

**Delivery and Assessment Strategy Templates to  
support quality training and assessment for process  
manufacturing industry employees**

**December 2005**



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The writer wishes to acknowledge that the Qualifications in this resource are derived from the Plastics, Rubber and CABLEmaking Training Package and template resources and checklists are broadly based on the templates from the Teaching and Learning Initiatives Projects, "Training Plan Guidelines" and "A generic skill development program for process manufacturing industries".

# CONTENTS

<b>Introduction</b> .....	<b>5</b>
How to use this resource.....	5
What this resource provides.....	6
<b>The delivery and assessment strategy</b> .....	<b>7</b>
What is a delivery and assessment strategy? .....	7
A step by step delivery and assessment strategy.....	8
<b>Step 1 Packaging the qualifications</b> .....	<b>9</b>
Training Packages.....	9
Customised qualifications packaging .....	9
Example .....	11
<b>Step 2 Identifying Learner needs</b> .....	<b>12</b>
Example .....	13
<b>Step 3 Identifying trainers and assessors</b> .....	<b>14</b>
Example .....	15
<b>Step 4 Identifying competency groupings</b> .....	<b>16</b>
Example .....	17
<b>Step 5 Planning assessment arrangements and validation</b> .....	<b>18</b>
Assessment arrangements.....	18
Assessment validation.....	20
<b>Step 6 Documenting the training plan</b> .....	<b>21</b>
Employer responsibilities.....	22
Learner responsibilities .....	23
Training provider responsibilities .....	24
<b>Templates</b> .....	<b>25</b>
PMA10102 Certificate I in Process Plant Skills .....	26
PMA10202 Certificate I in Process Support .....	32
PMA20102 Certificate II in Process Plant Operations .....	39
PMA20202 Certificate II in Process Support .....	45
PMA30102 Certificate III in Process Plant Operations .....	51
PMA30202 Certificate III in Process Support .....	57
PMA40102 Certificate IV in Process Plant Technology.....	63
PMA50102 Diploma of Process Plant Technology .....	69
PMA60102 Advanced Diploma of Process Plant Technology .....	75
PMB10101 Certificate I in Plastics, Rubber and Cablemaking.....	81
PMB20101 Certificate II in Plastics .....	87
PMB20201 Certificate II in Rubber.....	93
PMB20301 Certificate II in Cablemaking.....	99
PMB20401 Certificate II in Process Manufacturing .....	105
PMB30101 Certificate III in Plastics .....	111

PMB30201 Certificate III in Rubber .....	117
PMB30301 Certificate III in Cablemaking.....	123
PMB30401 Certificate III in Process Manufacturing .....	129
PMB40101 Certificate IV in Polymer Technology.....	135
PMB50101 Diploma of Polymer Technology.....	141
PMB60101 Advanced Diploma of Polymer Technology.....	147
PMC10104 Certificate I in Manufactured Mineral Products.....	153
PMC20104 Certificate II in Manufactured Mineral Products.....	159
PMC20204 Certificate II in Production Support.....	165
PMC30104 Certificate III in Manufactured Mineral Products.....	171
PMC30204 Certificate III in Production Support.....	177
PMC40104 Certificate IV in Manufactured Mineral Products .....	183
PMC50104 Diploma of Manufactured Mineral Products.....	189
PMC60104 Advanced Diploma of Manufactured Mineral Products.....	195

# INTRODUCTION

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This resource has been developed as part of a Training Package Implementation Project funded by the Officer of Training and Tertiary Education. It supports training providers in the planning for and delivery of quality training and assessment for learners enrolled in accredited training programs as part of pre-employment training or currently employed in a sector of process manufacturing industries.

Delivery and assessment strategies are a good practice approach for the preparation of all accredited training whether as a fee-for-service arrangement with a training provider or a contracted or traineeship program. It should reflect the needs of the learner and his or her employer, taking into account job requirements and work organisation and be developed in conjunction with the employer and negotiated with the learner.

Enrolments may be in following programs with public or private training providers:

- Apprenticeships/traineeship (ATTP)
- Priority Education and Training programs (PETP)
- Profile funded training (TAFE only)
- Fee-for-service activities

## HOW TO USE THIS RESOURCE

This resource can be used in variety of ways.

For those who like to read it can be used in its entirety to gain a comprehensive understanding of the assessment in the process manufacturing industries.

For those who prefer to learn as they go it can be used as a resource guide giving support in only those areas in the process where help is needed.

Alternatively it can be used as a reference to refer to when needed.

## **WHAT THIS RESOURCE PROVIDES**

This resource provides guidance and templates for the development of delivery and assessment strategies to address the specific requirements of the Certificate I, II, III, IV, Diploma and Advanced Diploma from the Process Manufacturing Training Packages including:

### **PMB01 Plastics, Rubber and Cablemaking Training Package:**

- Certificate I in Plastics Rubber and Cablemaking
- Certificate II in Plastics
- Certificate II in Rubber
- Certificate II in Cablemaking
- Certificate II in Process Manufacturing
- Certificate III in Plastics
- Certificate III in Rubber
- Certificate III in Cablemaking
- Certificate III in Process manufacturing
- Certificate IV in Polymer Technology
- Diploma of Polymer Technology
- Advanced Diploma of Polymer Technology

### **PMA02 Chemical Hydrocarbons and Oil Refining Training Package**

- Certificate I in Process Plant Skills
- Certificate I in Process Support
- Certificate II in Process Plant operations
- Certificate II in Process Support
- Certificate II in Process Plant operations
- Certificate III in Process Support
- Certificate IV in Process Plant technology
- Diploma of Process Plant Technology
- Advanced Diploma of Process Plant Technology

### **PMC04 Manufactured Minerals Products Training Package**

- Certificate I in Manufactured Mineral Products
- Certificate II in Manufactured Mineral Products
- Certificate II in Production Support
- Certificate III in Manufactured Mineral Products
- Certificate III in Production Support
- Certificate IV in Manufactured Mineral Products
- Diploma of Manufactured Mineral Products
- Advanced Diploma of Manufactured Mineral Products

# **THE DELIVERY AND ASSESSMENT STRATEGY**

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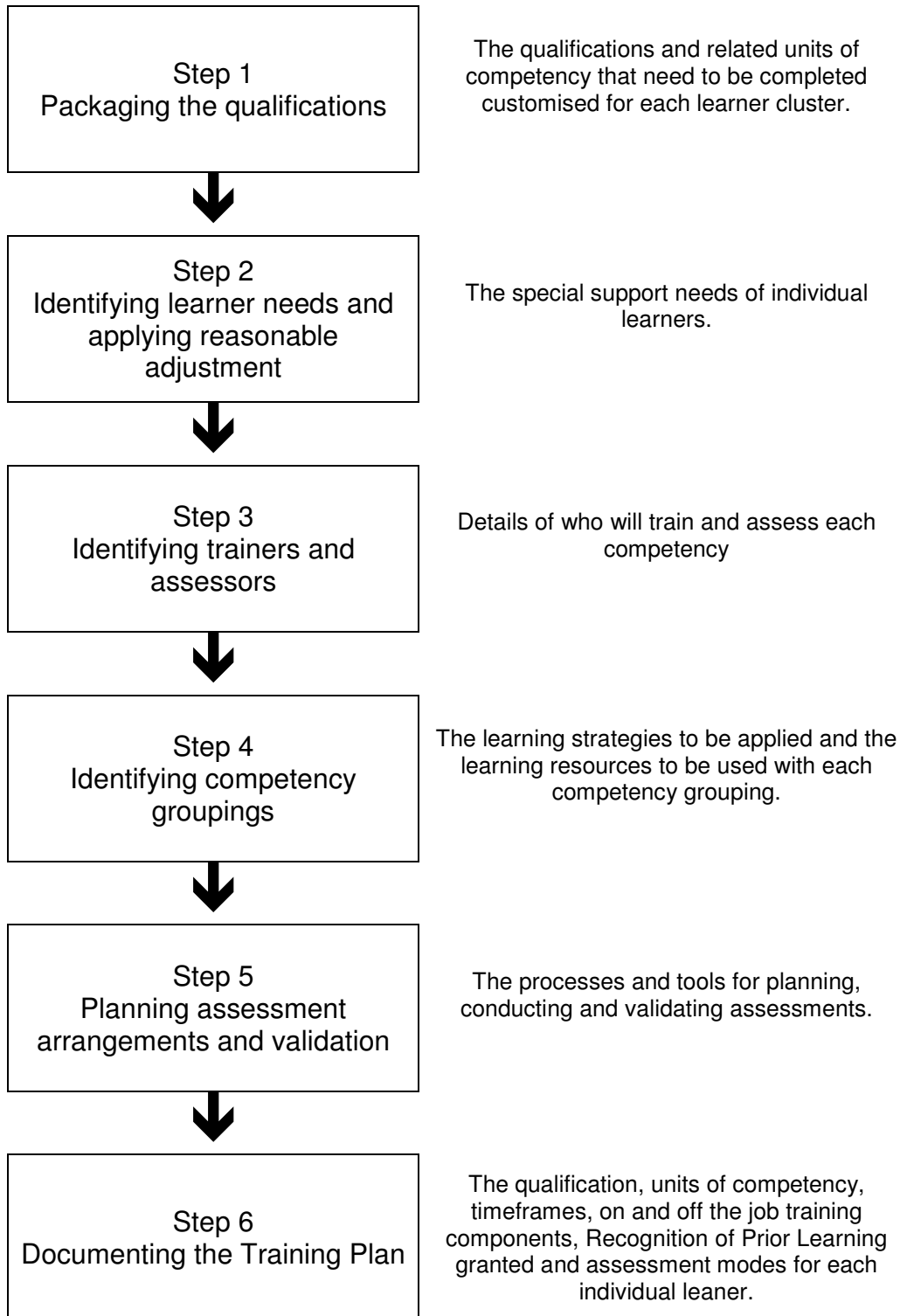
## **WHAT IS A DELIVERY AND ASSESSMENT STRATEGY?**

A delivery and assessment strategy provides an overview of the learning and assessment strategies to be implemented to meet the needs of each learner within a target group.

