**INFORMATION SHEET**

**MEM20105 Recognition of Prior Learning (RPL)**

**MEM20105 Certificate II in Engineering**

# INTRODUCTION

This program provides the Participant with the opportunity to attain the ***MEM20105 Certificate II in Engineering*** through a Skills Recognition process known as “Recognition of Prior Learning”.



A Skills Recognition process entails providing evidence of the Participant’s skills and knowledge against a checklist of requirements that will be provided to the Participant.

This checklist of evidence **will** include:

* documentary evidence such as letters, reports, certificates and other paperwork from employers and clients specifically confirming the Participant’s knowledge and skills;
* photographic and video evidence demonstrating skills and knowledge contained in MEM20105 Certificate II in Engineering;
* an interview with a Skills Recognition/RPL Assessor;

Depending on the results of the submitted evidence, the Participant may be required to provide additional evidence of competency. Thus, this checklist of evidence **may** also extend to include:

* site/workplace visits conducted by the Assessor to confirm the currency of and/or the possession of outstanding skills.
* consultations with those who provided the participant with evidence.

In the event that the Participant does not possess the skills or knowledge to meet the needs of this program, he or she will **not** be found competent and will not attain the qualification.

**NOTE:** World Tec College does provide “Gap Training”; consequently, the Participant will be expected to make his or her own arrangements to acquire the outstanding skills or knowledge required to complete the programme. These additional skills and knowledge may be available at the Participant’s workplace, at a local TAFE college or through another training provider.

# ENROLMENT

To commence this Skills Recognition process, the Participant must:

1. be over the age of 18 years; and
2. have worked in the engineering industry for at least three years; and
3. currently work in the engineering industry and have access to sites to allow a demonstration of skills and knowledge as required for the units below.

If the Participant meets all the above criteria, the prospective Participant can then arrange to visit

World Tec College’s Holroyd office to undergo an interview with the Assessor to discuss the process and to review the standard of the evidence required to achieve this qualification.

The Participant may determine whether they possess the appropriate skills and knowledge through thorough examination of the Evidence guide, which will be provided during the interview. As the listed qualification is identical to that provided to people who have completed an apprenticeship, the Skills Recognition process is quite detailed in the evidence required.

# SKILLS RECOGNITION

If the Participant chooses to proceed, they will be required to demonstrate their current skills and knowledge in the following areas. These areas are called “Units of Competency” (UOC) and are taken from *MEM20105 Certificate II in Engineering*, which is defined in the MEM05 Training Package. This training package can be found at: <http://training.gov.au/Training/Details/MEM20105>

World Tec College’s minimum requirements for achievement of the *Certificate II in Engineering* are:

• completion of all **Core** units of competency listed below; and

**CORE UNITS**

|  |  |  |
| --- | --- | --- |
|  | **Unit of Competency**  | **Hours**  |
| MEM13014A  | Apply principles of occupational health and safety in the work environment  | 10  |
| MEM14004A  | Plan to undertake a routine task  | 20  |
| MEM15002A  | Apply quality systems  | 18  |
| MEM15024A  | Apply quality procedures  | 9  |
| MEM16007A  | Work with others in a manufacturing, engineering or related environment  | 9  |

**ELECTIVE UNITS**

Select elective units from this list following to the value of at least 30 points, including any prerequisites. The indicated nominal hours are indicative of the time taken to deliver and assess the unit of competency

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Unit of Competency**  | **Points**  | **Hours**  |
| MEM11010B  | Operate mobile load shifting equipment  | 4  | 36  |
| MEM11011B  | Undertake manual handling  | 2  | 19  |
| MEM12001B  | Use comparison and basic measuring devices  | 2  | 20  |
| MEM12023A  | Perform engineering measurements  | 5  | 30  |
| MEM15002A  | Apply quality systems  | 2  | 18  |
| MEM15024A  | Apply quality procedures  | 0  | 9  |
| MEM05004C  | Perform routine oxy acetylene welding  | 2  | 20  |
| MEM05005B Pre requisite: MEM12023A, MEM18001C  | Carry out mechanical cutting  | 2  | 18  |
| MEM05006C  | Perform brazing and/or silver soldering  | 2  | 19  |
| MEM05007C  | Perform manual heating and thermal cutting  | 2  | 19  |
| MEM05012C  | Perform routine manual metal arc welding  | 2  | 20  |
| MEM05049B  | Perform routine gas tungsten arc welding  | 2  | 18  |
| MEM05050B  | Perform routine gas metal arc welding  | 2  | 18  |
| MEM18001C  | Use hand tools  | 2  | 20  |
| MEM18002B  | Use power tools/hand held operations  | 2  | 18  |
|   |  | 33  | 396  |

These units of competency are nationally recognised and can only be delivered by a Registered Training Organisation (RTO) that complies with the governing standards of quality control and quality training and assessment.

Skills Recognition requires the Participant to work with the Assessor to determine, with the aid of workplace documents, photographs and testimonies of people supporting the Participant’s claims, that the Participant holds the necessary skills and knowledge to meet the requirements of the above units of competency.

When the Participant has successfully demonstrated that they have all the above skills and knowledge, a *MEM20105 Certificate II in Engineering* will be issued.

Should the Participant elect to depart from the Skills Recognition program before they have demonstrated all the required skills and knowledge, a Statement of Attainment will be issued for those units in which the Participant has demonstrated competency.

# DELIVERY & INDIVIDUAL NEEDS

All interviews and assessments will be conducted in **English**. Similarly, all materials presented to the Participant will be in **English**.

World Tec College can provide some limited assistance with word definitions and general support; however, if the participant struggles noticeably with the documentation provided to them, they will be referred to an English Language provider, such as a local TAFE college.

World Tec College offers support to all Participants with their learning needs. We can tailor the assessment program to assist people with learning issues and, to a more limited degree, personal issues.

World Tec College is generally flexible in the format and timing of the assessment activities to ensure that we provide every opportunity for Participants to demonstrate their skills and abilities.

## COMPLETION

In the event that the Participant is unsuccessful in their first attempt, they will be allowed another opportunity to complete the application at no additional charge. Should the Participant still not have completed the application satisfactorily, they will need to submit a new application at full fee.

**All applications must be completed within six (6) months of commencement of the application.**

After this time, the application will be processed and finalised. The Participant will be awarded a Statement/s of Attainment for the units in which competency has been determined only, and the

Participant’s file is then closed.

Participants may lodge a new application at another time to complete the qualification. In this situation, the units in which they have already been deemed competent will be recognised and credited toward the Certificate qualification.

In special circumstances the CEO will allow a deferment of the application. These will be determined on a case-by-case basis.

# FURTHER INFORMATION

Due to the requirements of maintaining a safe learning environment, World Tec College reserves the right to withdraw any Participant(s) on the grounds of safety.

Our Participant Handbook details our complaints and appeal procedure, our discipline policy, and our access and equity policy, including the contact for any Access and Equity issues.

After achieving the MEM20105 Certificate II in Engineering candidates may undertake and will be eligible to undertake a range of other qualifications including:

* 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
* MEM30605 Certificate III in Jewellery Manufacture
* MEM30705 Certificate III in Marine Craft Construction
* MEM30805 Certificate III in Locksmithing
* MEM30905 Certificate III in Boating Services
* MEM31010 Certificate III in Watch and Clock Service and Repair
* \MEM31112 Certificate III in Engineering - Composites Trade

# FEES AND PAYMENT TERMS

|  |
| --- |
| **RPL Assessment: MEM20105 Certificate II in Engineering**  |
| Prior to the Skills Recognition Process/RPL (Booking Fee): $1,000.00  |
| On commencement of the Skills Recognition Process/RPL: $1,500.00  |
|   |
| **Total: $2,500.00**  |

Once the Participant commits to the Skills Recognition process, paid fees are strictly **non-refundable.**

Fees can be paid by cash, debit card, credit card or EFT. Please note that payment via credit cards will incur a 1.65% surcharge. Once payment is successfully processed, Participants will then be able to commence or continue their Skills Recognition.

In cases of extreme hardship, a written request or application may be submitted to the CEO to vary these terms.

## REPLACEMENT OF STATEMENTS OF ATTAINMENT OR CERTIFICATES

Misplaced, stolen or damaged Statements of Attainment or Certificates can be replaced at a fee of $55.00 (GST $5.00 included). World Tec College will require the Participant to provide their name and other suitable personal details to allow the confirmation of identity.

# CONTACT

To enrol or enquire further, please contact us at:

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**Email:**  info@emhindustries.com

**Fax:** (02) 9897 0113

**Web:** [www.emhindustries.com.au](http://www.emhindustries.com.au/)

**Address:** Unit 7, 20 Crescent Street, Holroyd NSW 2142

## RTO ID: 40850