**Victorian Purchasing Guide**

**for**

 **PMA08 Chemical, Hydrocarbons and Refining
Training Package
Version No 5**

**February 2014**



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Victorian Purchasing Guide ⎯ Version History

|  |  |  |
| --- | --- | --- |
| Training Package Version  | Date VPGReleased | Comments |
| 5 | 19 February 2014 | NSSC Endorsed changesPMA08 Version 5 contain three new units of competency packaged as electives in PMA20113, PMA30113 and PMA40113 as follows:PMAOPS226A Monitor and operate flare systemsPMASUP245A Break and make flanged joints using hand tools PMASUP246A Disconnect and reconnect non-flared tube fitting jointsRefer to summary mapping within Training Package for further details. |
| 4 | 14 August, 2013 | This Victorian Purchasing Guide reflects the following changes made to PMA08 Chemical, Hydrocarbons and Refining Training Package Version 4:**Qualifications - endorsed changes:**Addition of 18 new electives for metalliferous processing in the following recoded qualifications:* PMA20113
* PMA30113
* PMA40113

There are no changes to packaging rules nor outcomes for existing PMA sector pathways.**ISC upgrades*** PMA50108 New release – addition of one new elective in Group A
* PMA60108 New release

New release of Skill Sets* PMASS00007
* PMASS00012

Imported units have been updated to current versions in Sample Training Programs.Refer to mapping for details |
| 3 | 8/05/2012 | This Victorian Purchasing Guide reflects the following changes made to PMA08 Chemical, Hydrocarbons and Refining Training Package Version 3:Two new PMA units of competency:- PMASUP244A Prepare and isolate plant- PMASUP444A Plan plant preparation and isolation included as electives in the following qualifications:- PMA20108- PMA30108- PMA40108Refer to mapping Training Package for details. |
| 2 and 2.1. | 3/6/2011 | Following six (6) operational units of competency added: PMAOPS233APMAOPS234APMAOPS241APMAOPS333APMAOPS433APMAOPS434ACertificate II, III & IV core unit: MSASUP172A replaced with MSAENV272BDiploma and Advanced Diploma core unit: MSAENV272A replaced with MSAENV272BRange of Nominal hours for all qualifications has been expandedImported units have been updated to current versions.Sample program for Certificate II and III has been amended to include relevant pre-requisites and co-requisites |
| 1. | 9/9/2008 | Primary release, replacing PMA02 |

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

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INTRODUCTION

What is a Victorian Purchasing Guide?

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

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

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

Registration

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

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

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

QUALIFICATIONS

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

UNITS OF COMPETENCY AND NOMINAL HOURS

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

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

Listing of the Units of Competency and Nominal Hours

| Unit Code | Unit Title | Nominal Hours |
| --- | --- | --- |
| PMAOHS211B | Prepare equipment for emergency response | 20 |
| PMAOHS213B | Undertake fire control and emergency rescue | 15 |
| PMAOHS214B | Undertake helicopter safety and escape | 30 |
| PMAOHS215B | Apply offshore facility abandonment and sea survival procedures | 20 |
| PMAOHS221B | Maintain First Aid supplies and records | 10 |
| PMAOHS310B | Investigate incidents | 30 |
| PMAOHS311B | Lead emergency teams | 20 |
| PMAOHS312B | Command the operation of survival craft | 40 |
| PMAOHS320C | Provide advanced First Aid response | 20 |
| PMAOHS321B | Provide First Aid response in remote and/or isolated area | 25 |
| PMAOHS420B | Develop First Aid procedures and manage resources | 40 |
| PMAOHS502B | Contribute to safety case | 40 |
| PMAOHS511A | Manage emergency incidents | 40 |
| PMAOMIR210B | Control evacuation to muster point | 20 |
| PMAOMIR301B | Undertake initial rescue | 60 |
| PMAOMIR302B | Respond to a helideck incident | 30 |
| PMAOMIR305A | Operate panel during an emergency | 50 |
| PMAOMIR317B | Facilitate search and rescue operations | 40 |
| PMAOMIR320B | Manage incident response information | 40 |
| PMAOMIR321B | Manage communication systems during an incident | 30 |
| PMAOMIR346B | Assess and secure an incident site | 30 |
| PMAOMIR407B | Audit incident preparedness and established response system | 80 |
| PMAOMIR418B | Coordinate incident response | 40 |
| PMAOMIR424B | Develop and maintain community relationships | 30 |
| PMAOMIR430B | Conduct and assess incident exercises | 35 |
| PMAOMIR444B | Develop incident containment tactics | 40 |
| PMAOMIR449B | Monitor legal compliance obligations during incidents | 40 |
| PMAOMIR512B | Establish incident response preparedness and response systems | 70 |
| PMAOMIR523B | Manage corporate media requirements in a crisis | 25 |
| PMAOMIR575B | Coordinate welfare support activities in response to an incident | 30 |
| PMAOMIR622B | Build partnerships to improve incident response capacity | 30 |
| PMAOMIR650B | Manage a crisis | 80 |
| PMAOPS101C | Read dials and indicators | 15 |
| PMAOPS105C | Select and prepare materials | 15 |
| PMAOPS201B | Operate fluid flow equipment | 60 |
| PMAOPS202B | Operate fluid mixing equipment | 20 |
| PMAOPS203B | Handle goods | 15 |
| PMAOPS204B | Use utilities and services | 40 |
| PMAOPS205B | Operate heat exchangers | 40 |
| PMAOPS208B | Operate chemical separation equipment | 30 |
| PMAOPS210B | Operate particulates handling equipment | 20 |
| PMAOPS211B | Operate manufacturing extruders | 40 |
| PMAOPS213B | Package product/material | 20 |
| PMAOPS216B | Operate local control system | 40 |
| PMAOPS217B | Operate wet milling equipment | 40 |
| PMAOPS220B | Monitor chemical reactions in the process | 30 |
| PMAOPS221B | Operate and monitor prime movers | 40 |
| PMAOPS222B | Operate and monitor pumping systems and equipment | 40 |
| PMAOPS223B | Operate and monitor valve systems | 20 |
| PMAOPS224B | Provide fluids for utilities and support | 20 |
| PMAOPS226A | Monitor and operate flare systems | 30 |
| PMAOPS230B | Monitor, operate and maintain pipeline stations and equipment | 40 |
| PMAOPS231B | Control gas odourisation | 10 |
| PMAOPS232B | Produce product by filtration | 40 |
| PMAOPS233A | Monitor wells and gathering systems | 30 |
| PMAOPS234A | Monitor and operate low pressure compressors | 30 |
| PMAOPS240B | Store liquids in bulk | 30 |
| PMAOPS241A | Operate Joule-Thomson effect device | 30 |
| PMAOPS242A | Moor ships for transfer of bulk processed particulates or fluids | 30 |
| PMAOPS246A | Operate separation equipment | 15 |
| PMAOPS247A | Operate powered separation equipment | 15 |
| PMAOPS260A | Conduct screening operations | 30 |
| PMAOPS261A | Operate bulk solids loading equipment | 30 |
| PMAOPS262A | Operate digestion equipment | 30 |
| PMAOPS263A | Operate leaching equipment | 30 |
| PMAOPS264A | Operate solvent extraction equipment | 30 |
| PMAOPS265A | Operate magnetic electrical separation equipment | 30 |
| PMAOPS280B | Interpret process plant schematics | 20 |
| PMAOPS290B | Operate a biotreater | 30 |
| PMAOPS300B | Operate a production unit | 40 |
| PMAOPS301B | Produce product by distillation | 40 |
| PMAOPS302B | Operate reactors and reaction equipment | 40 |
| PMAOPS303B | Operate furnaces to induce reaction | 50 |
| PMAOPS304B | Operate and monitor compressor systems and equipment | 30 |
| PMAOPS305B | Operate process control systems | 60 |
| PMAOPS307B | Transfer bulk fluids into/out of storage facility | 40 |
| PMAOPS308B | Organise storage and logistics of general materials | 20 |
| PMAOPS309B | Operate particulates handling/storage equipment | 40 |
| PMAOPS312B | Undertake ship loading/unloading operations | 40 |
| PMAOPS319A | Adjust batch | 40 |
| PMAOPS320B | Conduct artificial lift | 20 |
| PMAOPS321B | Undertake well management | 40 |
| PMAOPS323A | Operate and monitor heating furnace | 40 |
| PMAOPS324A | Operate a gas turbine | 50 |
| PMAOPS325B | Generate electrical power | 30 |
| PMAOPS326B | Produce product using gas absorption | 40 |
| PMAOPS327B | Produce product using fixed bed dehydration | 40 |
| PMAOPS329B | Produce product using liquid extraction | 40 |
| PMAOPS330B | Communicate pipeline control centre operations | 40 |
| PMAOPS333A | Operate wells and gathering systems | 30 |
| PMAOPS335A | Conduct pipeline pigging | 20 |
| PMAOPS340B | Operate cryogenic processes | 40 |
| PMAOPS350B | Match and adjust colour | 50 |
| PMAOPS360A | Operate a metalliferrous kiln-furnace | 40 |
| PMAOPS361A | Operate a smelting furnace | 40 |
| PMAOPS362A | Operate a blast furnace | 40 |
| PMAOPS364A | Operate an electrochemical process | 40 |
| PMAOPS365A | Operate pelletising equipment | 30 |
| PMAOPS366A | Operate sintering equipment | 30 |
| PMAOPS390B | Operate a biochemical process | 40 |
| PMAOPS402A | Respond to abnormal process situations | 50 |
| PMAOPS405A | Operate complex control systems | 80 |
| PMAOPS410B | Monitor remote production facilities | 40 |
| PMAOPS411B | Manage plant shutdown and restart | 40 |
| PMAOPS433A | Manage wells and gathering systems | 40 |
| PMAOPS434A | Commission wells and gathering systems | 40 |
| PMAOPS450B | Solve colour problems | 50 |
| PMAOPS460A | Monitor and operate tailings management facility | 50 |
| PMAOPS500A | Optimise production systems | 100 |
| PMAOPS501A | Provide operational expertise to a project team | 80 |
| PMAOPS505A | Control the process in abnormal situations | 80 |
| PMAOPS511B | Determine energy transfer loads | 40 |
| PMAOPS512B | Determine mass transfer loads | 40 |
| PMAOPS520C | Manage utilities | 50 |
| PMAOPS521C | Plan plant shutdown | 50 |
| PMAOPS522A | Coordinate plant shut down | 50 |
| PMAOPS550B | Develop a colour formulation | 60 |
| PMAOPS560A | Plan and design tailings management facilities |  80 |
| PMAOPS600C | Modify plant | 60 |
| PMAOPS601A | Debottleneck plant | 60 |
| PMAOPS751A | Apply physiochemical knowledge to select raw materials for surface coatings | 80 |
| PMAOPS752A | Develop a decorative coating | 60 |
| PMAOPS753A | Develop a non-decorative coating or ink | 60 |
| PMAOPS755A | Provide surface coatings application advice | 60 |
| PMASMELT260B | Form carbon anodes | 40 |
| PMASMELT261B | Bake carbon anodes | 30 |
| PMASMELT262B | Clean and strip anode rods | 30 |
| PMASMELT263B | Spray carbon anodes | 40 |
| PMASMELT264B | Start up reduction cells | 60 |
| PMASMELT265B | Operate reduction cells | 60 |
| PMASMELT266B | Deliver molten metal | 30 |
| PMASMELT267B | Cast aluminium ingots | 40 |
| PMASMELT268B | Vertical direct casting | 60 |
| PMASMELT269A | Operate cell tending equipment | 30 |
| PMASMELT270A | Supply product from reduction cells | 30 |
| PMASUP236B | Operate vehicles in the field | 20 |
| PMASUP237B | Undertake crane, dogging and load transfer operations | 40 |
| PMASUP241B | Maintain pipeline easements | 20 |
| PMASUP242B | Monitor pipeline civil works | 20 |
| PMASUP243B | Monitor and maintain pipeline coatings | 20 |
| PMASUP244A | Prepare and isolate plant | 50 |
| PMASUP245A | Break and make flanged joints using hand tools  | 30 |
| PMASUP246A | Disconnect and reconnect non-flared tube fitting joints | 30 |
| PMASUP305A | Operate offshore cranes | 80 |
| PMASUP311A | Operate communications hub | 40 |
| PMASUP341B | Monitor and maintain instrument and control systems | 40 |
| PMASUP342B | Monitor and maintain electrical systems | 40 |
| PMASUP343B | Monitor and maintain cathodic protection systems | 20 |
| PMASUP344B | Monitor and control repairs and modifications on operational pipe | 40 |
| PMASUP345A | Monitor vibration | 60 |
| PMASUP346A | Control corrosion | 40 |
| PMASUP347A | Undertake corrosion inspection in a petrochemical environment | 40 |
| PMASUP410B | Develop plant documentation | 30 |
| PMASUP420B | Minimise environmental impact of process | 40 |
| PMASUP432B | Coordinate pipeline projects | 40 |
| PMASUP440B | Commission/recommission plant | 40 |
| PMASUP441C | Decommission plant | 20 |
| PMASUP444A | Plan plant preparation and isolation | 50 |
| PMASUP445A | Participate in HAZOP studies | 40 |
| PMASUP520B | Review procedures to minimise environmental impact of process | 40 |
| PMASUP540B | Analyse equipment performance | 50 |
| PMASUP620B | Manage environmental management system | 60 |

SAMPLE TRAINING PROGRAMS

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

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

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

|  |  |
| --- | --- |
| Occupation /Work Function | Plant Technician |
| Qualification Title  | Certificate IV in Process Plant Technology |
| Qualification Code | PMA40113 |
| Description | Appropriate for a person working as a plant technician in a continuous chemical or refining processing enterprise. |
| Comments | 26 units required |
| Unit Code | Unit Title | Hours |
| Core Units |
| MSAENV272B | Participate in environmentally sustainable work practices | 30 |
| MSAPMOHS110A | Follow emergency response procedures | 20 |
| MSAPMOHS200A | Work safely | 30 |
| MSAPMSUP100A | Apply workplace procedures | 20 |
| MSAPMSUP102A | Communicate in the workplace | 20 |
| Elective Units |
| MSAPMOHS401A | Assess risk | 40 |
| MSAPMOPS400A | Optimise process/plant area | 60 |
| MSAPMOPS401A | Trial new process product | 40 |
| MSAPMSUP210A | Process and record information | 30 |
| MSAPMSUP303A | Identify equipment faults | 40 |
| MSAPMSUP390A | Use structured problem solving tools | 40 |
| MSS404050A | Undertake process capability improvements | 50 |
| MSS404052A | Apply statistics to operational processes | 40 |
| PMAOMIR407B | Audit incident preparedness and established response system | 80 |
| PMAOHS211B | Prepare equipment for emergency response  | 20 |
| PMAOPS201B | Operate fluid flow equipment  | 60 |
| PMAOPS204B | Use utilities and services | 40 |
| PMAOPS205B | Operate heat exchangers  | 40 |
| PMAOPS208B | Operate chemical separation equipment  | 30 |
| PMAOPS300B | Operate a production unit  | 40 |
| PMAOPS301B | Produce product by distillation  | 40 |
| Certificate IV in Process Plant Technology (Cont) |
| PMAOPS302B | Operate reactors and reaction equipment | 40 |
| PMAOPS305B | Operate process control systems  | 60 |
| PMAOPS402A | Respond to abnormal process situations  | 50 |
| PMAOPS405A | Operate complex control system | 80 |
| PMAOPS411B | Manage plant shutdown and restart | 40 |
| **Total Hours** |  | 1080 |

|  |  |
| --- | --- |
| Occupation /Work Function | Technical Team Leader/Emergency Response Coordinator |
| Qualification Title  | Diploma of Process Plant Technology |
| Qualification Code | PMA50108 |
| 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 Units |
| MSAENV272B | Participate in environmentally sustainable work practices | 30 |
| MSAPMOHS200A | Work safely | 30 |
| MSAPMSUP200A | Achieve work outcomes | 30 |
| MSAPMSUP210A | Process and record information | 30 |
| **Elective Units** |
| MSAPMOHS503A | Maintain the workplace OHS management system | 50 |
| PMAOHS511A | Manage emergency incidents  | 40 |
| PMAOMIR320B | Manage incident response information | 40 |
| PMAOPS505A | Control the process in abnormal situations | 80 |
| PMAOPS521C | Plan plant shutdown | 50 |
| PMAOPS522A | Coordinate plant shut down | 50 |
| Total Hours |  | 430 |

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

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

CONTACTS AND LINKS

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| **Industry Skills Council (ISC)** |
| Manufacturing Skills Australia | This ISC is responsible for developing the **PMA08 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.auWeb: <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 | The Department of Education provides a range of services and resources to assist in delivery of Training Packages. Search the Department of Education website for links to a range of relevant resources and publications.  | <http://education.gov.au/> |
| **State Government** |
| Department of Education and Early Childhood DevelopmentHigher Education and Skills Group | Higher Education and Skills Group is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships. | General information: <http://www.education.vic.gov.au/>Approved Training Schemes:[http://www.education.vic.gov.au/training/employers/apprentices/Pages/brochures](http://www.education.vic.gov.au/training/employers/apprentices/Pages/brochures.aspx) |
| **Curriculum Maintenance Manager (CMM)** |
| General Manufacturing | The CMM service is provided by Executive Officers located within Victorian TAFE institutes on behalf of Higher Education and Skills Group. | Paul SaundersAddress: Chisholm Institute, PO Box 684, Dandenong, Vic. 3175. Phone/fax: 9238 8448 Email: paul.saunders@chisholm.edu.auWeb: <http://trainingsupport.skills.vic.gov.au/> |

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| **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 |
| **National VET Regulatory Authority** |
| Australian Skills Quality Authority (ASQA) | ASQA is the national regulator for Australia’s VET sector vocational education and training sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met. | [www.asqa.gov.au](http://www.asqa.gov.au)Info line: 1300 701 801 |
| **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 1555Email: info@workcover.vic.gov.auWeb: <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

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| --- | --- |
| **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. |
| **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.  |
| **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. |