It is a structured approach for the delivery and assessment of nationally accredited training outlining the content of the training program and the assessment arrangements.

The information and templates provided in this resource when customised to meet the skill needs of individual learners or groups of learners, addresses the planning for training and reporting requirements for enrolment in qualifications within the Plastics, Rubber and Cablemaking Training Package.

## A STEP BY STEP DELIVERY AND ASSESSMENT STRATEGY





# **STEP 1 PACKAGING THE QUALIFICATIONS**

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A key step in the development of a delivery and assessment strategy is deciding which qualifications to deliver to each learner and which competencies to package within each qualification for each learner.

To do this effectively a training provider must possess a thorough knowledge of the Training Package as well as an understanding of the enterprise and the job roles performed by the learners.

## **TRAINING PACKAGES**

Training Packages comprise three endorsed components: the competency standards, the qualifications framework and the assessment guidelines.

Competency standards define the skills and knowledge required for competent performance in the industry.

Assessment guidelines detail the requirements for assessor qualifications and designing and conducting assessments.

The qualifications framework provides the rules for packaging competencies to achieve a qualification at Certificate I, II, III, IV, Diploma or Advanced Diploma level.

## **CUSTOMISED QUALIFICATIONS PACKAGING**

There is a lot of flexibility with respect to how qualifications can be packaged to match job roles, the enterprise needs and meet the Training Package qualifications framework.

Within a target group there may exist a variety of job roles, work activities and enterprise requirements that can be identified and grouped to form learner clusters.

Learner clusters are groups of learners with common job roles and work activities that demand common skills and knowledge requirements. Their skills need can be addressed through a common qualifications packaging within identified learner clusters.

Depending on the size, complexity and structure of a work place and the target group there may be one or more learner clusters within a target group.

The following is a helpful step by step process for identifying learner clusters within a target group.

Step	Activity	Information sources
Step 1	Identify the primary job roles within the target group in the workplace and the work activities performed. For example group of learners may be identified as process workers in the plastics industry responsible for operating an injection moulder, blending raw materials, operating the granulator, process control and finished product quality checking	Consultations with employer and employees Standard operating procedures Job descriptions Organisational chart
Step 2	Identify any secondary roles performed by the learners. For example one process worker may be a safety representative and another process worker may also be a first aider	Consultations with employer and employees Job descriptions Organisational chart
Step 3	Identify any enterprise requirements that may be generic to all learners or specific to particular learners. For example the enterprise may have identified some individuals for team leader development or may be introducing lean manufacturing	Consultations with employer and employees Information on notice boards
Step 4	Organise learners into learner clusters with common knowledge and skill requirements based on information gathered	
Step 5	Identify the common qualifications and common units of competency for each learner group	Qualifications framework

## EXAMPLE

Learner clusters						
Training provider <i>Best Practice Training</i>						
Employer <i>Acme Moulding</i>						
Proposed commencement <i>June 2006</i>						
Clusters	Learners <sup>1</sup>	Primary job role <sup>2</sup>	Work activities <sup>3</sup>	Secondary roles <sup>4</sup>	Enterprise requirements <sup>5</sup>	Common qualification/competencies <sup>6</sup>
Cluster 1	<i>Maria Bella Jack Francis Hien Ng June Parsons</i>	<i>Injection moulder</i>	<i>Blending raw materials, operating the granulator, process control and finished product quality checking</i>	<i>Nil</i>	<i>Nil</i>	<i>Certificate II Plastics</i>
Cluster 2	<i>Frankie Stova</i>	<i>Injection moulder</i>	<i>Blending raw materials, operating the granulator, process control and finished product quality checking</i>	<i>Safety rep</i>	<i>Next in line to be Team Leader</i>	<i>Certificate III Plastics including PMBOHS204B Apply emergency/incident procedures PMBOHS207B Implement and monitor OHS policies and procedures PMBSUP383A Facilitate a team</i>
Cluster 3	<i>Ali Mando Jali Berio</i>	<i>Injection moulder</i>	<i>Blending raw materials, operating the granulator, process control and finished product quality checking</i>	<i>Forklift driver</i>	<i>Nil</i>	<i>Certificate II Plastics including TDTD1097B Operate a forklift</i>

<sup>1</sup> Show each proposed cluster of learners for training delivery and assessment

<sup>2</sup> Identify the common primary job role

<sup>3</sup> Describe the common work activities associated with the primary job role

<sup>4</sup> List the common secondary roles

<sup>5</sup> Record the common enterprise requirements

<sup>6</sup> Determine the common qualification and competencies relevant to common needs

## STEP 2 IDENTIFYING LEARNER NEEDS

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The special needs of learners must be identified during delivery and assessment planning so that all reasonable effort can be made to ensure that training and assessment is delivered fairly and that assessment decisions are valid and reliable.

Information about the special needs of learners is gathered formally during the enrolment and informally through consultations with employees and the employer.

The application of reasonable adjustment does not mean that the competencies are diluted. The integrity of the competencies must be maintained.

Type of special need	Examples of difficulties	Possible reasonable adjustments
Low level literacy and/or language	Learner has difficulty in reading, writing, listening and speaking in English	Oral questioning instead of written test Audio and multimedia resources Plain English written and verbal communications Extra time for training and assessment Use of interpreters
Disability	Learner has an intellectual disability and has difficulty understanding and retaining conceptual information Learner has a physical disability and is confined to a wheel chair Learner has a psychological disability and sometimes the medication makes it difficult for them to concentrate	Extra time for training and assessment Access to advocate Modified demonstration tasks Enabling equipment and software Flexible delivery times
Impairment	Learner is visually impaired Learner is hearing impaired	Enabling equipment and software Use of Braille or Auslan

## EXAMPLE

Learner needs		
Learner cluster <i>Cluster 1</i>		
Qualification <i>Certificate II in Plastics</i>		
Training provider <i>Best Practice Training</i>		
Employer <i>Acme Moulding</i>		
Proposed commencement <i>June 2006</i>		
Learner description <sup>1</sup>		
<i>The learners are mature aged workers with basic high school education. They have had only minimal compliance training over the past 5 years.</i>		
Learners <sup>2</sup>	Special needs <sup>3</sup>	Implications for training and assessment <sup>4</sup>
<i>Maria Bella</i>	<i>Low level language and literacy skills</i>	<i>Conduct training and assessment orally</i>
<i>Jack Francis</i>	<i>Hearing impediment - uses hearing aid</i>	<i>Deliver training and assessment off the floor where there is low ambient noise</i>
<i>Hien Ng</i>	<i>Good reading and writing skills with low level oracy</i>	<i>Conduct training and assessments using written materials and assessment tasks rather than oral</i>
<i>June Parsons</i>	<i>Nil</i>	<i>Nil</i>

<sup>1</sup> Include a brief explanation of the target group and any characteristics of the group to be taken into account in designing the program

<sup>2</sup> List each learner by name

<sup>3</sup> Identify special needs

<sup>4</sup> Indicate program customisation requirements

## **STEP 3 IDENTIFYING TRAINERS AND ASSESSORS**

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The Australian Quality Training Framework and Training Package Assessment Guidelines provide information about the qualifications and experience that assessors and trainers must possess.

The assessor needs to be competent to at least the level of the standard that they are assessing and have completed a recognised assessor training program. They need to have an understanding of how the job is actually being done.

If the assessor is not an expert in the standards they will need to team up with an expert. The assessor is generally responsible for the assessment process being sound and the expert is responsible for devising the assessment tasks, checking off competencies during the assessment and making the final assessment decision.

The delivery and assessment strategy tells us who those trainers, assessors and experts are for each competency.

## EXAMPLE

Trainers and assessors		
Learner cluster 1		
Qualification <i>PMB20101 Certificate II in Plastics (Injection moulding)</i>		
Training provider <i>Best Practice Training</i>		
Employer <i>Acme Moulding</i>		
Proposed commencement <i>June 2006</i>		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core		
<i>PMBHAN103B</i>	<i>Shift materials safely by hand</i>	<i>James Baker</i>
<i>PMBOHS101B</i>	<i>Follow OH &amp; S policies and procedures</i>	<i>James Baker</i>
<i>PMBQUAL101A</i>	<i>Apply quality processes</i>	<i>James Baker</i>
<i>PMBWKOPS101B</i>	<i>Apply work procedures and practices</i>	<i>James Baker</i>
<i>PMBCOMM102B</i>	<i>Complete workplace documents</i>	<i>James Baker</i>
Production		
<i>PMBPREP205B</i>	<i>Assemble materials and equipment for production</i>	<i>James Baker /Sally Davies</i>
<i>PMBPROD230B</i>	<i>Monitor process operations</i>	<i>James Baker /Sally Davies</i>
<i>PMBPROD235B</i>	<i>Use materials and process knowledge to complete work operations</i>	<i>James Baker /Sally Davies</i>
<i>PMBMAINT202B</i>	<i>Undertake basic maintenance</i>	<i>James Baker /Sally Davies</i>
<i>PMBPROD210A</i>	<i>Operate injection moulding equipment</i>	<i>James Baker /Sally Davies</i>
<i>PMBPROD259B</i>	<i>Operate granulating equipment</i>	<i>James Baker /Sally Davies</i>
Support		
<i>PMBQUAL290A</i>	<i>Monitor and maintain product quality</i>	<i>James Baker/Sally Davies</i>
<i>PMBWKOPS106B</i>	<i>Work with others in a team</i>	<i>James Baker</i>
<i>PMBCOMP201B</i>	<i>Use computers in the workplace</i>	<i>James Baker</i>

## **STEP 4 IDENTIFYING COMPETENCY GROUPINGS**

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Grouping units of competency together for assessment is good practice. This occurs where a number of units can be logically combined according to the job tasks performed by the learner.

For example a job task such as recording and reporting accidents may be combined with training and assessment relevant to both completing workplace documents and safety in the workplace.

Grouping competencies makes training and assessment more efficient.

The following points can help with grouping competencies:

- Discuss the major functions the learner performs in their job role. Match these tasks with relevant units of competency and then group. For example it may be possible to group units on operating equipment with units on making measurements and calculations.
- Discuss the learner's work schedule and explore opportunities to demonstrate a range of competencies together. For example it may be possible to observe equipment shut down and a shift change over simultaneously at the end of a shift.
- Discuss opportunities with the learner for doing a project or presentation. For example a learner may be a member of a quality team working on a continuous improvement project within the workplace.

Once the competencies have been grouped the training and assessment strategies can be developed and documented for each grouping.



## EXAMPLE

<b>Competency groupings</b>			
Learner cluster <i>Cluster 1</i>			
Qualification <i>PMB20101 Certificate II in Plastics (Injection moulding)</i>			
Training provider <i>Best Practice Training</i>			
Employer <i>Acme Moulding</i>			
Proposed commencement <i>June 2006</i>			
Unit grouping for delivery/assessment Code/title <sup>1</sup>	Delivery mode(s) <sup>2</sup>	Planned hours of delivery <sup>3</sup>	Resources <sup>4</sup>
<b>Grouping 1</b> <i>PMBHAN103B Shift materials safely by hand</i> <i>PMBOHS101B Follow OH &amp; S policies and procedures</i> <i>PMBCOMM102B Complete workplace documents</i>	<i>Face to face - small groups</i>	60	<i>Best Practice Training learner guide</i> <i>Manual Handling Code of Practice</i>
<b>Grouping 2</b> <i>PMBQUAL101A Apply quality processes</i> <i>PMBWKOPS101B Apply work procedures and practices</i> <i>PMBWKOPS106B Work with others in a team</i>	<i>Face to face - small groups</i>	60	<i>Best Practice Training learner guide</i> <i>Acme Moulding Induction Kit</i>
<b>Grouping 3</b> <i>PMBCOMP201B Use computers in the workplace</i>	<i>Face to face - one on one</i>	40	<i>Best Practice Training learner guide</i> <i>Acme Moulding Work Instructions</i>
<b>Grouping 4</b> <i>PMBPREP205B Assemble materials and equipment for production</i> <i>PMBPROD230B Monitor process operations</i> <i>PMBPROD235B Use materials and process knowledge to complete work operations</i> <i>PMBMAINT202B Undertake basic maintenance</i> <i>PMBPROD210A Operate injection moulding equipment</i> <i>PMBPROD259B Operate granulating equipment</i> <i>PMBQUAL290A Monitor and maintain product quality</i>	<i>Face to face - one on one</i>	200	<i>Best Practice Training learner guide</i> <i>Acme Moulding Work Instructions</i>

<sup>1</sup> Show each proposed grouping of units for training delivery and assessment on a separate line. Show groupings in the order in which delivery is planned.

<sup>2</sup> Show the full range of delivery modes for the grouping Eg face to face, distance, online

<sup>3</sup> Show planned hours of delivery for each delivery mode - include hours of learner time required for completing tasks between sessions

<sup>4</sup> List resources for each unit grouping. Indicate where training provider developed resources will be used

# **STEP 5 PLANNING ASSESSMENT ARRANGEMENTS AND VALIDATION**

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Assessment is the process whereby a qualified assessor gathers evidence, makes a judgment and records whether a person is “competent” or “not yet competent” against a unit or group of units of competency.

In accordance with the Australian Quality Training Framework the training provider must have in place documented assessment arrangements and documented assessment validation processes.

## **ASSESSMENT ARRANGEMENTS**

The assessment arrangements describe the systems and procedures that the training provider has in place to address the four key principles of assessment.

The four key principles of assessment are validity, reliability, flexibility and fairness.

- A valid assessment assesses what it claims to assess. Evidence collected is relevant to the activity and demonstrates that the performance criteria have been met.
- Reliability refers to the consistency or reproductive ability of the assessment. A reliable assessment shows consistent results from one assessment to the next.
- Flexibility in assessment allows for assessment on or off the job and at mutually convenient times and situations.
- A fair assessment does not disadvantage any person and takes into account the characteristics of the person being assessed. A fair assessment provides opportunities for reassessment.

Assessment arrangements include:

- Qualified assessors with appropriate skills and knowledge and/or arrangements for teaming up with experts.
- Processes for preparing the learner for assessment.
- Identification of learner special needs and application of reasonable adjustment.
- Development of assessment methods appropriate to the learner, the job role, the enterprise and the competency.
- Application of quality assessment and evidence gathering tools that have been developed and validated with industry such as observations, questioning, third party reports and supplementary evidence.
- Assessment recording processes.

- Process for reporting assessment outcomes to the learner and an appeals process.

## **ASSESSMENT VALIDATION**

Assessment validation is the process of comparing assessment processes and tools to ensure that assessments are valid, reliable and fair.

Assessment validation can cover the assessment processes, the assessment tools or the evidence contributing to the judgment made by assessors.

The benefits of assessment validation include:

- Facilitates consistent and valid assessment.
- Confirms the needs of clients (learners, enterprises and industry) are met.
- Facilitates assessor professional development.
- Enables enterprise and other stakeholders to contribute to the assessment processes.
- Provides a means of gathering feedback and identifying ways of improving training provider assessment processes.
- Facilitates consistent interpretation of competency standards.
- Allows for the evaluation of the technical quality of the evidence gathering techniques.
- Promotes discussion about aspects of the assessment process, such as reasonable adjustment.
- Fosters the development of informal networks and the exchange of information.
- Provides for the development of benchmark performance standards.

Validation is also a way to ensure that different applications of industry performance criteria or performance benchmarks remain within acceptable limits.

## **STEP 6 DOCUMENTING THE TRAINING PLAN**

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The Training Plan is a working document that outlines the delivery and assessment arrangements for each individual learner.

The Victorian Learning, Education and Skills Commission, through the Victorian Apprentice Administration Branch, requires the development of a Training Plan for each enrolled trainee and apprentice as part of the compliance requirement for a contract of training.

Training Plans ensure that all three parties are clear about what will take place during the training program. The content is negotiated between the training provider, the learner and the employer and sign off by all three parties is mandatory.

Each has responsibilities in relation to the implementation of the delivery and assessment strategy.

## **EMPLOYER RESPONSIBILITIES**

The employer shall:

- Take all reasonable steps to assist the learner to be trained and assessed in accordance with the Training Plan so that competence to the standard of performance required for the qualification outlined is achieved.
- Provide all necessary facilities, resources, equipment and training methods to ensure the learner receives appropriate on-the-job training.
- Meet all relevant costs associated with the on-the-job training.
- Ensure that learner receives the necessary supervision by a suitably qualified person whilst undergoing instruction and training in the workplace.
- Give the learner all reasonable opportunities to receive such other off-the-job instruction or training as may be necessary to enable the them to learn the skills and knowledge as agreed in the Training Plan at a location determined in consultation with the training provider.
- Negotiate the management of the overall training for the purpose of issuing relevant accredited qualifications with the training provider. The training provider will oversee the gathering of evidence and undertake any assessment necessary to determine the competence of the apprentice against the respective unit(s) of competency.
- Provide all necessary assistance to the training provider to meet quality assurance arrangements required in determining competence. This assistance includes supporting the learner in gathering evidence of workplace performance.
- Complete all forms and provide, where necessary, relevant information to the training provider, State/Territory Training Authority, Government agencies/authorities, industrial relations authorities and any other relevant body for administering and monitoring the training.
- Have in place an Occupational Health and Safety policy and bring the policy and its respective obligations to the notice of the learner.
- Maintain appropriate copies of training records of the learner, including progress and performance reports.

## **LEARNER RESPONSIBILITIES**

Under the Training Plan the learner will be aware of and make a commitment to fulfill training responsibilities.

The learner shall:

- Accept all instruction, training, mentoring and coaching as specified in the Training Plan so that competence is achieved in the skills and knowledge specified within the unit(s) of competency in the qualification.
- Make all reasonable efforts to acquire the skills and knowledge indicated in the Training Plan and to maintain satisfactory progress.
- Behave in an acceptable manner while undertaking and completing the approved Training Plan.
- Regularly attend any required off-the-job training with a chosen training provider at an agreed location.
- Comply with the employer's statutory Occupational Health and Safety requirements.
- Complete relevant forms as required and provide necessary information to the employer, training provider, State/Territory Training Authority, and Government agencies/authorities, industrial relations authorities and any other relevant body for administering and monitoring the training.

## **TRAINING PROVIDER RESPONSIBILITIES**

The training provider shall:

- Conduct for each learner a pre-training review of current competencies including literacy and numeracy skills.
- Prepare and sign in conjunction with the learner and employer, a delivery and assessment strategy consistent with the qualification to be attained and customised for the needs of the apprentice including those identified in the pre-training review of current competencies.
- Make all reasonable provisions for the learner to achieve all competencies required for the structured training identified in the Training Plan.
- Ensure that all off-the-job training and assessment is undertaken by appropriately qualified staff in accordance with the requirements of the Training Plan.
- Have in place an Occupational Health and Safety policy and bring the policy and its respective obligations to the notice of the learner.
- Provide Statements of Attainment which contain details of the units of competency and results of units undertaken within the Training Plan.
- On satisfactory completion of the qualification provide the learner with a Certificate that contains details of the units of competency undertaken together with results of all units of training undertaken.
- On satisfactory completion of the qualification advise the State Training Authority that the learner has successfully completed the qualification if learner is enrolled in a government funded training program.



# TEMPLATES

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This section contains a series of templates for developing a delivery and assessment strategy for the following Training Packages and qualifications:

## **PMB01 Plastics, Rubber and Cablemaking Training Package**

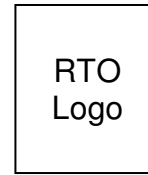
- Certificate I in Plastics Rubber and Cablemaking
- Certificate II in Plastics
- Certificate II in Rubber
- Certificate II in Cablemaking
- Certificate II in Process Manufacturing
- Certificate III in Plastics
- Certificate III in Rubber
- Certificate III in Cablemaking
- Certificate III in Process manufacturing
- Certificate IV in Polymer Technology
- Diploma of Polymer Technology
- Advanced Diploma of Polymer Technology

## **PMA02 Chemical Hydrocarbons and Oil Refining Training Package**

- Certificate I in Process Plant Skills
- Certificate I in Process Support
- Certificate II in Process Plant operations
- Certificate II in Process Support
- Certificate II in Process Plant operations
- Certificate III in Process Support
- Certificate IV in Process Plant technology
- Diploma of Process Plant Technology
- Advanced Diploma of Process Plant Technology

## **PMC04 Manufactured Minerals Products Training Package**

- Certificate I in Manufactured Mineral Products
- Certificate II in Manufactured Mineral Products
- Certificate II in Production Support
- Certificate III in Manufactured Mineral Products
- Certificate III in Production Support
- Certificate IV in Manufactured Mineral Products
- Diploma of Manufactured Mineral Products
- Advanced Diploma of Manufactured Mineral Products



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## PMA10102 CERTIFICATE I IN PROCESS PLANT SKILLS

### Delivery and Assessment Strategy

Training provider	Contact
Employer	Contact
Proposed commencement date	Proposed completion date
Target group size	

### Contents

Template	Completed
Learner clusters	<input type="checkbox"/>
Learner needs	<input type="checkbox"/>
Trainers and assessors	<input type="checkbox"/>
Competency groupings	<input type="checkbox"/>
Assessment arrangements and validation	<input type="checkbox"/>
Training record	<input type="checkbox"/>

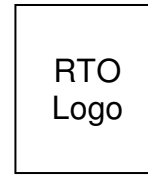
<b>Learner clusters</b>						
Training provider						
Employer						
Proposed commencement						
Clusters	Learners	Primary job role	Work activities	Secondary roles	Enterprise requirements	Common qualification/competencies
Cluster 1						
Cluster 2						
Cluster 3						
Cluster 4						



<b>Trainers and assessors</b>		
Learner cluster		
Qualification PMA10102 Certificate I in Process Plant Skills		
Training provider		
Employer		
Proposed commencement		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core (all four core competencies)		
PMAOHS100C	Follow OHS procedures	
PMASUP100B	Apply workplace procedures	
PMASUP110A	Relay and respond to information	
PMASUP120A	Follow environmental work practices	
Production (select at least two operations competencies)		
Support (select up to two support competencies)		
Imported (select up to one imported competencies from another Training Package)		

<b>Competency groupings</b>			
Learner cluster			
Qualification PMA10102 Certificate I in Process Plant Skills			
Training provider			
Employer			
Proposed commencement			
Unit grouping for delivery/assessment Code/title	Delivery mode(s)	Planned hours of delivery	Resources
Grouping 1			
Grouping 2			
Grouping 3			
Grouping 4			
Grouping 5			





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## PMA10202 CERTIFICATE I IN PROCESS SUPPORT

### Delivery and Assessment Strategy

Training provider	Contact
Employer	Contact
Proposed commencement date	Proposed completion date
Target group size	

### Contents

Template	Completed
Learner clusters	<input type="checkbox"/>
Learner needs	<input type="checkbox"/>
Trainers and assessors	<input type="checkbox"/>
Competency groupings	<input type="checkbox"/>
Assessment arrangements and validation	<input type="checkbox"/>
Training record	<input type="checkbox"/>



<b>Learner clusters</b>						
Training provider						
Employer						
Proposed commencement						
Clusters	Learners	Primary job role	Work activities	Secondary roles	Enterprise requirements	Common qualification/competencies
Cluster 1						
Cluster 2						
Cluster 3						
Cluster 4						

<b>Learner needs</b>		
Learner cluster		
Qualification PMA10202 Certificate I in Process Support		
Training provider		
Employer		
Proposed commencement		
Learner description		
Learners	Special needs	Implications for training and assessment

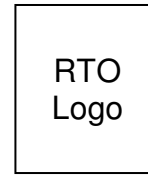
<b>Trainers and assessors</b>		
Learner cluster		
Qualification PMA10202 Certificate I in Process Support		
Training provider		
Employer		
Proposed commencement		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core (all four core competencies)		
PMAOHS100C	Follow OHS procedures	
PMASUP100B	Apply workplace procedures	
PMASUP110A	Relay and respond to information	
PMASUP120A	Follow environmental work practices	
Production (select at least two operations competencies)		
Support (select up to two support competencies)		
Imported (select up to one imported competencies from another Training Package)		

<b>Trainers and assessors</b>		
Learner cluster		
Qualification PMA10202 Certificate I in Process Support		
Training provider		
Employer		
Proposed commencement		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core (all four core competencies)		
PMAOHS100C	Follow OHS procedures	
PMASUP100B	Apply workplace procedures	
PMASUP110A	Relay and respond to information	
PMASUP120A	Follow environmental work practices	
Production (select at least two operations competencies)		
Support (select up to two support competencies)		
Imported (select up to one imported competencies from another Training Package)		

<b>Competency groupings</b>			
Learner cluster			
Qualification PMA10202 Certificate I in Process Support			
Training provider			
Employer			
Proposed commencement			
Unit grouping for delivery/assessment Code/title	Delivery mode(s)	Planned hours of delivery	Resources
Grouping 1			
Grouping 2			
Grouping 3			
Grouping 4			
Grouping 5			

### Training record

Registered Training Organisation:				Employer Name:			Proposed commencement: date:	
Qualification Code and Title: PMA10202 Certificate I in Process Support				Contact person:			Proposed completion date	
Learner: (Apprentice/Trainee)				Position:			Delta Code:	
Units of Competency		Nom Hours	Delivery		Assessment		Date of completion	
Unit Code:	Unit Title		On/off	Trainer	Method	Assessor		



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## PMA20102 CERTIFICATE II IN PROCESS PLANT OPERATIONS

### Delivery and Assessment Strategy

Training provider	Contact
Employer	Contact
Proposed commencement date	Proposed completion date
Target group size	

### Contents

Template	Completed
Learner clusters	<input type="checkbox"/>
Learner needs	<input type="checkbox"/>
Trainers and assessors	<input type="checkbox"/>
Competency groupings	<input type="checkbox"/>
Assessment arrangements and validation	<input type="checkbox"/>
Training record	<input type="checkbox"/>

<b>Learner clusters</b>						
Training provider						
Employer						
Proposed commencement						
Clusters	Learners	Primary job role	Work activities	Secondary roles	Enterprise requirements	Common qualification/competencies
Cluster 1						
Cluster 2						
Cluster 3						
Cluster 4						



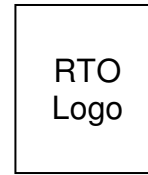
<b>Learner needs</b>		
Learner cluster		
Qualification PMA20102 Certificate II in Process Plant Operations		
Training provider		
Employer		
Proposed commencement		
Learner description		
Learners	Special needs	Implications for training and assessment

<b>Trainers and assessors</b>		
Learner cluster		
Qualification PMA20102 Certificate II in Process Plant Operations		
Training provider		
Employer		
Proposed commencement		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core (all five core competencies)		
PMASUP110A	Relay and respond to information	
PMASUP120A	Follow environmental work practices	
PMASUP100B	Apply workplace procedures	
PMAOHS110B	Respond to emergency situation	
PMAOHS200B	Participate in workplace safety procedures	
Production (select at least four operations competencies from the OPS2XX series)		
Support (select up to seven support competencies including at least 2 units from the 2XX series)		
Imported (select up to two imported competencies from another Training Package)		

<b>Competency groupings</b>			
Learner cluster			
Qualification PMA20102 Certificate II in Process Plant Operations			
Training provider			
Employer			
Proposed commencement			
Unit grouping for delivery/assessment Code/title	Delivery mode(s)	Planned hours of delivery	Resources
Grouping 1			
Grouping 2			
Grouping 3			
Grouping 4			
Grouping 5			

## Training record

Registered Training Organisation:				Employer Name:			Proposed commencement: date:		
Qualification Code and Title: PMA20102 Certificate II in Process Plant Operations				Contact person:			Proposed completion date		
Learner: (Apprentice/Trainee)				Position:			Delta Code:		
Units of Competency		Nom Hours	Delivery		Assessment		Date of completion		
Unit Code:	Unit Title		On/off	Trainer	Method	Assessor			



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**PMA20202 CERTIFICATE II IN PROCESS SUPPORT**

**Delivery and Assessment Strategy**

Training provider	Contact
Employer	Contact
Proposed commencement date	Proposed completion date
Target group size	

**Contents**

<b>Template</b>	<b>Completed</b>
Learner clusters	<input type="checkbox"/>
Learner needs	<input type="checkbox"/>
Trainers and assessors	<input type="checkbox"/>
Competency groupings	<input type="checkbox"/>
Assessment arrangements and validation	<input type="checkbox"/>
Training record	<input type="checkbox"/>

<b>Learner clusters</b>						
Training provider						
Employer						
Proposed commencement						
Clusters	Learners	Primary job role	Work activities	Secondary roles	Enterprise requirements	Common qualification/competencies
Cluster 1						
Cluster 2						
Cluster 3						
Cluster 4						

Learner needs		
Learner cluster		
Qualification PMA20202 Certificate II in Process Support		
Training provider		
Employer		
Proposed commencement		
Learner description		
Learners	Special needs	Implications for training and assessment

<b>Trainers and assessors</b>		
Learner cluster		
Qualification PMA20202 Certificate II in Process Support		
Training provider		
Employer		
Proposed commencement		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core (all five core competencies)		
PMASUP110A	Relay and respond to information	
PMASUP120A	Follow environmental work practices	
PMASUP100B	Apply workplace procedures	
PMAOHS110B	Respond to emergency situation	
PMAOHS200B	Participate in workplace safety procedures	
Support (select up to eleven support competencies including at least 6 units from the 2XX series)		
Imported (select up to two imported competencies from another Training Package)		



<b>Competency groupings</b>			
Learner cluster			
Qualification PMA20202 Certificate II in Process Support			
Training provider			
Employer			
Proposed commencement			
Unit grouping for delivery/assessment Code/title	Delivery mode(s)	Planned hours of delivery	Resources
Grouping 1			
Grouping 2			
Grouping 3			
Grouping 4			
Grouping 5			

<b>Training record</b>							
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Registered Training Organisation:				Employer Name:		Proposed commencement: date:	
Qualification Code and Title: PMA20202 Certificate II in Process Support				Contact person:		Proposed completion date	
Learner: (Apprentice/Trainee)				Position:		Delta Code:	

Units of Competency		Nom Hours	Delivery		Assessment		Date of completion
Unit Code:	Unit Title		On/off	Trainer	Method	Assessor	



**PMA30102 CERTIFICATE III IN PROCESS PLANT OPERATIONS**

**Delivery and Assessment Strategy**

Training provider	Contact
Employer	Contact
Proposed commencement date	Proposed completion date
Target group size	

**Contents**

<b>Template</b>	<b>Completed</b>
Learner clusters	<input type="checkbox"/>
Learner needs	<input type="checkbox"/>
Trainers and assessors	<input type="checkbox"/>
Competency groupings	<input type="checkbox"/>
Assessment arrangements and validation	<input type="checkbox"/>
Training record	<input type="checkbox"/>

<b>Learner clusters</b>						
Training provider						
Employer						
Proposed commencement						
Clusters	Learners	Primary job role	Work activities	Secondary roles	Enterprise requirements	Common qualification/competencies
Cluster 1						
Cluster 2						
Cluster 3						
Cluster 4						

<b>Learner needs</b>		
Learner cluster		
Qualification PMA30102 Certificate III in Process Plant Operations		
Training provider		
Employer		
Proposed commencement		
Learner description		
Learners	Special needs	Implications for training and assessment

<b>Trainers and assessors</b>		
Learner cluster		
Qualification PMA30102 Certificate III in Process Plant Operations		
Training provider		
Employer		
Proposed commencement		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core (all five core competencies)		
PMASUP110A	Relay and respond to information	
PMASUP120A	Follow environmental work practices	
PMASUP100B	Apply workplace procedures	
PMAOHS110B	Respond to emergency situation	
PMAOHS200B	Participate in workplace safety procedures	
Production (select at least two operations competencies from the OPS3XX series)		
Support (select up to fourteen support competencies including at least 2 units from the 3XX series)		
Imported (select up to three imported competencies from another Training Package)		

<b>Competency groupings</b>			
Learner cluster			
Qualification PMA30102 Certificate III in Process Plant Operations			
Training provider			
Employer			
Proposed commencement			
Unit grouping for delivery/assessment Code/title	Delivery mode(s)	Planned hours of delivery	Resources
Grouping 1			
Grouping 2			
Grouping 3			
Grouping 4			
Grouping 5			

**Training record**

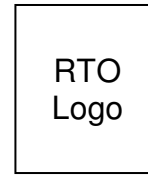
Registered Training Organisation: Employer Name: Proposed commencement: date:

Qualification Code and Title: PMA30102 Certificate III in Process Plant Operations Contact person: Proposed completion date

Learner: (Apprentice/Trainee) Position: Delta Code:

Units of Competency		Nom Hours	Delivery		Assessment		Date of completion
Unit Code:	Unit Title		On/off	Trainer	Method	Assessor	





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## PMA30202 CERTIFICATE III IN PROCESS SUPPORT

### Delivery and Assessment Strategy

Training provider	Contact
Employer	Contact
Proposed commencement date	Proposed completion date
Target group size	

### Contents

Template	Completed
Learner clusters	<input type="checkbox"/>
Learner needs	<input type="checkbox"/>
Trainers and assessors	<input type="checkbox"/>
Competency groupings	<input type="checkbox"/>
Assessment arrangements and validation	<input type="checkbox"/>
Training record	<input type="checkbox"/>

<b>Learner clusters</b>						
Training provider						
Employer						
Proposed commencement						
Clusters	Learners	Primary job role	Work activities	Secondary roles	Enterprise requirements	Common qualification/competencies
Cluster 1						
Cluster 2						
Cluster 3						
Cluster 4						

<b>Learner needs</b>		
Learner cluster		
Qualification PMA30202 Certificate III in Process Support		
Training provider		
Employer		
Proposed commencement		
Learner description		
Learners	Special needs	Implications for training and assessment

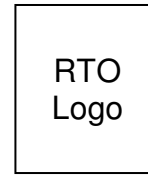
<b>Trainers and assessors</b>		
Learner cluster		
Qualification PMA30202 Certificate III in Process Support		
Training provider		
Employer		
Proposed commencement		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core (all five core competencies)		
PMASUP110A	Relay and respond to information	
PMASUP120A	Follow environmental work practices	
PMASUP100B	Apply workplace procedures	
PMAOHS110B	Respond to emergency situation	
PMAOHS200B	Participate in workplace safety procedures	
Support (select up to sixteen support competencies including at least 4 units from the 3XX series)		
Imported (select up to three imported competencies from another Training Package)		

<b>Competency groupings</b>			
Learner cluster			
Qualification PMA30202 Certificate III in Process Support			
Training provider			
Employer			
Proposed commencement			
Unit grouping for delivery/assessment Code/title	Delivery mode(s)	Planned hours of delivery	Resources
Grouping 1			
Grouping 2			
Grouping 3			
Grouping 4			
Grouping 5			

<b>Training record</b>							
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Registered Training Organisation:	Employer Name:	Proposed commencement: date:
Qualification Code and Title: PMA30202 Certificate III in Process Support	Contact person:	Proposed completion date
Learner: (Apprentice/Trainee)	Position:	Delta Code:

Units of Competency		Nom Hours	Delivery		Assessment		Date of completion
Unit Code:	Unit Title		On/off	Trainer	Method	Assessor	



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## PMA40102 CERTIFICATE IV IN PROCESS PLANT TECHNOLOGY

### Delivery and Assessment Strategy

Training provider	Contact
Employer	Contact
Proposed commencement date	Proposed completion date
Target group size	

### Contents

Template	Completed
Learner clusters	<input type="checkbox"/>
Learner needs	<input type="checkbox"/>
Trainers and assessors	<input type="checkbox"/>
Competency groupings	<input type="checkbox"/>
Assessment arrangements and validation	<input type="checkbox"/>
Training record	<input type="checkbox"/>

<b>Learner clusters</b>						
Training provider						
Employer						
Proposed commencement						
Clusters	Learners	Primary job role	Work activities	Secondary roles	Enterprise requirements	Common qualification/competencies
Cluster 1						
Cluster 2						
Cluster 3						
Cluster 4						



**Learner needs**

Learner cluster

Qualification PMA40102 Certificate IV in Process Plant Technology

Training provider

Employer

Proposed commencement

Learner description

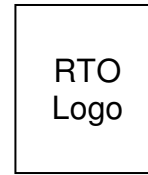
Empty space for learner description.

Learners	Special needs	Implications for training and assessment

<b>Trainers and assessors</b>		
Learner cluster		
Qualification PMA40102 Certificate IV in Process Plant Technology		
Training provider		
Employer		
Proposed commencement		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core (all five core competencies)		
PMASUP110A	Relay and respond to information	
PMASUP120A	Follow environmental work practices	
PMASUP100B	Apply workplace procedures	
PMAOHS110B	Respond to emergency situation	
PMAOHS200B	Participate in workplace safety procedures	
Production (select at least one operations competencies from the OPS4XX series)		
Support (select up to twenty support competencies including at least 2 units from the 4XX series and a further 2 units from either the 3XX or 4XX series)		
Imported (select up to five imported competencies from another Training Package)		

<b>Competency groupings</b>			
Learner cluster			
Qualification PMA40102 Certificate IV in Process Plant Technology			
Training provider			
Employer			
Proposed commencement			
Unit grouping for delivery/assessment Code/title	Delivery mode(s)	Planned hours of delivery	Resources
Grouping 1			
Grouping 2			
Grouping 3			
Grouping 4			
Grouping 5			

<b>Training record</b>							
Registered Training Organisation:				Employer Name:		Proposed commencement: date:	
Qualification Code and Title: PMA40102 Certificate IV in Process Plant Technology				Contact person:		Proposed completion date	
Learner: (Apprentice/Trainee)				Position:		Delta Code:	
Units of Competency		Nom Hours	Delivery		Assessment		Date of completion
Unit Code:	Unit Title		On/off	Trainer	Method	Assessor	



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## PMA50102 DIPLOMA OF PROCESS PLANT TECHNOLOGY

### Delivery and Assessment Strategy

Training provider	Contact
Employer	Contact
Proposed commencement date	Proposed completion date
Target group size	

### Contents

Template	Completed
Learner clusters	<input type="checkbox"/>
Learner needs	<input type="checkbox"/>
Trainers and assessors	<input type="checkbox"/>
Competency groupings	<input type="checkbox"/>
Assessment arrangements and validation	<input type="checkbox"/>
Training record	<input type="checkbox"/>

<b>Learner clusters</b>						
Training provider						
Employer						
Proposed commencement						
Clusters	Learners	Primary job role	Work activities	Secondary roles	Enterprise requirements	Common qualification/competencies
Cluster 1						
Cluster 2						
Cluster 3						
Cluster 4						

<b>Learner needs</b>		
Learner cluster		
Qualification PMA50102 Diploma of Process Plant Technology		
Training provider		
Employer		
Proposed commencement		
Learner description		
Learners	Special needs	Implications for training and assessment

<b>Trainers and assessors</b>		
Learner cluster		
Qualification PMA50102 Diploma of Process Plant Technology		
Training provider		
Employer		
Proposed commencement		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core (all five core competencies)		
PMASUP110A	Relay and respond to information	
PMASUP120A	Follow environmental work practices	
PMASUP100B	Apply workplace procedures	
PMAOHS110B	Respond to emergency situation	
PMAOHS200B	Participate in workplace safety procedures	
Production (select at least two operations competencies from the OPS5XX series)		
Support (select up to twenty five support competencies including at least 2 units from the 5XX series and a further 2 units from either the 4XX or 5XX series)		
Imported (select up to six imported competencies from another Training Package)		



<b>Competency groupings</b>			
Learner cluster			
Qualification PMA50102 Diploma of Process Plant Technology			
Training provider			
Employer			
Proposed commencement			
Unit grouping for delivery/assessment Code/title	Delivery mode(s)	Planned hours of delivery	Resources
Grouping 1			
Grouping 2			
Grouping 3			
Grouping 4			
Grouping 5			

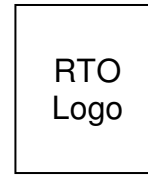
**Training record**

Registered Training Organisation:	Employer Name:	Proposed commencement: date:
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Qualification Code and Title: PMA50102 Diploma of Process Plant Technology	Contact person:	Proposed completion date
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Learner: (Apprentice/Trainee)	Position:	Delta Code:
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Units of Competency		Nom Hours	Delivery		Assessment		Date of completion
Unit Code:	Unit Title		On/off	Trainer	Method	Assessor	



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## PMA60102 ADVANCED DIPLOMA OF PROCESS PLANT TECHNOLOGY

### Delivery and Assessment Strategy

Training provider	Contact
Employer	Contact
Proposed commencement date	Proposed completion date
Target group size	

### Contents

Template	Completed
Learner clusters	<input type="checkbox"/>
Learner needs	<input type="checkbox"/>
Trainers and assessors	<input type="checkbox"/>
Competency groupings	<input type="checkbox"/>
Assessment arrangements and validation	<input type="checkbox"/>
Training record	<input type="checkbox"/>

<b>Learner clusters</b>						
Training provider						
Employer						
Proposed commencement						
Clusters	Learners	Primary job role	Work activities	Secondary roles	Enterprise requirements	Common qualification/competencies
Cluster 1						
Cluster 2						
Cluster 3						
Cluster 4						



<b>Trainers and assessors</b>		
Learner cluster		
Qualification PMA60102 Advanced Diploma of Process Plant Technology		
Training provider		
Employer		
Proposed commencement		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core (all five core competencies)		
PMASUP110A	Relay and respond to information	
PMASUP120A	Follow environmental work practices	
PMASUP100B	Apply workplace procedures	
PMAOHS110B	Respond to emergency situation	
PMAOHS200B	Participate in workplace safety procedures	
Production (select at least one operations competency from the OPS6XX series)		
Support (select up to thirty one support competencies including at least 1 unit from the 6XX series and a further 2 units from either the 5XX or 6XX series)		
Imported (select up to seven imported competencies from another Training Package)		

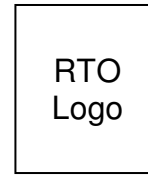
<b>Competency groupings</b>			
Learner cluster			
Qualification PMA60102 Advanced Diploma of Process Plant Technology			
Training provider			
Employer			
Proposed commencement			
Unit grouping for delivery/assessment Code/title	Delivery mode(s)	Planned hours of delivery	Resources
Grouping 1			
Grouping 2			
Grouping 3			
Grouping 4			
Grouping 5			

