**Victorian Purchasing Guide**

**for**

**PMA Chemical, Hydrocarbons and Refining   
Training Package**

**July 2016**



88x31

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Victorian Purchasing Guide ⎯ Version History

|  |  |  |
| --- | --- | --- |
| Training Package Version | Date VPG Released | Comments |
| PMA Chemical, Hydrocarbons and Refining  Training Package  Release No 1 | 7 July 2016 | Release 1 of the PMA Chemical, Hydrocarbons and Refining Training Package reflects the transitioning of the PMA08 Chemicals, Hydrocarbons and Refining Training Package to the new Standards for Training Packages.   * PMA70108 Graduate Certificate in Surface Coating Technology is not carried forward.   This Victorian Purchasing Guide also reflects the changes made from Maximum Nominal Hours to Maximum and Minimum Payable Hours.  For detailed mapping of qualifications and units between PMA and PMA08 please refer to the PMA Implementation Guide Appendix:  <https://vetnet.education.gov.au/Pages/default.aspx> |

**PMA 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** | **Minimum Payable Hours** | | **Maximum Payable Hours** |
| PMA20116 | Certificate II in Process Plant Operations | 608 | 640 | |
| PMA30116 | Certificate III in Process Plant Operations | 760 | 800 | |
| PMA40116 | Certificate IV in Process Plant Technology | 1102 | 1160 | |
| PMA50116 | Diploma of Process Plant Technology | 570 | 600 | |
| PMA60116 | Advanced Diploma of Process Plant Technology | 884 | 930 | |

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 PMA 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 |
| --- | --- | --- |
| PMAOMIR210 | Control evacuation to muster point | 20 |
| PMAOMIR301 | Undertake initial rescue | 60 |
| PMAOMIR302 | Respond to a helideck incident | 30 |
| PMAOMIR305 | Operate panel during an emergency | 50 |
| PMAOMIR317 | Facilitate search and rescue operations | 40 |
| PMAOMIR320 | Manage incident response information | 40 |
| PMAOMIR321 | Manage communication systems during an incident | 30 |
| PMAOMIR346 | Assess and secure an incident site | 30 |
| PMAOMIR407 | Audit incident preparedness and established response systems | 80 |
| PMAOMIR418 | Coordinate incident response | 40 |
| PMAOMIR424 | Develop and maintain community relationships | 30 |
| PMAOMIR430 | Conduct and assess incident exercises | 35 |
| PMAOMIR444 | Develop incident containment tactics | 40 |
| PMAOMIR449 | Monitor legal compliance obligations during incidents | 40 |
| PMAOMIR512 | Establish incident response preparedness and response systems | 70 |
| PMAOMIR523 | Manage corporate media requirements in a crisis | 25 |
| PMAOMIR575 | Coordinate welfare support activities in response to an incident | 30 |
| PMAOMIR622 | Build partnerships to improve incident response capacity | 30 |
| PMAOMIR650 | Manage a crisis | 80 |
| PMAOPS101 | Read dials and indicators | 15 |
| PMAOPS105 | Select and prepare materials | 15 |
| PMAOPS201 | Operate fluid flow equipment | 60 |
| PMAOPS202 | Operate fluid mixing equipment | 20 |
| PMAOPS204 | Select and use utilities and services | 40 |
| PMAOPS205 | Operate heat exchangers | 40 |
| PMAOPS208 | Operate chemical separation equipment | 30 |
| PMAOPS210 | Operate solids handling equipment | 20 |
| PMAOPS211 | Operate manufacturing extrusion systems | 40 |
| PMAOPS213 | Package product/material | 20 |
| PMAOPS216 | Operate local control system | 40 |
| PMAOPS217 | Operate wet milling equipment | 40 |
| PMAOPS220 | Monitor chemical reactions in the process | 30 |
| PMAOPS221 | Operate and monitor prime movers | 40 |
| PMAOPS222 | Operate and monitor pumping systems and equipment | 40 |
| PMAOPS223 | Operate and monitor valve systems | 20 |
| PMAOPS224 | Provide fluids for utilities and support | 20 |
| PMAOPS226 | Monitor and operate flare systems | 30 |
| PMAOPS230 | Monitor, operate and maintain pipeline stations and equipment | 40 |
| PMAOPS231 | Control gas odourisation | 10 |
| PMAOPS232 | Operate filtration equipment | 40 |
| PMAOPS233 | Monitor wells and gathering systems | 30 |
| PMAOPS234 | Monitor and operate low pressure compressors | 30 |
| PMAOPS236 | Monitor continuous process plant | 40 |
| PMAOPS240 | Store fluids in bulk | 30 |
| PMAOPS241 | Operate Joule-Thomson effect device | 30 |
| PMAOPS242 | Moor ships for transfer of bulk processed particulates or fluids | 30 |
| PMAOPS246 | Operate separation equipment | 15 |
| PMAOPS247 | Operate powered separation equipment | 15 |
| PMAOPS260 | Conduct screening operations | 30 |
| PMAOPS261 | Operate bulk solids loading equipment | 30 |
| PMAOPS262 | Operate digestion equipment | 30 |
| PMAOPS263 | Operate leaching equipment | 30 |
| PMAOPS264 | Operate solvent extraction equipment | 30 |
| PMAOPS265 | Operate magnetic/electrical separation equipment | 30 |
| PMAOPS280 | Interpret process plant schematics | 20 |
| PMAOPS290 | Operate a biotreater | 30 |
| PMAOPS300 | Operate a production unit | 40 |
| PMAOPS301 | Operate a distillation unit | 40 |
| PMAOPS302 | Operate reactors and reaction equipment | 40 |
| PMAOPS303 | Operate furnaces to induce reaction | 50 |
| PMAOPS304 | Operate and monitor compressor systems and equipment | 30 |
| PMAOPS305 | Operate process control systems | 60 |
| PMAOPS307 | Transfer bulk fluids into/out of storage facility | 40 |
| PMAOPS308 | Organise storage and logistics of general materials | 20 |
| PMAOPS309 | Operate solids handling/storage facility | 40 |
| PMAOPS312 | Undertake ship loading/unloading operations | 40 |
| PMAOPS319 | Adjust batch | 40 |
| PMAOPS320 | Conduct artificial lift | 20 |
| PMAOPS321 | Undertake well management | 40 |
| PMAOPS323 | Operate and monitor heating furnace | 40 |
| PMAOPS324 | Operate a gas turbine | 50 |
| PMAOPS325 | Generate electrical power | 30 |
| PMAOPS326 | Operate gas absorption unit | 40 |
| PMAOPS327 | Operate fixed bed adsorption unit | 40 |
| PMAOPS329 | Operate liquid extraction unit | 40 |
| PMAOPS330 | Communicate and monitor pipeline activities | 40 |
| PMAOPS333 | Operate wells and gathering systems | 30 |
| PMAOPS335 | Conduct pipeline pigging | 20 |
| PMAOPS340 | Operate cryogenic processes | 40 |
| PMAOPS350 | Match and adjust colour | 50 |
| PMAOPS360 | Operate a metalliferous kiln/furnace | 40 |
| PMAOPS361 | Operate a smelting furnace | 40 |
| PMAOPS362 | Operate a blast furnace | 40 |
| PMAOPS364 | Operate an electrochemical process | 40 |
| PMAOPS365 | Operate pelletising equipment | 30 |
| PMAOPS366 | Operate sintering equipment | 30 |
| PMAOPS390 | Operate a biochemical process | 40 |
| PMAOPS402 | Respond to abnormal process situation | 50 |
| PMAOPS405 | Operate complex control systems | 80 |
| PMAOPS410 | Operate remote production facilities | 40 |
| PMAOPS411 | Manage plant shutdown and restart | 40 |
| PMAOPS433 | Manage wells and gathering systems | 40 |
| PMAOPS434 | Commission wells and gathering systems | 40 |
| PMAOPS450 | Solve colour problems | 50 |
| PMAOPS460 | Monitor and operate tailings management facilities | 50 |
| PMAOPS500 | Optimise production systems | 100 |
| PMAOPS501 | Provide operational expertise to a project team | 80 |
| PMAOPS505 | Control the process during abnormal situations | 80 |
| PMAOPS511 | Determine energy transfer loads | 40 |
| PMAOPS512 | Determine mass transfer loads | 40 |
| PMAOPS520 | Manage utilities | 50 |
| PMAOPS521 | Plan plant shutdown | 50 |
| PMAOPS522 | Coordinate plant shutdown | 50 |
| PMAOPS550 | Develop a colour formulation | 60 |
| PMAOPS560 | Plan and design tailings management facilities | 80 |
| PMAOPS600 | Modify plant | 60 |
| PMAOPS601 | Debottleneck plant | 60 |
| PMAOPS751 | Apply physiochemical knowledge to select raw materials for surface coatings | 80 |
| PMAOPS752 | Develop a decorative coating | 60 |
| PMAOPS753 | Develop a non-decorative coating or ink | 60 |
| PMAOPS755 | Provide surface coatings application advice | 60 |
| PMASMELT260 | Form carbon anodes | 40 |
| PMASMELT261 | Bake carbon anodes | 30 |
| PMASMELT262 | Clean and strip anode rods | 30 |
| PMASMELT263 | Spray carbon anodes | 40 |
| PMASMELT264 | Start up reduction cells | 60 |
| PMASMELT265 | Operate reduction cells | 60 |
| PMASMELT266 | Deliver molten metal | 30 |
| PMASMELT267 | Cast ingots | 40 |
| PMASMELT268 | Operate vertical direct casting process | 60 |
| PMASMELT269 | Operate cell tending equipment | 30 |
| PMASMELT270 | Supply product from reduction cells | 30 |
| PMASUP236 | Operate vehicles in the field | 20 |
| PMASUP237 | Undertake crane, dogging and load transfer operations | 40 |
| PMASUP241 | Maintain pipeline easements | 20 |
| PMASUP242 | Monitor pipeline civil works | 20 |
| PMASUP243 | Monitor and maintain pipeline coatings | 20 |
| PMASUP244 | Prepare and isolate plant | 50 |
| PMASUP245 | Break and make flanged joints using hand tools | 30 |
| PMASUP246 | Disconnect and reconnect non-flared tube fitting joints | 30 |
| PMASUP305 | Operate offshore cranes | 80 |
| PMASUP311 | Operate communications hub | 40 |
| PMASUP341 | Monitor and maintain instrument and control systems | 40 |
| PMASUP342 | Monitor and maintain electrical systems | 40 |
| PMASUP343 | Monitor and maintain cathodic protection systems | 20 |
| PMASUP344 | Monitor and control repairs and modifications on operational pipe | 40 |
| PMASUP345 | Monitor vibration | 60 |
| PMASUP346 | Control corrosion | 40 |
| PMASUP347 | Undertake corrosion inspection on process plant | 40 |
| PMASUP410 | Develop plant documentation | 30 |
| PMASUP420 | Minimise environmental impact of process | 40 |
| PMASUP432 | Coordinate pipeline projects | 40 |
| PMASUP440 | Commission/recommission plant | 40 |
| PMASUP441 | Decommission plant | 20 |
| PMASUP444 | Plan plant preparation and isolation | 50 |
| PMASUP445 | Participate in HAZOP studies | 40 |
| PMASUP520 | Review procedures to minimise environmental impact of process | 40 |
| PMASUP540 | Analyse equipment performance | 50 |
| PMASUP620 | Manage environmental management system | 60 |
| PMAWHS211 | Prepare equipment for emergency response | 20 |
| PMAWHS213 | Undertake fire control and emergency rescue | 15 |
| PMAWHS214 | Undertake helicopter safety and escape | 30 |
| PMAWHS215 | Apply offshore facility abandonment and sea survival procedures and practices | 20 |
| PMAWHS221 | Maintain first aid resources and records | 10 |
| PMAWHS310 | Investigate incidents | 30 |
| PMAWHS311 | Lead emergency teams | 20 |
| PMAWHS312 | Command the operation of survival craft | 40 |
| PMAWHS320 | Provide advanced first aid response | 20 |
| PMAWHS321 | Provide first aid response in remote and/or isolated area | 25 |
| PMAWHS420 | Develop first aid procedures and manage resources | 40 |
| PMAWHS502 | Contribute to safety case | 40 |
| PMAWHS511 | Manage emergency incidents | 40 |

SAMPLE TRAINING PROGRAMS

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

|  |  |  |
| --- | --- | --- |
| **Occupation / Work Function** | Process Plant Assistant | |
| **Qualification Title** | Certificate II in Process Plant Operations | |
| **Qualification Code** | PMA20116 | |
| **Description** | Appropriate for a person working as a plant operator in a chemical processing or refining enterprise. | |
| **Comments** | 16 units required | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** | |  |
| MSMENV272 | Participate in environmentally sustainable work practices | 30 |
| MSMSUP100 | Apply workplace context to own job | 20 |
| MSMSUP102 | Communicate in the workplace | 20 |
| MSMWHS110 | Follow emergency response procedures | 20 |
| MSMWHS200 | Work safely | 30 |
| **Electives** | |  |
| MEM09002B | Interpret technical drawing | 80 |
| MSMOPS200 | Operate equipment | 40 |
| MSMSUP292 | Sample and test materials and product | 40 |
| MSS402081 | Contribute to the application of a proactive maintenance strategy | 50 |
| PMAOPS201 | Operate fluid flow equipment | 60 |
| PMAOPS204 | Select and use utilities and services | 40 |
| PMAOPS216 | Operate local control system | 40 |
| PMAOPS217 | Operate wet milling equipment | 40 |
| PMAOPS232 | Operate filtration equipment | 40 |
| PMASUP244 | Prepare and isolate plant | 50 |
| PMC552003 | Operate grinding equipment | 40 |
|  | **Total** | **640** |

|  |  |  |
| --- | --- | --- |
| **Occupation / Work Function** | Process Plant Operator | |
| **Qualification Title** | Certificate III in Process Plant Operations | |
| **Qualification Code** | PMA30116 | |
| **Description** | Appropriate for a person working as a plant operator in a chemical processing or refining enterprise. | |
| **Comments** | 21 units required |  |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** | |  |
| MSMENV272 | Participate in environmentally sustainable work practices | 30 |
| MSMSUP100 | Apply workplace context to own job | 20 |
| MSMSUP102 | Communicate in the workplace | 20 |
| MSMWHS110 | Follow emergency response procedures | 20 |
| MSMWHS200 | Work safely | 30 |
| **Electives** |  |  |
| MSL952001 | Collect routine site samples | 40 |
| MSMOPS102 | Perform tasks to support production | 40 |
| MSMOPS200 | Operate equipment | 40 |
| MSMSUP291 | Participate in continuous improvement | 40 |
| MSMSUP300 | Identify and apply process improvements | 40 |
| MSMSUP303 | Identify equipment faults | 40 |
| MSMSUP330 | Develop and adjust a production schedule | 40 |
| MSMSUP383 | Facilitate a team | 40 |
| MSMSUP390 | Use structured problem-solving tools | 40 |
| MSS402002 | Sustain process improvements | 50 |
| MSS402051 | Apply quality standards | 40 |
| MSS402081 | Contribute to the application of a proactive maintenance strategy | 50 |
| PMAOPS300 | Operate a production unit | 40 |
| PMAOPS305 | Operate process control systems | 60 |
| PMAOPS319 | Adjust batch | 40 |
| PMC552002 | Operate equipment to blend/mix materials | 40 |
|  | **Total** | **800** |

|  |  |  |
| --- | --- | --- |
| **Occupation / Work Function** | Plant Technician | |
| **Qualification Title** | Certificate IV in Process Plant Operations | |
| **Qualification Code** | PMA40116 | |
| **Description** | Appropriate for a person working as a plant technician in a chemical processing or refining enterprise. | |
| **Comments** | 26 Units required | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** | |  |
| MSMENV272 | Participate in environmentally sustainable work practices | 30 |
| MSMSUP100 | Apply workplace context to own job | 20 |
| MSMSUP102 | Communicate in the workplace | 20 |
| MSMWHS110 | Follow emergency response procedures | 20 |
| MSMWHS200 | Work safely | 30 |
| **Electives** | |  |
| MSMENV472 | Implement and monitor environmentally sustainable work practices | 50 |
| MSMOPS400 | Optimise process/plant area | 60 |
| MSMOPS401 | Trial new process or product | 40 |
| MSS402002 | Sustain process improvements | 50 |
| MSS402081 | Contribute to the application of a proactive maintenance strategy | 50 |
| MSS403002 | Ensure process improvements are sustained | 40 |
| MSS403013 | Lead team culture improvement | 60 |
| MSS403030 | Improve cost factors in work practices | 50 |
| MSS403051 | Mistake proof an operational process | 40 |
| MSS404050 | Undertake process capability improvements | 50 |
| MSS404052 | Apply statistics to operational processes | 40 |
| MSS404060 | Facilitate the use of planning software systems in a work area  or team | 50 |
| MSS404081 | Undertake proactive maintenance analyses | 50 |
| MSS404082 | Assist in implementing a proactive maintenance strategy | 60 |
| PMAOPS305 | Operate process control systems | 60 |
| PMAOPS405 | Operate complex control systems | 80 |
| PMAOPS411 | Manage plant shutdown and restart | 40 |
| PMASUP440 | Commission/recommission plant | 40 |
| PMASUP444 | Plan plant preparation and isolation | 80 |
| TAEASS301 | Contribute to assessment | 40 |
| TAEDEL301 | Provide work skill instruction | 40 |
|  | **Total** | **1160** |

|  |  |  |
| --- | --- | --- |
| **Occupation/Work Function** | Technical Team Leader/Emergency Response Coordinator | |
| **Qualification Title** | Diploma of Process Plant Technology | |
| **Qualification Code** | PMA50116 | |
| **Description** | Appropriate for a person working as a technical team leader and coordinating emergency response in a chemical or refining enterprise. | |
| **Comments** | 10 Units required | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** | |  |
| MSMENV272 | Participate in environmentally sustainable work practices | 30 |
| MSMSUP200 | Achieve work outcomes | 30 |
| MSMSUP210 | Process and record information | 30 |
| MSMWHS200 | Work safely | 30 |
| Electives |  |  |
| MSMWHS510 | Manage risk | 60 |
| PMAOMIR407 | Audit incident preparedness and established response systems | 80 |
| PMAOPS405 | Operate complex control systems | 80 |
| PMAOPS500 | Optimise production systems | 100 |
| PMAOPS501 | Provide operational expertise to a project team | 80 |
| PMAOPS505 | Control the process during abnormal situations | 80 |
|  | **Total** | **600** |

|  |  |  |
| --- | --- | --- |
| **Occupation/Work Function** | Operation’s Manager | |
| **Qualification Title** | Advanced Diploma of Process Plant Technology | |
| **Qualification Code** | PMA60116 | |
| **Description** | Appropriate for a person working as an operation’s manager in a chemical processing or refining enterprise. | |
| **Comments** | 15 Units required | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** | |  |
| MSMENV272 | Participate in environmentally sustainable work practices | 30 |
| MSMSUP200 | Achieve work outcomes | 30 |
| MSMSUP210 | Process and record information | 30 |
| MSMWHS200 | Work safely | 30 |
| **Electives** | |  |
| MSMOPS400 | Optimise process/plant area | 60 |
| MSMOPS601 | Design equipment and system modifications | 80 |
| MSS403013 | Lead team culture improvement | 60 |
| MSS404082 | Assist in implementing a proactive maintenance strategy | 60 |
| MSS405060 | Develop the application of enterprise control systems in an organisation | 60 |
| PMAOMIR407 | Audit incident preparedness and established response systems | 80 |
| PMAOMIR512 | Establish incident response preparedness and response systems | 70 |
| PMAOMIR650 | Manage a crisis | 80 |
| PMAOPS405 | Operate complex control systems | 80 |
| PMAOPS500 | Optimise production systems | 100 |
| PMAOPS505 | Control the process during abnormal situations | 80 |
|  | **Total** | **930** |

CONTACTS AND LINKS

|  |  |  |
| --- | --- | --- |
| **Curriculum Maintenance Manager (CMM)** | | |
| General Manufacturing | The CMM service is provided by Executive Officers located within Victorian TAFE institutes on behalf of the Higher Education and Skills Group. | Paul Saunders:  Address: Chisholm Institute, PO Box 684, Dandenong, Vic. 3175.  Phone/fax: 9238 8448 / 9238 8504  Email: Paul.Saunders@chisholm.edu.au |
| **Service Skills Organisation** | | |
| Manufacturing Skills Australia | This SSO is responsible for developing this **PMA Chemical, Hydrocarbons and Refining Training Package** 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: [info@mskills.com.au](mailto:info@mskills.com.au)  Web: <http://www.mskills.com.au/> |
| **National Register for VET in Australia** | | |
| Training.gov.au (TGA) | TGA is the Australian governments’ official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs. | [www.training.gov.au](http://www.training.gov.au) |
| **Australian Government** | | |
| Department of Education and Training | The Department of Education and Training provides a range of services and resources to assist in delivery of Training Packages. Search the Department of Education and Training website for links to a range of relevant resources and publications. | <http://education.gov.au/> |
| **State Government** | | |
| Department of Education and Training (DET) | DET is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships policy. | (03) 9637 2000  [www.education.vic.gov.au](http://www.education.vic.gov.au) |
| **National VET Regulatory Authority** | | |
| Australian Skills Quality Authority (ASQA) | ASQA is the national regulator for Australia’s VET sector. | Info line: 1300 701 801  [www.asqa.gov.au](http://www.asqa.gov.au) |

|  |  |  |
| --- | --- | --- |
| **State VET Regulatory Authority** | | |
| 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. | [www.vrqa.vic.gov.au](http://www.vrqa.vic.gov.au/)  Phone: 03 9637 2806 |
| **Industry Regulatory Body** | | |
| 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: [info@workcover.vic.gov.au](mailto:info@workcover.vic.gov.au) Web: <http://www.workcover.vic.gov.au> |
| **WorkSafe** | | |
| WorkSafe Victoria | WorkSafe needs to provide written verification before High Risk Work Units can be added to an RTO’s scope of registration. | [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au/)  Info line: 1800 136 089 |

GLOSSARY

|  |  |
| --- | --- |
| **Code** | Nationally endorsed Training Package qualification code. |
| **Title** | Nationally endorsed Training Package qualification title. |
| **Unit Code** | Nationally endorsed Training Package unit code. |
| **Unit Title** | Nationally endorsed Training Package unit title. |
| **Maximum Payable Hours** | The maximum number of hours the Victorian Government will subsidise under the Victorian Training Guarantee for the achievement of the minimum realistic vocational outcome of the qualification, as determined by the qualification packaging rules.  The Maximum Payable Hours do not cover every possible combination of core and elective units available for a specific qualification. |
| **Minimum Payable Hours** | The number of hours the Victorian government designates as the minimum required to deliver a qualification, taking into account contextualisation and integrated delivery efficiencies. |
| **Scope of Registration** | 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. |
| **Nominal Hours** | 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 |