



## RECOGNITION OF TRAINING COURSES CERTIFICATE III – SURFACE PREPARATION & COATING APPLICATION

*Editorial Note: This version updates the link to new PCCP website.*

### 1. SCOPE

This document details the criteria for PCCP recognition of training courses providing basic surface preparation and painting skills to national Certificate III standard.

### 2. INTRODUCTION

A contractor accredited to any PCCP Class (refer PCCP Document PP-D007) is required to employ suitably qualified person/s to undertake inspection and control of projects involving surface preparation and coating application.

Historically, as there had never been a nationally available course providing the requisite level of skills, PCCP was unable to stipulate that such training was a mandatory requirement of accreditation.

Now that such courses are becoming nationally available, PCCP has decided to begin the process of ensuring that Key Staff engaged by accredited (or applicant) contractors, are given the necessary level of skills training and formal qualifications.

It is accepted that this will be medium term goal, not achievable in the short term. However, all contractors are encouraged to begin the process of providing their staff with this training. The initial requirement will be to have foremen/supervisors etc trained to Certificate III standard. The longer term goal will be to have all personnel performing coating work trained to Certificate III standard.

In order to ensure that all courses developed and presented by individuals and companies with a wide range of backgrounds, experience and skills, have a consistent content and quality, PCCP “recognise” those courses that comply with these defined minimum requirements.

### 3. AUTHORITY & RESPONSIBILITY

The Executive Officer, PCCP (EO) is responsible for the content of this document and has the authority to implement its requirements.

### 4. REFERENCED DOCUMENTS

This procedure makes reference to the following documents;

1. PCCP Document D004 Complaints & appeals.
2. PCCP Document D003 Schedule of Fees
3. PCCP Document D007 Categories and Classes.
4. Form PP-F031 Initial application for PCCP Recognition of Training Course.
5. Form PP-F032 Application for Re-Recognition of PCCP Training Course

PCCP documents may be downloaded from the web site at <http://vs.csiro.au/pccp/documents>.

### 5. DEFINITIONS & ACRONYMS

#### 5.1 Definitions

There are no terms requiring special definition in this document.

#### 5.2 Acronyms

CSIRO Commonwealth Scientific and Industrial Research Organisation  
EO Executive Officer, PCCP  
PCCP Painting Contractor Certification Program  
ASQA Australian Skills Quality Authority

### 6. COURSE RECOGNITION PROCESS

#### 6.1 Pre-application activity

- a) Organisations considering recognition for an existing Certificate III course or the development of a new course shall ensure that the course complies with all the requirements listed in Table 1 below.

#### 6.2 Application activity

- a) Each application shall;
  - i) Be on the prescribed form PCCP Form PP-F031.
  - ii) Have attached evidence of compliance to the required elements in Table 1 below – summary of course, content, certificate example etc (refer section 3 of the application form F031).
- b) Upon receipt of the application, the EO shall raise a Service Agreement for signature by a responsible person from the organisation. Once the signed Agreement is received by CSIRO, an invoice for the application fee as detailed in PCCP Document PP-D003 will be raised for payment.

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**6.3. PCCP evaluation activity**

- a) The EO shall assess the application and all supporting evidence for compliance to requirements as detailed in clause 10 below.
- b) The EO shall resolve with the Applicant any errors or omissions that may impact on the progress of the Application.
- c) The Application may be referred to the PCCP Technical Panel for adjudication if deemed necessary and appropriate by the EO.
- d) Where the EO and Applicant are unable to resolve any issues, the EO shall advise the Applicant that the application has been unsuccessful and shall include reason(s) for arriving at this decision.

**6.4 Post evaluation activity**

- a) Applications deemed to have satisfied all requirements in clause 10 below shall be listed by the EO as Recognised.
- b) The EO shall prepare and issue a Certificate of Recognition detailing;
  - the Applicant course name and any associated unique course code
  - the name of the course provider
  - the date of recognition of the course
  - the expiry date for recognition
- c) The expiry date for recognition shall be not more than three (3) years from the date of application.

**7 RE-RECOGNITION ACTIVITY**

- a) Prior to the expiry of Recognition for the course, the EO shall advise the course provider that, if desired, re-Recognition for the nominated course is possible and necessary for continuing PCCP Recognition.
- b) The application for re-recognition shall comprise a declaration of changes to the Recognised course.
- c) The application for re-recognition shall be on the prescribed form PCCP Form PP-F032.
- d) The fee appropriate to the application shall be invoiced by PCCP – refer PCCP Document PP-D003.
- e) The EO shall assess the changes to the course and decide whether the course continues to comply with the requirements of Table 1 below.
- f) Where doubt exists, the EO shall attempt to resolve the issue(s) with the course provider. The EO may choose to involve the PCCP Technical Panel if deemed necessary.
- g) Where the course continues to meet all requirements, the EO shall;
  - Prepare and issue a new certificate conforming to 6.4b) above
  - Update the PCCP web site listing accordingly.

**8. APPEALS & COMPLAINTS**

- a) Appeals against decisions of PCCP or its officers or its processes or practices shall be subject to the process outlined in PCCP Document PP-D004.

Note 1: ASQA maintains a Register of RTOs at;  
<http://www.myskills.gov.au/courses>

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### 10. REQUIREMENTS FOR COURSE RECOGNITION

Criteria	Requirement
<b>10.1 General</b>	
a) Course developer	The developer of the course shall be person/s or organisation/s with significant knowledge of, experience in, the development of training courses that comply to ASQA requirements as RTOs. Examples (non-exhaustive) of acceptable organisations are; a university or other tertiary institute with either experience in, or working in conjunction with consultants appropriate to, the industry as detailed below.
b) Training provider	The training providers shall be an organisation accredited as a Registered Training Organisation (RTO) by ASQA. Examples (non-exhaustive) of acceptable providers are; a suitable tertiary institute eg TAFE or University;
c) Delivery format	The course shall be delivered by suitable and appropriate means. Examples of such means are either a DVD (computer based) learning and field based session or a class room presentation which shall include site visit(s)
d) Course presenter	The course presenter/s shall have at least 10 years coating industry experience and/or approved training delivery qualifications.
e) Course accreditation	The course shall be accredited by ASQA
<b>10.2 Course content</b>	
a) Course structure	To be awarded the Certificate III in Surface Preparation and Coating Application competency must be achieved in thirty one (31) units of competency. <ul style="list-style-type: none"> <li>■ eleven (11) core units of competency</li> <li>■ twenty (20) elective units of competency, five (5) of which may be selected from this Training Package, other endorsed Training Packages and accredited courses, as specified.</li> </ul> The courses shall comprise a mixture of mandatory Core Competencies and optional Elective subjects. Elective Units shall include, but not be limited to, the following topics – surface preparation methods; coating application methods; inspection and test equipment use and interpretation; SHE&Q (safety, health, environment & quality systems)
b) Surface preparation	Methods and equipment typically used eg wet & dry abrasive blasting; chemical removal; hand tool use; waste management (environmental, WHS); theoretical (class) work & practical work.
c) Coating application	Methods and equipment typically used eg airless & air assisted spray, brush & roller; coating types (products, VOCs, environmental, WHS); theoretical (class) work & practical work.
d) Personnel protection compliance plans	PPE including fitting & maintenance; personal hygiene practices; medical monitoring; removal from exposure plans;
e) QA	Documentation & record keeping requirements
<b>10.3 Criteria related to Participants</b>	
a) Assessment of competency	Determination of satisfactory completion of the course shall be either via written or verbal assessment of participants by the course presenter, or practical demonstration or a combination of each.
b) Recognition of completion	Satisfactory completion of all requirements shall be demonstrated by the issue of a Certificate of Achievement to each participant.
c) Criteria for certificate presentation	Examiner shall provide details of assessment & Certificate of Achievement requirements

**Table 1 Requirement for Recognition**