



Australian Government
Department of Industry,
Innovation and Science

**National
Measurement
Institute**

Recognition Kit Instructions

Verifiers and Weighbridge Operators
May 2018

Contents

Background	3
Roles of verifiers and weighbridge operators	3
What does competence mean?.....	3
What are recognition kits?.....	3
What does recognition mean?.....	4
What is the recognition process?	4
How are recognition kits completed and submitted?	4
What is the assessment process?.....	5
How is the assessment result formalised?	5

Background

The National Measurement Institute (NMI) is responsible for trade measurement in Australia. NMI has made a commitment to provide a nationally recognised training framework for verifiers and weighbridge operators.

The training framework includes the assessment and recognition of an individual's competence against relevant **performance and knowledge evidence and meeting assessment conditions** related to their work. These criteria are set out in **units of competency** and **assessment requirements** which have undergone an extensive consultative process with industry and other stakeholders. In most cases units of competency have been combined into specific **Skill Sets** related to measuring instrument types. By obtaining the appropriate unit of competency or Skill Set a verifier/weighbridge operator is able to demonstrate their competence. Successful completion of an appropriate **recognition kit** demonstrates competence for that Skill Set.

These instructions are designed to give you step-by-step information on how:

- to complete and submit your recognition kit
- to enrol in the recognition process
- your recognition kit will be assessed.

Go to www.measurement.gov.au/training and choose the recognition kit appropriate to your area. Here you will find a full list of the recognition kits available as well as more information on units of competency and Skill Sets.

Roles of verifiers and weighbridge operators

Under a servicing licence, **verifiers** test measuring instrument suitability for trade use and mark them with a verification mark. Only verifiers deemed competent and registered by NMI may verify instruments used for trade. Measuring instruments are verified in accordance with legislation and relevant test procedures using suitable and traceable reference standards of measurement. All verifiers must hold a statement of attainment relevant to the subclass(es) of instruments they intend to verify under a servicing licence.

Weighbridge operators ensure that measurements carried out using public weighbridges comply with legislation. At least one public weighbridge operator employed by a public weighbridge licensee must hold the statement of attainment for Operate weighbridges. This weighbridge operator must have been deemed competent and have been notified to NMI by the public weighbridge licensee.

What does competence mean?

Competence means that you can conduct a verification task (verifiers) or public weighing (weighbridge operators) by applying the relevant knowledge, skills and attitude required in the workplace against the set performance criteria.

To be assessed as competent for each of these units, you will need to provide a recognition kit that demonstrates you can perform tasks to the required standard. Once you have been assessed as competent, you will be awarded a nationally recognised Statement of Attainment for the appropriate Skill Set or unit of competency. This is evidence that you are competent to conduct the appropriate tasks in your role.

What are recognition kits?

Recognition kits are key components of the assessment process. They are designed as a tool to allow verifiers/weighbridge operators to demonstrate their competence. They can also be used by

managers to identify their employee's knowledge and skills and determine any additional training that may be required.

What does recognition mean?

Recognition means recognising the skills and knowledge you have acquired relevant to the subject for which you are being assessed. If you are an experienced verifier/weighbridge operator and/or have completed relevant training programs you may already be performing to the required standard and this recognition process identifies and acknowledges your skills and knowledge.

Recognition is a streamlined assessment process that allows you to demonstrate your competence.

Each recognition kit is designed to help you to:

- identify the evidence you will need to confirm your competence
- collect and present the evidence in the most efficient way.

What is the recognition process?

The recognition process involves identifying and collecting appropriate evidence and assembling it into a recognition kit that covers your previous learning and work experience. An assessor will review your submitted kit and conduct a phone interview with you to confirm your skills and knowledge. Based on the evidence in your recognition kit and your responses during the phone interview your assessor will make a judgement regarding your competence.

It is vital that the evidence you supply is authentic, i.e. you have personally performed the tasks covered by the evidence. The test reports/documents/measurement tickets you include with the kit should come from activities that you have completed under the supervision of a competent person.

Your evidence must also be up-to-date and relevant to the assessment requirements. Each recognition kit provides detailed information regarding the type/s of evidence you should provide.

How are recognition kits completed and submitted?

Step 1 Collect your evidence and complete the recognition kit

As you read through the recognition kit complete your personal details and those of your supervisor or referee as well as your work history.

Complete the written assessment questions.

Collect the evidence required to complete the recognition kit. This may include copies of test reports, POS or weighbridge tickets and/or relevant calculations. The requirements are detailed in each recognition kit. Provide as much evidence as possible that shows how you have dealt with unusual situations.

Read through the forms that will be completed by your assessor as this will allow you to understand what they will be looking for when they review your recognition kit.

Ask your supervisor or referee to complete the report included in the kit that confirms your ability to perform the required tasks. If you are a sole trader and there is no available referee note this on the form. Referees must describe their business relationship with you.

Please contact the NMI Administrator if you require support while collecting your evidence and completing your recognition kit, particularly if:

- You need assistance in understanding the requirements for compiling your kit.
- You have difficulties in obtaining access to instruments to test.

- You do not have a supervisor or industry mentor.

email: NMIAdministrator@measurement.gov.au

phone: (02) 8467 3796 (training helpline)

Step 2 Submit your completed recognition kit

Submit your completed recognition kit as either hard copy or scan it and email it to us.

Send **hard copy kits** (loose leaf, ideally in a plastic sleeve with no staples, clips, pins or tape) to:

National Measurement Institute
Attn: Shelley Carroll
PO Box 264
Lindfield NSW 2070

Remember to keep a copy of your kit/s as you may need to refer to it/them during your interview with the assessor.

Email **scanned kits** as **one** file to: nmiadministrator@measurement.gov.au.

Step 3 Enrol in the recognition process

At the same time as step 2 you need to complete the enrolment process. Follow the enrolment instructions shown at www.measurement.gov.au/training. If paying by credit card you can do this online.

You will need to include certified photo ID with your enrolment form. Generally a copy of your driver's licence which has been signed by a JP will satisfy this requirement.

Your Unique Student Identifier (USI) must be shown in the specified section on the enrolment form. You will receive an email to confirm your enrolment. If you do not have a current USI, you can obtain one from <https://www.usi.gov.au/students>

What is the assessment process?

To determine your competency your assessor will:

- review your recognition kit
- mark your written assessment
- review any test reports, weighbridge tickets, calculations or other evidence you have submitted
- conduct a phone interview with you
- observe your practical skills (if required).

During the interview your assessor will ask questions to clarify your underpinning knowledge and skills. They may also discuss your work experience.

Your assessor will determine if you meet the assessment requirements (i.e. you are **competent**), or whether you need to provide additional evidence and/or undergo further training before being re-assessed (i.e. you are **not yet competent**).

How is the assessment result formalised?

Your assessor will use the assessment recording form in the recognition kit to record the assessment result and comments. This form documents the basis of the assessment decision, the sources of evidence used to judge your competence, any feedback provided to you and suggestions for further learning and development (if required). Your assessor will also sign the form, send the completed recognition kit to the NMI Administrator and advise you of your assessment result.

The NMI Administrator will:

- email your assessment result to you, your supervisor and the legal metrology pattern approval, policy and licensing section
- issue the statement of attainment for the Skill Set or unit of competency if you have been assessed as competent.

NMI may keep an electronic copy of your completed recognition kit together with any relevant feedback.

Notes:

If you disagree with the assessor's decision and feedback, the administrator can provide information about having the matter reviewed by NMI's training manager.

The assessment process will be cancelled if the participant withdraws by notifying the NMI Administrator in writing.

The assessment process may be cancelled if the participant has not submitted their evidence within 6 month from enrolment.