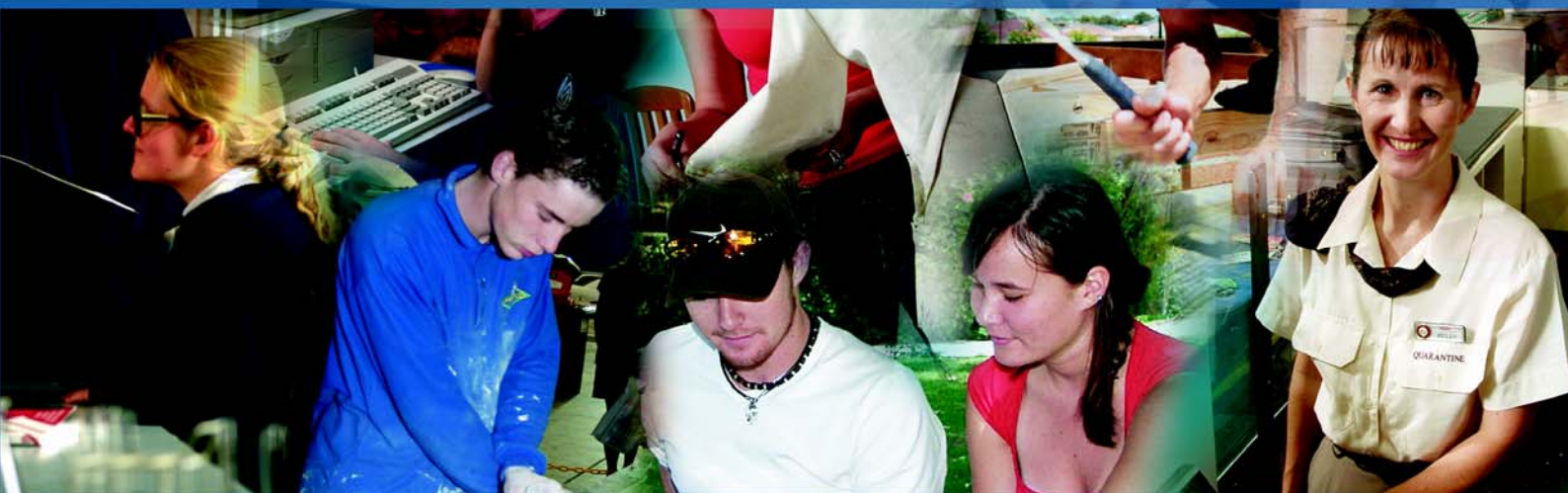


Metals, Manufacturing and Services Industry



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Department of
Education
and Training

INDUSTRY AREA COVERAGE:

GROUP	CLASS	DESCRIPTION
271	-	Iron and Steel Manufacturing
		There are no primary iron and steel manufacturing companies in this state
	2712	Iron & Steel Casting & Forging
	2713	Steel Pipe & Tube Manufacturing
272	-	Basic Non-Ferrous Metal Manufacturing
	2721	Alumina Production
	2722	Aluminium Smelting
	2723	Copper, Silver, Lead and Zinc Smelting, Refining
	2729	Basic Non-Ferrous Metal Manufacturing
273	-	Non-Ferrous Basic Metal Product Manufacturing
	2731	Aluminium Rolling, Drawing & Extruding
	2732	Non-Ferrous Metal Rolling, Drawing & Extruding
	2733	Non-Ferrous Metal Casting
274		Structural Metal Product Manufacturing
	2741	Structural Steel Fabricating
	2742	Architectural Aluminium Product Manufacturing
	2749	Structural Metal Product Manufacturing n.e.c.
275		Sheet Metal Product Manufacturing
	2751	Metal Container Manufacturing
	2759	Sheet Metal Product Manufacturing n.e.c.
276	-	Fabricated Metal Product Manufacturing
	2761	Hand Tool & General Hardware Manufacturing
	2762	Spring & Wire Product Manufacturing
	2763	Nut, Bolt, Screw & Rivet Manufacturing
	2764	Metal Coating and Finishing
	2765	Non-Ferrous Pipe Fitting Manufacturing
	2769	Fabricated Metal Product Manufacturing n.e.c.
281	-	Motor Vehicle and Part Manufacturing
	2811	Motor Vehicle and Part Manufacturing
	2812	Motor Vehicle Body Manufacturing (Coverage of fabrication related components).
	2813	Automotive Electrical & Instrument Manufacturing
	2819	Automotive Component Manufacturing n.e.c. (Coverage of: Automotive parts manufacturing n.e.c.; Car accessories manufacturing; Child car restraints manufacturing; Clutch assembly manufacturing; Gearboxes manufacturing; Marine conversion of automotive engines; Mufflers manufacturing; Radiators manufacturing; Roof racks manufacturing; Seat-belts manufacturing; Shock absorbers manufacturing; Suspension components manufacturing; Transmissions manufacturing; Wheel manufacturing).
282	-	Other Transport Equipment Manufacturing
	2821	Shipbuilding
	2822	Boatbuilding (Coverage of all primary activities except for sales, service and repair of recreational boats).
	2823	Railway Equipment Manufacturing
	2824	Aircraft Manufacturing
	2829	Transport Equipment Manufacturing nec
283	-	Photographic and Scientific Equipment Manufacturing
	2831	Photographic & Optical Good Manufacturing
	2832	Medical & Surgical Equipment Manufacturing

GROUP	CLASS	DESCRIPTION
	2839	Professional & Scientific Equipment Manufacturing
285	-	Electrical Equipment and Appliance Manufacturing
	2851	Household Appliance Manufacturing
	2853	Battery Manufacturing
	2854	Electric Light & Sign Manufacturing
	2859	Electrical & Equipment Manufacturing
286	-	Industrial Machinery and Equipment Manufacturing
	2861	Agricultural Machinery Manufacturing
	2862	Mining and Construction Machinery Manufacturing
	2863	Food Processing Machinery Manufacturing
	2864	Machine Tool and Part Manufacturing
	2865	Lifting and Material Handling Equipment Mfg
	2866	Pump and Compressor Manufacturing
	2867	Commercial Space Heating and Cooling Equipment Manufacturing
	2869	Industrial Machinery and Equipment Manufacturing nec
291	-	Prefabricated Building Manufacturing
	2911	Prefabricated Metal Building Manufacturing
	2919	Prefabricated Building Manufacture nec
292	-	Furniture Manufacturing
	2922	Sheet Metal Furniture Manufacturing
294	-	Other Manufacturing
	2941	Jewellery & Silverware Manufacturing
	2942	Toy and Sporting Good Manufacture

* ANZSIC Group - Australian New Zealand Standard Industrial Classification

** nec - not elsewhere classified

STATE BODIES

Metals, Manufacturing and Services Industry Training Council Inc.

NATIONAL BODIES

Manufacturing Skills Australia (MSA) Formerly Manufacturing, Engineering and Related Services ITAB (MSA)

INDUSTRY ORGANISATIONS/ASSOCIATIONS

(This list is not exhaustive, a guide only)

- Engineers Australia
- Electrical Contractors Association
- Electrical Licensing Board
- Electrical and Electro-technology Training Centre
- Refrigeration and Airconditioning Industry Registration Board
- Air-conditioner and Mechanical Contractors Association (AMCA)
- Australian Manufacturing Workers Union (AMWU)
- Chamber of Commerce and Industry of WA
- CEPU
- Master Locksmiths Association of Australasia Ltd
- Jewellery Association of Australia
- WA Chamber of Minerals and Energy
- WA Shipbuilders Association
- Australian Marine Industries Federation

- Boating Industry Association of Western Australia
- Australian Refrigeration Council (ARCtick) replaced Refrigeration and Airconditioning Industry Registration Board
- TAFE Metals and Engineering CSSN

WORKSAFE

For the Manufacturing sector, Worksafe identifies the following areas to be addressed:

- Fork lifts
- Young workers
- Electricity
- Hazardous substances
- Manual handling
- Demolition
- Consultation
- Falls from heights

For occupational health and safety guidelines specifically for the manufacturing industry, please refer to <http://www.safetyline.wa.gov.au/>

The information on the *safetyline* web site covers:

- Information on duty of care
- Information on hazardous substances – chemicals at work
- For Codes of Practice – Manual Handling
- Information on electrical safety
- For Codes of Practice – Prevention of Falls at Workplaces (2004),
- Code of Practice for Managing Noise at Workplaces

TRAINING PACKAGES:

The Metals, Manufacturing and Services industry has coverage for the following Training Packages:

Aeroskills Training Package - (MEA97) Version four

Metal and Engineering Training Package - (MEM05)

Note - Boating Training Package MEM98 now incorporated in MEM05

AEROSKILLS TRAINING PACKAGE - (MEA97)

Review Requirements

The Aeroskills Training Package is to be reviewed by 30 June 2006 in line with DEST requirements. This task will be performed in accordance with the procedure specified in the *Training Package Development Handbook 2005*, but there are a number of activities that cannot be fully accommodated within that timeframe. These activities are either already being addressed through the Continuous Improvement Program (CIP) initiated by MSA in 2005, or are scheduled to be actioned through that process as soon as required information is available.

Note MSA is developing (proposed) new Diploma and Advanced Diploma qualifications, focussed on the needs of paraprofessional and technical, professional and managerial areas in the Aerospace industry.

STATUS

Endorsed.

QUALIFICATIONS

The training outcomes in the Aeroskills Training Package MEA97 (version 4) are described in terms of qualifications that comply with the Australian Qualifications Framework (AQF). These qualifications with their National Code numbers are:

National Code	Qualification Name
MEA20401	Certificate II in Aeroskills
MEA40602	Certificate IV in Aeroskills (Avionics)
MEA40702	Certificate IV in Aeroskills (Mechanical)
MEA40802	Certificate IV in Aeroskills (Structures)
MEA50104	Diploma of Aeroskills (Avionics)
MEA50204	Diploma of Aeroskills (Mechanical)

Traineeship outcomes:

MEA20401	Certificate II in Aeroskills
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There are three 'stream speciality' AQF IV qualifications (Certificate IV in Aeroskills -Avionics or Mechanical or Structures). The person would achieve full trade level in aircraft maintenance and engineering. Each stream speciality would give further choice of a mix of competencies to suit the needs of different workplaces. For example, if the stream speciality chosen was 'avionics', a range of competencies can be chosen to achieve skill development to advanced levels of 'troubleshoot' or 'repair or overhaul' across a wide variety of complex aircraft systems and components.

Apprenticeship outcomes:

MEA40602	Certificate IV in Aeroskills (Avionics)
MEA40702	Certificate IV in Aeroskills (Mechanical)
MEA40802	Certificate IV in Aeroskills (Structures)

More information on the Aeroskills Training Package, its qualifications and units of competency can be found on the following websites:

<http://www.MSA.com.au>
<http://www.ntis.gov.au>

For any further information contact MMSITC on 08 9221 1980 or email merswa@ozemail.com.au or MERS ITAB on +612 9955 5500 or e-mail info@MSA.com.au

INDUSTRY ORGANISATIONS/ASSOCIATIONS

- MSA Aerospace Education and Training Reference Group (the peak industry reference body on training and skill development needs)
- The Aerospace Industry Action Agenda Joint Steering Committee

- Civil Aviation Safety Authority (CASA)

WORKFORCE ISSUES, CHARACTERISTICS, ACTIVITIES

- The RAAF is outsourcing part of its aircraft maintenance activities.
- Training in this industry sector does not reflect this growth and, combined with an ageing workforce, is creating a shortage of qualified people in the industry.
- The major employers within Western Australia are small employers catering for the general aviation industry.
- While the maintenance activities within the state are high, the companies' profit margins are low, thus affecting employers' attitudes toward training. This has the potential of developing into a major skill shortage within the state, given the number of qualified people leaving this state in pursuit of higher wages and more attractive working conditions.

TRAINING ENVIRONMENT AND ISSUES

The industry has a poor training culture combined with an aging workforce. Although air travel reduced as a result of 11 September 2001, the trend is now changing, thus creating a demand for skilled people.

Upon completion of an apprenticeship, aircraft maintenance engineers usually sit the Civil Aviation Safety Authority's examinations in order to become licensed.

LICENSING OR REGULATORY REQUIREMENTS

Aeroskills/aerospace

Licence:

- Licensed Aviation Maintenance Engineers (LAME)
- Aircraft Maintenance Engineers (AME) (Licence and registration)
- Authority: Civil Aviation Safety Authority (CASA)
- When CASA finishes the current review of proposed regulations relating to AME licensing and maintenance personnel qualifications for specific tasks their requirements will be incorporated into the Aeroskills Training Package as a matter of urgency so that applicable AQF qualifications and competency units can be used as the basis of licensing eligibility. This task has been ongoing since mid 1998 and is covered by an MOU between MSA and CASA. The current CASA intention is to complete their review process by June 2006 and the outcome could be adoption of a licensing system similar to that of the European Aviation Safety Agency which would require some changes to the way in which CASA licensing requirements have been covered thus far in the Aeroskills Training Package.
- Proposals made by the Aviation Maintenance Repair and Overhaul Business Association regarding training and licensing for the General Aviation industry sector are closely linked to the CASA review process. If adopted, they would require the development of some additional competency units and qualification pathways and this work would be regarded as part of the CIP.



HIGH RISK TRAINING CONCERNS

Anecdotally there is a shortage of Aircraft Maintenance Engineers (Mechanical), and Aircraft Maintenance Engineers (Avionics), however this shortage is not borne out by our research in newspaper advertisements. The conclusion could be that there is such a shortage and the industry in this state is so small that jobs are filled by word of mouth.

METAL AND ENGINEERING TRAINING PACKAGE MEM05

The MEM05 package was endorsed on 29th December 2005.

Training providers registered to deliver the training package are typically notified of endorsement by the National Training Information Service (NTIS). The NTIS is currently under extensive redevelopment.

Important note: Unit codes and titles only have been listed on the NTIS website. This signifies that the MEM05 Metal and Engineering Training Package may now be 'officially' used. By agreement with DEST, as an interim measure, full copies of the endorsed training package have been made available on this website.

Products

An MEM05 CD-ROM containing training package information and an updated competency profiling tool will also be released in 2006. The CD will be distributed free of charge.

A revised version of the competency standards wall-chart is available. The chart is available in printed form, as well as in PDF file format.

A number of Australia-wide information workshops is being planned to be held in the 2006. The workshops will aim to familiarise users with the new training package and will be an opportunity to discuss delivery and assessment strategies for MEM05.

Endorsed versions of the MEM05 training package are available below. Please note that cover art is not available.

QUALIFICATIONS

Anecdotal evidence collected as part of the continuous improvement process, day to day dealings with users of the Training Package and industry forums suggested strong support for a shift away from the current qualification structure to a more simplified structure.

Different opinions existed as to the final form of an appropriate qualification structure and specification. However, there appeared to be overwhelming support for substantial changes to ensure the marketability, flexibility and user-friendliness of the qualifications.

Through the alignment of competency standards units to qualifications, a major simplification of the packaging rules has been achieved. Users are no longer required to "interpret" complex and often confusing rules, they are simply required to select from defined banks of units, with minimal packaging rules.

Specific issues and actions are discussed in the following sections. Among the major changes are the following:

- Certificate I in Engineering increased to 24 points
- New Certificate III in Locksmithing
- New Certificate III in Engineering - Technical
- New Diploma of Engineering - Technical

- New Advanced Diploma of Engineering
- Additional qualification descriptors

MEM05 qualifications

National Code	Title
MEM10105	Certificate I in Engineering
MEM10205	Certificate I in Boating Services
MEM20105	Certificate II in Engineering
MEM20205	Certificate II in Engineering – Production Technology
MEM20305	Certificate II in Boating Services
MEM30105	Certificate III in Engineering – Production Systems
MEM30205	Certificate III in Engineering – Mechanical Trade
MEM30305	Certificate III in Engineering – Fabrication Trade
MEM30405	Certificate III in Engineering – Electrical/Electronic Trade
MEM30505	Certificate III in Engineering – Technical
MEM30705	Certificate III in Marine Craft Construction
MEM30605	Certificate III in Jewellery Manufacture
MEM30805	Certificate III in Locksmithing
MEM30905	Certificate III in Boating Services
MEM40105	Certificate IV in Engineering
MEM40205	Certificate IV in Boating Services
MEM50105	Diploma of Engineering – Advanced Trade
MEM50205	Diploma of Engineering – Technical
MEM60105	Advanced Diploma of Engineering

More information on the Metal and Engineering Training Package, its qualifications and units of competency can be found on the following websites:

<http://www.MSA.com.au>

<http://www.ntis.gov.au>

For any further information contact Metals Manufacturing and Services ITC on 08 9284 1333 or email merswa@ozemail.com.au or MSA on +612 9955 5500 or e-mail info@MSA.com.au

INDUSTRY ORGANISATIONS/ASSOCIATIONS

(This list is not exhaustive, a guide only)

- Engineers Australia
- Electrical Contractors Association
- Electrical Licensing Board
- Electrical and Electro-technology Training Centre
- Australian Refrigeration Council Ltd, (ARC) replaces Refrigeration and Airconditioning Industry Registration Board
- Air-conditioner and Mechanical Contractors Association (AMCA)

- Australian Manufacturing Workers Union (AMWU)
- Chamber of Commerce and Industry of WA
- CEPU
- Master Locksmiths Association of Australasia Ltd
- Jewellery Association of Australia WA Branch
- WA Chamber of Minerals and Energy
- WA Shipbuilders Association
- Australian Marine Industries Federation
- Boating Industry Association of Western Australia
- TAFE Metals and Engineering CSSN

WORKFORCE ISSUES, CHARACTERISTICS, ACTIVITIES

- In general, 85% of the industry sectors covered by the Training Package are comprised of small to medium enterprises.
- Each sector is involved in the manufacture, service and repair, and maintenance of products, tooling and equipment, as well as processes.
- Engineering installation, repair and maintenance is also applied across most Australian industries. This aspect of applied engineering includes significant numbers of workers.
- Workforce numbers counted by industry classifications alone are misleading and unreliable. This also applies to numbers derived from occupational classifications.
- The current estimate of numbers of workers across Australian industries who are using engineering skills is approximately 650,000.

Licensing or Regulatory Requirements:

No specific licensing requirements but occupational workers such as Electricians or refrigeration tradespersons may work in this industry sector.

TRAINING ENVIRONMENT AND ISSUES

- Training pathways for entry to the industry through apprenticeships and traineeships and useful higher level entry and post trade arrangements desirable.
- There is a need for a more flexible method of skill development. A number of companies in this sector operate during unconventional hours.
- There is an increased requirement in delivery of post trade training (Certificate IV, Diploma) in many areas including supervision and front line management training although some large enterprises have accredited post trade courses.
- Several high schools are offering training package outcomes. There have been some concerns expressed about the competence of students who enter the industry as apprentices, this is an issue that concerns the whole industry and not just this sector.
- There is a need for initiatives additional to training, to address skills shortages.
- Increase in the use of information technology/computer equipment in these industry sectors.

LICENSING OR REGULATORY REQUIREMENTS

Electrical

Licence:

- A Grade Electrician previously Electrical Mechanic, Electrical Fitter
- C Grade Licence - Issued to Engineering tradesperson (Electrical) or Electrical, Mechanic apprentice/trainee.
- Restricted Electrical - Licence Issued when demonstrated need for some electrical work as part of own trade or calling.

- Electrical Contractor's Licence - Electrical workers must have a current Certificate of Registration through the Electrical Licensing Board before legally carrying out electrical work.
- Authority: Electrical Licensing Board under the Electricity (Licensing) Regulations 1991. For detail see "Licensing of Electrical Workers" booklet from Office of Energy

For further information contact the Office of Energy – Electrical Licensing – Phone: 9422 5282 email: energylicensing@docep.wa.gov.au or internet: www.energysafety.wa.gov.au

Refrigeration and Air Conditioning Licence:

The issue of the changing licensing requirements for some existing RACIRB licence holders who do not meet the new federal licensing requirements regarding the handling of ozone depleting gases has caused some concern. The new licensing body is the Australian Refrigeration Council Ltd, (ARC). Appointed in June 2005 by the Australian Government, as the industry board to administer the new regulations relative to the abatement of avoidable emissions of Ozone Depleting Substances and Synthetic Greenhouse Gases.

Licensed electricians do not meet the new licensing criteria and have to have a certificate III in refrigeration and air conditioning to qualify. This qualification is only available if a person has completed a trade in refrigeration and air conditioning in Western Australia.

All applicants for the new licence who did not meet the criteria will be referred to the Metals ITC for skills recognition, if suitable they would then be assessed by Swan TAFE and if successful awarded the Certificate III in Refrigeration and Air Conditioning, Restricted Electrical. For applicants who are only installing split systems to qualify for the new licence, they are referred to Swan TAFE for RPL for the Certificate II.

Holders of the existing RACIRB licence have 12 months to change to the new licence.

HIGH RISK TRAINING CONCERNS


- Severe skill shortages in metal and engineering trades areas (boilermakers, mechanical fitters, plant mechanics, electricians, coded welders, general welders, machinists and foundry workers.
- Shortages in mechanical and electrical engineers.
- Some shortages in aircraft maintenance engineers (mechanic), aircraft maintenance engineers (aviation), aircraft maintenance engineers (structures), especially for experienced personnel.
- Large number of resource development and construction projects competing for skilled labour.
- Influences of rapid technological change in electronic and computerised technologies to various engineering, construction, manufacturing and servicing process.
- High levels of activity in aluminium ship building industry.

BOATING INDUSTRY

This Training Package has been incorporated into Metal and Engineering Training Package - (MEM05)

QUALIFICATIONS

In 2003 a range of new qualifications were endorsed covering the boating industry. Some of the qualifications, most notably those in boating services, provide for formalised training and nationally recognised qualifications where no qualifications existed previously, whereas the



marine craft construction qualification covers that area of the traditional trades of boatbuilding and shipwrighting.

Other existing qualifications, such as those in marine servicing, marine sales and textile fabrication are now for linked to the boating services qualifications, and some to the higher level engineering qualifications, as is the marine craft construction qualification.

MEM10205	Certificate I in Boating Services
MEM20305	Certificate II in Boating Services
MEM30705	Certificate III in Marine Craft Construction
MEM30905	Certificate III in Boating Services
MEM40205	Certificate IV in Boating Services

These qualifications are suitable for those interested in careers in the industry, as well as those who are already employed in the industry, in boat sales, marina and slipway operations, boat servicing, sail making, mechanical repairs, charter operations, chandlery/retail, boatbuilding, etc

More information can be found on the following websites:

<http://www.MSA.com.au>
<http://www.ntis.gov.au>

Implementation Kits for Training Packages can be found at the following website:-
<http://www.vetinfonet.det.wa.edu.au/course/searchtp.aspx>

For any further information contact Metals Manufacturing and Services ITC on 08 9284 1333 or email merswa@ozemail.com.au or MSA on +612 9955 5500 or e-mail info@MSA.com.au

INDUSTRY ORGANISATIONS/ASSOCIATIONS

- WA Shipbuilders Association
- Australian Marine Industries Federation
- Boating Industry Association of Western Australia

WORKFORCE ISSUES, CHARACTERISTICS, ACTIVITIES

- The boating industry is a vibrant industry that continues to grow.
- This growth is set to increase even more strongly over the next decade as more and more Australians increase their leisure time and recreational activities.
- Many will purchase a boat, most likely a quality craft made in Australia, and the accessories that go with it.
- It is also likely that many will choose to use the facilities of a marina to house or service their boat.
- Aside from the personal ownership of boats and the support services provided, there is another side to the industry and that is the tourism sector, encompassing short-term hiring of small craft, boat charter, scenic cruise operations, etc.
- Australian boat builders have gained quite a reputation for building large and small boats here and overseas, for the quality of their workmanship.
- The boatbuilding industry is spread across Australia with high concentrations in Queensland, Western Australia, and to a lesser extent, New South Wales and Victoria.

- The ship building side to the industry is now predominantly focussed on high-speed aluminium ferries with major manufacturers in Tasmania and Western Australia. Major shipbuilding yards and high capacity slipways can also be found in other states, particularly in Victoria where many of the navy's ships are built and maintained.
- Worthwhile careers in the industry may be found in boat sales, marina and slipway operations, boat servicing, sail making, mechanical repairs, charter operations, chandlery/retail, boatbuilding, and other branches of the industry.

TRAINING ENVIRONMENT AND ISSUES

- Industry is not large but needs skills across a very wide range of areas, some general and some specific
- The industry is geographically widespread
- The businesses in the industry are small for the most part (less than 10)
- There is some commonality between training for recreational boating industry and for light commercial vessels
- Career paths in the Industry are unclear and limited
- The Industry makes a significant contribution to exports
- Occupations/ competency standards spread across eight ITABs
- There is anecdotal evidence that some trained people may move to other areas where there are greater opportunities for career progression

LICENSING OR REGULATORY REQUIREMENTS

No specific licensing requirements but occupational workers such as Electricians or refrigeration tradespersons may work in this industry sector.


A new boat handling licence has been introduced in Western Australia; this is compulsory for all boat owners.

HIGH RISK TRAINING CONCERNS

There are no high risk concerns other than those issues raised in the Metal and Engineering Training Package section on shipbuilding which has some comparability with the Boating Industry Sector, However the individuals and organisations consulted have indicated that the future needs of the Recreational Boating Industry are:

- Nationally consistent training based on industry agreed competency standards, accredited programs and nationally recognised qualifications
- A workforce with a better level of competency
- Appropriate training for full range of sectors as give in definition of the Industry
- Better access to training programs nationally
- Appropriate strategies to allow access to courses for all geographical regions
- National coherent approach to training so that the training for the different sectors follows a consistent pattern
- Ability to recognise competencies gained previously whether as part of a formal training program or as a result of on the job learning
- Career paths for those entering the industry to encourage people working in the industry to stay there
- Better communication between states in regard to training (both training organisations and industry organisations)
- Greater Industry input into standards and assessment guidelines

TRAINING ENVIRONMENT/ISSUES FOR ALL THE SECTORS




The paramount issue with RTOs delivering any Metals Training Package is that of safety. The following points are the foundation requirements for all units of competency, particularly and especially when working on practical work either in the workplace or in the RTO workshops. This Occupational Health and Safety (OHS) unit from which the list has been derived applies to safe working practices as applied to all metal and engineering workplaces. Competencies would be demonstrated associated with performance of duties and use of specialist skills. Emergency procedures may include the isolation of electrical, mechanical, hydraulic, pneumatic and emergency steam and water equipment as appropriate.

The list can be used by auditors to ensure that all of the safety points have been considered and that the RTO can provide evidence relevant to the issue.

The list below is all the Criteria and Assessor Guide from MEM 1.2F A

- Work is carried out safely and in accordance with company policy and company procedures and legislative requirements Safe working practices are followed in carrying out all workplace activities
- Safety working practices relating to all the tasks being undertaken in the workplace can be described
- Company policy and legislative requirements relating to all workplace activities can be identified and the relevance to the individual's work described
- Housekeeping is undertaken in accordance with company procedures
- The workplace is maintained in a safe and clean condition, following company procedures
- The reasons for good housekeeping in the workplace can be given
- The company requirements can be described
- Responsibilities and duties of employees are understood and demonstrated in day to day actions
- Workplace activities are carried out in accordance with the responsibilities and duties of employees, such as working safely, not endangering others, following company and legislative requirements, following procedures for handling dangerous substances and so on
- Responsibilities and obligations of employees can be given
- Personal protective equipment is worn and stored according to company procedures
- Appropriate personal protective equipment for the task is selected Personal protective equipment according to company procedures is worn and stored appropriately after use
- Reasons for use of personal protective equipment can be given
- All equipment and safety devices are used according to legislative requirements and company/manufacture's procedures
- When carrying out workplace activities, all appropriate safety equipment and devices are used in accordance with legislative and company/manufacture's requirements
- Appropriate equipment and safety devices for particular workplace tasks and activities can be selected
- The reasons for using safety equipment and devices can be given
- Safety signs/symbols are identified and followed as per instruction
- Work is carried out in accordance with the information given by safety signs and symbols
- The signs and symbols can be correctly interpreted
- The application of the signs and symbols to their own work activities can be described
- All manual handling is carried out in accordance with legal requirements, company procedures and National Occupational Health & Safety Commission guidelines

- 
- Manual handling is carried out in accordance with the principles laid down in legislation, company procedures and National Health and Safety Commission guidelines
 - Correct procedures for manual handling can be explained
 - The situations in which these procedures apply to their own workplace activities can be identified
 - Emergency equipment identified and appropriate use demonstrated
 - Correct use of emergency equipment can be demonstrated Location of emergency equipment can be given
 - The type of emergency equipment to be used in specific situations can be identified
 - The reasons for selecting a particular type of equipment can be given
 - Workplace hazards identified during course of work and reported to appropriate person according to standard operating procedures
 - Workplace hazards encountered in the course of daily activities are noted, and reported to personnel according to standard operating procedures
 - Hazards which may be encountered in the workplace can be listed
 - Procedures for reporting hazards can be given
 - Means of contacting the appropriate personnel and emergency services in the event of an accident demonstrated
 - Procedures for contacting appropriate personnel and emergency services in the event of an accident are demonstrated
 - Persons or services to be contacted in the event of a range of accidents can be listed (burns, poisons, broken limbs, eye accidents, spills, explosions, falls, electrical accidents and so on)
 - Means of communication with emergency personnel can be listed Procedures and
 - reasons for adopting standard procedures can be given
 - Emergency and evacuation procedure understood and carried out when required
 - Emergency and evacuation procedures are demonstrated
 - Emergency and evacuation procedures followed if required
 - Reasons for following emergency procedures can be explained Emergency and evacuation procedures (including isolation of equipment, for example - electrical, mechanical, hydraulic, steam, water gas and so on) can be described
 - Company evacuation procedures followed in case of an emergency
 - If an emergency occurs, emergency procedures are followed
 - Reasons for the company to establish standard evacuation procedures can be given
 - Company evacuation procedures can be described

HIGH RISK TRAINING CONCERNS

This statement is a typical “Special Note” from all the units from most, if not all streams. With very small variations in wording this statement applies to the three Training Packages.

During assessment the individual will: - demonstrate safe working practices at all times; - communicate information about processes, events or tasks being undertaken to ensure a safe and efficient working environment; - take responsibility for the quality of their own work; - plan tasks in all situations and review task requirements as appropriate; - perform all tasks in accordance with standard operating procedures; - perform all tasks to specification; - use accepted engineering techniques, practices, processes and workplace procedures. Tasks involved will be completed within reasonable time frames relating to typical workplace activities.



NOTE: Achieving competence through the Training Package qualification does not automatically allow the person to undertake these activities in the workplace.

When assessing an area covered by a licence, or other regulatory requirement, the assessment must be conducted according to the requirements of the managing authority and according to the Assessment Guidelines contained within the Training Package. In the Interpretation and implementation of these guidelines are the responsibility of the relevant state or territory authority.

The Training Package covers a number of Qualifications that relate to electrical licensing. The Electrical Licensing Board within the Energy Safety Division (WA) within the Department of Consumer and Employment Protection is the regulatory authority in this State. (email: energylicensing@docep.wa.gov.au or internet: www.energysafety.wa.gov.au)

As employers under the “user choice” arrangement may choose competencies that do not meet the Energy Safety Licensing requirements, employers must be advised of this by the RTO in order that the employer is aware of this prior to commencing the training. The employer should contact the Western Australian Information, Metals Manufacturing and Services ITC with the alternative program and the ITC will seek approval from the Energy Safety.

Information relevant to the Metals and Engineering Sector can be found in the following Internet sites:

- www.standards.org.au
- www.fed.gov.au
- www.nsw.gov.au
- www.qld.gov.au
- www.sa.gov.au
- www.nt.gov.au
- www.act.gov.au
- www.wa.gov.au
- www.tas.gov.au
- www.energysafety.wa.gov.au
- www.mskills.com.au