### Expression of Interest

**Refrigeration and Air Conditioning – Minimum Australian Context Gap Course**

**(10878NAT)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Organisation Details** | | | | | | | |
| Registered Business Name: | Click or tap here to enter text. | | | | | | |
| ABN: | Click or tap here to enter text. | | | | | | |
| Trading names: | Click or tap here to enter text. | | | | | | |
| RTO Number: | Click or tap here to enter text. | | | | | | |
| CRICOS provider code: | Click or tap here to enter text. | | | | | | |
| Registered Business Street Address: | Address | Click or tap here to enter text. | | | | | |
| Suburb: | Click or tap here to enter text. | | | | | |
| State: | Click or tap here to enter text. | | | | Postcode: | Click or tap here to enter text. |
| Is this address where you intend to deliver the course? | Yes | | | | | No | |
| If no, please detail the location/s where you intend to deliver the course? | Click or tap here to enter text. | | | | | | |
| Postal address (if different from registered business address): | Address | Click or tap here to enter text. | | | | | |
| Suburb: | Click or tap here to enter text. | | | | | |
| State: | Click or tap here to enter text. | | | | Postcode: | Click or tap here to enter text. |
| **Details of person(s) responsible for the application** | | | | | | | |
| **Primary Contact:** | | | | | | | |
| Full Name: | Click or tap here to enter text. | | | | | | |
| Position: | Click or tap here to enter text. | | | | | | |
| Telephone: | (W) Click or tap here to enter text. | | Mobile: Click or tap here to enter text. | | | | |
| Email: | Click or tap here to enter text. | | | | | | |
| **Resources Contact (to distribute support documents to):** | | | | | | | |
| Same as above | Primary Contact | | | | | | |
| Full Name: | Click or tap here to enter text. | | | | | | |
| Position: | Click or tap here to enter text. | | | | | | |
| Telephone: | (W) Click or tap here to enter text. | | | Mobile: Click or tap here to enter text. | | | |
| Email: | Click or tap here to enter text. | | | | | | |
| **Accounts Contact (to send invoices to)** | | | | | | | |
| Same as above | Primary Contact | | | | Resources Contact | | |
| Full Name: | Click or tap here to enter text. | | | | | | |
| Position: | Click or tap here to enter text. | | | | | | |
| Phone: | (W) Click or tap here to enter text. | | | Mobile: Click or tap here to enter text. | | | |
| Email: | Click or tap here to enter text. | | | | | | |

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| **Background and Structure of the Organisation** | | |
| URL: | Click or tap here to enter text. | |
| Overview of Organisations Industry Knowledge and Experience in delivery of Refrigeration and Air Conditioning Training: | Click or tap here to enter text. | |
| Current Scope of Registration: | Code : | Name : |
|  | Click or tap here to enter text. | Click or tap here to enter text. |

**Course Background and Methodology**

**Background:**

Ensuring all operatives in the Refrigeration and Air-Conditioning sector are adequately trained and possess the knowledge and skills required is critical to ensuring Australia has a safe and productive skilled workforce.

Industry stakeholders have worked together over many years to develop a skill recognition process and pathway that meets industry occupational regulatory requirements.

The establishment of an Offshore Technical Skills Record (OTSR) has meant that the assessment process undertaken through this process (either offshore or onshore) does not result in the issuance of full units of competency or qualification, instead an OTSR documents and verifies that the candidate has successfully demonstrated the generic technical aspects of the units of competency in the qualification.

Prior to the availability of the Minimum Australian Context Gap course, candidates who held an OTSR struggled to access Registered Training Organisations (RTOs) to deliver the identified Australian Context Gap training. Further, RTOs were reluctant to deliver this training to candidates due to thin markets, lack of flexibility and other constraints.

As a result, Energy Skills Australia (ESA), in consultation and cooperation with TRA, developed an accredited course to enable RTOs, under license to Energy Skills Australia, to deliver the Minimum Australian Context Gap, including evidence of sufficient supervised workplace experience and performance.

On successful completion of the gap training course, candidates are issued a statement of attainment by the gap training provider. Candidates may then take this statement of attainment, their OTSR and Exemplar Profiling report and may apply to either the OTSR issuing RTO and/or the gap training delivering RTO, for the issuance of the full Certificate III qualification.

**Overview:**

This course provides Minimum Australian Context Gap training to holders of an OTSR for the UEE32220 Certificate III in Air Conditioning and Refrigeration or its successor.

As detailed in the previous section, on successful completion of this course and sufficient supervised employment (gathered via Exemplar Profiling), graduates may apply to either the Registered Training Organisation (RTO) that delivered the 10878NAT Course in Refrigeration and Air Conditioning - Minimum Australian Context Gap or the RTO responsible for issuing the OTSR, for the issuance of a UEE32220 Certificate III in Air-Conditioning and Refrigeration (or successor).

On issuance of a UEE32220 Certificate III in Air-conditioning and Refrigeration meets the qualification requirements for full refrigeration and air conditioning refrigerant handling licence issued by the Australian Refrigeration Council (ARC) (or equivalent) and the issuance of a restricted electrical licence issued by the relevant state or territory Electrical Regulator.

RTO’s responding to the Expression of Interest (EOI) must consider how they will deliver the course in an efficient, accessible and cost-effective way to small numbers of applicants from a range of backgrounds.

The course has been designed to be delivered and assessed using a blended learning approach supported by resources provided for four (4) of the eight (8) core units through the Energy Space Learning and Assessment Products and Resources.

Delivery and assessment resources will be provided for the below units:

* NAT10809001 - Apply Australian Work Health and Safety practices in the electrical workplace
* NAT10878001 - Apply control measures for Australian refrigeration and air conditioning workplace hazards and risks
* NAT10878002 - Apply Australian standards to solve refrigeration and air conditioning low voltage circuit problems
* NAT10878003 - Disconnect and reconnect fixed wired electrical equipment connected to a low voltage supply

It is the responsibility of the RTO to develop delivery and assessment resources for the remaining Core and Elective units.

Nominal duration of the course: 161 -163 hours

This course is only accessible by OTSR holders for the UEE32220 Certificate III in Air Conditioning and Refrigeration or its successor.

EOIs will be considered and evaluated by the ESA Skilled Migration Evaluation Committee comprising key industry stakeholders who make a recommendation on awarding a licence to RTOs with Energy Skills Australia.

**IMPORTANT NOTE: RTOs wishing to submit an EOI are strongly advised they MUST have UEE32220 Certificate III in Refrigeration and Air Conditioning qualification or its successor on its scope of registration as a minimum to be considered by the Evaluation Committee.**

**Assessment Strategy**

Four (4) of the (8) core units assessment instruments to be used in this course will be mandated by Energy Skills Australia and provided to RTOs licensed to deliver the accredited course, through access to the Energy Space Learning Portal. The RTO must develop delivery and assessment resources for the remaining core and elective units.

RTOs will be required to ensure, as a minimum, that: -

* before the performance and knowledge evidence is considered all prerequisites shall be met,
* the assessment strategy is consistent with the evidence guide components for each unit of competency comprising 10878NAT,
* Evidence shall be gathered to meet the unit requirements.
* These units shall be assessed as it relates to normal work practice using procedures, information and resources typical of a workplace. This shall include:
  + WHS/OHS policy and work procedures and instructions.
  + Suitable work environment, facilities, equipment and materials.
* Competent performance with inherent safe working practices is expected in the Industry to which these units of competencies applies. This requires that the specified required skills and knowledge are assessed in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for candidates to develop and demonstrate the required skills and knowledge described in the units comprising 10878NAT.
* Refer to your industry specific State/Territory regulatory requirements.

Through the licensing agreement with Energy Skills Australia, RTOs will be required to meet the requirements of the: -

* National Vocational Education and Training Regulator Act 2011 - Standards for Registered Training Organisations (RTOs) 2015 (or its successor).
* the evidence guide components for the units of competency comprising 10878NAT.

Through the licencing agreement RTOs will be required to use and will be provided access to the Energy Space Learning Portal, reporting system and Exemplar Profiling. This will provide RTOs with randomized knowledge and skills assessment instruments (for 4 of the 8 core units) which will ensure that workplace, regulatory and NVR requirements are met.

These instruments will be validated and reviewed regularly by Energy Skills Australia from advice from the steering committee.

RTOs will ensure that the Energy Skills Australia approved Exemplar Profiling system is used and that candidates are enrolled in the Exemplar Profiling system.

RTOs will be required to validate their assessment strategies in consultation with the steering committee and moderate assessment outcomes to ensure consistency of assessment throughout the RTO.

RTOs will be expected to hold regular minuted meetings with teaching and assessment staff engaged in making professional judgments about the attainment of competency standard units in this course. The outcome of these meetings will be included in the quarterly (3 monthly) reports to Energy Skills Australia.

**Ongoing monitoring and evaluation:**

RTO’s licensed to deliver this course will be required to use both the Energy Space Learning Portal, reporting system and the Exemplar Profiling system and their own delivery and assessment resources.

The tools and resources provided by Energy Skills Australia provide the RTO with the training resources necessary to conduct the training for 4 of the 8 core units including, comprehensive learning resources, skills practices and unit skill tests and knowledge tests.

It also provides valuable reporting data against test results which may be reviewed in real time, monitoring such elements and trends in test and assessment answers.

The relevancy and currency of this course will be monitored by the steering committee providing advice to Energy Skills Australia.

The CEO of Energy Skills Australia will be responsible for the monitoring and evaluation processes during the accreditation period on advice from the Steering Committee and will provide progress reports on the RTOs under license.

As part of the license agreements with RTOs, Energy Skills Australia may conduct an audit, on behalf of the steering committee at any point to review their delivery tools, methods, assessment evidence and teaching facilities.

The steering committee will be involved in the on-going monitoring and development of this course. The outcomes will be affected through providing advice to Energy Skills Australia. The steering committee is high level, broad in its representation of industry and enlists appropriate national involvement will form the basis of the ongoing steering committee.

Licensed RTOs will also be required to participate in moderation and validation activities related to the course.

The course accrediting body, Australian Skills Quality Authority (ASQA), will be notified of any changes to the course resulting from course monitoring

**Course Structure/Rules:**

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| **Course rules** | |
| **Course structure**  To achieve the 10878NAT Course in Refrigeration and Air Conditioning - Minimum Australian Context Gap the learner must complete 8 core units and elective units to a minimum value of 6 hours. Units should be undertaken in the order listed.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Unit code | Unit title | [ABS Field of Education](https://heimshelp.education.gov.au/resources/field-of-education-types) | Pre-requisite | Nominal hours | | **Core units** | | | | | | NAT10809001 | Apply Australian Work Health and Safety practices in the electrical workplace | 031313 | Nil | 9 | | NAT10878001    NAT10809002 | Apply control measures for Australian refrigeration and air conditioning workplace hazards and risks  OR  Document and apply control measures for Australian electrical workplace hazards and risks | 031315    031315 | NAT10809001    NAT10809001 | 5    7 | | NAT10878002 | Apply Australian standards to solve refrigeration and air conditioning low voltage circuit problems | 031315 | NAT10809001 NAT10878001 | 10 | | NAT10878003 | Disconnect and reconnect fixed wired electrical equipment connected to a Low Voltage supply | 031313 | NAT10809001 NAT10878001 NAT10878002 | 27 | | NAT10878004 | Recover, pressure and leak test, evacuate and charge refrigerants | 031315 | NAT10809001 NAT10878001 NAT10878002 NAT10878003 | 41 | | NAT10878005 | Install refrigeration and air conditioning systems | 031315 | NAT10809001 NAT10878001 NAT10878002  NAT10878003  NAT10878004 | 41 | | NAT10878006 | Diagnose and rectify faults in refrigeration and air conditioning systems and components | 031315 | NAT10809001 NAT10878001 NAT10878002  NAT10878003  NAT10878004  NAT10878005 | 18 | | NAT10878007 | Verify compliance and functionality of Australian refrigeration and air conditioning installations | 031315 | NAT10809001 NAT10878001  NAT10878002 NAT10878003 NAT10878004 NAT10878005  NAT10878006 | 4 | | **Total nominal hours (core units)** | | | | **155 – 157** | | **Elective units (select to a minimum value of 6 hours)** | | | | | | NAT10809008 | Source and purchase Australian material/parts for electrical work | 031313 | NAT10809001 | 2 | | NAT10809012 | Develop, enter and verify Australian programs for PC’s using ladder diagrams | 031313 | NAT10809001  NAT10809002  or  NAT10878001 | 6 | | NAT10878008 | Solve problems in beverage dispensers | 031315 | NAT10809001 NAT10878001  NAT10878002 NAT10878003 NAT10878004 NAT10878005  NAT10878006 | 4 | | NAT10878009 | Solve problems in central plant air conditioning systems | 031315 | NAT10809001 NAT10878001  NAT10878002 NAT10878003 NAT10878004 NAT10878005  NAT10878006 | 4 | | NAT10878010 | Solve problems in ice making systems | 031315 | NAT10809001 NAT10878001  NAT10878002 NAT10878003 NAT10878004 NAT10878005  NAT10878006 | 2 | | NAT10878011 | Solve problems in industrial refrigeration systems | 031315 | NAT10809001 NAT10878001  NAT10878002 NAT10878003 NAT10878004 NAT10878005  NAT10878006 | 2 | | NAT10878012 | Install and commission Australian flammable refrigerant air conditioning and refrigeration systems | 031315 | NAT10809001 NAT10878001  NAT10878002 NAT10878003 NAT10878004 NAT10878005  NAT10878006 | 2 | | NAT10878013 | Service Australian self-contained flammable refrigerants air conditioning and refrigeration systems | 031315 | NAT10809001 NAT10878001  NAT10878002 NAT10878003 NAT10878004 NAT10878005  NAT10878006 | 2 | | NAT10878014 | Apply Australian safety procedures for handling flammable refrigerants | 031315 | NAT10809001 | 1 | | **Total Nominal Hours in Electives** | | | | 6 | | **Total Nominal Hours** | | | | 161 - 163 | | |
| **Entry requirements** | Entrants to the 10878NAT Course in Refrigeration and Air-Conditioning - Minimum Australian Context Gap must:   * hold an Offshore Technical Skills Record (OTSR) for a UEE32211 Certificate III in Air-conditioning and Refrigeration (or successor) * be engaged (employed) as a refrigeration and air conditioning worker or have access to a workplace environment that replicates workplace conditions |
| **Assessment** | |
| **Assessment strategy** | Assessment of evidence shall be sufficient, incessant and recent to give an accurate indication of person’s competence now (in an actual workplace environment) and their ability to maintain competence into the future which will invariably need the evidence gathered over period of time.  Mandated assessment methods and resources apply to the units. Refer to the Assessment Requirements of the individual units.  Recognition of Prior Learning (RPL) will be offered to applicants at time of enrolment. |
| **Assessor competencies** | All assessment must be undertaken by assessors who meet the requirements stated to apply under the *Standards for Registered Training Organisations (RTOs) 2015*.  Specialist vocational competency requirements for Assessors:  Legislative requirements apply to the specialist vocational competencies for Assessors. Refer to the Assessor Requirements of the individual units. |

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| **Delivery** | |
| **Delivery modes** | The ElectroComms and Energy Utilities Industry Skills Council's recommends a combination off-the-job and on-the-job delivery of this course.  The Australian Electrotechnology Industry has endorsed a blended learning and assessment pathway that suits candidates having a mix of formal training, structured workplace experience, and formative assessment activities through which candidates can acquire and demonstrate the practical skills and knowledge identified in the units of competency.   1. Off-the-Job Development (RTO):   To help to ensure national consistency and flexibility in training content, delivery and assessment, E-Oz Energy Skills Australia will provide selected core units, learning and assessment materials via the Energy Space learning management system under the licensing agreement.   1. On-the-Job Development (Workplace):   Under the licensing agreement, E-Oz Energy Skills Australia will provide the candidates the online e-Profiling system which will facilitate the development of a comprehensive record or ‘profile’ of the candidate’s workplace training as it relates to competency development. The industry and regulator-preferred method for recording each candidate on-the-job competency development progress is the e-Profiling platform. |
| **Resources** | **Essential facilities and equipment**  Mandated resources apply to the units. Refer to the Assessment Requirements of the individual units.  **Specialist vocational competency requirements for Trainers**  The legislative requirements applying to specialist vocational competencies for Assessors of the units also apply to Trainers. Refer to the Assessor Requirements of the individual units.  All delivery must be undertaken by trainers who meet the requirements stated to apply under the *Standards for Registered Training Organisations (RTOs) 2015.* |
| **Pathways and articulation** | |
| **Pathways and articulation** | On successful completion of this course and sufficient supervised employment, graduates may apply to either the Registered Training Organisation (RTO) that delivered the 10878NAT Course in Refrigeration and Air Conditioning - Minimum Australian Context Gap or the RTO responsible for issuing the OTSR, for the issuance of a UEE32211 Certificate III in Air-conditioning and Refrigeration (or successor). |

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| **Ongoing monitoring and evaluation** | |
| **Ongoing monitoring and evaluation** | RTO’s licensed to deliver this course will be offered to use the E-Oz Energy Skills Australia on line Energy Space learning management system (LMS) for selected core units. This LMS provides the RTO with the training resources for the selected core competency standard units from the accredited course This includes, comprehensive learning resources, topic learning activities, topic content quizzes, topic skills practices and on line unit knowledge and skills assessment instruments.  It also provides valuable reporting data against all activities results which may be reviewed in real time, monitoring such elements as tends in formative and summative test answers.  The relevancy and currency of this course will be monitored on a six-month basis by the Steering Committee providing advice to E-Oz Energy Skills Australia.  The CEO of E-Oz will be responsible for the monitoring and evaluation processes during the accreditation period on advice from the Steering Committee. The CEO will be advised by the Steering Committee on a six-month basis, developed from Energy Space data and quarterly progress reports provided by the RTOs under the Licence Agreement.  As part of the license agreements with RTOs, E-Oz may conduct audits, on behalf of the Steering Committee at any point to review the RTOs use of delivery tools, methods, assessment evidence and teaching facilities.  The Steering Committee will be involved in the ongoing monitoring and development of this course. The outcomes will be affected through providing advice to E-Oz Energy Skills Australia. The Steering Committee is high level, broad in its representation of industry and enlists appropriate national involvement will form the basis of the ongoing Steering Committee.  ASQA will be notified of any changes to the course resulting from course monitoring and evaluation. |

**License fee for maintenance:**

Energy Skills Australia will establish licensing or franchising arrangements with interested parties and reserves the right to levy a licensing or franchising fee.

The delivery of this course will be limited to RTOs operating under licence to E-Oz Energy Skills Australia, and upon completion the candidate is to be provided with a Statement of Attainment, which when presented to the accredited course delivering RTO or OTSR issuing RTO, together with evidence of sufficient workplace experience and performance, will trigger the issuance of UEE32211 Certificate III in Air Conditioning ad Refrigeration qualification from the UEE11 Electrotechnology Training Package or its successor.

Only RTOs who are registered to deliver the UEE32211 Certificate III in Refrigeration and Air Conditioning from the UEE11 Electrotechnology Training Package or its successor will be able to nominate their interest to deliver the course and be approved by E-Oz Energy Skills Australia. Endorsement of successful RTOs will be based on the expertise of teaching/training staff, facilities, resources and ability to provide flexible delivery of the training to both individuals and group situations.

**Licence Fees Structure:**

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| **Fee** | **When Payable** | **Payable to** | **Amount (ex GST)** |
| EOI Lodgement | On lodgement of EOI | ESA | $500  (non-refundable) |
| Initial enrolment credit. | On signing licence agreement | ESA | $1000  (upfront fee, credited to the RTO account) |
| Participant Admin | At participant enrolment and yearly anniversary. | ESA | $292.50 per participant/per annum (Year 1) |

**RTO Selection Criteria**

Applicants must meet the course’s selection criteria listed below in order to be evaluated by the Skills Migration Evaluation Committee and be considered to be approved to deliver the accredited course and apply to ASQA/ State Training Authority to add this course to their scope of registration:

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| **Selection Criteria** | | | |
| Current RTO registration details (as per Training.gov.au) | | Commenced: | Click or tap here to enter text. |
| Renewal Date: | Click or tap here to enter text. |
| UEE32220 or successor Certificate III in Refrigeration and Air Conditioning is on scope | | Yes | No |
| Date UEE32220 or successor, was added to scope | | Commenced: | Click or tap here to enter text. |
| UEE32220 or successor, is currently being delivered | | Yes | No |
| UEE32220 or predecessor or successor, has been delivered by this RTO at least once. | | Yes | No |
| The number of UEE30820 or its predecessor qualifications issued by the RTO? | | Total: | Click or tap here to enter text. |
| I have read the Course Details and Methodology and have a clear understanding of the requirements. | | Yes | No |
| I have read the Course Details/Rules and Methodology and have a clear understanding that only resources for four (4) core units of competency are provided and available through the Energy Space Learning Portal. | | Yes | No |
| I have read the Course Details/Rules and Methodology and have a clear understanding that if successful the RTO is responsible for developing the remaining core and elective units delivery and assessment materials. | | Yes | No |
| The RTO accepts the Licensing and Franchise arrangements and agrees to pay the Licencing Fee and use the available delivery and assessment resources provided via Energy Space. | | Yes | No |
| The RTO accepts and understands that Exemplar Profiling will be charged separately per candidate by Exemplar Learning. | | Yes | No |
| The RTO accepts, understands and agrees, to provide ESA quarterly (3 monthly) reports on participants at the RTO. | | Yes | No |
|  | | | |
| UEE32220 Certificate III in Air Conditioning and Refrigeration | Number of students currently enrolled | Actual number of training hours (OFF-JOB) | |
| Click or tap here to enter text. | Click or tap here to enter text. | |
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| Facilities and equipment are adequate and meet industry expectations and course requirements, including for distance learning and meet the Energy Space requirements including:   * Access to computers with internet access to log onto the Energy Space learning portal and reporting system   ***Note:***   1. ESA may conduct a site visit to verify RTO facilities and resources meet the requirements of the accredited course prior to issuing a licence. 2. ESA will conduct professional development (PD) training for approved RTOs, on how to use the Energy Space learning portal, reporting system and Exemplar Profiling. | Yes | No |
| The RTO will ensure that all candidates undertaking this course will be enrolled on the Energy Space Learning Portal. | Yes | No |
| The RTO will ensure that all candidates undertaking this course will be registered with Exemplar Profiling. |  |  |
| RTO will participate in validation and moderation activities related to the course. | Yes | No |
| Trainer/Assessor qualifications (as per Standards for RTOs 2015) | Click or tap here to enter text. | |
| Trainer/Assessor Delivery Experience: | Click or tap here to enter text. | |
| Risk Assessment and mitigation strategy: | Click or tap here to enter text. | |
| RTOs strategy for accommodating thin markets and provision of flexibility in delivery of the gap training including distance learning. | Click or tap here to enter text. | |
| Provide an indicative costing you will charge to candidate for the delivery of the course. | Click or tap here to enter text. | |

**Additional Comments**

Click or tap here to enter text.

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| **Payment Details** *- for Expression of Interest processing fee:* | | | | | | | | |
| Please indicate which option you would like to use by ticking the relevant box.  *Note: Payment must be paid prior to commencement of processing your application.* | | | | | | | | |
| Visa | | | Mastercard | | | Direct Deposit | | |
|  | | | | | | | | |
| **Credit Card Payments** | | | | | | | | |
|  | | | | | | | | |
| Card Number | Click or tap here to enter text. | | | | Expiry Date | | | Click or tap here to enter text. |
| Cardholders Name | | Click or tap here to enter text. | | | | | | |
|  | | | | | | | | |
| **Direct Deposit** | | | | | | | | |
| EEISC | | | BSB: 082 968 | | | Acc No: 653 252 846 | | |
|  | | | | | | | | |
| **ACCOUNTS OFFICER** | | | | | | | | |
| *For invoicing purposes please provide the name and contact details of your accounts officer.* | | | | | | | | |
| Name: | Click or tap here to enter text. | | | Phone | | | Click or tap here to enter text. | |
| Email | Click or tap here to enter text. | | | Postal Address | | | Click or tap here to enter text. | |

**Authorisation**

I, INSERT NAME hereby declare that our organisation, INSERT ORGANISATION meets the above selection criteria to apply for the delivery of Refrigeration and Air-Conditioning- Minimum Australian Context Gap Course. We understand approval must be given by Energy Skills Australia, in which they will grant us with a license to put forward with our application to our State Training Authority/ASQA.

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| Primary applicants’ signature: |  |  |  |
|  |  |  |  |
| Primary applicants’ name: | Click or tap here to enter text. | Date: | Click or tap here to enter text. |