1. The foundation upon which the access to and operation of the school’s technical resources, referred to as technical facilities, including laboratories and machinery is the Competency Based Training System. In particular the four key elements of the CBTS provide the tools by which School resources are to be managed. These key elements include Qualification, Experience, Attitude and Currency. Each of these key elements provides the means in which to empower both students and staff to be actively involved in their learning experience and enhance their understanding and practical application of their chosen degree. The application and management of the School’s Competency Based Training System is through the Technical Competency Record (TCR).

Aim

2. The aim of this document is to provide guidance on the application and management of the Competency Based Training System as applied by the School of Engineering and Information Technology.

Authority

3. The Head of the School of Engineering and Information Technology through the authorised delegate, Deputy Head of School (Technical Support) provides authority for this document. This document is subordinate to the governing Workplace Health and Safety Regulations and University Policy. The document is authoritative to all subordinate SOPs and SWPs to be adopted and adhered to within the participating technical facilities where the subject system is employed. For further reference refer to the schools document tree.

General Overview of the Competency Based Training System

4. Competency Based Training (CBT) was introduced in the late 1980s as part of wider economic policy measures to improve the skill levels of the Australian workforce, enable Australian industry to be more competitive in global markets and establish new career structures for the Australian workforce. CBT has remained a key element of Australian Vocational Education and Training (VET) system policy adopted by successive governments at Federal, State and Territory levels ((NCVER), 2012). In short the Competency Based Training System identifies and maps the competencies required to carry out specific roles/occupations within the workplace.

5. From the School’s perspective the application of the CBT System provides the means by which individuals can be trained and appropriately prepared to carry out roles and tasks within the technical facilities with competence and safety. As previously described, the key attributes of the CBT system include: Qualification, Experience, Attitude and Currency. Each of these attributes will be described in detail in this document.
**Competency Qualification**

6. The competency qualification is a baseline attribute of the competency elements attained after undergoing formal training and having met the prescribed assessment criteria as described in the approved Training Management Plan (TMP). After successfully completing the prescribed competency course, the new competency holder’s details will be registered in accordance with the Competency Based Training Record Standard Operating Procedure (SOP). Details and scope of all individual competencies are to be articulated in the associated course Training Management Plan (TMP) for each competency. All competency holders are to be fully aware of these details, both supervisors and competency holders, are to make themselves aware of the competency’s details as this outlines the scope of work that can be carried out in the technical facility by the competency holder.

**Competency Experience**

7. The CBT System is designed to build on the individual’s original qualification by providing and recognising the experience gained and accumulated by each competency holder. In achieving this, the CBT System articulates the levels of supervision required in order to support the competency holder’s experience and confidence in carrying out the task for which the competency qualification has been awarded.

8. **Supervision.** The Competency Based Training System is designed to empower the technical facility competency holder, through the application of education and training, to work safely in the workshop or laboratory environment within the scope (limits) of their acquired competency. The system is designed to mitigate potential risk to technical facility users through the application of education and training and a rationalised approach to the application of supervision. The application of supervision is based upon the participant’s level of qualification, experience, attitude and currency. The supervisory role carried out by both Level 3 and Level 4 technical facility competency holder is to be regarded as a competency in itself. Details of the supervisory competencies, including assessment criteria, are outlined in the associated TMP. Similar to other competencies, the details of the supervision competencies awarded to individuals are to be annotated and authorised through the Technical Competency Record (TCR). Supervision competencies are based upon the supervision of specific competencies; and supervisors awarded such a competency may only supervise participants working under the competency for which supervision authorisation is granted.

9. Authorised supervisors allocated to the laboratory or workshop in the capacity of a supervisor for any activities booked through the Technical Facility Booking System (TFBS), must be present and unencumbered for the period booked. Supervisors working in the capacity of a supervisor must not be distracted by other work but dedicated to the supervisory role for the period booked.

10. **Competency Levels.** The Competency Level establishes the level of supervision required by the competency holder when utilising the technical facility. This is a function of both experience and currency. Outlines of these levels are as follows:

**Level 0** – is the level awarded to technical facility participants who are undergoing training or are deemed Not Yet Competent (NYC) and are awaiting further training or re-assessment. These participants must be closely supervised by a level 4 supervisor, with a supervision ratio of no more than 4:1.

**Level 1** – is awarded to technical facility users who have successfully attained the competency and have less than 20 hours of experience (this period is to be
reviewed regularly) carrying out work pertaining to that competency or (to restore a higher-level competency) where level 2 and a lapse of currency. These participants must have at least a Level 3 Supervisor present in the workshop and to conduct safety checks. Safety checks are to be carried out by the Level 3 Supervisor prior to conducting any operations whenever the configuration of either the tooling or work is changed.

**Level 2** - is awarded to technical facility users who have successfully attained the competency and have greater than 20 hours (see above) of current experience carrying out work pertaining to that individual competency. Participants can use the laboratory or workshop facilities in the conduct of work associated with the scope of the awarded competency under the general supervision of a Level 3 supervisor.

**Level 3** - is awarded to technical facility users who are to fulfill the role as a competency supervisor. Participants awarded Level 3 must hold a trade level qualification or equivalent directly related to the competency to be supervised. Furthermore, to be awarded Level 3, qualifying participants must successfully complete a supervisor’s competence course and meet the associated assessment criteria. Level 3 supervisors can then supervise operations in the workshop directly related to the competencies for which Level 3 has been awarded. All authorised level 3 personnel must have current first aid qualifications.

**Level 4** - is awarded to technical facility users who will assume the roles and responsibilities of a Level 3 and conduct training and assessment associated with the competency system. Participants awarded this level are to demonstrate competence in the delivery of training and assessment in accordance with the competency TMP. Level 4 participants should be familiar with all competencies in the laboratory or workshop but may choose to be assessed at Level 4 for only one or more, and are to assume management responsibilities for the TCR system and the enforcement of the Technical Regulatory System as it is applied to the specific technical facility. All authorised level 4 personnel must have current first aid qualifications.

**Currency**

11. The awareness of currency is important in enhancing the quality and safety of work in the technical facility, and the following should not be viewed as punitive. All participants in the technical facility are to maintain a currency log, which is to be endorsed and signed by at least a Level 3 or Level 4 supervising the work carried out by the competency holder. The Level 3 or Level 4 who was directly responsible for the supervision of the competency under which the work was undertaken must endorse the currency log entry. Failure to complete the currency log and have it endorsed by the responsible supervising authority may result in non-recognition of the work completed under the competency and a loss in currency in that competency. A loss of currency may result in a reduction of competency level, or in the worst case a refresher training in the competency for which currency has been lost.

12. Details describing the Technical Competency Record (TCR), conduct and management can be found within the associated SOP, of which there are two. To accommodate the interim system a hardcopy TCR and associated SOP has been adopted, however, this system will migrate to the electronic version of the system once the database has been fully developed.
Conclusion

13. This document has been developed for the purpose of consolidating information relevant to the application of a competency-based training system within the School of Engineering and Information Technology. The application of this system to each technical facility is further described in detail within the associated Technical Facility SOP.

14. For any general enquiries and advise in the application of this document please contact Technology Support Group Coordinator, on extension 88047.

[Signature]

Deputy Head of School (Technical Support)
School of Engineering and Information Technology

30 March 2015

References: