



AUR32220 CIII in III Automotive Glazing Technology RPL Application

Candidate Information and Application Forms

This information is to be given to the candidate for them to read about the RPL process and to complete the appropriate forms.

WHAT DOES IT MEAN TO BE RECOGNISED IN THE AUTOMOTIVE GLAZING INDUSTRY

Certificate III in Automotive Glazing Technology (AUR32216) is the qualification that is recognised by the automotive industry for a career working in vehicle glazing. Generally speaking, the job is hands-on and practical and involves diverse duties involved with vehicle glazing.

The Certificate III in Automotive Glazing Technology is made up of 30 Units of Competency, 18 core units and 12 elective units, up to 5 units may be chosen from a Certificate III qualification or above in this Training Package or another endorsed Training Package or accredited course, provided that the units chosen contribute to the vocational outcome of this qualification and do not duplicate the outcome of another unit chosen for the qualification.

To gain the compulsory units for the certificate you will need to be able to demonstrate that you can currently do some or all of the following:

- Skills in handling glass and glazing materials
- Sound ability to use tools and equipment relevant to the automotive glazing industry
- Sound working knowledge of enterprise procedures and industry standards for automotive glazing requirements
- Sound skills and knowledge to remove, repair and/or install glass and glazing components to a variety of vehicles
- Ability to assess customer requirements
- Work to specifications, drawings and other relevant instructions
- Sound working knowledge of the relevant Workplace Health and Safety legislation that applies to the automotive industry.

You may have other automotive skills that can also be used to get recognition in additional units towards a Certificate III in Automotive Glazing Technology.

“If you are doing these roles in your job, then don’t write off your skills – consider getting them recognised.”

The following Principles of Assessment from **Standards for Registered Training Organisations** apply to the **Recognition for Prior Learning** process.

Principals of Assessment:

Fairness: The individual learner’s needs are considered in the assessment process. Where appropriate, reasonable adjustments are applied by the RTO to take into account the individual learner’s needs. The RTO informs the learner about the assessment process, and provides the learner with the opportunity to challenge the result of the assessment and be reassessed if necessary.

Flexibility: Assessment is flexible to the individual learner’s needs by reflecting the learner’s needs, assessing competencies held by the learner no matter how or where they have been acquired; and drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual.

Validity: Any assessment decision of the RTO is justified, based on the evidence of performance of the individual learner. Validity requires: assessment against the unit/s of competency and the associated assessment requirements covers the broad range of skills and knowledge that are

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essential to competent performance; assessment of knowledge and skills is integrated with their practical application; assessment to be based on evidence that demonstrates that the learner can demonstrate these skills and knowledge in other similar situations; and judgement of competence is based on evidence of learner performance that is aligned to the unit/s of competency and associated assessment requirements.

Reliability: Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.

Rules of Evidence:

Validity: The assessor is assured that the learner has the skills, knowledge and attributes as described in the unit of competency and associated assessment requirements.

Sufficiency: The assessor is assured that the quality, quantity and relevance of the assessment evidence enable a judgement to be made of a learner's competency.

Authenticity: The assessor is assured that the evidence presented for assessment is the learners own work.

Currency: the assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or very recent past.

TIPS AND HINTS TO HELP YOU PREPARE FOR RECOGNITION

To have skills formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

Here are some tips and hints for you:

1. Be prepared to talk about your job roles and your work history. Bring a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there.
2. Bring your position description and any performance appraisals you have from any automotive glazing companies you have worked with.
3. Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goals to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?
4. Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skills level.
5. Collect any certificates from in-house training or formal training you have done in the past.
6. You can speak with your training organisation about other ways you can show your skills in the automotive glazing industry. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.

STEPS IN THE RPL PROCESS

Step 1 – Provide information of your skills and experience

Complete the attached forms and provide as much information of your previous experience in the automotive industry as you can. This is your first opportunity (and not the last) to provide proof of your variety of experience in the industry. Here you can supply examples of your work history which could include:

General employment documents

- Brief CV or work history
- Position descriptions
- Certificates/results of assessment
- Details of in house courses, workshops, seminars, orientation or induction sessions
- References/letters from previous employers/supervisors

Workplace documents

- Any licences
- Brief CV or work history
- Certificates/results of assessment
- Indentures/trade papers
- Certificates/results of assessment – interstate/overseas
- Certificates/results of assessment – universities
- Tickets held e.g. forklift, crane, etc.
- Photographs of work undertaken (must be verified)
- Diaries/task sheets/job sheets/log books
- Site training records
- Site competencies held record
- Membership of relevant professional associations
- Hobbies/interests/special skills outside work e.g. club courses, Surf Life Saving
- References/letters from previous employers/supervisors
- Industry awards
- Any other documentation that may demonstrate industry experience

Depending on the industry you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL as the Assessor will work with you during the RPL process.

You will also need to supply contact details of one or two work referees who can confirm your skills in the industry.

Step 2 – Conversation with Assessor

An assessor will review the information you have provided (usually with you) and begin to match up your skills to the units/subjects in the qualification. At this point, you will have the opportunity to discuss and identify your previous experience with the assessor who will understand your industry experience and conduct a competency conversation with you. You will be required to answer automotive glazing industry related questions to identify your current skills.

Step 3 – Practical demonstration of your skills

The assessor will conduct a practical skills test at your workplace (if appropriate) or at another suitable venue. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focussed on skills that are required in the qualification. Your assessor will identify the skills that he/she will want you to demonstrate.

Further steps

After the assessment, your assessor will give you information about the skills that have been recognised and whether you have gained the full qualification. If you do have skill gaps, these may be addressed through flexible training.

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**APPLICATION – Self Assessment Questionnaire
AUR32220 Certificate III in Automotive Glazing Technology**

Candidate Name: _____ **Date Completed:** _____

Please use the table below to identify your level of experience in each competency.

Unit Code	Unit Title	I have performed these tasks		
		Frequently	Sometimes	Never
SECTION A – Core Units				
AURACA003	Build customer relations in an automotive workplace			
AURAEA002	Follow environmental and sustainability best practices in an automotive workplace			
AURAF003	Communicate effectively in an automotive workplace			
AURAMA001	Work effectively with others in an automotive workplace			
AURASA002	Follow safe working practices in an automotive workplace			
AURTTK002	Use and maintain tools and equipment in an automotive workplace			
AURVTA001	Prepare vehicles for customer use			
AURVTG001	Repair laminated glass windscreens			
AURVTG002	Remove and install rubber glazed windscreens			
AURVTG004	Remove and install direct glazed windscreens			
AURVTG007	Clean vehicle glass surfaces			
AURVTG009	Remove and install vehicle fixed body glass			
AURVTG010	Remove and install vehicle moveable body glass			
AURVTG012	Remove and install heavy vehicle rubber and direct glazed windscreens			
AURVTG013	Remove and install large vehicle windscreens			
AUTVTN011	Remove and install vehicle rear vision mirrors			
MSFGG2005	Apply basic glass handling			
MSFGG3001	Store and handle glass			
SECTION B – Elective Units				
AUMGTG001	Install fixed and moveable glass components on vehicles			
AURAF002	Read and respond to automotive workplace information			
AURAF004	Resolve routine problems in an automotive workplace			
AURETR025	Test, charge and replace batteries and jump start vehicles			
AURSCA001	Select and supply automotive parts and products			

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Unit Code	Unit Title	I have performed these tasks		
		Frequently	Sometimes	Never
AURVTG008	Cut and process vehicle and machinery flat laminated glass			
AURVTG011	Install side vehicle windows			
AURVTN035	Apply original equipment manufacturer repair procedures during vehicle repairs			
AURVTP002	Mask vehicle parts and components			
AURVTT007	Clean plastic trim and fitting of vehicles			
AURVTT008	Clean vehicle interior trim			
AURVTV001	Remove, replace and test non-electrical components and accessories			
BSBFLM312	Contribute to team effectiveness			
BSBWHS301	Maintain workplace safety			

Candidate Signature: _____ **Date:** _____

RPL APPLICATION FORM

Applicant Details:

1. Occupation you are seeking recognition in	AUR32216 CIII in Automotive Glazing Technology	
2 Personal Details		
Surname		
Preferred Title (Mr, Mrs, Ms, Miss)	Mr	
First Name/s		
Any other name used		
Home Address		
Postal address if different from above		
Telephone Numbers	Home:	Work:
	Mobile:	Fax:
Date of Birth	/ /	
Gender	MALE <input type="checkbox"/> / FEMALE <input type="checkbox"/>	
Age		
Are you a permanent Resident of Australia	YES <input type="checkbox"/> / NO <input type="checkbox"/>	
3 Current Employment		
Are you currently employed?	YES <input type="checkbox"/> / NO <input type="checkbox"/>	
If Yes, in which occupation are you currently employed?	
Who is your current employer?	
4. Armed Forces details (If Applicable)		
Branch of Service		
Trade classification on discharge		

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5. Further Training	
Have you undertaken any training courses related to the occupation applied for?	YES <input type="checkbox"/> / NO <input type="checkbox"/>
If Yes	
What occupation were you trained in?	
Training completion Date (month, year)	
Country where you trained	
Name of course and institution (if applicable)	
6. Is there any further information you wish to give in support of your application	
7. Professional Referees (relevant to work situation)	
Name
Position
Organisation
Phone Number
Mobile Number
Email Address
Name
Position
Organisation
Phone Number
Mobile Number

Email Address
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APPLICANT EMPLOYMENT HISTORY FORM

Name, Address and Phone number of Employers	Period of Employment (DD/MM/YYYY)		Position Held	Full time Part time Casual	Description of Major Duties
	From	To			
1.					
2.					
3.					
4.					

Attach additional sheet if required

If you are including documents in your application, please provide a brief description below

Document Description (e.g. resume, photos, awards etc.)	Office Use Only – Assessor to use this section to align documents to specific units of competency and identify key questions for competency conversation

Declaration

I declare that the information contained in this application is true and correct and that all documents are genuine.

Candidate Signature: _____ **Date** _____

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NOTES: