.

### ***Where do I get the Training Package?***

You can purchase the **Manufactured Mineral Products Training Package (PMC04)** from [Australian Training Products \(http://www.atpl.net.au/\)](http://www.atpl.net.au/). In addition, you can view and download information and summary detail on the endorsed components from the [National Training Information Service \(www.ntis.gov.au\)](http://www.ntis.gov.au).

### ***What industry sectors are covered?***

**Manufactured Mineral Products Training Package (PMC04)** provides coverage of following process manufacturing industry sectors:

- cement
- ceramics
- clay products
- concrete products
- glass
- premixed concrete
- related products
  - asphalt
  - plasterboard
  - fibre plaster mouldings
  - fibre cement sheeting
  - refractories

### ***What qualifications are in the Training Package?***

The **Manufactured Mineral Products Training Package (PMC04)** provides nationally recognised Australian Qualifications Framework (AQF) qualifications from Certificate I to Advanced Diploma.

You will find the qualification titles and codes in the qualifications section of this Guide or refer to the qualifications framework in the Training Package endorsed components for full details.

## QUALIFICATIONS

Manufactured Mineral Products Training Package (PMC04) provides the following qualifications:

Code	Title	Maximum Nominal Hours		Comments
		Single Level	Composite Level	
PMC10104	Certificate I in Manufactured Mineral Products	140	-	Replaces PMC10199
PMC20104	Certificate II in Manufactured Mineral Products	305	445	Replaces PMC20199
PMC20204	Certificate II in Production Support	260	400	New qualification
PMC30104	Certificate III in Manufactured Mineral Products	260	705	Replaces PMC30199
PMC30204	Certificate III in Production Support	200	600	New qualification
PMC40104	Certificate IV in Manufactured Mineral Products	190	915	Replaces PMC40103
PMC50104	Diploma of Manufactured Mineral Products	340	1255	New qualification
PMC60104	Advanced Diploma of Manufactured Mineral Products	460	1715	New qualification

### Definition Table

Term	Definition
Code	Nationally endorsed Training Package qualification code.
Title	Nationally endorsed Training Package qualification title.
Nominal Hours	Nominal hours are the hours of training notionally required to achieve the outcomes of the Unit of Competency. In recognition of the potential variation in time taken to achieve competency nominal hours do not appear in Training Packages. Some States and Territories use nominal hours as a mechanism for funding allocation.
Single Level	Nominal hours refer only to the specific competencies required to be completed for that qualification level (i.e. unnested).
Composite Level	Nominal hours assume no prior relevant competencies. The structural training is at an entry level and may need to encompass competencies at prior AQF levels (i.e. nested).
Range of Nominal Hours	The range of nominal hours – this may vary according to the electives chosen.

## REGISTRATION

Under the [Australian Quality Training Framework \(http://www.anta.gov.au/aqtfWhat.asp\)](http://www.anta.gov.au/aqtfWhat.asp), Registered Training Organisations issue nationally recognised qualifications in the vocational education and training sector.

To offer qualifications or Statements of Attainment from **Manufactured Mineral Products Training Package (PMC04)**, Registered Training Organisations must have the Training Package qualifications and/or relevant units of competency on their scope of registration.

### ***How does a training organisation become registered?***

To gain and maintain registration, Registered Training Organisations must comply with the nationally agreed standards for training organisations under the Australian Quality Training Framework (AQTF) – the [Standards for Registered Training Organisations \(http://www.anta.gov.au/publication.asp?qslD=86\)](http://www.anta.gov.au/publication.asp?qslD=86) – across a specified scope of qualifications.

Each State or Territory registering body registers training organisations and audits them for compliance with the AQTF *Standards for Registered Training Organisations*.

Applications for registration are made to the registering body in the State or Territory where you have your head office, or where you will conduct most or all of your training and assessment. Because registration is recognised nationally, you make one registration application and pay one registration fee. (However, other fees may apply, for example if the scope of registration alters.)

For registration information, contact:  
[Office of Training and Tertiary Education \(OTTE\)](#)  
PO Box 266D  
MELBOURNE VIC 3001  
Telephone: 03 9637 2762  
Facsimile: 03 9637 2520  
Website: [www.otte.vic.gov.au](http://www.otte.vic.gov.au)

### ***What are the AQTF Standards for Registered Training Organisations?***

The [Standards for Registered Training Organisations](#) are the nationally agreed standards for training organisations under the [Australian Quality Training Framework](#) adopted by Ministers for vocational education and training in June 2001. The Australian Quality Training Framework (AQTF) is a set of nationally agreed standards that ensures the quality of vocational education and training products and services throughout Australia.

## TRANSITION

Transition arrangements apply where existing accredited courses, or Training Package qualifications, are replaced by qualifications from the **Manufactured Mineral Products Training Package (PMC04)**

### ***When should new enrolments be in the Training Package?***

The table below shows the date from which all new enrolments must be in the **Manufactured Mineral Products Training Package (PMC04)** qualifications. From that date, you must not accept any new enrolments in the accredited courses being replaced by the new Training Package – all new enrolments must be in the new Training Package qualification. The dates may vary slightly depending on your State or Territory of delivery.

### ***What about currently enrolled students?***

Where possible, you should give currently enrolled students the opportunity to transfer to the most recent qualification. The mapping section of this Guide provides information to assist this process. When making the decision to transfer to the new qualification, consider issues such as the proportion of the qualification that has been completed by the learner, the degree of alignment with the new qualification and any potential advantage or disadvantage to learners.

## Transition Arrangements

New Qualification Code	New Qualification Title	Replaced Qualification Code	Replaced Qualification Title	No New Enrolments After	Scope of Registration
PMC10104	Certificate I in Manufactured Mineral Products	PMC10199	Certificate I in Manufactured Mineral Products	30/06/05	RTOs delivering the current qualification will be able to add this qualification to their scope of registration using the fax-back form supplied by OTTE.
PMC20104	Certificate II in Manufactured Mineral Products	PMC20199	Certificate II in Manufactured Mineral Products	30/06/05	RTOs delivering the current qualification will be able to add this qualification and PMC10104, to their scope of registration using the fax-back form supplied by OTTE.
PMC30104	Certificate III in Manufactured Mineral Products	PMC30199	Certificate III in Manufactured Mineral Products	30/06/05	RTOs delivering the current qualification will be able to add this qualification and PMC10104, PMC20104 to their scope of registration using the fax-back form supplied by OTTE.



New Qualification Code	New Qualification Title	Replaced Qualification Code	Replaced Qualification Title	No New Enrolments After	Scope of Registration
PMC40104	Certificate IV in Manufactured Mineral Products	PMC40199	Certificate IV in Manufactured Mineral Products	30/06/05	RTOs delivering the current qualification will be able to add this qualification and PMC10104, PMC20104, PMC30104 to their scope of registration using the fax-back form supplied by OTTE.

### Definition Table

Term	Definition
New Qualification Code	Nationally endorsed Training Package qualification code.
New Qualification Title	Nationally endorsed Training Package qualification title.
Replaced Qualification Code	National identifier of the accredited course or Training Package qualification replaced by the Training Package.
Replaced Qualification Title	National title of the accredited course or Training Package qualification replaced by the Training Package.
No New Enrolments After	The date from which all new enrolments must be in the Training Package qualification and no new enrolments are to be accepted in the accredited courses or previous version of the Training Package.
Scope of Registration	<p>The scope that identifies the particular services and products that can be provided by a Registered Training Organisation. A Registered Training Organisation can be registered to provide either:</p> <ul style="list-style-type: none"> <li>• training delivery services, assessment and products, and issue Australian Qualifications Framework qualifications and Statements of Attainment; or</li> <li>• assessment services and products, and issue Australian Qualifications Framework qualifications and Statements of Attainment.</li> </ul> <p>In addition, Scope of registration is defined by Australian Qualifications Framework qualifications and/or Units of Competency.</p>

## MAPPING

This section maps Units of Competency from the **Manufactured Mineral Products Training Package (PMC04)** against units of competency, or related modules in accredited courses replaced by that Training Package. Where there is no related unit or module, this is also shown. If you are currently delivering the replaced course, this information may help you to move across to the Training Package and may be useful in transferring learners across to new qualifications.

'Related modules' are those where there is a significant similarity to the Training Package Units of Competency. However, the relationship of Units of Competency to modules may not necessarily be one-to-one. That is, the outcomes of the Unit of Competency may not be the same as the outcomes of the modules from the accredited course. The comments column in the table clarifies this relationship.

You must be sure that *all* training and assessment leading to qualifications or Statements of Attainment from the **Manufactured Mineral Products Training Package (PMC04)** is conducted against the Training Package Units of Competency.

## Mapping Arrangements

PMC04 Unit Code	Unit Title	Nom. hrs	PMC99 Related Code	Related Unit Title	Comments
<b>Core Competencies</b>					
PMCCOR102A	Clean plant and equipment	20	PMCCOR102A	Clean plant and equipment	Equivalent unit
PMAOPS101B	Read dials and indicators OR	15			New imported unit
PMAPROC101B	Make measurements	15	PMAPROC101B	Make measurements	Equivalent unit
PMAOHS100B	Follow OHS procedures	20			New imported unit
PMASUP100B	Apply workplace procedures	20			New imported unit
PMASUP110A	Relay and respond to information	20			New imported unit
PMASUP120A	Follow environmental work practices	20	PMAENV100A	Identify and minimise environmental hazards	Replacement unit from revised environmental series
PMAOHS200B	Participate in workplace OHS procedures	20			New OH&S suite
PMASUP200B	Implement production efficiencies	20			New quality unit
<b>Operations Competencies</b>					
PMCOPS103B	Operate equipment	20	PMCOPS103A	Operate equipment	Equivalent unit
PMAOPS105B	Select and prepare materials	15			New imported unit
PMCOPS201B	Operate a unit of equipment	40	PMCOPS201A	Operate a unit of equipment	Equivalent unit
PMCOPS202B	Operate equipment to blend/mix materials	40	PMCOPS202A	Operate equipment to blend/mix materials	Equivalent unit
PMCOPS203B	Operate grinding equipment	40	PMCOPS203A	Operate grinding equipment	Equivalent unit
PMCOPS204B	Prepare for production	30	PMCOPS204B	Prepare for production	Equivalent unit
PMCOPS205B	Process greenware/ green products	20	PMCOPS205A	Process greenware/ green products	Equivalent unit
PMCOPS206B	Operate an autoclave	20	PMCOPS206A	Operate an autoclave	Equivalent unit
PMCOPS207A	Heat accelerate the curing of precast concrete	60			New unit
PMCOPS208A	Operate crushing equipment	40			New unit

PMC04 Unit Code	Unit Title	Nom. hrs	PMC99 Related Code	Related Unit Title	Comments
<b>Operations Competencies (Cont.)</b>					
PMCOPS210B	Operate a rotary kiln	30	PMCOPS210A	Operate a calcining kiln	Equivalent unit
PMAOPS212A	Use enterprise data system	20			New unit
PMAOPS216A	Operate local control system	40			New unit
PMCOPS220B	Operate slip casting equipment	40	PMCOPS220A	Operate slip casting equipment	Equivalent unit
PMCOPS221B	Operate manual glazing equipment	30	PMCOPS221A	Operate manual glazing equipment	Equivalent unit
PMCOPS222B	Prepare materials for clay and ceramic production	30	PMCOPS222A	Prepare raw materials for clay and ceramic production	Equivalent unit
PMCOPS223B	Finish products after firing	20	PMCOPS223A	Finish products after firing	Equivalent unit
PMCOPS224B	Hand mould products	30	PMCOPS224A	Hand mould products	Equivalent although broadened in range
PMCOPS230B	Operate a firing kiln	30	PMCOPS230A	Operate a firing kiln	Equivalent unit
PMCOPS231B	Operate extrusion equipment	30	PMCOPS231A	Operate extrusion equipment	Equivalent unit
PMCOPS232B	Operate pressing equipment	40	PMCOPS232A	Operate pressing equipment	Equivalent unit
PMCOPS240B	Operate melting process	50	PMCOPS240A	Operate melting process	Equivalent unit
PMCOPS241B	Operate process ovens	40	PMCOPS241A	Operate process ovens	Equivalent unit
PMCOPS242B	Operate blown insulation equipment	50	PMCOPS242A	Operate blown insulation equipment	Equivalent unit
PMCOPS243B	Operate float forming equipment	50	PMCOPS243A	Operate float forming equipment	Equivalent unit
PMCOPS244B	Operate fibre forming equipment	50	PMCOPS244A	Operate fibre forming equipment	Equivalent unit
PMCOPS245B	Operate container forming equipment	40	PMCOPS245A	Operate container forming equipment	Equivalent unit
PMCOPS246B	Operate glass printing equipment	40	PMCOPS246A	Operate glass printing equipment	Equivalent unit
PMCOPS247B	Operate primary annealing equipment	50	PMCOPS247A	Operate primary annealing equipment	Equivalent unit

PMC04 Unit Code	Unit Title	Nom. hrs	PMC99 Related Code	Related Unit Title	Comments
<b>Operations Competencies (Cont.)</b>					
PMCOPS248B	Operate glass finishing equipment	40	PMCOPS248A	Operate glass finishing equipment	Equivalent unit
PMCOPS249B	Operate on-line stacking and assembly equipment	40	PMCOPS249A	Operate on-line stacking and assembly equipment	Equivalent unit
PMCOPS250B	Schedule, cut and bend reinforcement	40			Part of PMCOPS250A. The other part is PMCOPS256A
PMCOPS251B	Finish green concrete products	40	PMCOPS251A	Finish green concrete products	Equivalent unit
PMCOPS252B	Cast moulded concrete products	40			Part of PMCOPS252A. Other parts are PMCOPS257A and PMCOPS258A
PMCOPS253B	Finish cured concrete products	40	PMCOPS253A	Finish cured concrete products	Equivalent unit
PMCOPS254B	Spin concrete pipes	40	PMCOPS254A	Spin concrete pipes	Equivalent unit
PMCOPS255B	Conduct benching operations	40	PMCOPS255A	Conduct benching operations	Equivalent unit
PMCOPS256A	Assemble, fabricate and place reinforcement	30			Part of PMCOPS250A. The other part is PMCOPS250B
PMCOPS257A	Finish casting operation	20			Part of PMCOPS252A. Other parts are PMCOPS252B and PMCOPS258A
PMCOPS258A	Demould concrete products	20			Part of PMCOPS252A. Other parts are PMCOPS257A and PMCOPS252B
PMCOPS260B	Batch mix concrete	40	PMCOPS260A	Batch mix concrete	Equivalent unit
PMCOPS261B	Deliver concrete to site	30	PMCOPS261A	Deliver concrete to site	Equivalent unit
PMCOPS265A	Prepare asphalt	40			New unit
PMCOPS270A	Operate forming equipment	40			New unit
PMCOPS271A	Operate wet and dry end equipment	50			New unit

PMC04 Unit Code	Unit Title	Nom. hrs	PMC99 Related Code	Related Unit Title	Comments
<b>Operations Competencies (Cont.)</b>					
PMCOPS272A	Produce fibrous plasterboard	30			New unit
PMCOPS290A	Use and maintain tools and equipment for refractory operations	30			New unit
PMCOPS291A	Prepare for, install and repair refractory brickwork/ blockwork	40			New unit
PMCOPS292A	Prepare for and install mouldable refractory materials	40			New unit
PMCOPS293A	Prepare for and cast refractory materials	40			New unit
PMCOPS294A	Prepare for and apply shotcrete for installation	40			New unit
PMCOPS295A	Prepare for, install and repair ceramic fibre	40			New unit
PMBPROD230B	Monitor process operations	30			New imported unit
PMCOPS300B	Set up and tune a process	50	PMCOPS300A	Set up and tune a process	Equivalent unit
PMCOPS301B	Operate centralised process control systems	50	PMCOPS301A	Operate centralised process control systems	Equivalent unit
PMCOPS310B	Process raw meal into product	40	PMCOPS310A	Process raw meal into product	Equivalent unit
PMCOPS320B	Prepare moulds and dies	40			New unit
PMCOPS321B	Set up and tune glazing equipment	50	PMCOPS321A	Set-up and tune glazing equipment	Equivalent unit
PMCOPS340B	Set up and optimise glass forming process	80	PMCOPS340A	Set-up and optimise glass forming process	Equivalent unit
PMCOPS341B	Set up and optimise glass furnace processes	80	PMCOPS341A	Set-up and optimise glass furnace processes	Equivalent unit
PMCOPS342B	Set up and optimise secondary process	40	PMCOPS342A	Set-up and optimise secondary process	Equivalent unit

PMC04 Unit Code	Unit Title	Nom. hrs	PMC99 Related Code	Related Unit Title	Comments
<b>Operations Competencies (Cont.)</b>					
PMCOPS350B	Produce architectural precast concrete	50			Part of PMCOPS350A. Other part is PMCOPS351A
PMCOPS351A	Produce structural precast concrete	60			Part of PMCOPS350A. Other part is PMCOPS350B
PMCOPS370A	Design and construct moulds for fibrous products	40			New unit
PMCOPS372A	Model fibrous plaster products	60			New unit
PMCOPS380A	Set-up and optimise finishing process	30			New unit
PMCOPS390A	Test refractory materials	60			New unit
<b>Operations/Technical competencies</b>					
PMCOPS400B	Optimise process systems	80	PMCOPS400A	Optimise process systems	Equivalent unit
PMAOPS401B	Trial new process/product	40			New imported unit
PMCOPS420C	Design and prepare models, moulds and dies	40	PMCOPS320A	Design and prepare models, moulds and dies	Equivalent unit
PMCOPS490A	Undertake simple refractory design	40			New unit
PMCOPS491A	Analyse refractory failures	30			New unit
PMAOPS511A	Determine energy transfer loads	40			New imported unit
PMAOPS512A	Determine mass transfer loads	40			New imported unit
PMAOPS520B	Manage utilities	50			New imported unit
PMAOPS521B	Plan plant shut down	50			New imported unit
PMBPREP508A	Produce drawings	140			New imported unit
PMCOPS530B	Analyse equipment performance	50			New unit
PMBTECH502B	Review and analyse production trials and specify retrials	50			New imported unit

PMC04 Unit Code	Unit Title	Nom. hrs	PMC99 Related Code	Related Unit Title	Comments
<b>Operations/Technical competencies</b>					
PMCOPS531A	Choose materials for an application	50			New unit
PMAOPS600B	Modify plant	60			New imported unit
PMCOPS630B	Develop a new product	60			New unit
PMCOPS631B	Design structural/mechanical components	60			New unit
LMTEMGN06A	Design equipment and system modifications	100			New imported unit
<b>Support Competencies</b>					
PMAOHS110B	Respond to emergency situation	20			New imported unit
PMASUP130B	Follow established work plan	10			New imported unit
PMCSUP170B	Shift materials safely	20	PMCSUP170A	Shift materials safely	Equivalent unit
PMCSUP171B	Pack finished products	20	PMCSUP171A	Pack finished products	Equivalent unit
PMCSUP172B	Store materials for production	20	PMCSUP172A	Store materials for production	Equivalent unit
PMCSUP180A	Organise self	20	PMCSUP180B	Organise self	Equivalent unit
PMCSUP181A	Work in a team	20	PMCSUP181A	Work in a team	Equivalent unit
PMAPER200C	Work in accordance with an issued permit	10			New imported unit
PMAPER201C	Monitor and control work permits	10			New imported unit
PMAPER205B	Enter confined space	20			New imported unit
PMASUP210A	Process and record information	20			New imported unit
PMASUP220A	Monitor and control environmental hazards	20	PMAWNV200A	Monitor and control environmental hazards	Similar imported unit
PMCSUP270A	Move materials	30	PMCSUP270A	Move materials	Equivalent unit
PMCSUP271B	Operate bulk materials handling equipment	30	PMCSUP271A	Operate bulk materials handling equipment	Equivalent unit
PMCSUP272A	Identify and act upon hazards in the workplace	30	PMCSUP272A	Identify and act upon hazards in the workplace	Equivalent unit



PMC04 Unit Code	Unit Title	Nom. hrs	PMC99 Related Code	Related Unit Title	Comments
<b>Support Competencies (Cont.)</b>					
PMCSUP273A	Receive and despatch materials	20	PMCSUP273A	Receive and despatch materials	Equivalent unit
PMCSUP274B	Undertake minor maintenance	20	PMCSUP274A	Undertake minor maintenance	Equivalent unit
PMCSUP275A	Maintain kiln refractory	20	PMCSUP275A	Maintain kiln refractory	Equivalent unit
PMCSUP280A	Manage conflict at work	20	PMCSUP280A	Manage conflict at work	Equivalent unit
PMCSUP281A	Deliver customer service	20	PMCSUP281A	Deliver customer service	Equivalent unit
PMCSUP282A	Use computers and related programs in the workplace	35	PMCSUP282A	Use computers and related programs in the workplace	Equivalent unit
PMCSUP283B	Allocate and complete tasks	20	PMCSUP283A	Allocate and complete tasks	Equivalent unit
PMCSUP292A	Sample and test materials and product	20	PMCSUP292B	Sample and test materials and product	Equivalent unit
TDTD1097B	Operate a forklift	40			New imported unit
TDTC497C	Drive heavy rigid vehicle	40	TDTC497C	Drive heavy rigid vehicle	Equivalent unit
PMACOM300A	Contribute to the development of plant documentation	30	PMACOM300A	Contribute to the development of plant documentation	Equivalent unit
PMAOHS300B	Implement and monitor OHS policies and procedures for a work group	40			New imported unit
PMAPER300C	Issue work permits	10			New imported unit
PMAPER302B	Issue work permits (hot work/confined space)	25			New imported unit
PMASUP300B	Identify and implement opportunities to maximise production efficiencies	40			New imported unit
PMASUP320A	Implement and monitor environmental policies	40			Revised replacement unit
PMASUP330B	Schedule production	20	PMASUP330A	Schedule production	Equivalent unit
PMCSUP380B	Oversee team performance	20	PMCSUP380A	Oversee team performance	Equivalent unit

PMC04 Unit Code	Unit Title	Nom. hrs	PMC99 Related Code	Related Unit Title	Comments
<b>Support Competencies (Cont.)</b>					
PMCSUP381B	Carry out stock control	20	PMCSUP381B	Carry out stock control	Equivalent unit
PMCSUP382A	Provide coaching/mentoring in the workplace	40			New unit
PMASUP390A	Use structured problem solving tools	20			New imported unit
PMCSUP391A	Collect and prepare standard samples	40	PMCSUP391B	Collect and prepare standard samples	Equivalent unit
PMCSUP392A	Perform basic laboratory tests	40	PMCSUP392B	Perform basic laboratory tests	Equivalent unit
PMCSUP393A	Perform instrumental analysis	40	PMCSUP393B	Perform instrumental analysis	Equivalent unit
PMAOHS400B	Contribute to workplace OHS management system	40			New imported unit
PMAOHS401B	Assess risk	40			New imported unit
PMASUP420A	Minimise environmental impact of process	40			New imported unit
BSBCM402A	Develop work priorities	30			New frontline management unit from BSB01 Trg Pkg
BSBCM404A	Develop teams and individuals	30			New frontline management unit from BSB01 Trg Pkg
BSBCM410A	Coordinate implementation of customer service strategies	40			New frontline management unit from BSB01 Trg Pkg
BSBCM412A	Promote innovation and change	50	BSXFMI410B	Facilitate and capitalise on change and innovation	Updated in line with revision of frontline management
BSBFLM402A	Show leadership in the workplace	50	BSXFMI402B	Provide leadership in the workplace	Updated in line with revision of frontline management
BSBFLM403A	Manage effective workplace relationships	50	BSXFMI403B	Establish and manage effective workplace relationships	Updated in line with revision of frontline management

PMC04 Unit Code	Unit Title	Nom. hrs	PMC99 Related Code	Related Unit Title	Comments
<b>Support Competencies (Cont.)</b>					
BSBFLM404A	Lead work teams	50	BSXFMI404B	Participate in, lead and facilitate work teams	Updated in line with revision of frontline management
BSBFLM405A	Implement operational plan	50	BSXFMI405B	Manage operations to achieve planned outcomes	Updated in line with revision of frontline management
BSBFLM406A	Implement workplace information system	50	BSXFMI406B	Manage workplace information	Updated in line with revision of frontline management
BSBFLM409A	Implement continuous improvement	50	BSXFMI409B	Implement and monitor continuous improvement systems and processes	Updated in line with revision of frontline management
BSZ401A	Plan assessment	15	BSZ401A, 402A, 403A	Workplace assessor	Updated in line with revised assessor standards
BSZ402A	Conduct assessment	15			
BSZ403A	Review assessment	5			
BSZ404A	Train small groups	30	BSZ404A	Train small groups	Updated in line with revised trainer standards
PMAOHS503A	Maintain the workplace OHS management system	40			New OH&S suite
PMAOHS510B	Manage risk	50			New OH&S Suite
PMASUP520A	Review procedures to minimise environmental impact of process	40			New imported unit
PSPPM502A	Manage projects	80			New imported unit
BSBFLM504A	Facilitate work teams	60			Higher level units than PMC99
BSBFLM505A	Manage operational plan	60			Higher level units than PMC99
BSBFLM509A	Promote continuous improvement	60			Higher level units than PMC99
BSBFLM510A	Facilitate and capitalise on change and innovation	60			Higher level units than PMC99

PMC04 Unit Code	Unit Title	Nom. hrs	PMC99 Related Code	Related Unit Title	Comments
<b>Support Competencies (Cont)</b>					
BSBFLM511A	Develop a workplace learning environment	60			Higher level units than PMC99
PMAOHS601A	Establish workplace OHS management system	40			New OH&S suite
PMASUP620A	Manage environmental management system	60			New imported unit
LMTEMGN07A	Manage installation and commissioning of equipment and systems	80			New imported unit
LMTPDHL06A	Manage product development projects	100			New imported unit

## SAMPLE TRAINING PROGRAMS

Training Packages allow for flexibility in delivery strategies. You are encouraged to address the requirements of specific enterprises, industry sectors and individuals while maintaining nationally agreed standards.

Sample training programs are examples provided to help you to see the potential flexibility of the Training Package. In no way are they mandatory. They are not offered as the preferred or only way to deliver the training – they simply show *one possible option*.

### ***Do I have to devise a training program?***

Under the [Standards for Registered Training Organisations](#) each Registered Training Organisation must devise and implement strategies for training delivery and assessment for every qualification (or part of a qualification) it provides.

In devising training programs, you must carefully analyse the qualification packaging rules in the Training Package to ensure the training covers core and elective competencies and any pre-requisite competencies. Then, depending on factors such as your region, State or Territory of operation, training pathways, learner and industry needs, you can select the most appropriate electives for inclusion.

The sample training programs listed below are for qualifications in the **Manufactured Mineral Products Training Package (PMC04)**. To view more sample training programs go to [www.nacinfo.com.au](http://www.nacinfo.com.au) and follow the links to 'New Apprenticeships for your occupations'.

<b>Qualification Code</b>	<b>Qualification Title</b>	<b>Occupation</b>
PMC10104	Certificate I in Manufactured Mineral Products	Operator Assistant
PMC20104	Certificate II in Manufactured Mineral Products (Cement)	Kiln Operator (Cement)
PMC20104	Certificate II in Manufactured Mineral Products (Ceramics)	Production Operator (Whiteware)
PMC20104	Certificate II in Manufactured Mineral Products (Clay Products)	Brick Maker
PMC20104	Certificate II in Manufactured Mineral Products (Concrete Products)	Precast Concrete Moulder
PMC20104	Certificate II in Manufactured Mineral Products (Glass)	Batch Plant Operator (Glass)
PMC20104	Certificate II in Manufactured Mineral Products (Premixed Concrete)	Production Operator (Premixed Cement)
PMC20104	Certificate II in Manufactured Mineral Products (Asphalt)	Production Operator (Asphalt Manufacturing)
PMC20104	Certificate II in Manufactured Mineral Products (Plasterboard)	Production Operator (Plasterboard Manufacturing)
PMC20104	Certificate II in Manufactured Mineral Products (Fibre Cement)	Production Operator (Fibre Cement Products)
PMC20104	Certificate II in Manufactured Mineral Products (Refractories)	Production Operator (Refractory Sector)
PMC20204	Certificate II in Production Support	Operator
PMC30104	Certificate III in Manufactured Mineral Products (Cement)	Plant Operator (Cement)
PMC30104	Certificate III in Manufactured Mineral Products (Ceramics)	Advanced Operator (Whiteware)
PMC30104	Certificate III in Manufactured Mineral Products (Clay Products)	Advanced Operator/Team Leader (Clay Products)
PMC30104	Certificate III in Manufactured Mineral Products (Concrete Products)	Advanced Moulder (Concrete Products)
PMC30104	Certificate III in Manufactured Mineral Products (Glass)	Advanced Operator (Float Glass)
PMC30104	Certificate III in Manufactured Mineral Products (Premixed Concrete)	Batch Plant Operator (Premixed Concrete)
PMC30104	Certificate III in Manufactured Mineral Products (Asphalt)	Advanced Operator (Asphalt Manufacturing)
PMC30104	Certificate III in Manufactured Mineral Products (Plasterboard)	Modeler (Fibrous Plaster Products)
PMC30104	Certificate III in Manufactured Mineral Products (Fibre Cement)	Advanced Operator (Fibre Cement Products)

<b>Qualification Code</b>	<b>Qualification Title</b>	<b>Occupation</b>
PMC30104	Certificate III in Manufactured Mineral Products (Refractories)	Advanced Operator (Refractory Sector)
PMC30204	Certificate III in Production Support	Advanced Operator
PMC40104	Certificate IV in Manufactured Mineral Products	Plant Technician
PMC50104	Diploma of Manufactured Mineral Products	Plant Technologist
PMC60104	Advanced Diploma of Manufactured Mineral Products	Process Plant Technologist

<b>Occupation</b>	Operator Assistant	
<b>Qualification Title</b>	Certificate I in Manufactured Mineral Products	
<b>Qualification Code</b>	PMC10104	
<b>Description</b>	Appropriate for a person requiring basic workplace skills in a process manufacturing environment.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PMAOHS100B	Follow OHS procedures	20
PMASUP110A	Relay and respond to information	20
PMCCOR102A	Clean plant and equipment	20
<b>Operations</b>		
PMCOPS103B	Operate equipment	20
<b>Support</b>		
PMASUP100B	Apply workplace procedures	20
PMCSUP170B	Shift materials safety	20
PMCSUP181A	Work in a team	20
<b>Total Hours:</b>		<b>140</b>



<b>Occupation</b>	Operator	
<b>Qualification Title</b>	Certificate II in Production Support	
<b>Qualification Code</b>	PMC20204	
<b>Description</b>	Appropriate for a person working in a production environment in the manufacturing mineral products industry. (Refer to Packaging Rules for alternate selection of competencies).	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PMAOHS100B	Follow OHS procedures	20
PMAPROC101B	Make measurements	15
PMASUP100B	Apply workplace procedures	20
PMASUP110A	Relay and respond to information	20
PMASUP120A	Follow environmental work practices	20
PMCCOR102A	Clean plant and equipment	20
<b>Operations</b>		
PMBPROD230B	Monitor process operations	30
PMCOPS201B	Operate a unit of equipment	40
PMCOPS202B	Operate equipment to blend/mix materials	40
PMCOPS204B	Prepare for production	30
<b>Support</b>		
PMCSUP181A	Work in a team	20
PMCSUP270A	Move materials	30
PMCSUP273A	Receive and despatch materials	20
PMCSUP274B	Undertake minor maintenance	20
TDTD1097B	Operate a forklift	40
<b>Total Hours:</b>		<b>385</b>

<b>Occupation</b>	Advanced Operator	
<b>Qualification Title</b>	Certificate III in Production Support	
<b>Qualification Code</b>	PMC30204	
<b>Description</b>	Appropriate for a person wishing to expand their skills to advanced operator level and team leader. (Refer to Packaging Rules for alternate selection of competencies).	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PMAOHS100B	Follow OHS procedures	20
PMAOHS200B	Participate in workplace OHS procedures	20
PMAOPS101B	Read dials and indicators	15
PMASUP100B	Apply workplace procedures	20
PMASUP110A	Relay and respond to information	20
PMASUP120A	Follow environmental work practices	20
PMCCOR102A	Clean plant and equipment	20
<b>Operations</b>		
PMBPROD230B	Monitor process operations	30
PMCOPS201B	Operate a unit of equipment	40
PMCOPS202B	Operate equipment to blend/mix materials	40
PMCOPS204B	Prepare for production	30
PMCOPS300B	Set up and tune a process	50
<b>Support</b>		
PMCSUP181A	Work in a team	20
PMCSUP270A	Move materials	30
PMCSUP273A	Receive and despatch materials	20
PMCSUP274B	Undertake minor maintenance	20
PMCSUP382A	Provide coaching/mentoring in the workplace	40
PMCSUP391A	Collect and prepare standard samples	40
PMCSUP392A	Perform basic laboratory tests	40
TDTD1097B	Operate a forklift	40
<b>Total Hours:</b>		<b>575</b>

<b>Occupation</b>	Kiln Operator	
<b>Qualification Title</b>	Certificate II in Manufactured Mineral Products (Cement)	
<b>Qualification Code</b>	PMC20104	
<b>Description</b>	Appropriate for a person working as a kiln operator in the cement sector of the industry. (Refer to Packaging Rules for alternate selection of competencies).	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PMAOHS100B	Follow OHS procedures	20
PMAOPS101B	Read dials and indicators	15
PMASUP100B	Apply workplace procedures	20
PMASUP110A	Relay and respond to information	20
PMASUP120A	Follow environmental work practices	20
PMCCOR102A	Clean plant and equipment	20
<b>Operations</b>		
PMCOPS201B	Operate a unit of equipment	40
PMCOPS202B	Operate equipment to blend/mix materials	40
PMCOPS203B	Operate grinding equipment	40
PMCOPS204B	Prepare for production	30
PMCOPS210B	Operate a rotary kiln	30
<b>Support</b>		
PMCSUP170B	Shift materials safely	20
PMCSUP181A	Work in a team	20
PMCSUP273A	Receive and despatch materials	20
PMCSUP274B	Undertake minor maintenance	20
<b>Total Hours:</b>		<b>375</b>

<b>Occupation</b>	Plant Operator	
<b>Qualification Title</b>	Certificate III in Manufactured Mineral Products (Cement)	
<b>Qualification Code</b>	PMC30104	
<b>Description</b>	Appropriate for a person wishing to expand operator skills and undertake quality control testing. (Refer to Packaging Rules for alternate selection of competencies).	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PMAOHS100B	Follow OHS procedures	20
PMAOHS200B	Participate in workplace OHS procedures	20
PMAOPS101B	Read dials and indicators	15
PMASUP100B	Apply workplace procedures	20
PMASUP110A	Relay and respond to information	20
PMASUP120A	Follow environmental work practices	20
PMCCOR102A	Clean plant and equipment	20
<b>Operations</b>		
PMCOPS201B	Operate a unit of equipment	40
PMCOPS202B	Operate equipment to blend/mix materials	40
PMCOPS203B	Operate grinding equipment	40
PMCOPS204B	Prepare for production	30
PMCOPS210B	Operate a rotary kiln	30
PMCOPS300B	Set up and tune a process	50
PMCOPS310B	Process raw meal into product	40
<b>Support</b>		
PMCSUP170B	Shift materials safely	20
PMCSUP181A	Work in a team	20
PMCSUP273A	Receive and despatch materials	20
PMCSUP274B	Undertake minor maintenance	20
PMASUP320A	Implement and monitor environmental policies	40
PMCSUP393A	Perform instrumental analysis	40
<b>Total Hours:</b>		<b>565</b>

<b>Occupation</b>	Production Operator	
<b>Qualification Title</b>	Certificate II in Manufactured Mineral Products (Ceramics)	
<b>Qualification Code</b>	PMC20104	
<b>Description</b>	Appropriate for a person working in the whiteware sector of the ceramics industry. (Refer to Packaging Rules for alternate selection of competencies).	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PMAOHS100B	Follow OHS procedures	20
PMAOPS101B	Read dials and indicators	15
PMASUP100B	Apply workplace procedures	20
PMASUP110A	Relay and respond to information	20
PMASUP120A	Follow environmental work practices	20
PMCCOR102A	Clean plant and equipment	20
<b>Operations</b>		
PMCOPS202B	Operate equipment to blend/mix materials	40
PMCOPS203B	Operate grinding equipment	40
PMCOPS220B	Operate slip casting equipment	40
PMCOPS221B	Operate manual glazing equipment	30
PMCOPS222B	Prepare materials for clay and ceramic production	30
PMCOPS223B	Finish products after firing	20
PMCOPS230B	Operate a firing kiln	30
PMCOPS232B	Operate pressing equipment	40
<b>Support</b>		
PMCSUP170B	Shift materials safely	20
<b>Total Hours:</b>		<b>405</b>

<b>Occupation</b>	Advanced Operator / Leading Hand	
<b>Qualification Title</b>	Certificate III in Manufactured Mineral Products (Ceramics)	
<b>Qualification Code</b>	PMC30104	
<b>Description</b>	Appropriate for a person wishing to expand their skills and mentor others in the ceramics sector of the industry. (Refer to Packaging Rules for alternate selection of competencies).	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PMAOHS100B	Follow OHS procedures	20
PMAOHS200B	Participate in workplace OHS procedures	20
PMAOPS101B	Read dials and indicators	15
PMASUP100B	Apply workplace procedures	20
PMASUP110A	Relay and respond to information	20
PMASUP120A	Follow environmental work practices	20
PMCCOR102A	Clean plant and equipment	20
<b>Operations</b>		
PMCOPS202B	Operate equipment to blend/mix materials	40
PMCOPS203B	Operate grinding equipment	40
PMCOPS220B	Operate slip casting equipment	40
PMCOPS221B	Operate manual glazing equipment	30
PMCOPS222B	Prepare materials for clay and ceramic production	30
PMCOPS223B	Finish products after firing	20
PMCOPS230B	Operate a firing kiln	30
PMCOPS232B	Operate pressing equipment	40
PMCOPS300B	Set up and tune a process	50
PMCOPS321B	Set up and tune glazing equipment	50
<b>Support</b>		
PMASUP320A	Implement and monitor environmental policies	40
PMCSUP170B	Shift materials safely	20
PMCSUP382A	Provide coaching/mentoring in the workplace	40
<b>Total Hours:</b>		<b>605</b>

<b>Occupation</b>	Brick Maker / Kiln Operator	
<b>Qualification Title</b>	Certificate II in Manufactured Mineral Products (Clay Products)	
<b>Qualification Code</b>	PMC20104	
<b>Description</b>	Appropriate for a person working in a brickmaking enterprise. (Refer to <i>Packaging Rules</i> for alternate selection of competencies).	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PMAOHS100B	Follow OHS procedures	20
PMAOPS101B	Read dials and indicators	15
PMASUP100B	Apply workplace procedures	20
PMASUP110A	Relay and respond to information	20
PMASUP120A	Follow environmental work practices	20
PMCCOR102A	Clean plant and equipment	20
<b>Operations</b>		
PMCOPS201B	Operate a unit of equipment	40
PMCOPS204B	Prepare for production	30
PMCOPS221B	Operate manual glazing equipment	30
PMCOPS222B	Prepare materials for clay and ceramic production	30
PMCOPS230B	Operate a firing kiln	30
PMCOPS231B	Operate extrusion equipment	30
PMCOPS232B	Operate pressing equipment	40
<b>Support</b>		
PMCSUP181A	Work in a team	20
PMCSUP270A	Move materials	30
<b>Total Hours:</b>		<b>395</b>

<b>Occupation</b>	Advanced Operator / Team Leader	
<b>Qualification Title</b>	Certificate III in Manufactured Mineral Products (Clay Products)	
<b>Qualification Code</b>	PMC30104	
<b>Description</b>	Appropriate for a person wishing to expand their skills and mentor/lead others in the clay products sector of the industry. (Refer to Packaging Rules for alternate selection of competencies).	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PMAOHS100B	Follow OHS procedures	20
PMAOHS200B	Participate in workplace OHS procedures	20
PMAOPS101B	Read dials and indicators	15
PMASUP100B	Apply workplace procedures	20
PMASUP110A	Relay and respond to information	20
PMASUP120A	Follow environmental work practices	20
PMCCOR102A	Clean plant and equipment	20
<b>Operations</b>		
PMCOPS201B	Operate a unit of equipment	40
PMCOPS204B	Prepare for production	30
PMCOPS221B	Operate manual glazing equipment	30
PMCOPS222B	Prepare materials for clay and ceramic production	30
PMCOPS230B	Operate a firing kiln	30
PMCOPS231B	Operate extrusion equipment	30
PMCOPS232B	Operate pressing equipment	40
PMCOPS300B	Set up and tune a process	50
<b>Support</b>		
PMASUP320A	Implement and monitor environmental policies	40
PMCSUP181A	Work in a team	20
PMCSUP270A	Move materials	30
PMCSUP382A	Provide coaching/mentoring in the workplace	40
PMCSUP392A	Perform basic laboratory tests	40
<b>Total Hours:</b>		<b>585</b>



<b>Occupation</b>	Precast Concrete Moulder	
<b>Qualification Title</b>	Certificate II in Manufactured Mineral Products (Concrete Products)	
<b>Qualification Code</b>	PMC20104	
<b>Description</b>	Appropriate for a person working in the enterprise which manufactures precast concrete products. (Refer to Packaging Rules for alternate selection of competencies).	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PMAOHS100B	Follow OHS procedures	20
PMAPROC101B	Make measurements	15
PMASUP100B	Apply workplace procedures	20
PMASUP110A	Relay and respond to information	20
PMASUP120A	Follow environmental work practices	20
PMCCOR102A	Clean plant and equipment	20
<b>Operations</b>		
PMCOPS250B	Schedule, cut and bend reinforcement	40
PMCOPS251B	Finish green concrete products	40
PMCOPS252B	Cast moulded concrete products	40
PMCOPS253B	Finish cured concrete products	40
PMCOPS255B	Conduct benching operations	40
PMCOPS258A	Demould concrete products	20
PMCOPS260B	Batch mix concrete	40
<b>Support</b>		
PMCSUP170B	Shift materials safely	20
PMCSUP181A	Work in a team	20
<b>Total Hours:</b>		<b>415</b>

<b>Occupation</b>	Advanced Moulder (Precast Concrete)	
<b>Qualification Title</b>	Certificate III in Manufactured Mineral Products (Concrete Products)	
<b>Qualification Code</b>	PMC30104	
<b>Description</b>	Appropriate for a person wishing to expand their skills in the precast concrete sector of the industry. (Refer to Packaging Rules for alternate selection of competencies).	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PMAOHS100B	Follow OHS procedures	20
PMAOHS200B	Participate in workplace OHS procedures	20
PMAPROC101B	Make measurements	15
PMASUP100B	Apply workplace procedures	20
PMASUP110A	Relay and respond to information	20
PMASUP120A	Follow environmental work practices	20
PMCCOR102A	Clean plant and equipment	20
<b>Operations</b>		
PMCOPS250B	Schedule, cut and bend reinforcement	40
PMCOPS251B	Finish green concrete products	40
PMCOPS252B	Cast moulded concrete products	40
PMCOPS253B	Finish cured concrete products	40
PMCOPS255B	Conduct benching operations	40
PMCOPS258A	Demould concrete products	20
PMCOPS260B	Batch mix concrete	40
PMCOPS300B	Set up and tune a process	50
PMCOPS350B	Produce architectural precast concrete	50
PMCOPS351A	Produce structural precast concrete	60
<b>Support</b>		
PMCSUP170B	Shift materials safely	20
PMCSUP181A	Work in a team	20
PMCSUP391A	Collect and prepare standard samples	40
<b>Total Hours:</b>		<b>635</b>

<b>Occupation</b>	Batch Plant Operator	
<b>Qualification Title</b>	Certificate II in Manufactured Mineral Products (Glass)	
<b>Qualification Code</b>	PMC20104	
<b>Description</b>	Appropriate for a person undertaking a traineeship in the float sector of the glass manufacturing sector. (Refer to Packaging Rules for alternate selection of competencies).	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PMAOHS100B	Follow OHS procedures	20
PMAOPS101B	Read dials and indicators	15
PMASUP100B	Apply workplace procedures	20
PMASUP110A	Relay and respond to information	20
PMASUP120A	Follow environmental work practices	20
PMCCOR102A	Clean plant and equipment	20
<b>Operations</b>		
PMCOPS201B	Operate a unit of equipment	40
PMCOPS202B	Operate equipment to blend/mix materials	40
PMCOPS206B	Operate an autoclave	20
PMCOPS240B	Operate melting process	50
PMCOPS241B	Operate process ovens	40
PMCOPS243B	Operate float forming equipment	50
PMCOPS249B	Operate on-line stacking and assembly equipment	40
<b>Support</b>		
PMCSUP181A	Work in a team	20
PMCSUP271B	Operate bulk materials handling equipment	30
<b>Total Hours:</b>		<b>445</b>

<b>Occupation</b>	Advanced Operator (Float Glass)	
<b>Qualification Title</b>	Certificate III in Manufactured Mineral Products (Glass)	
<b>Qualification Code</b>	PMC30104	
<b>Description</b>	Appropriate for a person wishing to expand their skills in a float glass manufacturing enterprise. (Refer to Packaging Rules for alternate selection of competencies).	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PMAOHS100B	Follow OHS procedures	20
PMAOHS200B	Participate in workplace OHS procedures	20
PMAOPS101B	Read dials and indicators	15
PMASUP100B	Apply workplace procedures	20
PMASUP110A	Relay and respond to information	20
PMASUP120A	Follow environmental work practices	20
PMCCOR102A	Clean plant and equipment	20
<b>Operations</b>		
PMCOPS201B	Operate a unit of equipment	40
PMCOPS202B	Operate equipment to blend/mix materials	40
PMCOPS206B	Operate an autoclave	20
PMCOPS240B	Operate melting process	50
PMCOPS241B	Operate process ovens	40
PMCOPS243B	Operate float forming equipment	50
PMCOPS249B	Operate on-line stacking and assembly equipment	40
PMCOPS340B	Set up and optimise glass forming process	80
PMCOPS341B	Set up and optimise glass furnace processes	80
PMCOPS342B	Set up and optimise secondary process	40
<b>Support</b>		
PMCSUP181A	Work in a team	20
PMCSUP271B	Operate bulk materials handling equipment	30
PMASUP330B	Schedule production	20
<b>Total Hours:</b>		<b>685</b>

<b>Occupation</b>	Premixed Concrete Operator	
<b>Qualification Title</b>	Certificate II in Manufactured Mineral Products (Premixed Concrete)	
<b>Qualification Code</b>	PMC20104	
<b>Description</b>	Appropriate for a person working in a premixed concrete plant. (Refer to <i>Packaging Rules for alternate selection of competencies</i> ).	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PMAOHS100B	Follow OHS procedures	20
PMAPROC101B	Make measurements	15
PMASUP100B	Apply workplace procedures	20
PMASUP110A	Relay and respond to information	20
PMASUP120A	Follow environmental work practices	20
PMCCOR102A	Clean plant and equipment	20
<b>Operations</b>		
PMBPROD230B	Monitor process operations	30
PMCOPS201B	Operate a unit of equipment	40
PMCOPS204B	Prepare for production	30
PMCOPS260B	Batch mix concrete	40
PMCOPS261B	Deliver concrete to site	30
<b>Support</b>		
PMCSUP181A	Work in a team	20
PMCSUP270A	Move materials	30
PMCSUP273A	Receive and despatch materials	20
PMCSUP274B	Undertake minor maintenance	20
<b>Total Hours:</b>		<b>375</b>

<b>Occupation</b>	Batch Plant Operator (Premixed Concrete)	
<b>Qualification Title</b>	Certificate III in Manufactured Mineral Products (Premixed Concrete)	
<b>Qualification Code</b>	PMC30104	
<b>Description</b>	Appropriate for a person wishing to expand their skills in the premixed concrete sector of the industry. (Refer to Packaging Rules for alternate selection of competencies).	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PMAOHS100B	Follow OHS procedures	20
PMAOHS200B	Participate in workplace OHS procedures	20
PMAPROC101B	Make measurements	15
PMASUP100B	Apply workplace procedures	20
PMASUP110A	Relay and respond to information	20
PMASUP120A	Follow environmental work practices	20
PMCCOR102A	Clean plant and equipment	20
<b>Operations</b>		
PMBPROD230B	Monitor process operations	30
PMCOPS201B	Operate a unit of equipment	40
PMCOPS204B	Prepare for production	30
PMCOPS260B	Batch mix concrete	40
PMCOPS261B	Deliver concrete to site	30
PMCOPS300B	Set up and tune a process	50
PMCOPS301B	Operate centralised process control systems	50
<b>Support</b>		
PMCSUP181A	Work in a team	20
PMCSUP270A	Move materials	30
PMCSUP273A	Receive and despatch materials	20
PMCSUP274B	Undertake minor maintenance	20
PMCSUP382A	Provide coaching/mentoring in the workplace	40
PMCSUP392A	Perform basic laboratory tests	40
<b>Total Hours:</b>		<b>575</b>

<b>Occupation</b>	Production Operator (Asphalt Manufacturing)	
<b>Qualification Title</b>	Certificate II in Manufactured Mineral Products (Asphalt)	
<b>Qualification Code</b>	PMC20104	
<b>Description</b>	Appropriate for a person working in an enterprise which manufactures asphalt/asphalt based products. (Refer to Packaging Rules for alternate selection of competencies).	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PMAOHS100B	Follow OHS procedures	20
PMAOPS101B	Read dials and indicators	15
PMASUP100B	Apply workplace procedures	20
PMASUP110A	Relay and respond to information	20
PMASUP120A	Follow environmental work practices	20
PMCCOR102A	Clean plant and equipment	20
<b>Operations</b>		
PMCOPS204B	Prepare for production	30
PMCOPS265A	Prepare asphalt	40
PMCOPS202B	Operate equipment to blend/mix materials	40
PMCOPS201B	Operate a unit of equipment	40
PMCOPS203B	Operate grinding equipment	40
PMBPROD230B	Monitor process operations	30
<b>Support</b>		
PMCSUP170B	Shift materials safely	20
PMCSUP181A	Work in a team	20
PMCSUP274B	Undertake minor maintenance	20
<b>Total Hours:</b>		<b>395</b>

<b>Occupation</b>	Advanced Operator (Asphalt Manufacturing)	
<b>Qualification Title</b>	Certificate III in Manufactured Mineral Products (Asphalt)	
<b>Qualification Code</b>	PMC30104	
<b>Description</b>	Appropriate for a person wishing to expand their skills and mentor/lead others in an asphalt manufacturing enterprise. (Refer to Packaging Rules for alternate selection of competencies).	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PMAOHS100B	Follow OHS procedures	20
PMAOHS200B	Participate in workplace OHS procedures	20
PMAOPS101B	Read dials and indicators	15
PMASUP100B	Apply workplace procedures	20
PMASUP110A	Relay and respond to information	20
PMASUP120A	Follow environmental work practices	20
PMCCOR102A	Clean plant and equipment	20
<b>Operations</b>		
PMCOPS201B	Operate a unit of equipment	40
PMCOPS202B	Operate equipment to blend/mix materials	40
PMCOPS203B	Operate grinding equipment	40
PMCOPS204B	Prepare for production	30
PMCOPS265A	Prepare asphalt	40
PMBPROD230B	Monitor process operations	30
PMCOPS300B	Set up and tune a process	50
<b>Support</b>		
PMCSUP170B	Shift materials safely	20
PMCSUP181A	Work in a team	20
PMCSUP274B	Undertake minor maintenance	20
PMCSUP382A	Provide coaching/mentoring in the workplace	40
PMCSUP391A	Collect and prepare standard samples	40
PMASUP330B	Schedule production	20
PMCSUP274B	Undertake minor maintenance	20
<b>Total Hours:</b>		<b>565</b>



<b>Occupation</b>	Production Operator (Plasterboard Manufacturing)	
<b>Qualification Title</b>	Certificate II in Manufactured Mineral Products (Plasterboard)	
<b>Qualification Code</b>	PMC20104	
<b>Description</b>	Appropriate for a person working in an enterprise which manufactures plasterboard and related products. (Refer to Packaging Rules for alternate selection of competencies).	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PMAOHS100B	Follow OHS procedures	20
PMAPROC101B	Make measurements	15
PMASUP100B	Apply workplace procedures	20
PMASUP110A	Relay and respond to information	20
PMASUP120A	Follow environmental work practices	20
PMCCOR102A	Clean plant and equipment	20
<b>Operations</b>		
PMCOPS201B	Operate a unit of equipment	40
PMCOPS204B	Prepare for production	30
PMCOPS270A	Operate forming equipment	40
PMCOPS271A	Operate wet and dry end equipment	50
PMCOPS272A	Produce fibrous plasterboard	30
PMBPROD230B	Monitor process operations	30
PMCSUP170B	Shift materials safely	20
PMCSUP181A	Work in a team	20
PMCSUP274B	Undertake minor maintenance	20
<b>Total Hours:</b>		<b>395</b>

<b>Occupation</b>	Fibrous Plaster Modeler	
<b>Qualification Title</b>	Certificate III in Manufactured Mineral Products (Fibrous Plaster)	
<b>Qualification Code</b>	PMC30104	
<b>Description</b>	Appropriate for a person wishing to expand their skills to work as a fibrous plaster modeller. (Refer to Packaging Rules for alternate selection of competencies).	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PMAOHS100B	Follow OHS procedures	20
PMAOHS200B	Participate in workplace OHS procedures	20
PMAPROC101B	Make measurements	15
PMASUP100B	Apply workplace procedures	20
PMASUP110A	Relay and respond to information	20
PMASUP120A	Follow environmental work practices	20
PMCCOR102A	Clean plant and equipment	20
<b>Operations</b>		
PMCOPS224B	Hand mould products	30
PMCOPS201B	Operate a unit of equipment	40
PMCOPS202B	Operate equipment to blend/mix materials	40
PMCOPS270A	Operate forming equipment	40
PMCOPS370A	Design and construct moulds for fibrous plaster products	40
PMCOPS372A	Model fibrous plaster products	60
<b>Support</b>		
PMCSUP170B	Shift materials safely	20
PMCSUP181A	Work in a team	20
PMCSUP382A	Provide coaching/mentoring in the workplace	40
PMCSUP391A	Collect and prepare standard samples	40
MEM9.1AA	Draw and interpret a sketch	20
MEM9.2AA	Interpret technical drawing	40
PMCSUP281A	Deliver customer service	20
<b>Total Hours:</b>		<b>585</b>

<b>Occupation</b>	Production Operator (Fibre Cement Products)	
<b>Qualification Title</b>	Certificate II in Manufactured Mineral Products (Fibre Cement)	
<b>Qualification Code</b>	PMC20104	
<b>Description</b>	Appropriate for a person working in an enterprise which manufactures fibre cement sheeting and related products. (Refer to Packaging Rules for alternate selection of competencies).	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PMAOHS100B	Follow OHS procedures	20
PMAPROC101B	Make measurements	15
PMASUP100B	Apply workplace procedures	20
PMASUP110A	Relay and respond to information	20
PMASUP120A	Follow environmental work practices	20
PMCCOR102A	Clean plant and equipment	20
<b>Operations</b>		
PMCOPS201B	Operate a unit of equipment	40
PMCOPS204B	Prepare for production	30
PMCOPS271C	Operate wet and dry end equipment	50
PMBPROD230B	Monitor process operations	30
PMCOPS202B	Operate equipment to blend/mix materials	40
<b>Support</b>		
PMCSUP170B	Shift materials safely	20
PMCSUP181A	Work in a team	20
PMCSUP274B	Undertake minor maintenance	20
TDTD1097B	Operate a forklift	40
<b>Total Hours:</b>		<b>405</b>

<b>Occupation</b>	Advance Operator (Fibre Cement Products)	
<b>Qualification Title</b>	Certificate III in Manufactured Mineral Products (Fibre Cement)	
<b>Qualification Code</b>	PMC30104	
<b>Description</b>	Appropriate for a person wishing to expand their skills in manufacturing fibre cement sheeting and related products. (Refer to Packaging Rules for alternate selection of competencies).	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PMAOHS100B	Follow OHS procedures	20
PMAOHS200B	Participate in workplace OHS procedures	20
PMAPROC101B	Make measurements	15
PMASUP100B	Apply workplace procedures	20
PMASUP110A	Relay and respond to information	20
PMASUP120A	Follow environmental work practices	20
PMCCOR102A	Clean plant and equipment	20
<b>Operations</b>		
PMCOPS201B	Operate a unit of equipment	40
PMCOPS202B	Operate equipment to blend/mix materials	40
PMCOPS204B	Prepare for production	30
PMCOPS271C	Operate wet and dry end equipment	50
PMBPROD230B	Monitor process operations	30
PMCOPS300B	Set up and tune a process	50
PMCOPS380A	Set up and optimise finishing process	30
<b>Support</b>		
PMCSUP170B	Shift materials safely	20
PMCSUP181A	Work in a team	20
PMCSUP382A	Provide coaching/mentoring in the workplace	40
PMCSUP391A	Collect and prepare standard samples	40
PMCSUP274B	Undertake minor maintenance	20
TDTD1097B	Operate a forklift	40
<b>Total Hours:</b>		<b>585</b>

<b>Occupation</b>	Production Operator (Refractory Sector)	
<b>Qualification Title</b>	Certificate II in Manufactured Mineral Products (Refractories)	
<b>Qualification Code</b>	PMC20104	
<b>Description</b>	Appropriate for a person working in the refractory sector of the industry. (Refer to Packaging Rules for alternate selection of competencies).	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PMAOHS100B	Follow OHS procedures	20
PMAOPS101B	Read dials and indicators	15
PMASUP100B	Apply workplace procedures	20
PMASUP110A	Relay and respond to information	20
PMASUP120A	Follow environmental work practices	20
PMCCOR102A	Clean plant and equipment	20
<b>Operations</b>		
PMCOPS290A	Use and maintain tools and equipment for refractory operations	30
PMCOPS291A	Prepare for, install and repair refractory brickwork/blockwork	40
PMCOPS292A	Prepare for and install mouldable refractory materials	40
PMCOPS293A	Prepare for and cast refractory materials	40
PMCOPS294A	Prepare for and apply shotcrete for installation	40
PMCOPS201B	Operate a unit of equipment	40
<b>Support</b>		
PMCSUP170B	Shift materials safely	20
PMCSUP181A	Work in a team	20
PMCSUP275A	Maintain kiln refractory	20
<b>Total Hours:</b>		<b>405</b>

<b>Occupation</b>	Advance Operator (Refractory Sector)	
<b>Qualification Title</b>	Certificate III in Manufactured Mineral Products (Refractories)	
<b>Qualification Code</b>	PMC30104	
<b>Description</b>	Appropriate for a person wishing to expand their skills and mentor/lead others in the refractory sector of the industry. (Refer to Packaging Rules for alternate selection of competencies).	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PMAOHS100B	Follow OHS procedures	20
PMAOHS200B	Participate in workplace OHS procedures	20
PMAOPS101B	Read dials and indicators	15
PMASUP100B	Apply workplace procedures	20
PMASUP110A	Relay and respond to information	20
PMASUP120A	Follow environmental work practices	20
PMCCOR102A	Clean plant and equipment	20
<b>Operations</b>		
PMCOPS290A	Use and maintain tools and equipment for refractory operations	30
PMCOPS291A	Prepare for, install and repair refractory brickwork/blockwork	40
PMCOPS292A	Prepare for and install mouldable refractory materials	40
PMCOPS293A	Prepare for and cast refractory materials	40
PMCOPS294A	Prepare for and apply shotcrete for installation	40
PMCOPS201B	Operate a unit of equipment	40
PMCOPS300B	Set up and tune a process	50
PMCOPS390A	Test refractory materials	60
<b>Support</b>		
PMCSUP170B	Shift material safely	20
PMCSUP181A	Work in a team	20
PMCSUP275A	Maintain kiln refractory	20
PMCSUP382A	Provide coaching/mentoring in the workplace	40
PMCSUP391A	Collect and prepare standard samples	40
<b>Total Hours:</b>		<b>615</b>

<b>Occupation</b>	Plant Technician	
<b>Qualification Title</b>	Certificate IV in Manufactured Mineral Products	
<b>Qualification Code</b>	PMC40104	
<b>Description</b>	Appropriate for an experienced operator wishing to advance to the role of a plant technician in the industry (Single level program)	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Completion of Certificate III plus the following Units:</b>		
<b>Core</b>		
PMASUP200B	Implement production efficiencies	<b>20</b>
<b>Operations</b>		
PMCOPS400B	Optimise process systems*	<b>80</b>
PMAOPS401B	Trial new process/product*	<b>40</b>
<b>Support</b>		
BSBFLM402A	Show leadership in the workplace	<b>50</b>
<b>Total Hours</b>		<b>190</b>

\* Unit has prerequisites

<b>Occupation</b>	Plant Technologist	
<b>Qualification Title</b>	Diploma of Manufactured Mineral Products	
<b>Qualification Code</b>	PMC50104	
<b>Description</b>	Appropriate for a plant technician wishing to advance to the role of plant technologist in the industry (Single level program)	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Completion of Certificate IV plus the following units:</b>		
<b>Operations/Technical</b>		
PMAOPS520B	Manage utilities	50
PMAOPS521B	Plan plant shut down	50
PMCOPS530B	Analyse equipment performance	50
PMBTECH502B	Review and analyse production trials and specify retrials	50
<b>Support</b>		
PSPPM502A	Manage projects	80
BSBFLM509A	Promote continuous improvement	60
<b>Total Hours:</b>		<b>340</b>



<b>Occupation</b>	Process Plant Technologist	
<b>Qualification Title</b>	Advanced Diploma of Manufactured Mineral Products	
<b>Qualification Code</b>	PMC60104	
<b>Description</b>	Appropriate for a person wishing to expand their capability to undertake the role of process plant technologist (Single level program)	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Completion of Diploma plus the following Units:</b>		
<b>Operations/Technical</b>		
PMAOPS600B	Modify plant	<b>60</b>
PMCOPS631B	Design structural/mechanical components	<b>60</b>
LMTEMGN06A	Design equipment and system modifications	<b>100</b>
<b>Support</b>		
BSBFLM510A	Facilitate and capitalise on change and innovation	<b>60</b>
LMTEMGN07A	Manage installation and commissioning of equipment and systems	<b>80</b>
LMTPDHL06A	Manage product development projects	<b>100</b>
<b>Total Hours:</b>		<b>460</b>

## INDUSTRY REGULATION

Every Registered Training Organisation must be aware of and observe any licensing, legislative or regulatory requirements that affect the delivery of training or issuance of qualifications under Training Packages.

Depending on the industry, these requirements may be complex and may vary according to the State or Territory of delivery, or where the occupation is practised.

Full details of licensing and other regulatory requirements are not provided on this site. However, you can get information from your [State or Territory ITAB](#), or the [National ITAB](#) to check for any relevant licensing or regulatory requirements.

Process Manufacturing	Contact
Manufacturing Learning Victoria (MLV) PO Box 400 (1378A Toorak Road) Burwood VIC 3125	John Molenaar Executive Director Telephone: 9889 0233 Facsimile: 9809 4733 Email: <a href="mailto:help@mlvic.com">help@mlvic.com</a> Web: <a href="http://www.mlvic.com">www.mlvic.com</a>

## LINKS AND CONTACTS

While you must use the endorsed components of the Training Package when providing training and assessment, you can select and devise delivery and assessment strategies to suit your needs (in conjunction with industry, as applicable). You may select off-the-shelf resources that help your delivery and assessment, or design and develop your own. A wide range of contacts, tools and resources are available to assist you.

### ***National***

The **Australian National Training Authority (ANTA)** is a Commonwealth statutory authority providing a national focus for vocational education and training. Search the [ANTA website \(www.anta.gov.au\)](http://www.anta.gov.au) for information about vocational education and training, or telephone ANTA on 07 3246 2300 or 03 9630 9800. The [National Training Information Service \(http://www.ntis.gov.au/\)](http://www.ntis.gov.au/) provides comprehensive information on endorsed Training Packages, as well as details of accredited courses and Registered Training Organisations.

**Australian Training Products Limited** has a range of products you can purchase to assist in delivering this Training Package. View the online catalogue at [www.atpl.net.au](http://www.atpl.net.au) or telephone Australian Training Products Limited on 03 9655 0600. For orders or enquiries contact [sales@atpl.net.au](mailto:sales@atpl.net.au)

The Manufacturing Learning Australia (MLA) can provide you with information about the Training Package. You can also purchase copies of the Training Package and support materials. Search the [ITAB website](http://www.info@mlaust.com), telephone 02 9280 1277, or email [www.info@mlaust.com](http://www.info@mlaust.com).

### ***Commonwealth***

The Commonwealth Department of Education, Science and Training (DEST) provides a range of services and resources to assist in delivery of Training Packages. Search the [website \(http://www.dest.gov.au/\)](http://www.dest.gov.au/) for links to a range of relevant resources and publications. For specific information about New Apprenticeships/Traineeships go to <http://www.newapprenticeships.com.au/>.

The **NAC InfoService** provides a single point of contact to coordinate information to New Apprenticeships Centres (NACs) on the range, availability and relevance of the new national Training Packages. The **NAC InfoService** website is at [www.nacinfo.com.au](http://www.nacinfo.com.au). In addition, the Call Centre for **NAC InfoService** is staffed during business hours on 1800 338 022.

### ***State and Territory Training or Recognition Authorities***

Each State and Territory Training or Recognition Authority is responsible for the implementation of vocational education and training in its jurisdiction, including New Apprenticeships/Traineeships, and provides a range of support and information.

### ***State ITBs***

In each State and Territory, an industry training advisory body or training council has coverage of the **Manufactured Mineral Products Training Package (PMC04)**, and can support you in its delivery, including directing you to resources and other relevant products.

In Victoria the contact details are:-

John Molenaar  
Executive Director  
Manufacturing Learning Victoria (MLV)  
PO Box 400 (1378A Toorak Road)  
Burwood VIC 3125  
Telephone: 03 9889 0233  
Facsimile: 03 9809 4733  
Email: [help@mlvic.com](mailto:help@mlvic.com)  
Website: [www.mlvic.com](http://www.mlvic.com)

## **Training Packages**

You can find general information about Training Packages from the Australian National Training Authority and State or Territory Training/Recognition Authority websites. In addition, you can search the [National Training Information Service \(www.ntis.gov.au\)](http://www.ntis.gov.au) and view and download the endorsed Training Package components.

### **Curriculum Maintenance Manager details**

For information and advice on the **Manufactured Mineral Products Training Package (PMC04)**. Purchasing Guide and its delivery and assessment in Victoria contact:

Trevor Lange  
Curriculum Maintenance Manager  
General Manufacturing  
Chisholm Institute (Frankston Campus)  
PO Box 684  
Dandenong VIC 3175  
Telephone: 03 9238 8448  
Facsimile: 03 9238 8463  
Email: [trevor.lange@chisholm.vic.edu.au](mailto:trevor.lange@chisholm.vic.edu.au)  
Website: <http://trainingsupport.otte.vic.gov.au/cmminf.cfm>

### **Training Package Support Materials**

There are many generic and specific materials to support you in delivering training and assessing outcomes with Training Packages.

- Training Package Support Materials that have been 'noted' as being of sufficient quality to support this Training Package are listed on the National Training Information Service (NTIS) at [www.ntis.gov.au](http://www.ntis.gov.au)
- The Curriculum Corporation has developed a range of *VET in Schools Resources* under a project funded by DEST through ANTA. These are designed to assist in the implementation of Training Packages and can be downloaded from [http://online.curriculum.edu.au/the\\_cms/tools/new-display.asp?seq=-9&industry=Vetis](http://online.curriculum.edu.au/the_cms/tools/new-display.asp?seq=-9&industry=Vetis).
- The [Resource Generator \(http://www.resourcegenerator.gov.au/Login.aspx\)](http://www.resourcegenerator.gov.au/Login.aspx) an innovative web based tool that allows you to develop and customise personalised training materials using materials from the public domain. It is under development with industries regularly being added.
- [Training Package Toolboxes \(http://www.flexiblelearning.net.au/toolbox\)](http://www.flexiblelearning.net.au/toolbox) are collections of resources, suggested learning strategies and materials to support online delivery of qualifications from endorsed Training Packages. Toolboxes can be purchased from ATP. For orders or enquiries contact [sales@atpl.net.au](mailto:sales@atpl.net.au) or telephone Australian Training Products on 03 9655 0600.

### **Resources Supporting Adult Literacy and Numeracy**

Various resources and organisations assist with adult literacy, and some of these are listed below. Each site also links to other sites for relevant information and support.

- [Literacy.net \(http://www.dest.gov.au/ty/litnet\)](http://www.dest.gov.au/ty/litnet) provides a range of resources for adult literacy and numeracy.
- A new [Toolbox \(www.flexiblelearning.net.au\)](http://www.flexiblelearning.net.au) initiative supports learners with literacy and numeracy needs. It includes:
  - *Basic Skills in the CyberMall* – a toolbox providing literacy and numeracy activities at levels 1, 2 and 3 of the National Reporting System, contextualised for real life settings in a virtual shopping mall
  - *Online Professional Development Centre* – a toolbox for trainers and assessors supporting learners with literacy and numeracy needs at Certificate II.

## **Resources Supporting Access, Equity and Diversity**

Specific resources to support the access and equitable participation of the full diversity of clients are listed below.

- A new [Toolbox initiative \(www.flexiblelearning.net.au\)](http://www.flexiblelearning.net.au) is the development of products to support training for targeted equity groups These include:
  - *Truvision: an IT Help Desk* – a toolbox providing customised courseware to support the Certificate I in Information Technology for people with a vision impairment
  - *The World of Work* – selected modules from the *Certificate in Work Education* for learners with intellectual or psychiatric disabilities
  - *Horticulture* – customised toolboxes to support indigenous learners (from Certificate II to Diploma)
  - *Working with Native Title* – online training material to support indigenous learners linked to the Local Government and other Training Packages
  - *Online Professional Development Centre* – a toolbox for trainers and assessors supporting learners with literacy and numeracy needs at Certificate II.

## **Australian Quality Training Framework (AQTF)**

ANTA has commissioned the development of a range of support materials to help you comply with the Australian Quality Training Framework. You can download these free from the ANTA website and in most cases can obtain them in hard copy from ANTA. Relevant Australian Quality Training Framework materials include:

- [Standards for Registered Training Organisations \(http://www.anta.gov.au/publication.asp?qsID=86\)](http://www.anta.gov.au/publication.asp?qsID=86)
- [Transition Guide \(http://www.anta.gov.au/publication.asp?qsID=83\)](http://www.anta.gov.au/publication.asp?qsID=83)
- [Web Directory \(http://www.anta.gov.au/publication.asp?qsID=238\)](http://www.anta.gov.au/publication.asp?qsID=238)
- [Evidence Guide for Registered Training Organisations and Auditors \(http://www.anta.gov.au/publication.asp?qsID=237\)-](http://www.anta.gov.au/publication.asp?qsID=237)
- [Standards for State and Territory Registering/Course Accrediting Bodies \(http://www.anta.gov.au/publication.asp?qsID=84\)](http://www.anta.gov.au/publication.asp?qsID=84)
- [Guide to Good Practice in AQTF Auditing \(http://www.anta.gov.au/publication.asp?qsID=85\)](http://www.anta.gov.au/publication.asp?qsID=85)

## **Other Initiatives**

Other initiatives can help you in working with Training Packages and locating resources.

[Reframing the Future \(http://www.reframingthefuture.net/index.shtml\)](http://www.reframingthefuture.net/index.shtml) is a major ANTA initiative to assist the development of VET practitioners and organisations. *Reframing the Future* includes workplace learning professional development, networking and the development and dissemination of free resources to assist the professional development of teachers/trainers and assessors.

[AEShareNet \(http://www.aesharenet.com.au\)](http://www.aesharenet.com.au) is an innovative online service to facilitate management of intellectual property in training materials in Australia. You can search for details of training materials and transact licences online to use and adapt materials.

## NEW APPRENTICESHIPS

New Apprenticeships\*/Traineeships combine training and employment and are designed to be flexible while at the same time providing nationally recognised qualifications.

For information on New Apprenticeships\*/Traineeships contact your [State/Territory](#), the NAC InfoService ([www.nacinfo.com.au](http://www.nacinfo.com.au) or freecall 1800 338 022) or go to [www.anta.gov.au](http://www.anta.gov.au).

### ***What qualifications in the Manufactured Mineral Products Training Package (PMC04) are available as New Apprenticeships\*/Traineeships?***

State and Territory Governments allocate funding for Training Package qualifications under New Apprenticeships\*/Traineeships on the basis of criteria such as strategic priorities, expected industry demand, budgetary capacity and identified skill shortages. So, while a range of qualifications is available in the **Manufactured Mineral Products Training Package (PMC04)**, not all will be selected for funding under New Apprenticeships\*/Traineeships.

Registered Training Organisations with the **Manufactured Mineral Products Training Package (PMC04)** qualifications or units of competency on their scope of registration may be eligible for funding to deliver some or all of the Training Package qualifications. The information below will help you determine whether funding is available. If you require further information, or wish to apply for funding, contact your [State/Territory](#).

It should be noted that in Victoria the hours of training that will be purchased using public funds is related to the nominal duration of contracts of training. The maximum hours that will be purchased are:

1,300 for apprenticeships and traineeships with a duration of four years full time;

1,080 for apprenticeships and traineeships with a duration of three years full time;

780 for apprenticeships and traineeships with a duration of two years full time;

600 for apprenticeships and traineeships with a duration of 18 months full time;

400 for apprenticeships and traineeships with a duration of one year full time.

If hours in excess of the above are required to complete the qualification, the cost of this additional training will need to be met from sources other than public funds.

Credential		Maximum Nominal Duration (months)		Probationary Period (days)		Available * Apprenticeships	Comments
Code	Title	Full Time	Part Time	Full Time	Part Time	Set of conditions which apply	State Training Wage Category
PMC10104	Certificate I in Manufactured Mineral Products	12	36	30	91	Set two	B
PMC20104	Certificate II in Manufactured Mineral Products	18**	36	30	91	Set two	B
PMC20204	Certificate II in Production Support	12**	36	30	91	Set two	B
PMC30104	Certificate III in Manufactured Mineral Products	24**	36	30	91	Set two	A
PMC30204	Certificate III in Production Support	18**	36	30	91	Set two	A
PMC40104	Certificate IV in Manufactured Mineral Products	36**	72	91	91	Set two	A***
PMC50104	Diploma of Manufactured Mineral Products	48**	72	91	91	Set two	N/A

**NOTE:**

\* Set of conditions which apply

**Set one** applies to New Apprenticeships in traditional trade areas.

**Set two** applies to New Apprenticeships formerly referred to as traineeships.

\*\* These Maximum Durations assume that the apprentice has not gained a lower level qualification prior to entering the training agreement. For example:

If a full time apprentice entered a Certificate IV after gaining a Certificate III, then the duration of the Training Agreement would be substantially shorter than the maximum listed above. The time for the negotiated band of selected units would be incorporated in the Training Agreement signed by the apprentice, employer and RTO.

\*\*\*Trainees undertaking an AQF IV traineeship will receive the relevant weekly wage rate for AQF III trainees at wage levels A, B or C as applicable with the addition of 3.8 percent of that wage rate.

**Note for 'On the job training'**

Where the qualification is at Certificate III or above, apprentice/trainees must be withdrawn from routine work duties for a minimum of three hours per week)pro rata for part time apprentices/trainees) for planned training, averaged over a 4 week cycle.

All apprentices/trainees undertaking workplace training at AQF levels 1 and 2 must be withdrawn from routine work duties for a minimum of 1.5 hours per week, averaged over a two-month cycle for the purpose of undertaking structured training/learning activities. This release must occur periodically.

The training undertaken during the period of release must include a focus on the compliance and regulatory units and the units concentrating on generic skills. Up to 40 hours of this training may be transferred, to be delivered in one or more blocks during the first three months of the training program.

**Definition Table**

<b>Term</b>	<b>Definition</b>
New Apprenticeships/ Traineeships	New Apprenticeships/Traineeships combine practical work with structured training under a formal agreement to give people an industry relevant nationally recognised qualification.
Code	Nationally endorsed Training Package qualification code.
Title	Nationally endorsed Training Package qualification title.