



LPG Australia
NATIONAL PERSONNEL CERTIFICATION
SCHEME

CERTIFICATION REQUIREMENTS

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RABQSA International, Inc (RABQSA) is accredited by the Joint Accreditation System of Australia and New Zealand (JAS-ANZ) as meeting the requirements of the International Standard for Personnel Certification Bodies, ISO/IEC 17024:2003 '*General requirements for bodies operating the certification of persons*'.

This scheme is not currently included in RABQSA's Scope of Accreditation. Application for inclusion will be made in due course.

Disclaimer

While every effort is made to ensure that the process for evaluating applications for Certification is effective, RABQSA International Inc does not accept liability for the performance, conduct or services provided by the certified person.

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Website: [www.http://lpgaaustralia.com.au/site/](http://lpgaaustralia.com.au/site/)

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Introduction

The LPG Australia National Personnel Certification Scheme (Scheme) has been developed by RABQSA International, Inc (RABQSA) in liaison with LPG Australia.

The Scheme has been developed to provide a formal industry-wide recognition of workplace competencies that have been determined through a national standardised process. The aim being to provide increased confidence and assurance to the LPG industry and community that personnel certified by LPG Australia as being competent have demonstrated specific knowledge, skills, personal attributes and qualifications, necessary to achieve workplace employment standards in select critical employment codes.

The Scheme is recognised by the LPG industry and allied industries, and has been developed to meet the following key objectives:

- Ensure a minimum level of product and safety knowledge exists amongst personnel engaged in the industry;
- Instil confidence to industry and the community that LPG personnel are competent and qualified to perform their roles; and
- Ensure safe and complaint practice in the manufacture, supply, storage, handling of LPG, including the installation of hardware, maintenance of related infrastructure and distribution of the product.

All Certified LPG personnel will be listed on the following webpage: www.rabqsa.asia/lpgregister.

Enquiries

Any general enquiries regarding the Scheme, including its role in the LPG industry, key objectives and Certification Requirements, should be directed to the LPG Australia Secretariat: mail@alpga.asn.au.

Enquiries specifically related to your Application for Certification should be directed to LPGCertification@alpga.asn.au.

Staggered Release of the Scheme

Please note that the LPG Australia National Personnel Certification Scheme will be released in a staged approach. The Low Risk and High Risk Levels of Certification and the High Risk Scopes LPG Tanker Driver, (Scope 1), LPG Cylinder Filler (Decant) (Scope 2), and Autogas Equipment Installer and Maintainer (Automotive Retro-fitter) (Scope 3) have been released.

Scope 4, LPG Equipment Maintainer (Autogas Outlets) remains under development.

How To Use This Document

This document has been designed to provide the information required for the LPG Australia National Personnel Certification Scheme, in a clear and easy-to-follow format.

There are two Levels of LPG Australia Certification. Requirements specific to each Level are identified by the color of the stripe down the right-hand edge of each page. The colours are:

Level 1 - Low Risk LPG Personnel:

Green

Level 2 - High Risk LPG Personnel:

Purple

Pages containing information that is common to all Levels and general information about the Scheme are identified by a blue stripe (as shown on this page).

Depending upon the Level and Scope of Personnel Certification applied for, Applicants may be required to provide evidence of specific; knowledge, skills, defined qualifications, work experience, and personal attribute-based competencies, as appropriate for the Level and Scope of Certification. This evidence may be uploaded at the time of the on-line application, faxed to 02 4731 6466 or attached to an email to LPGCertification@alpqa.asn.au in a PDF, JPG, Word or Excel document.

An overview of the Certification Requirements is outlined at Annex J, [page 40](#).

Refer to Annex A, [page 24](#) for Definitions and Abbreviations used in this document.

Electronic versions of this document have links embedded to enable direct access to selected pages as well as page references. Hard copy versions have page references only.

Essentially, the Applicant follows the step-by-step process as outlined down the right hand side of the page, commencing with Applying for Certification at [page 6](#).

Note:

Matters requiring clarification and or additional guidance should in the first instance be directed to the LPG Australia Secretariat: mail@alpqa.asn.au.

Applying for Certification*

<p>1. Determine Level & Scope of Certification</p>	<p>When deciding what Level and Scope of Certification you, the Applicant, should apply for, you should understand the Level and Scope of Certifications on page 7.</p>
<p>2. Complete Knowledge & Qualification Requirements</p>	<p>Each Applicant must demonstrate she/he has the necessary Knowledge and Qualification requirements. Details commence on page 8.</p>
<p>3. Complete Personal Attributes Assessment (PAAS) (Level 2 Scope Applicants only)</p>	<p>Each Applicant for Level 2 must complete a personal attributes assessment, by completing the e-based PAAS Master[®] Assessment. Details commence on page 16. Assessment is suspended pending further validation</p>
<p>4. Complete Skill Assessment (Level 2 Scope Applicants only)</p>	<p>Each Applicant for Level 2 must successfully demonstrate competence in the required skill. Details are provided on page 17.</p>
<p>5. Submit Online Application & Fees</p>	<p>Each Applicant must pay the Application Fee for RABQSA to process the application. Details are provided on page 18.</p>
<p>6. Pay First Annual Certification Fee</p>	<p>Upon successful completion of Certification evaluation, the Applicant will be required to pay the First Annual Certification Fee. Annual Fees are applied each year. Details are provided on page 19.</p>
<p>7. Certificate & ID Card Issued</p>	<p>The Applicant's Certificate and ID Card will be issued to the address provided on the Application. Details are provided on page 20.</p>
<p>8. Surveillance</p>	<p>To maintain Certification, the Applicant will be required to provide evidence at defined intervals. Details are provided on page 21.</p>
<p>9. Re-certification</p>	<p>Every four years the Applicant will be required to provide evidence to confirm they meet Re-certification requirements. Details are provided on page 22.</p>

* Recognition of Prior Learning (RPL) and Recognition of Current Competence (RCC) conditions have been acknowledged by the developers of this Scheme. Please see additional information commencing on [Page 8](#) in relation to these conditions.

NOW GO TO LEVELS AND SCOPES OF CERTIFICATION ([Page 7](#))

Level and Scope of Certification

LEVELS OF CERTIFICATION

There are two Levels of Certification. Requirements specific to each Level are identified by the colour of the stripe down the right-hand edge of each page. The colors are:

Level 1 — Low Risk LPG Personnel: Green

Level 2 — High Risk LPG Personnel: Purple

Please select the appropriate Level:

Level 1 - Low Risk LPG Personnel: Personnel applying for Level 1 are required to demonstrate their understanding of the characteristics, properties and inherent risks of LPG. Personnel applying to Level 1 certification would be people working within or near a LPG safety controlled site and would have, on occasion, the need to work or transit within the safety controlled area. Support roles such as secretarial, clerical, administration or management may be suitable applicants for Low Risk Certification. Examples of Low Risk Roles can be found at Annex D, [page 28](#).

Level 2 - High Risk LPG Personnel: Personnel applying for Level 2 are required to demonstrate their understanding of the characteristics, properties and inherent safety risks of LPG. Personnel applying to Level 2 would be people who directly handle LPG; work on, with, or design LPG handling equipment; or act in the capacity of making decisions that directly influence an industrial safety outcome. This Level would cover plant operators and inspectors; maintenance staff; transport and logistics personnel; engineers and equipment installers etc. Certification at Level 2 is a prerequisite for certification to the High Risk Scopes. Examples of High Risk Roles can be found at Annex E, [page 29](#).

SCOPES OF CERTIFICATION

Those personnel certified in **Level 2** and engaged in any of the identified employments listed below must apply for the Scope relevant to the individual's area of employment. Scopes are:

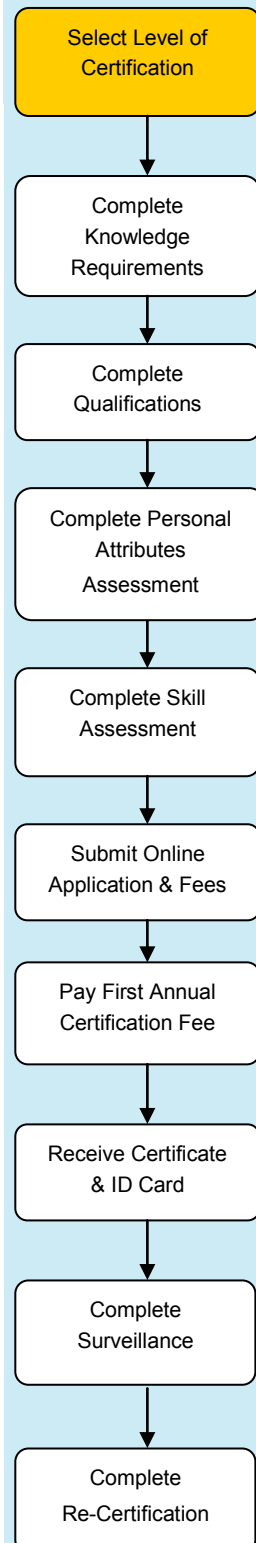
- LPG Tanker Driver;
- LPG Cylinder Filler (Decant);
- Autogas Equipment Installer and Maintainer (Automotive Retro-fitter); and
- LPG Equipment Maintainer (Autogas Outlets), (This Scope is currently under development).

The decision on which Scopes are appropriate will be dependent on each applicant's specialised role or job function. It is possible for an Applicant to be awarded more than one Scope.

NOW GO TO KNOWLEDGE REQUIREMENTS:

LEVEL 1 - LOW RISK ([page 8](#))

LEVEL 2 - HIGH RISK ([page 9](#))



Knowledge Requirements

Level 1 - Low Risk LPG Personnel

All Applicants for Level 1 Certification must provide evidence of successfully completing the following Australian Qualifications Framework (AQF) Units of Competency or equivalent. Refer to the Recognition of Prior Learning information below.

A matrix has been developed to identify Units of Competency that will be accepted in place of the Units of Competency identified below. To assist Applicants in the identification of acceptable Units of Competency. See Annex G, [page 31](#).

Knowledge Requirements

- Comply with workplace OHS procedures and practices (UEGNSG103A);
- Comply with environmental policies and procedures (UEGNSG104A);
- Participate in workplace safety procedures (BSBCMN211A); and
- An assessment of your understanding of the fundamental knowledge of LPG. This is an on-line assessment (RABQSA-LPG-GN) and available via the [LPG Australia](#) website. See additional information in Annex F, [page 30](#).

Evidence of Knowledge-based Competency

This evidence is to be supplied via Certificate/s of Attainment/Successful Completion for all of the above or acceptable Unit of Competency identified in Annex G, [page 31](#).

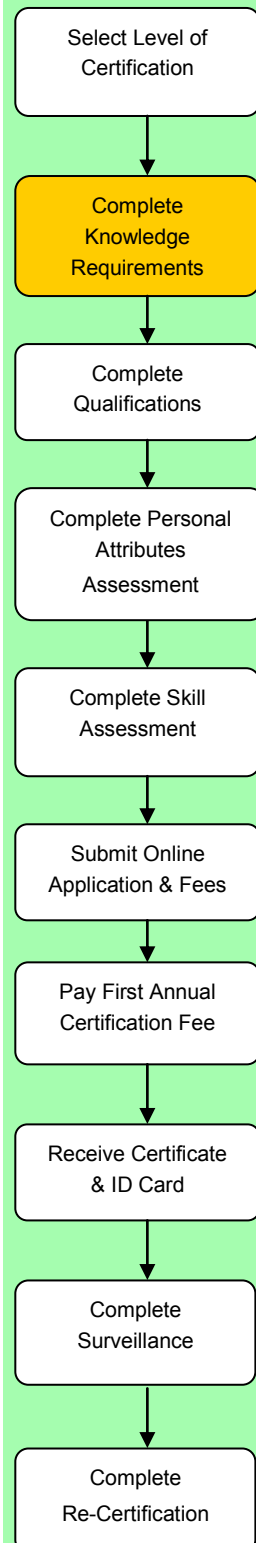
Where to find out more about training and assessment:

If you need to complete training in any or all of the units, this is available on-line through GippsTAFE; please see their website for further details (www.gippstafe.vic.edu.au) or contact LPG Australia for assistance.

Recognition of Prior Learning (RPL)

LPG Australia National Personnel Certification Scheme acknowledges that internal training and assessment is offered by businesses engaged in this industry, and has set up conditions by which an applicant can have this internal training count towards or satisfy these Knowledge Requirements.

Applicants wishing to apply for RPL must provide their Certificate/s of Attainment OR an excerpt of their employee record showing that the training and assessment has been undertaken. This evidence needs to be uploaded during the Application/Surveillance or Re-certification processes. Companies and organisations may have their training assessed to be considered for RPL, please contact LPG Australia to have your company's training assessed.



NOW GO TO LEVEL 1– LOW RISK PERSONNEL QUALIFICATION REQUIREMENTS [\(Page 10\)](#)

Knowledge Requirements

Level 2 - High Risk LPG Personnel

All Applicants for Level 2 Certification must provide evidence of successfully completing the following Australian Qualifications Framework (AQF) Units of Competency or equivalent. Refer to the Recognition of Prior Learning below.

A matrix has been developed to identify Units of Competency that will be accepted in place of the Units of Competency identified below. To assist Applicants in the identification of acceptable Units of Competency see Annex G, [page 31](#).

Knowledge Requirements

- Comply with workplace OHS procedures and practices (UEGNSG103A);
- Comply with environmental policies and procedures (UEGNSG104A);
- Participate in workplace safety procedures (BSBCMN211A);
- Carry out work activities in a utilities industry work environment (UEGNSG102A);
- Establish a work site (UEGNSG105A); and
- An assessment of your understanding of the fundamental knowledge of LPG. This is an on-line assessment (RABQSA-LPG-GN) and available via the LPG Australia website: [www.http://lpgaaustralia.com.au/site/](http://lpgaaustralia.com.au/site/) See additional information in Annex F, [page 30](#).

Evidence of Knowledge-based Competency

This evidence is to be supplied via Certificate/s of Attainment/Successful Completion for all of the above or acceptable Unit of Competency identified in Annex G, [page 31](#).

Where to find out more about training and assessment:

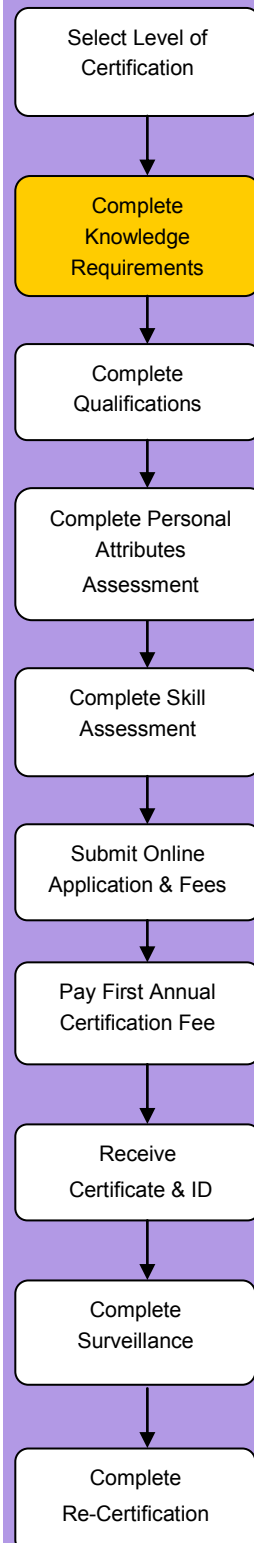
If you need to complete training in any or all of these units, this is available on-line through GippsTAFE; please see their website for further details: www.gippstafe.vic.edu.au or contact [LPG Australia](#) for assistance.

Recognition of Prior Learning (RPL)

LPG Australia National Personnel Certification Scheme acknowledges that internal training and assessment is offered by businesses engaged in this industry, and has set up conditions by which an applicant can have this internal training count towards or satisfy these Knowledge Requirements.

Applicants wishing to apply for RPL must provide their Certificate/s of Attainment OR an excerpt of their employee record showing that the training and assessment has been undertaken. This evidence needs to be uploaded during the Application/Surveillance or Re-certification processes. Companies and organisations may have their training assessed to be considered for RPL, please contact LPG Australia to have your company's training assessed.

NOW GO TO LEVEL 2 – HIGH RISK LPG PERSONNEL QUALIFICATIONS [\(page 11\)](#)



Qualification Requirements

Level 1 - Low Risk LPG Personnel

Applicants for Level 1 - Low Risk LPG Personnel Certification must provide evidence of qualifications defined by these Certification Requirements in the following categories:

Evidence – Language, Literacy & Numeracy (LLN)

Applicants are required to have LLN capabilities equal to or greater than that of a person who has successfully completed Year-10 in an Australian High School with a 'Pass' in English and Mathematics or equivalent (e.g. Certificate II or higher, (in any subject), trade certificate, or a certificate of Recognition of Prior Learning or Certificate of Induction issued by Cootes Transport Group, Elgas or Origin Energy) or International equivalent.

Applicants who have not successfully completed Year 10 at an Australian High School or equivalent, must complete either:

- The Australian Core Skills Framework LLN assessment and achieve the following results:
- Oral Communication - 3;
- Reading - 3;
- Writing - 3; and
- Numeracy - 3.

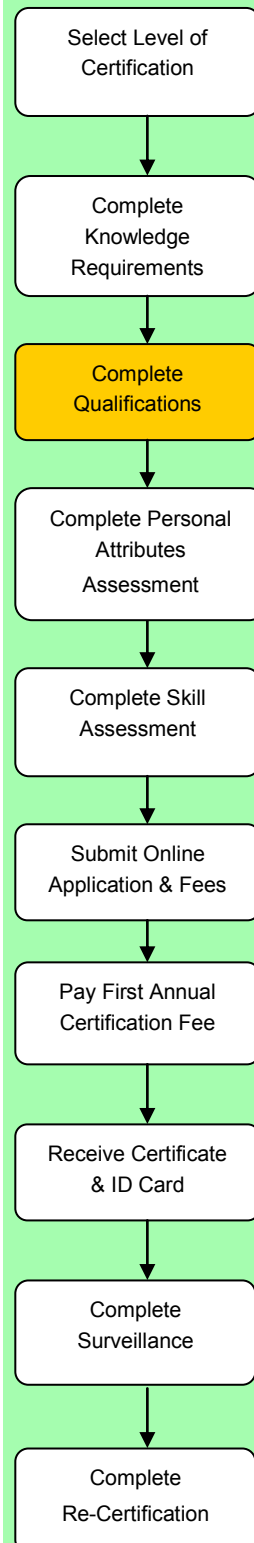
or

- Have successfully completed one Unit of Competence related to Literacy and one Unit of Competence related to Numeracy of the Units listed in Annex H, [page 36](#).

As part of the application process, the Applicant must either:

- Provide evidence that they have successfully completed Year-10 (or higher) in an Australian High School or equivalent; or
- Provide evidence that they have completed the Australian Core Skills Framework LL&N assessment and achieved results equal to or greater than those specified immediately above; or
- Provide evidence that they have successfully completed the required Units of Competence outlined in Annex H, [page 36](#).

If necessary, the LLN assessment can be accessed online. Please contact GippsTAFE via their website: www.gippstafe.vic.edu.au for further information.



NOW GO TO SUBMIT APPLICATION AND FEES [\(Page 18\)](#)

Qualification Requirements

Level 2 - High Risk LPG Personnel

Applicants for Level 2 - High Risk LPG Personnel Certification must provide evidence of qualifications defined by these Certification Requirements in the following categories:

Evidence – Language, Literacy & Numeracy (LLN)

Applicants are required to have LLN capabilities equal to or greater than that of a person who has successfully completed Year-10 in an Australian High School with a 'Pass' in English and Mathematics or equivalent (e.g. Certificate II or higher, (in any subject), trade certificate, or a certificate of Recognition of Prior Learning or Certificate of Induction issued by Cootes Transport Group, Elgas or Origin Energy) or International equivalent.

Applicants who have not successfully completed Year 10 at an Australian High School or equivalent, must complete either:

- The Australian Core Skills Framework LL&N assessment and achieve the following results:
 - Oral Communication - 3;
 - Reading - 3;
 - Writing - 3; and
 - Numeracy - 3.

or

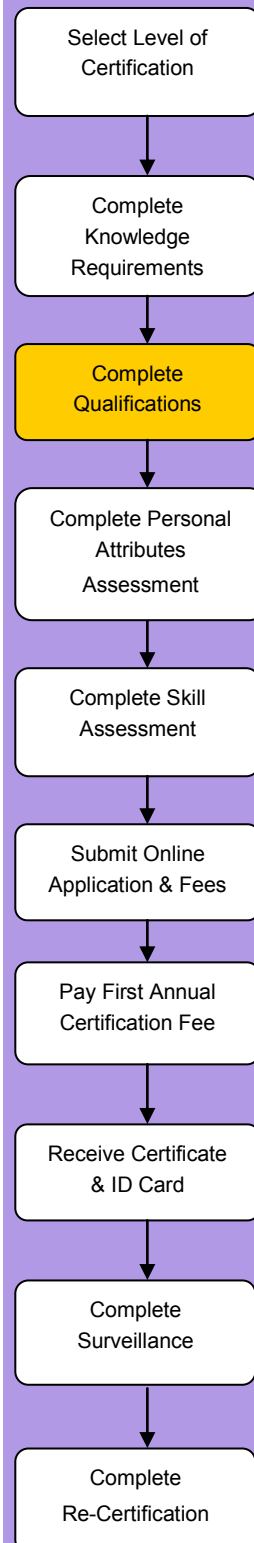
- Have successfully completed one Unit of Competence related to Literacy and one Unit of Competence related to Numeracy of the Units listed in Annex H, [page 36](#).

As part of the application process, the Applicant must either:

- Provide evidence that they have successfully completed Year-10 (or higher) in an Australian High School or equivalent; or
- Provide evidence that they have completed the Australian Core Skills Framework LLN assessment and achieved results equal to or greater than those specified immediately above; or
- Provide evidence that they have successfully completed the required Units of Competence listed in Annex H, [page 36](#).

If necessary, the LLN assessment can be accessed online. Please contact GippsTAFE via their website: www.gippstafe.vic.edu.au for further information.

Additional qualifications are required for the High Risk Scopes, please see the table on page 12, 13, 14, and 15 of this document.



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Choosing Your Scope

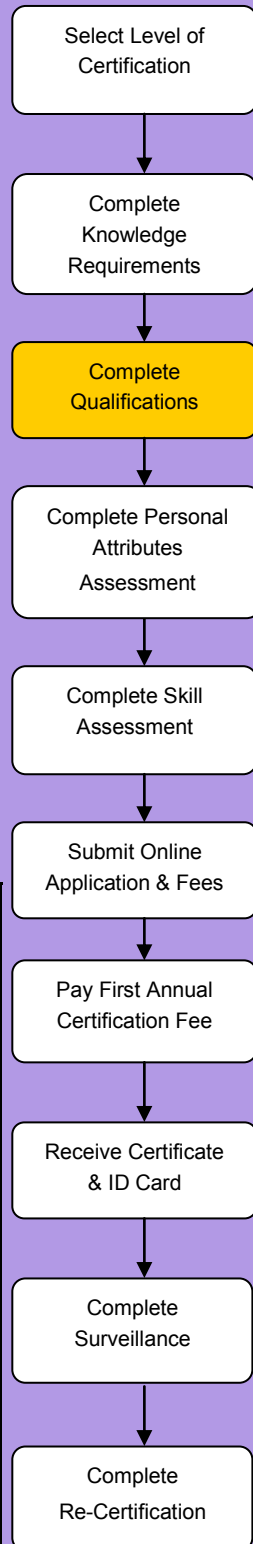
Level 2 – High Risk LPG Personnel

In addition to Certification at Level 2, Personnel engaged in any of the targeted High Risk job functions (outlined immediately below and on the following pages) must also apply for the Scope relevant to the individual’s area of employment.

For the purposes of the LPG Australia National Personnel Certification Scheme, High Risk job functions covered under this Certification Scheme are currently defined as:

- LPG Tanker Driver;
- LPG Cylinder Filler (Decant);
- Autogas Equipment Installer and Maintainer (Automotive Retro-fitter) and;
- LPG Equipment Maintainer (Autogas Outlets). (Currently under development)

Because of the nature of these roles, there are additional Certification Requirements specific to each, these are outlined below. Further information on how to organise the Skill Competency Assessment please refer to [page 17](#).



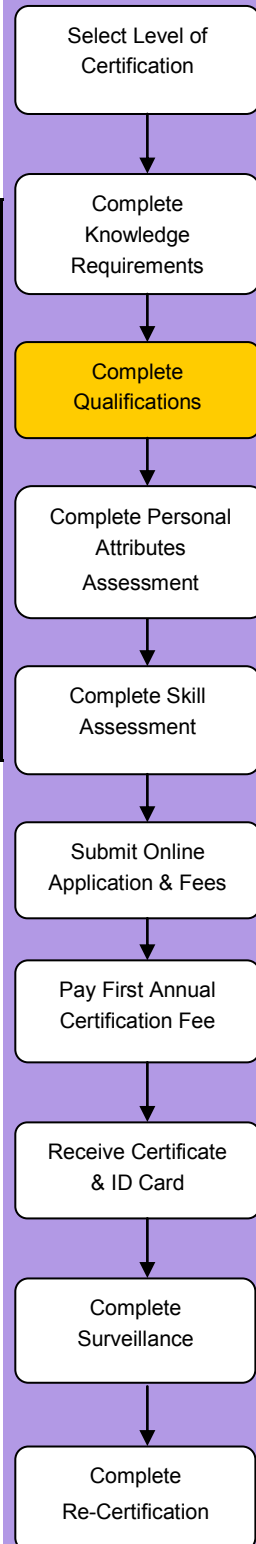
Scope	Knowledge Competency as per AQF	Qualifications	Personal Attributes	Skill Competency
1. LPG Tanker Driver	<ul style="list-style-type: none"> • Assess the operational capability of gas safety equipment on tankers (UEGNSG601A); • Either A) Load and discharge LPG by road tanker (UEGNSG602A) OR B) Use specialised liquid bulk gas transfer equipment (TLID2307C); 	Truck Drivers License in any of the following classes: <ul style="list-style-type: none"> • HR (heavy rigid); • HC (heavy combination); or • MC (multi-combination). and <ul style="list-style-type: none"> • Dangerous Goods License (DG) and Cert III Driving Operations (DG); or Cert IV Driving Operations (LPG) (available 2012).	PAAS Master [®] Assessment. Assessment of Personal Attributes is suspended pending further validation.	Applicant demonstrates their ability to safely load and discharge their tanker as per the standard operating procedure.

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Choosing Your Certification Scope

Level 2 – High Risk LPG Personnel (cont.)

Scope	Knowledge Competency as per AQF	Qualifications	Personal Attributes	Skill Competency
2. LPG Cylinder Filler (Decant)	<ul style="list-style-type: none"> Fill gas cylinders (UEGNSG604A) 		<p><i>PAAS Master</i>[®] Assessment</p> <p>Assessment of Personal Attributes is suspended pending further validation.</p>	Applicant demonstrates their ability to safely fill a gas bottle as per the standard operating procedure.

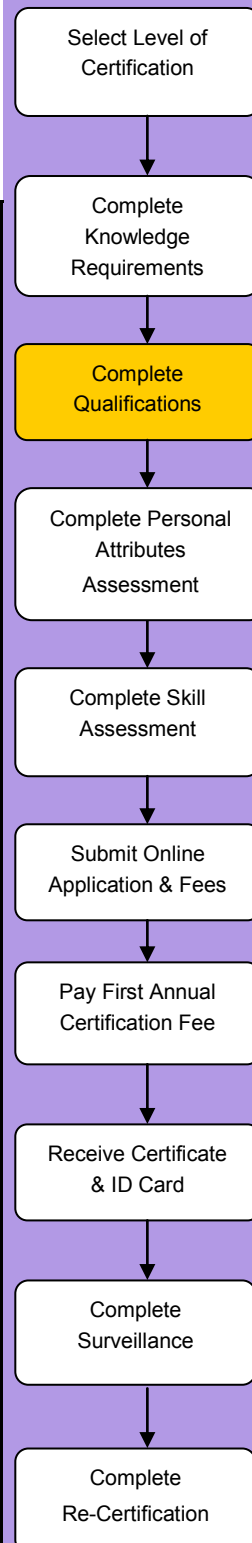


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Choosing Your Certification Scope

Level 2 – High Risk LPG Personnel (cont.)

Scope	Knowledge Competency as per AQF	Qualifications	Personal Attributes	Skill Competency
3. Autogas Equipment Installer and Maintainer (Automotive Retro-fitter)	<ul style="list-style-type: none"> Provide information to clients (BSBCMN209A); Deliver and monitor a service to customer (BSBCUS301A) Install LPG Fuel Systems (AURT304231A) Repair LPG Fuel Systems (AURT304266A) Service LPG Fuel Systems (AURT304270A) Diagnose LPG Fuel System Faults (AURT404284A) Read & Interpret engineering drawings (AURT225156A) <p>Automotive Alternative Fuels Registration Board Victoria (AAFRB) current year Accreditation will be accepted as RCC for the above units.</p>	<p>Qualified</p> <ul style="list-style-type: none"> Motor Mechanic; or Motor Mechanic - Heavy Stream (diesel mechanic); or Automotive Electrician. <p>AAFRB current year Accreditation will be accepted as RCC for the above qualifications.</p> <p>and</p> <p>Current license relevant to the State the Applicant works in:</p> <ul style="list-style-type: none"> ACT - Restricted Automotive Licence— LPG and/ or Restricted Automotive License— LPG (Forklift) VIC— LPG Accreditation NSW—Liquefied Petroleum Gas Mechanic Tradesperson Certificate NT—Gas Fitter Certificate—Autogas QLD—Applicants from QLD must submit a copy of the company's license and a employer letter stating the applicant's current employment status. SA—Gas Fitting Permit Class I—LPG TAS—Autogas Installers Authorisation or Automotive Gas-fitter Practitioner Licence (replaces the Autogas Installers Authorisation) WA— Gasfitting Permit Class E—LPG 	<p><i>PAAS Master</i>[®] Assessment</p> <p>Assessment of Personal Attributes is suspended pending further validation</p>	<p>Applicant demonstrates their ability to safely install all necessary equipment into the vehicle as per the standard operating procedure. Refer to the Autogas Equipment Installer and Maintainer Skill Assessment Form for further information.</p>

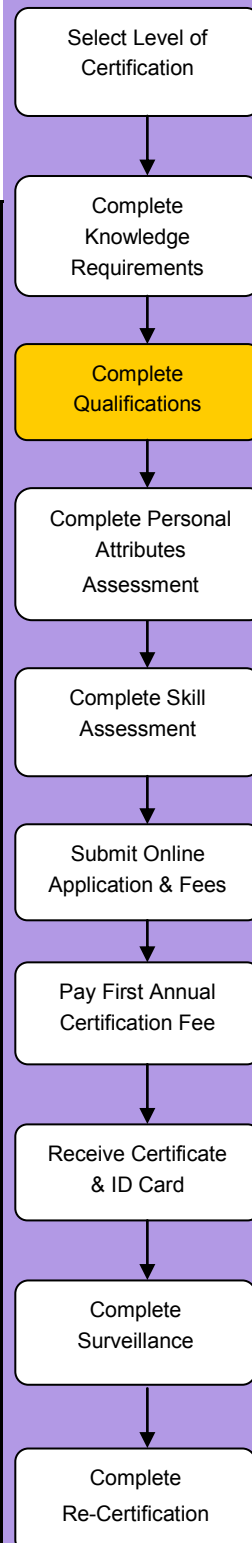


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Choosing Your Certification Scope

Level 2 – High Risk LPG Personnel (cont.)

Scope	Knowledge Competency as per AQF	Qualifications	Personal Attributes	Skill Competency
4. LPG Equipment Maintainer (Autogas Outlets) (Applications will not be taken at this time for this scope)	<ul style="list-style-type: none"> Dismantle and assemble electro technology components (UEENEEE002B); Fix and secure equipment (UEENEEE005B); Use drawings, diagrams and schedules and service manuals (UEENEEE007B); Provide information to customers (BSBCMN209A); Deliver and monitor a service to customer/s (BSBCUS301A); Perform minor maintenance on gas processing / storage sites (UEGNSG608A); Monitor and control transfer of LPG (UEGNS606A); Use and maintain integrity of portable gas detection system (UEENEEM076A); and Attend to breakdowns in hazardous areas – gas atmospheres (UEENEEM020A); Prepare to perform work associated with fuel system installation and Ser- 	<ul style="list-style-type: none"> Evidence of having successfully completed the “Safe Load Program (Australian Institute of Petroleum (AIP) Training)”; and <ul style="list-style-type: none"> For Applicants working in NSW an Endorsed Contractor License or Supervisor Certificate must be provided. 	<i>PAAS Master</i> [®] Assessment Assessment of Personal Attributes is suspended pending further validation.	Applicant demonstrates their ability to work safely as per the industry accepted Standard Operating Procedure (SOP)



NOW GO TO ASSESSMENT OF PERSONAL ATTRIBUTES [\(Page 16\)](#)

Assessment of Personal Attributes

This assessment is suspended pending further validation

Applicants for one of the High Risk Scopes of Certification (Level 2 – High Risk LPG Personnel) must demonstrate they possess appropriate personal attributes, as shown below:

- **Ethical** – fair, truthful, sincere, honest and discreet;
- **Proactive and organised** – takes the initiative with issues, and is personally organised;
- **Systematic** – shows a balanced affiliation for both tasks and people;
- **Logical** – makes decisions based on facts and reasoned logic;
- **Decisive** – expedites decisions methodically;
- **Observant** – shows the ability to identify both patterns and exceptions in complex situations;
- **Diplomatic** – relates to others and shows tact in appropriate situations;
- **Flexible** – shows a balanced global and detail focus;
- **Process focused** – demonstrates the ability to follow a pre-determined method;
- **People sensitive** – is sensitive to and can identify a person's emotional state;
- **Adaptable and resourceful** – adapts to, and works with, different types of people in a range of situations and copes with change; and
- **Confident** – demonstrates certainty and competency, and reacts well to a variety of challenges, i.e. demonstrates calm and poise in challenging situations.

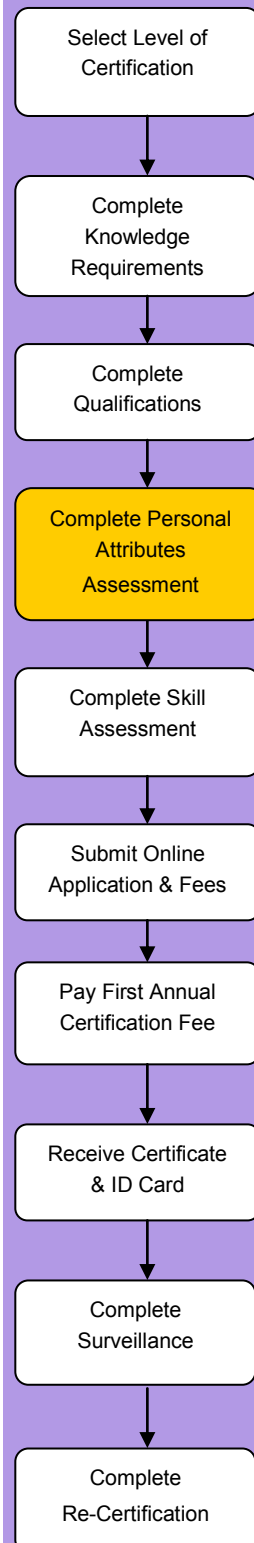
Personal attributes are demonstrated through completion of the e-based *PAAS Master[®] Assessment*.

Details on how to complete the *PAAS Master[®] Assessment* along with the necessary username and password information will be provided to each Level 2 Applicant upon applying for one of the High Risk Scopes of Certification.

Further information on the *PAAS Master[®] Assessment* is available on the RABQSA web site: www.rabqsa.com/is07.html.

Note:

Applicants who have successfully completed the RABQSA *PAAS Master[®] Assessment* within the four years prior to application are not required to complete the assessment again. However, these Applicants are required to provide details of the Assessment during the online application process.



NOW GO TO SKILL REQUIREMENTS [\(Page 17\)](#)

Skill Requirements

Level 2 - High Risk LPG Personnel

All Applicants for one (or more) of the High Risk Scopes of Certification must provide evidence of their skill competency as defined by these Certification Requirements. Competency is to be demonstrated to an LPG Australia Certified Skill Assessor (who is Certified in the appropriate Scope being assessed) under onsite conditions.

The LPG Australia Certified Skills Assessor must reference the LPG Australia Skill Assessor Certification Requirements to determine if any conflict of interest issues exist between the Assessor and the Applicant.

All Skill Assessments must be organised at least seven days in advance and it is the responsibility of the person receiving the assessment to arrange for a Skill Assessment. Skill Assessment Fees are to be paid to RABQSA prior to the assessment taking place.

All Certified Skill Assessors are listed on a publicly accessible webpage: www.rabqsa.asia/lpgregister.

Certified Skill Examiners are required to provide the results of the assessment within five days of the assessment taking place. The assessment report MUST be signed by both the Assessor and the Applicant as evidence of demonstration of the required skill competency; the report MUST be objective.

Applicants found to be 'Not Yet Competent' during the assessment may retake the assessment after paying the required fee.

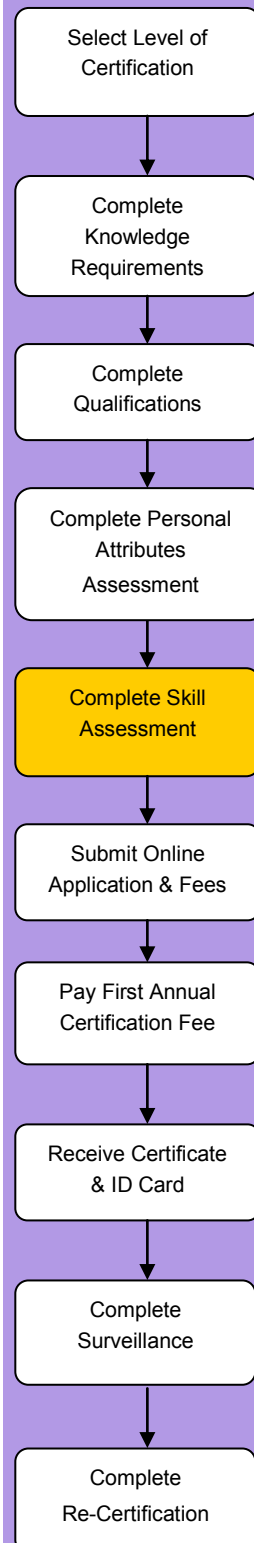
Recognition of Current Competence (RCC)

The Skill Competency components outlined in the previous section for each of the four High Risk Scopes form the Skill requirements of Certification in that Scope.

However, the LPG Australia National Personnel Certification Scheme acknowledges that internal training and assessment is an important part of a business' internal induction and training program, and has set up conditions by which an applicant can have this internal assessment satisfy the respective skill requirements.

Applicants wishing to apply for RCC must supply their Certificate/s of Attainment or an excerpt of their employee record showing that the assessment has been undertaken within the last four years. This evidence needs to be uploaded during the Application or Re-certification process. See Annex J, [page 40](#) for a list of equivalent internal assessments relevant to each of the High Risk Scopes.

NOW GO TO SUBMIT YOUR APPLICATION ([Page 18](#))



Submit Application and Fees**

To apply for Certification, all Applicants will need to:

- Complete the online Application Form; follow the links from the LPG Australia Homepage: <http://lpgaaustralia.com.au/site/>;
- Provide evidence of successfully fulfilling the Knowledge Requirements (or equivalent) and Qualification Requirements as stipulated by these Certification Requirements for the particular Level (and Scope if applicable) that you are applying for; and
- Submit the Application Fee, as part of the online application process (please note that your application cannot proceed until the Application Fee has been paid).

For Level 2 - High Risk Scope Applicants ONLY

In addition to the requirements above:

Provide evidence of successfully completing the Skill Based Competency requirement (or equivalent) and completion of a Personal Attribute Assessment (PAAS Master®). (PAAS Master® assessments are suspended pending further validation.)

as defined in these Certification Requirements. **There are additional fees associated with these assessment activities. For complete details, refer to the LPG Australia website at: [www.http://lpgaaustralia.com.au/site/](http://lpgaaustralia.com.au/site/).**

To enable effective evaluation of Applications, all Applicants will need to provide verifiable documentary evidence during the application process that demonstrates compliance with these Certification Requirements. Please have documents available for upload into the database in PDF or standard Microsoft document formats.

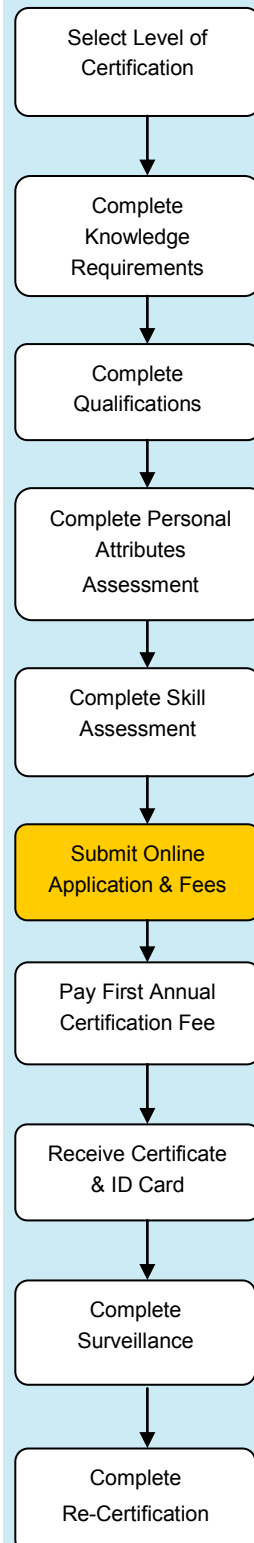
Applicants must ensure that the information they provide in their Application is accurate and complete, or delays may occur in the processing of their Application.

All Application information must be provided in English. Where translations of documents are provided, these must be independently verified for accuracy.

Applicants who have any special needs related to language and/or disabilities should contact the LPG Australia Secretariat for advice: mail@alpga.asn.au.

Notes:

1. Payments are to be made in AU\$.
2. All fees are non-refundable and are subject to change.



NOW GO TO PAY FIRST ANNUAL FEE [\(Page 19\)](#)

Pay First Annual Certification Fee

When all Certification Requirements have been demonstrated, the Applicant will be notified via email that the application has been approved. An invoice for the First Annual Certification Fee will be attached to this email notification.

Details on accepted methods of payment are provided on the invoice.

Payment of this invoice must be received before Certification is confirmed.

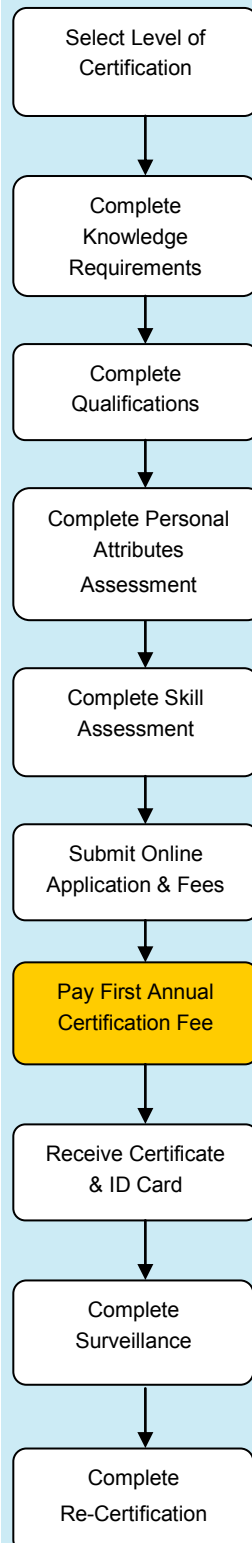
Annual Certification Fees are due each year on the anniversary of initial Certification. The Certified person will be provided with an invoice for the amount due approximately two months prior to the due date.

For complete details of Fees, refer to the LPG Australia website:

[www.http://lpgaaustralia.com.au/site/](http://lpgaaustralia.com.au/site/).

Note:

1. Payments are to be made in AU\$.
2. All fees are non-refundable and subject to change.



NOW GO TO CERTIFICATES AND ID CARDS [\(Page 20\)](#)

Certificates and ID Cards

When payment of the First Annual Certification Fee has been received, a Certificate and ID Card are issued to the successfully certified person.

The Certificate includes the following information:

- Name of Certification Scheme (i.e. LPG Australia National Personnel Certification Scheme);
- Certified persons name;
- Customer number;
- Level of Certification;
- Scope of Certification awarded (if applicable);
- Date Certification awarded;
- Date Certification expires; and
- LPG Australia logo.

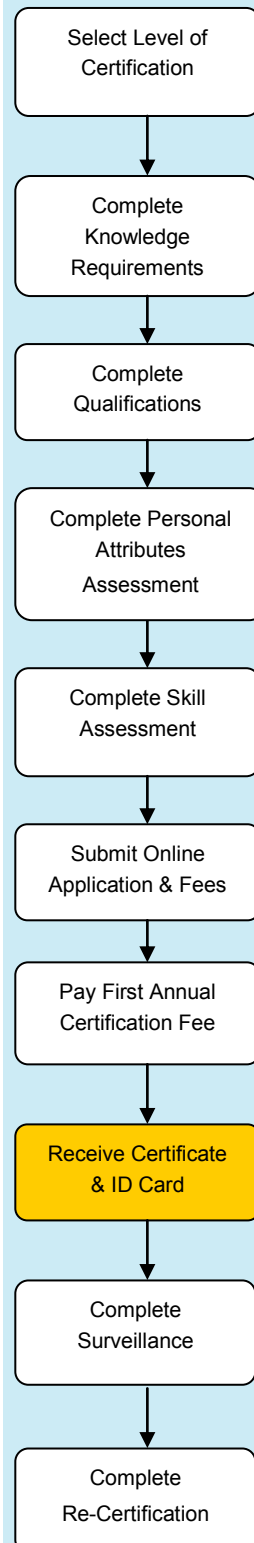
The ID Card includes the following information:

- Name of Certification Scheme (i.e. LPG Australia National Personnel Certification Scheme);
- Certified persons name;
- Customer number;
- Level of Certification;
- Scope of Certification awarded (if applicable);
- Date Certification expires; and
- LPG Australia logo.

The Certificate of Certification and the ID Card will be mailed to the nominated address.

ID Cards remain the property of LPG Australia and must be returned if Certification is suspended or withdrawn. Certified persons are required to immediately notify RABQSA if an ID Card is lost or stolen.

Updated Certificates and ID Cards will be issued at each re-certification.



NOW GO TO SURVEILLANCE [\(Page 21\)](#)

Surveillance

To maintain currency of Certification, all certified personnel are required to demonstrate continuing compliance with the Knowledge and Qualification requirements applicable to their Level and Scope in effect at that time. Two months prior to when Surveillance is due, the Certified person will be sent a reminder of the Assessment activities that need to be performed to maintain Certification.

Timing of Surveillance

Two years from the date of initial Certification or Re-certification.

Requirements of Surveillance

All personnel are required to complete an e-based assessment of the Knowledge components applicable to their Level and Scope (if applicable) of Certification.

E-based assessments are designed to ensure that all certified personnel continue to retain fundamental information and keep up with changes in the LPG industry as it relates to their role.

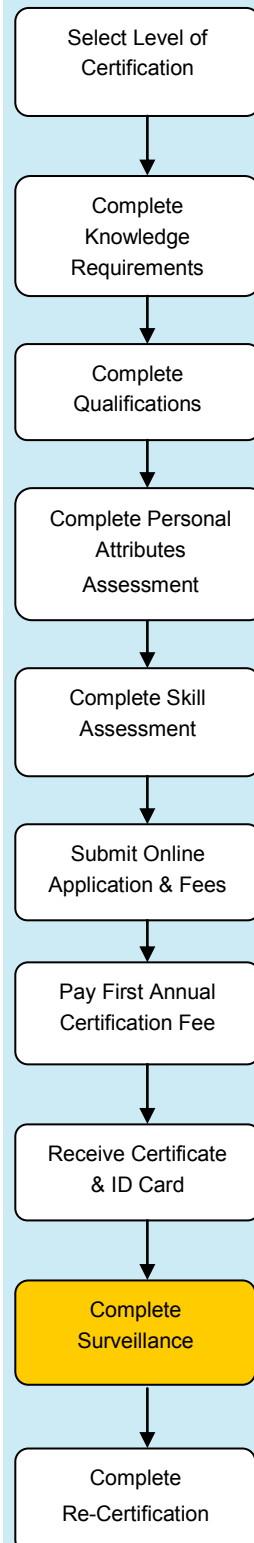
In addition, personnel holding High Risk Certification and a High Risk Scope must comply with all Qualification requirements relevant to their Scope of Certification:

- **Autogas Equipment Installer and Maintainer (Automotive Retro-fitter) (Scope 3),**
 - Applicants must submit a copy of their current State License
 - Applicants from QLD must submit a copy of the company's **Autogas Equipment Installer** license and a employer letter stating the applicant's current employment status.

In a Surveillance year, the total fee payable is the sum of the e-based assessment fee plus the Annual Certification fee. The Certified person will be sent an invoice for all appropriate fees approximately two months prior to the due date.

For complete details of Fees, refer to website: [www.http://lpgaaustralia.com.au/site/](http://lpgaaustralia.com.au/site/).

Please refer to Annex F, [page 30](#) for details regarding e-based assessments.



NOW GO TO RE-CERTIFICATION [\(Page 22\)](#)

Re-certification

To maintain currency of Certification, all certified personnel are required to demonstrate continuing compliance with the full range of Certification Requirements in effect at that time. Two months prior to when Re-certification is due, the Certified person will be sent a reminder of the Assessment activities that need to be performed to maintain Certification.

Timing of Re-certification

Every four years from the date of initial Certification.

Requirements of Re-certification

All personnel must complete an e-based assessment* of the Knowledge components applicable to their Level and Scope of Certification.

In addition, personnel holding High Risk Certification and a High Risk Scope must comply with all Qualification requirements relevant to their Scope of Certification:

- **LPG Tanker Driver** (Scope 1) must submit evidence of completing Cert IV Driving Operations (LPG);
- **Autogas Equipment Installer and Maintainer (Automotive Retro-fitter)** (Scope 3),
 - Applicants must submit a copy of their current State License
 - Applicants from QLD must submit a copy of the company's **Autogas Equipment Installer** license and a employer letter stating the applicant's current employment status.
- Complete a Skill Assessment * relevant to their Scope of Certification; and
- Complete the Personal Attribute Assessment * (*PAAS Master*[®]). Assessment is suspended pending further validation.

* There is a fee associated with this assessment activity.

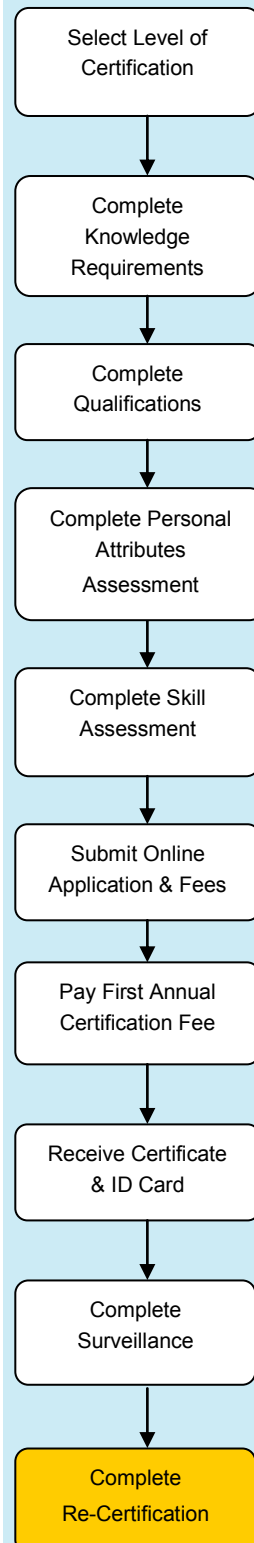
In a Re-certification year, the total fee payable is the sum of relevant Assessment fees plus the Annual Certification Fee. The Certified person will be sent an invoice for all appropriate fees approximately two months prior to the due date.

For complete details of Fees, refer to website: [www.http://lpgaustralia.com.au/site/](http://lpgaustralia.com.au/site/).

Please refer to Annex F, [page 30](#) for details regarding e-based assessments.

Note:

1. Payments are to be made in AU\$
2. All fees are non-refundable and are subject to change.





Upgrading Certification

Certified personnel can apply to upgrade their Certification at any time.

Examples of Upgrade include:

- Move from Level 1 - Low Risk, to Level 2 - High Risk;
- Holding Level 2 - High Risk Certification and adding a High Risk Scope of Certification;
or
- Adding an additional High Risk Scope of Certification (i.e. hold more than one (1) Scope).

To apply for an Upgrade of Certification, Personnel are required to:

- Apply online for the Level of Certification sought;
- Submit the Upgrade Fee, as part of the online application process; and
- Provide evidence of knowledge-based requirements, qualifications, personal attributes (*PAAS Master*[®]), and/or skill-based competencies as defined in these Certification Requirements for the Level and Scope of Certification sought. Personal Attributes Assessment, (*PAAS Master*[®]), is suspended pending further validation.

For details of Fees, refer to the LPG Australia website: [www.http://lpgaustralia.com.au/site/](http://lpgaustralia.com.au/site/).

General Definitions and Abbreviations

Accredited Certification Body: A Certification Body who is accredited by an Accreditation Body who is a member of the International Accreditation Forum Inc. (IAF).

AQF: Australian Qualifications Framework. AQF is the national policy for regulated qualifications in Australian education and training.

AQTF: Australian Quality Training Framework. The national set of standards which assures nationally consistent, high quality training and assessment services for Australia.

Competence: Demonstrated ability to apply knowledge and skills, and demonstrate the required personal attributes.

Qualification: Demonstration of education, training and/or work experience.

RABQSA Scheme Examiner: Employee of RABQSA with responsibility for management of designated Schemes and evaluation of Applications.

Recognition of Current Competency (RCC): Acknowledgement by RABQSA of competency currently held by a person, acquired through qualifications, and/or work or life experiences.

Recognition of Prior Learning (RPL): Acknowledgement by RABQSA of knowledge acquired by a person, acquired through qualifications and/or training.

Reduction: Movement to a lower Level or removal of Scope of Certification.

Scheme Committee (SC): Committee established by RABQSA with responsibility for the development and maintenance of Personnel Certification Schemes offered by RABQSA International. The SC shall fairly and equitably represent the interests of all parties significantly concerned with the Certification Schemes, including the consideration of public interest.

Sub-Scheme Committee (SSC): Committee established by RABQSA with responsibility for the development and maintenance of a specific Personnel Certification Scheme, offered by RABQSA International. The SSC shall fairly and equitably represent the interests of all parties significantly concerned with the Certification Scheme, including the consideration of public interest.

Tertiary Education: Post secondary education that may include trade school, associate, bachelor and/or higher college or university degree.

Upgrade Certification: Movement from one Certification Level to another and/or addition of Certification Scopes via demonstration of the competency required for that Level and/or Scope.

END OF ANNEX A



Annex B

Terms and Conditions of Certification

Reduction of Certification

Certified persons can reduce their Certification at any time by notification in writing to the LPG Australia Scheme Examiner: LPGCertification@alpqa.asn.au.

A reduction in Certification may also be advised to an Applicant by the LPG Australia Scheme Examiner after evaluation of the Application. Acceptance of a reduction of Certification must be provided in writing. Please note - certified persons reducing Certification are not entitled to a refund of fees.

Suspension of Certification

LPG Australia reserves the right to suspend Certification as a result of investigations into the conduct or performance of certified persons. Refer to Complaints on this page for further details.

Please note - certified persons that are suspended are not entitled to a refund of fees.

Withdrawal of Certification

LPG Australia reserves the right to withdraw Certification as a result of investigations into the conduct or performance of certified persons. Refer to Complaints for further details.

Certified persons may withdraw their Certification at any time by notification in writing to the LPG Australia Scheme Examiner: LPGCertification@alpqa.asn.au.

LPG Australia remains the sole owner of any Certificates and ID Cards issued to certified LPG personnel. In the event of withdrawal of Certification, the ID Card issued must be returned to RABQSA.

Please note - personnel who's Certification has been withdrawn are not entitled to a refund of fees.

Complaints against Certified LPG Personnel

Complaints against the actions or conduct of Certified LPG Personnel will be reviewed and investigated using documented procedures. Detailed information, including documentary or other verifiable evidence should be provided in writing via email to the LPG Secretariat: mail@alpqa.asn.au

A valid, substantiated complaint may result in Withdrawal of Certification. Refer to Withdrawal of Certification above on this page.

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Terms and Conditions of Certification (cont.)

Appeals

An appeal against adverse Certification decisions or withdrawal of Certification must be submitted in writing. The written appeal will be reviewed, investigated, and resolved in a timely manner through a formal documented process.

Appeals may be made on the following decisions:

- Refusal to grant initial Certification;
- Refusal to grant continuation of Certification;
- Refusal to grant an Upgrade of Level of Certification;
- Reduction in Certification Level;
- Withdrawal; or
- Suspension.

All appeals shall be submitted in writing to the LPG Australia Secretariat: mail@alpqa.asn.au. The Applicant is required to submit their appeal to the Secretariat no later than 30 days after notification of the decision. The appeal should include appropriate substantiation for the appellant's position and it shall contain any additional or updated information.

Certification Information

For information on the:

- Certification processes;
- Applicants' rights and responsibilities;
- Complaints and appeals process;
- Conditions of use for Certificates, ID Cards; and
- Privacy

Please contact the LPG Australia Secretariat: mail@alpqa.asn.au.

END OF ANNEX B



Annex C

Certification Fee Schedule

**All fees paid are non-refundable and subject to change.
Payments are to be made in AU\$.**

For complete details of Fees, refer to website: [www.http://lpgaustralia.com.au/site/](http://lpgaustralia.com.au/site/).

Application Fees

Provides for the receipt and desk audit of the application.

Assessment Fees

There are a number of assessment tools that support this Certification Scheme, each fulfilling a defined purpose. There are fees associated with each of these assessment tools to provide for administration activities such as coordination, marking and grading of the assessment and then preparation of the associated Certificate of Assessment. For detail on the various assessment fees, please see the LPG Australia website: [www.http://lpgaustralia.com.au/site/](http://lpgaustralia.com.au/site/).

Skill Assessment fee for High Risk Scope Applications, Personnel Applying for one of the High Risk Scopes of Certification will be invoiced for the Skill Assessment Fee and this Fee must be paid as per the directions on the invoice prior to the Assessment taking place. NEVER pay the Assessor directly.

Certification Fees

Paid upon approval of initial Certification and then **annually thereafter**. Annual payments are due on the anniversary of initial Certification for as long as Certification is held.

This fee provides for the Certificate of Certification, ID Card (these items are issued at time of initial Certification and then at each Re-certification interval only), inclusion in the Certified Personnel Register: www.rabqsa.asia/lpgregister. Certification Fees also cover for the general administration costs associated with Certification.

The First Annual Certification Fee is payable AFTER your Application has been approved.

Please do not submit this Fee at the time of Application. Annual Certification Fees are payable annually on the anniversary of Certification and will be invoiced accordingly.

Payment Options

Credit Card payments may be made in AU\$ via the LPG Australia website [www.http://lpgaustralia.com.au/site/](http://lpgaustralia.com.au/site/) or follow the directions on the Invoice.

END OF ANNEX C

Examples of Low Risk LPG Roles

Below is a list of roles that have been classified by LPG Australia and key stakeholders as being Low Risk in the context of these Certification Requirements.

This is not an exhaustive listing of all Low Risk roles within the industry and should only be used as a guide to help the applicant decide on the Level of Certification appropriate to their job function.

- Receptionist;
- Telephonist / Office assistant;
- Mail room operator;
- Courier driver;
- Gardener;
- Ground maintenance personnel;
- Administration staff;
- Security staff;
- Building maintenance personnel;
- IT personnel; and
- Supervisors of the these personnel.

END OF ANNEX D



Annex E

Examples of High Risk LPG Roles

Below is a list of roles that have been classified by LPG Australia and key stakeholders as being High Risk in the context of these Certification Requirements.

This is not an exhaustive listing of all High Risk roles within the industry and should only be used as a guide to help the applicant decide on the Level of Certification appropriate to their job function.

- Plant operators;
- Cylinder truck drivers;
- Tanker Drivers *;
- Cylinder filling operators *;
- Automotive Maintainers
- Plant and equipment installers;
- Plant and equipment maintainers *;
- Automotive retro-fitters *; and
- Supervisors of these personnel.

* These job functions are covered by one of the High Risk Scopes of Certification.

END OF ANNEX E

E-based Assessment

Completing the E-based Assessment

Upon initial Application and at defined intervals throughout the Certification period, personnel may* be required to complete e-based Assessments to support their Application for Certification.

*** Note:**

Personnel who have applied for Recognition of Prior Learning (RPL), that is, employees that have successfully completed the induction program of the organisations listed in Annex J, [page 40](#), are not required to take this assessment to support their initial Application.

Personnel required to complete an e-based Assessment will be notified via email as part of the Application, Surveillance or Re-certification process. This notification email will contain an invoice for the e-based Assessment fee (remittance details are recorded on the invoice).

After the payment of the appropriate Fee has been made, the Applicant will receive a User ID, Password and all information necessary to complete the Assessment via email. A high-speed internet connection is recommended due to the 30 minute time limit.

Assessment Results

Results will be provided via email and Applicants successfully completing the e-based assessment will be notified via email.

END OF ANNEX F

Knowledge Unit of Competency Codes accepted from other Industry Skills Councils Matrix

Unit of Competency Identified in Certification Requirements	Unit of Competency issued by the following bodies are also accepted:			
	<ul style="list-style-type: none"> • Transport and Logistics Industry Skills Council LTD (TLISC) • Manufacturing Skills Australia (MSA) • Auto Skills Australia (ASA) • Business Services Training Packages (BSTP) 			
	TLISC	MSA	ASA	BSTP
UEGNSG103A - Comply with workplace OHS procedures and practices	BSBOHS407A - Monitor a safe workplace	MEM13002B - Undertake occupational health and safety activities in the workplace	BSBOHS407A - Monitor a safe workplace	BSBOHS407A - Monitor a safe workplace
	BSBOHS509A - Ensure a safe workplace	BSBOHS502B - Participate in the management of the OHS information and data systems	BSBOHS509A - Ensure a safe workplace	BSBOHS509A - Ensure a safe workplace
	CPCCOHS1001A - Work safely in the construction industry	BSBOHS601B - Develop a systematic approach to managing OHS	AURMO3001A Implement and monitor safety and risk management in a motorsport environment	BSBOHS201A - Participate in OHS processes
	CPCCOHS2001A - Apply OHS requirements, policies & procedures in the construction industry	BSBOHS602B - Develop OHS information and data analysis and reporting and recording processes		BSBOHS301B Apply knowledge of OHS legislation in the workplace
	CPCCCM3003A - Work safely around power sources, services and assets	BSBOHS603B - Analyse and evaluate OHS risk		BSBOHS302B Participate effectively in OHS communication and consultative processes
	RIIOHS205A - Control traffic with a stop-slow bat	MEM13014A - Apply principles of occupational health and safety in the work environment		BSBOHS303B Contribute to OHS hazard identification and risk assessment
	RIIOHS204A - Work safely at heights	MEM13003B Work safely with industrial chemicals and materials		BSBOHS304B Contribute to OHS hazard control
	RIIOHS302A - Implement traffic management plan	MEM13006B Collect and evaluate occupational health and safety data for an enterprise or section of an enterprise		BSBOHS305B Contribute to OHS issue resolution
				BSBOHS306B Contribute to implementing emergency prevention activities and response procedures
				BSBOHS307B Participate in OHS investigations

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Knowledge Unit of Competency Codes accepted from other Industry Skills Councils Matrix cont.

Unit of Competency Identified in Certification Requirements	Unit of Competency issued by the following bodies are also accepted:			
	TLISC	MSA	ASA	BSTP
(Continued) UEGNSG103A - Comply with workplace OHS procedures and practices	RIIOHS202A - Enter and work in confined spaces	MEM13010A Supervise occupational health and safety in an industrial work environment		BSBOHS401B Contribute to the implementation of a systematic approach to managing OHS
	TLIF1001A Follow occupational health and safety procedures	MEM13014A Apply principles of occupational health and safety in the work environment		BSBOHS402B Contribute to the implementation of the OHS consultation process
	TLIF1009A Conduct cleaning in enclosed spaces			BSBOHS403B Identify hazards and assess OHS risks
	TLIJ3002A Apply quality systems			BSBOHS404B Contribute to the implementation of strategies to control OHS risk
	TLIPC1001A Demonstrate care and apply safe practices at work			BSBOHS405B Contribute to the implementation of emergency procedures
	TLIF4014A Develop and maintain a safe workplace			BSBOHS406C Use equipment to conduct workplace monitoring
				BSBOHS408A Assist with compliance with OHS and other relevant laws
				BSBOHS501B Participate in the coordination and maintenance of a systematic approach to managing OHS
				BSBOHS502B Participate in the management of the OHS information and data systems
				BSBOHS503B Assist in the design and development of OHS participative arrangements

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Knowledge Unit of Competency Codes accepted from other Industry Skills Councils Matrix cont.

Unit of Competency Identified in Certification Requirements	Unit of Competency issued by the following bodies are also accepted:			
	TLISC	MSA	ASA	BSTP
(Continued) UEGNSG103A - Comply with workplace OHS procedures and practices				BSBOHS504B Apply principles of OHS risk management
				BSBOHS505C Manage hazards in the work environment
				BSBOHS506B Monitor and facilitate the management of hazards associated with plant
				BSBOHS507B Facilitate the application of principles of occupational health to control OHS risk .
				BSBOHS508B Participate in the investigation of incidents
				BSBOHS601B Develop a systematic approach to managing OHS
				BSBOHS602B Develop OHS information and data analysis and reporting and recording processes
				BSBOHS603B Analyse and evaluate OHS risk
				BSBOHS604B Apply ergonomic principles to control OHS risk
				BSBOHS605B Apply occupational hygiene principles to control OHS risk
				BSBOHS606B Develop and implement crisis management processes

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Knowledge Unit of Competency Codes accepted from other Industry Skills Councils Matrix cont.

Unit of Competency Identified in Certification Requirements	Unit of Competency issued by the following bodies are also accepted:			
	TLISC	MSA	ASA	BSTP
(Continued) UEGNSG103A - Comply with workplace OHS procedures and practices				BSBOHS607B Advise on application of safe design principles to control OHS risk
				BSBOHS608B Conduct an OHS audit
				BSBOHS609B Evaluate an organisation's OHS performance
UEGNSG104A - Comply with environmental policies and procedures	TLIU4001A - Implement and monitor environmental protection policies and procedures	MEM22007A - Manage environmental effects of engineering activities	AURC172003A Identify environmental regulations and best practice in a workplace or business	BSBSUS201A Participate in environmentally sustainable work practices
	TLIU2008A - Apply environmental procedures to rail infrastructure	MSACMT671A - Develop and manage sustainable environmental practices	AURC472082A Plan and manage compliance with environmental regulations in a workplace or business	BSBSUS301A Implement and monitor environmentally sustainable work practices
	TLIU1009A - Monitor plant and equipment in an environmentally sustainable manner	MSACMT271A - Use sustainable environmental practices	AURR271103A Apply environmental regulations in the marine service industry	BSBSUS501A Develop workplace policy and procedures for sustainability
	TLIU4010A - Develop workplace policy and procedures for sustainability	MSACMT670A - Develop and manage sustainable energy practices	AURR371181A Implement and monitor environmental regulations in the marine repair industry	
	TLIU3011A - Implement and monitor environmentally sustainable work practices	MSAENV272B - Participate in environmentally sustainable work practices	AURR471182A Plan and manage compliance with environmental regulations in the marine service and repair industry	
	TLIU2012A - Participate in environmentally sustainable work practices	MSAENV472B - Implement and monitor environmentally sustainable work practices	AURT271781A Implement and monitor environmental regulations in the automotive mechanical industry.	
	TLIU1013A - Prepare for environmentally sustainable work practices	MSAENV672B - Develop workplace policy and procedures for environmental sustainability		

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Knowledge Unit of Competency Codes accepted from other Industry Skills Councils Matrix cont.

Unit of Competency Identified in Certification Requirements	Unit of Competency issued by the following bodies are also accepted:			
	<ul style="list-style-type: none"> • Transport and Logistics Industry Skills Council LTD (TLISC) • Manufacturing Skills Australia (MSA) • Auto Skills Australia (ASA) • Business Services Training Packages (BSTP) 			
	TLISC	MSA	ASA	BSTP
(Continued) UEGNSG104A - Comply with environmental policies and procedures	TLIU5006A Conduct environmental audit			
	TLIU3014A - Operate vehicle in an environmentally sustainable manner			
	TLIU107B - Implement and monitor environmental protection policies and procedures			
	TLIU809A - Apply environmental procedures to rail infrastructure			
BSBCM211A - Participate in workplace safety procedures	TLI F2072A comply with safety and security procedures		AURC270103A Apply safe working practices	BSBCM311B Maintain workplace safety
			BSBCM311B Maintain workplace safety	
UEGNSG102A - Carry out work activities in a utilities industry work environment	TLIPC1002A Adapt to work requirements in the transport and logistics industry			
	TLIB3016A Carry out site inspection			
	TLIF4014A Develop and maintain a safe work site			
	TLIP5036A Manage assets			

END OF ANNEX G

LL&N Competency Units Accepted for the LLN Qualification Requirement

If an Applicant has successfully completed one Unit of Competency related to Literacy and one Unit of Competency related to Numeracy from the table below, this is considered to be acceptable to completing the LLN assessment requirement for Qualifications on [pages 8](#) and [9](#).

Literacy Units of Competence	Numeracy Units of Competence
AURC251179A - Write routine texts in the workplace and complete automotive documentation	AURC251677A - Use numbers in the workplace
AURC251356A - Read in the workplace	MEM23001A - Apply advanced mathematical techniques in a manufacturing engineering or related environment
MEM16010A - Write reports	MEM23002A - Apply calculus in engineering situations
MEM16012A - Interpret technical specifications and manuals	TLIE1005A - Carry out basic workplace calculations
TLIE3004A - Prepare workplace documents	

END OF ANNEX H



Annex I

Certified Skill Assessors

Applicants seeking recognition as a Certified Skill Assessor for this Scheme must apply via email: LPGCertification@alpqa.asn.au and provide evidence to demonstrate that the following requirements have been met:

- Level 2 - High Risk Certification and Certification in the relevant Scope;
- Australian Cert IV - Training and Assessment, (or equivalent - see RPL below) qualification; and
- Demonstration of competency in Skill Assessor Competency Unit (LPG-SA).

Details of the LPG Skill Assessor Competency Unit (LPG-SA), is available from the LPG National Personnel Certification Scheme Examiner, LPGCertification@alpqa.asn.au

Skill Assessors are required to keep their Certification current by complying with all of the Certification Requirements applicable to the Scope of Certification held.

A Register of Skill Assessors with the appropriate competency to conduct Skill Assessments in the required Scope is available via the following webpage: www.rabqsa.asia/lpgregister.

Skill Assessor Certification Fee

An Annual Certification Fee is applicable for all Skill Assessors, further information on fees is available: [www.http://lpgaaustralia.com.au/site/](http://lpgaaustralia.com.au/site/).

Recognition of Prior Learning

For the purposes of this scheme, the following Unit of Competency can be used in lieu of the Australian Certificate IV - Training and Assessment:

- MEM17002B - Conduct workplace assessment.
- Enterprise workplace trainer and assessor skill set from the TAE training package

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Certified Skill Assessors (cont.)

Transition Arrangements

To enable Applicants to meet requirements for certification, there needs to be a pool of LPG Australia Certified Skill Assessors (Skill Assessors) who meet the requirements for Skill Assessors (as defined in Annex I, [page 37](#)). The LPG Australia National Personnel Certification Scheme acknowledges that many businesses already have established, experienced and competent internal Skill Assessors at their disposal and has set up two processes by which the Certification Scheme can recognise the Competency of these individuals.

Transition Arrangement 1 - “Grandfathering”

Only personnel nominated by LPG Australia to become Skill Assessors are eligible to enter the Certification Scheme via this “Grandfathering” Transition Arrangement.

Nominated personnel will be granted Certification in the appropriate High Risk Scope upon successfully completing the following Assessments (only):

- PAAS Master[®] Personal Attribute Assessment (no current requirement); and
- LPG Skill Assessor Competency Unit (LPG-SA).

Transition Arrangement 2

Personnel currently engaged in the industry and performing Skill Assessments who wish to be Certified as a Skill Assessor for the purpose of this Scheme (but not nominated under Transition Arrangement 1) can do so under Transition Arrangement 2 . Personnel Applying under Transition Arrangement 2 are initially exempt from holding an Australian Cert IV - Training and Assessment qualification (or equivalent). However the requirements are:

- Level 2 - High Risk Certification AND Certification in the appropriate High Risk Scope;
- At least two years of relevant Skill Assessment experience; and
- Successful completion of the LPG Skill Assessor Competency Unit (LPG-SA).

Applications for Certification as a Skill Assessor under Transition Arrangement 2 should be made via LPGCertification@alpga.asn.au and include:

- Customer number; and
- Resume or CV showing a minimum of two years relevant Skill Assessment experience.

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Certified Skill Assessors (cont.)

Maintaining Skill Assessor Certification

Transition Arrangement 1

To maintain Certification as a Skill Assessor, personnel initially admitted into the Certification Scheme via the “Grandfathering” Transition Arrangement, (Transition Arrangement 1) will need to comply with all future Surveillance, [page 22](#) and Re-certification, [page 23](#) requirements for the High Risk Scope of Certification held. In addition to this, the Skill Assessor must also complete an Australian Cert IV - Training and Assessment qualification (or equivalent) by the time Re-certification is due.

Transition Arrangement 2

To maintain Certification as a Skill Assessor, personnel initially admitted into the Certification Scheme via Transition Arrangement 2 will need to continue to comply with all of the Requirements of Certification for the Scope of Certification held, and in addition, complete an Australian Cert IV - Training and Assessment qualification (or equivalent) by the time that Re-certification is due.

All Skill Assessment Transitional Arrangements will cease 31st December 2013.

END OF ANNEX L

Summary of Certification Requirements

Please note that this table is a **SUMMARY ONLY** of Certification Requirements. Applicants **MUST** refer to the details provided in the Certification Requirements.

Type of Certification		Certification Requirements					
Level	Scope	Core Requirements				Recognition	
		Knowledge (as listed except where indicated)	Qualifications	Personal Attribute	Skill Assessment	RPL (Knowledge)	RCC (Skill)
LPG Low Risk Personnel	N/A	UEGNSG103A; UEGNSG104A; BSBCMN211A; RABQSA-LPG-GN (refer to page 8)	Year 10 Australian High School or Equivalent Or LL&N Assessment	N/A	N/A	Cootes* Elgas* Origin Energy* Vitalgas*	N/A
LPG High Risk Personnel	N/A	UEGNSG103A; UEGNSG104A; BSBCMN211A; RABQSA-LPG-GN UEGNSG102A UEGNSG105A (refer to page 9)	Year 10 Australian High School or Equivalent Or LL&N Assessment	N/A	N/A	Cootes* Elgas* Origin Energy*	N/A
LPG High Risk Personnel	LPG Tanker Driver	UEGNSG103A; UEGNSG104A; BSBCMN211A; RABQSA-LPG-GN; UEGNSG102A UEGNSG105A UEGNSG601A; UEGNSG602A; or TLID2307C; (refer to page 12)	Year 10 Australian High School or Equivalent Or LL&N Assessment And Class HR or HC or MC License Current DG License and Cert III Driving Operations (Dangerous Goods)	Required Assessment is suspended pending further investigation	Required	Cootes* Elgas* Origin Energy*	Cootes* Elgas* Origin Energy*

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Summary of Certification Requirements (cont.)

Type of Certification		Certification Requirements					
Level	Scope	Core Requirements				Recognition	
		Knowledge (as listed except where indicated)	Qualifications	PAAS Master	Skill Assessment	RPL (Knowledge)	RCC (Skill)
LPG High Risk Personnel	LPG Cylinder Filler (Decant)	UEGNSG103A; UEGNSG104A; BSBCMN211A; RABQSA-LPG-GN UEGNSG102A UEGNSG105A UEGNSG604A (refer to page 13)	Year 10 Australian High School or Equivalent Or LL&N Assessment	Required Assessment is suspended pending further investigation	Required	Elgas*	Elgas*
LPG High Risk Personnel	Autogas Equipment Installer And Maintainer (Automotive Retro-Fitter)	UEGNSG103A; UEGNSG104A; BSBCMN211A; RABQSA-LPG-GN UEGNSG102A UEGNSG105A BSBCMN209A BSBCUS301A AURT304231A AURT304266A AURT304270A AURT404284A AURT225156A (refer to page 14)	Year 10 Australian High School or Equivalent Or LL&N Assessment And Qualified Motor Mechanic, Or Motor Mechanic - Heavy Stream (diesel mechanic); Or Automotive Electrician And License relevant to the State of Applicant	Required Assessment is suspended pending further investigation	Required	Automotive Alternative Fuels Registration Board (AAFRB) Accreditation*	Nil

Summary of Certification Requirements (cont.)

Type of Certification		Certification Requirements					
Level	Scope	Core Requirements				Recognition	
		Knowledge (as listed except where indicated)	Qualifications	PAAS Master	Skill Assessment	RPL (Knowledge)	RCC (Skill)
LPG High Risk Personnel	LPG Equipment Maintainer Autogas Outlets This Scope is currently under development and no Applications will be accepted at this time.	UEGNSG103A; UEGNSG104A; BSBCMN211A; RABQSA-LPG-GN; UEGNSG102A; UEGNSG105A; UEENEEE002B; UEENEEE005B; UEENEEE007B; BSBCMN209A; BSBCUS301A; UEGNSG608A; UEGNS606A; UEENEEM076A; UEENEEM020A MEM18098A	Year 10 Australian High School or Equivalent Or LL&N Assessment Plus 2 Years Work Experience in the last 4 years	Required Assessment is suspended pending further investigation	Required	To Be Determined	To Be Determined

* Induction/training programs of these organisations meet the stated Certification Requirements for Knowledge and Skill. Applicant must submit a Certificate of Completion of Induction Training in the relevant Scope of Certification.

** Equivalency still under investigation.

NOTE: If you have received training an assessment at a different organisation and believe that it covers the necessary material as stipulated in these requirements, please ask your companies Training Coordinator to send the course outline to RABQSA so that equivalence can be evaluated. (NOTE - all information is held in confidence and not shared with another party.)

END OF ANNEX J