**Training record**

Registered Training Organisation:	Employer Name:	Proposed commencement: date:
Qualification Code and Title: PMA60102 Advanced Diploma of Process Plant Technology	Contact person:	Proposed completion date
Learner: (Apprentice/Trainee)	Position:	Delta Code:

Units of Competency		Nom Hours	Delivery		Assessment		Date of completion
Unit Code:	Unit Title		On/off	Trainer	Method	Assessor	





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## PMB10101 CERTIFICATE I IN PLASTICS, RUBBER AND CABLEMAKING

### Delivery and Assessment Strategy

Training provider	Contact
Employer	Contact
Proposed commencement date	Proposed completion date
Target group size	

### Contents

Template	Completed
Learner clusters	<input type="checkbox"/>
Learner needs	<input type="checkbox"/>
Trainers and assessors	<input type="checkbox"/>
Competency groupings	<input type="checkbox"/>
Assessment arrangements and validation	<input type="checkbox"/>
Training record	<input type="checkbox"/>

<b>Learner clusters</b>						
Training provider						
Employer						
Proposed commencement						
Clusters	Learners	Primary job role	Work activities	Secondary roles	Enterprise requirements	Common qualification/competencies
Cluster 1						
Cluster 2						
Cluster 3						
Cluster 4						

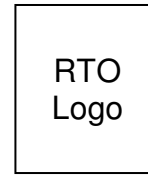
<b>Learner needs</b>		
Learner cluster		
Qualification PMB10101 Certificate I in Plastics, Rubber and Cablemaking		
Training provider		
Employer		
Proposed commencement		
Learner description		
Learners	Special needs	Implications for training and assessment

<b>Trainers and assessors</b>		
Learner cluster		
Qualification PMB10101 Certificate I in Plastics, Rubber and Cablemaking		
Training provider		
Employer		
Proposed commencement		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core (all four core competencies)		
PMBHAN103B	Shift materials safely by hand	
PMBOHS101B	Follow OH&S policies and procedures	
PMBQUAL101A	Apply quality processes	
PMBWKOP101B	Apply work procedures and practices	
Production (select at least 1 production competency)		
Support (select up to two support competencies)		
Imported (select up to two imported competencies from another Training Package)		

<b>Competency groupings</b>			
Learner cluster			
Qualification PMB10101 Certificate I in Plastics, Rubber and Cablemaking			
Training provider			
Employer			
Proposed commencement			
Unit grouping for delivery/assessment Code/title	Delivery mode(s)	Planned hours of delivery	Resources
Grouping 1			
Grouping 2			
Grouping 3			
Grouping 4			
Grouping 5			

<b>Training record</b>								
Registered Training Organisation:				Employer Name:		Proposed commencement: date:		
Qualification Code and Title: PMB10101 Certificate I in Plastics, Rubber and Cablemaking				Contact person:		Proposed completion date		
Learner: (Apprentice/Trainee)				Position:		Delta Code:		
Units of Competency			Nom Hours	Delivery		Assessment		Date of completion
Unit Code:	Unit Title			On/off	Trainer	Method	Assessor	

Registered Training Organisation:				Employer Name:		Proposed commencement: date:		
Qualification Code and Title: PMB10101 Certificate I in Plastics, Rubber and Cablemaking				Contact person:		Proposed completion date		
Learner: (Apprentice/Trainee)				Position:		Delta Code:		
Units of Competency			Nom Hours	Delivery		Assessment		Date of completion
Unit Code:	Unit Title			On/off	Trainer	Method	Assessor	



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**PMB20101 CERTIFICATE II IN PLASTICS**

**Delivery and Assessment Strategy**

Training provider	Contact
Employer	Contact
Proposed commencement date	Proposed completion date
Target group size	

**Contents**

<b>Template</b>	<b>Completed</b>
Learner clusters	<input type="checkbox"/>
Learner needs	<input type="checkbox"/>
Trainers and assessors	<input type="checkbox"/>
Competency groupings	<input type="checkbox"/>
Assessment arrangements and validation	<input type="checkbox"/>
Training record	<input type="checkbox"/>

<b>Learner clusters</b>						
Training provider						
Employer						
Proposed commencement						
Clusters	Learners	Primary job role	Work activities	Secondary roles	Enterprise requirements	Common qualification/competencies
Cluster 1						
Cluster 2						
Cluster 3						
Cluster 4						

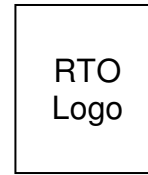


<b>Learner needs</b>		
Learner cluster		
Qualification PMB20101 Certificate II in Plastics		
Training provider		
Employer		
Proposed commencement		
<b>Learner description</b>		
Learners	Special needs	Implications for training and assessment

<b>Trainers and assessors</b>		
Learner cluster		
Qualification PMB20101 Certificate II in Plastics		
Training provider		
Employer		
Proposed commencement		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core (all five core competencies)		
PMBHAN103B	Shift materials safely by hand	
PMBOHS101B	Follow OH&S policies and procedures	
PMBQUAL101A	Apply quality processes	
PMBWKOP101B	Apply work procedures and practices	
PMBCOMM102B	Complete workplace documents	
Production (select at least 3 production competencies from the '200' series. This may include up to 2 from the '300' series)		
Support (select up to six support competencies)		
Imported (select up to three imported competencies from another Training Package)		

<b>Competency groupings</b>			
Learner cluster			
Qualification PMB20101 Certificate II in Plastics			
Training provider			
Employer			
Proposed commencement			
Unit grouping for delivery/assessment Code/title	Delivery mode(s)	Planned hours of delivery	Resources
Grouping 1			
Grouping 2			
Grouping 3			
Grouping 4			
Grouping 5			

Training record							
Registered Training Organisation:			Employer Name:			Proposed commencement: date:	
Qualification Code and Title: PMB20101 Certificate II in Plastics			Contact person:			Proposed completion date	
Learner: (Apprentice/Trainee)			Position:			Delta Code:	
Units of Competency		Nom Hours	Delivery		Assessment		Date of completion
Unit Code:	Unit Title		On/off	Trainer	Method	Assessor	



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**PMB20201 CERTIFICATE II IN RUBBER**

**Delivery and Assessment Strategy**

Training provider	Contact
Employer	Contact
Proposed commencement date	Proposed completion date
Target group size	

**Contents**

<b>Template</b>	<b>Completed</b>
Learner clusters	<input type="checkbox"/>
Learner needs	<input type="checkbox"/>
Trainers and assessors	<input type="checkbox"/>
Competency groupings	<input type="checkbox"/>
Assessment arrangements and validation	<input type="checkbox"/>
Training record	<input type="checkbox"/>

<b>Learner clusters</b>						
Training provider						
Employer						
Proposed commencement						
Clusters	Learners	Primary job role	Work activities	Secondary roles	Enterprise requirements	Common qualification/competencies
Cluster 1						
Cluster 2						
Cluster 3						
Cluster 4						



<b>Trainers and assessors</b>		
Learner cluster		
Qualification PMB20201 Certificate II in Rubber		
Training provider		
Employer		
Proposed commencement		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core (all five core competencies)		
PMBHAN103B	Shift materials safely by hand	
PMBOHS101B	Follow OH&S policies and procedures	
PMBQUAL101A	Apply quality processes	
PMBWKOP101B	Apply work procedures and practices	
PMBCOMM102B	Complete workplace documents	
Production (select at least 3 production competencies from the '200' series. This may include up to 2 from the '300' series)		
Support (select up to six support competencies)		
Imported (select up to three imported competencies from another Training Package)		



<b>Competency groupings</b>			
Learner cluster			
Qualification PMB20201 Certificate II in Rubber			
Training provider			
Employer			
Proposed commencement			
Unit grouping for delivery/assessment Code/title	Delivery mode(s)	Planned hours of delivery	Resources
Grouping 1			
Grouping 2			
Grouping 3			
Grouping 4			
Grouping 5			

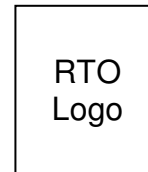
<b>Training record</b>							
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Registered Training Organisation:			Employer Name:			Proposed commencement: date:	
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Qualification Code and Title: PMB20201 Certificate II in Rubber			Contact person:			Proposed completion date	
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Learner: (Apprentice/Trainee)			Position:			Delta Code:	
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Units of Competency		Nom Hours	Delivery		Assessment		Date of completion
Unit Code:	Unit Title		On/off	Trainer	Method	Assessor	



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**PMB20301 CERTIFICATE II IN CABLEMAKING**

**Delivery and Assessment Strategy**

Training provider	Contact
Employer	Contact
Proposed commencement date	Proposed completion date
Target group size	

**Contents**

<b>Template</b>	<b>Completed</b>
Learner clusters	<input type="checkbox"/>
Learner needs	<input type="checkbox"/>
Trainers and assessors	<input type="checkbox"/>
Competency groupings	<input type="checkbox"/>
Assessment arrangements and validation	<input type="checkbox"/>
Training record	<input type="checkbox"/>

<b>Learner clusters</b>						
Training provider						
Employer						
Proposed commencement						
Clusters	Learners	Primary job role	Work activities	Secondary roles	Enterprise requirements	Common qualification/competencies
Cluster 1						
Cluster 2						
Cluster 3						
Cluster 4						

<b>Learner needs</b>
Learner cluster
Qualification PMB20301 Certificate II in Cablemaking
Training provider
Employer
Proposed commencement
Learner description


Learners	Special needs	Implications for training and assessment

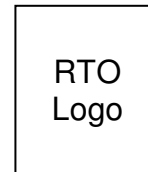
<b>Trainers and assessors</b>		
Learner cluster		
Qualification PMB20301 Certificate II in Cablemaking		
Training provider		
Employer		
Proposed commencement		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core (all five core competencies)		
PMBHAN103B	Shift materials safely by hand	
PMBOHS101B	Follow OH&S policies and procedures	
PMBQUAL101A	Apply quality processes	
PMBWKOP101B	Apply work procedures and practices	
PMBCOMM102B	Complete workplace documents	
Production (select at least 3 production competencies from the '200' series. This may include up to 2 from the '300' series)		
Support (select up to six support competencies)		
Imported (select up to three imported competencies from another Training Package)		

<b>Competency groupings</b>			
Learner cluster			
Qualification PMB20301 Certificate II in Cablemaking			
Training provider			
Employer			
Proposed commencement			
Unit grouping for delivery/assessment Code/title	Delivery mode(s)	Planned hours of delivery	Resources
Grouping 1			
Grouping 2			
Grouping 3			
Grouping 4			
Grouping 5			

## Training record

Registered Training Organisation:				Employer Name:			Proposed commencement: date:	
Qualification Code and Title: PMB20301 Certificate II in Cablemaking				Contact person:			Proposed completion date	
Learner: (Apprentice/Trainee)				Position:			Delta Code:	
Units of Competency		Nom Hours	Delivery		Assessment		Date of completion	
Unit Code:	Unit Title		On/off	Trainer	Method	Assessor		





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**PMB20401 CERTIFICATE II IN PROCESS MANUFACTURING**

**Delivery and Assessment Strategy**

Training provider	Contact
Employer	Contact
Proposed commencement date	Proposed completion date
Target group size	

**Contents**

<b>Template</b>	<b>Completed</b>
Learner clusters	<input type="checkbox"/>
Learner needs	<input type="checkbox"/>
Trainers and assessors	<input type="checkbox"/>
Competency groupings	<input type="checkbox"/>
Assessment arrangements and validation	<input type="checkbox"/>
Training record	<input type="checkbox"/>

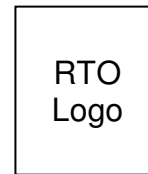
<b>Learner clusters</b>						
Training provider						
Employer						
Proposed commencement						
Clusters	Learners	Primary job role	Work activities	Secondary roles	Enterprise requirements	Common qualification/competencies
Cluster 1						
Cluster 2						
Cluster 3						
Cluster 4						



<b>Trainers and assessors</b>		
Learner cluster		
Qualification PMB20401 Certificate II in Process Manufacturing		
Training provider		
Employer		
Proposed commencement		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core (all five core competencies)		
PMBHAN103B	Shift materials safely by hand	
PMBOHS101B	Follow OH&S policies and procedures	
PMBQUAL101A	Apply quality processes	
PMBWKOP101B	Apply work procedures and practices	
PMBCOMM102B	Complete workplace documents	
Production (select at least 3 production competencies from the '200' series. This may include up to 2 from the '300' series)		
Support (select up to six support competencies)		
Imported (select up to three imported competencies from another Training Package)		

<b>Competency groupings</b>			
Learner cluster			
Qualification PMB20401 Certificate II in Process Manufacturing			
Training provider			
Employer			
Proposed commencement			
Unit grouping for delivery/assessment Code/title	Delivery mode(s)	Planned hours of delivery	Resources
Grouping 1			
Grouping 2			
Grouping 3			
Grouping 4			
Grouping 5			





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**PMB30101 CERTIFICATE III IN PLASTICS**

**Delivery and Assessment Strategy**

Training provider	Contact
Employer	Contact
Proposed commencement date	Proposed completion date
Target group size	

**Contents**

<b>Template</b>	<b>Completed</b>
Learner clusters	<input type="checkbox"/>
Learner needs	<input type="checkbox"/>
Trainers and assessors	<input type="checkbox"/>
Competency groupings	<input type="checkbox"/>
Assessment arrangements and validation	<input type="checkbox"/>
Training record	<input type="checkbox"/>

<b>Learner clusters</b>						
Training provider						
Employer						
Proposed commencement						
Clusters	Learners	Primary job role	Work activities	Secondary roles	Enterprise requirements	Common qualification/competencies
Cluster 1						
Cluster 2						
Cluster 3						
Cluster 4						

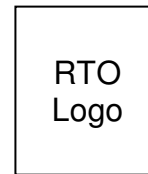


<b>Learner needs</b>		
Learner cluster		
Qualification PMB30101 Certificate III in Plastics		
Training provider		
Employer		
Proposed commencement		
Learner description		
Learners	Special needs	Implications for training and assessment

<b>Trainers and assessors</b>		
Learner cluster		
Qualification PMB30101 Certificate III in Plastics		
Training provider		
Employer		
Proposed commencement		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core (all five core competencies)		
PMBHAN103B	Shift materials safely by hand	
PMBOHS101B	Follow OH&S policies and procedures	
PMBQUAL101A	Apply quality processes	
PMBWKOP101B	Apply work procedures and practices	
PMBCOMM102B	Complete workplace documents	
Production (select at least four production competencies from the '300' series. This may include up to 2 from the '400' series)		
Support (select up to twelve support competencies)		
Imported (select up to six imported competencies from another Training Package)		

<b>Competency groupings</b>			
Learner cluster			
Qualification PMB30101 Certificate III in Plastics			
Training provider			
Employer			
Proposed commencement			
Unit grouping for delivery/assessment Code/title	Delivery mode(s)	Planned hours of delivery	Resources
Grouping 1			
Grouping 2			
Grouping 3			
Grouping 4			
Grouping 5			





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**PMB30201 CERTIFICATE III IN RUBBER**

**Delivery and Assessment Strategy**

Training provider	Contact
Employer	Contact
Proposed commencement date	Proposed completion date
Target group size	

**Contents**

<b>Template</b>	<b>Completed</b>
Learner clusters	<input type="checkbox"/>
Learner needs	<input type="checkbox"/>
Trainers and assessors	<input type="checkbox"/>
Competency groupings	<input type="checkbox"/>
Assessment arrangements and validation	<input type="checkbox"/>
Training record	<input type="checkbox"/>

<b>Learner clusters</b>						
Training provider						
Employer						
Proposed commencement						
Clusters	Learners	Primary job role	Work activities	Secondary roles	Enterprise requirements	Common qualification/competencies
Cluster 1						
Cluster 2						
Cluster 3						
Cluster 4						

<b>Learner needs</b>		
Learner cluster		
Qualification PMB30201 Certificate III in Rubber		
Training provider		
Employer		
Proposed commencement		
Learner description		
Learners	Special needs	Implications for training and assessment

<b>Trainers and assessors</b>		
Learner cluster		
Qualification PMB30201 Certificate III in Rubber		
Training provider		
Employer		
Proposed commencement		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core (all five core competencies)		
PMBHAN103B	Shift materials safely by hand	
PMBOHS101B	Follow OH&S policies and procedures	
PMBQUAL101A	Apply quality processes	
PMBWKOP101B	Apply work procedures and practices	
PMBCOMM102B	Complete workplace documents	
Production (select at least four production competencies from the '300' series. This may include up to 2 from the '400' series)		
Support (select up to twelve support competencies)		
Imported (select up to six imported competencies from another Training Package)		

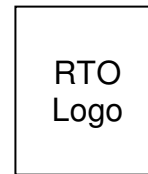


<b>Competency groupings</b>			
Learner cluster			
Qualification PMB30201 Certificate III in Rubber			
Training provider			
Employer			
Proposed commencement			
Unit grouping for delivery/assessment Code/title	Delivery mode(s)	Planned hours of delivery	Resources
Grouping 1			
Grouping 2			
Grouping 3			
Grouping 4			
Grouping 5			

<b>Training record</b>							
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Registered Training Organisation:			Employer Name:			Proposed commencement: date:	
Qualification Code and Title: PMB30201 Certificate III in Rubber			Contact person:			Proposed completion date	
Learner: (Apprentice/Trainee)			Position:			Delta Code:	

Units of Competency		Nom Hours	Delivery		Assessment		Date of completion
Unit Code:	Unit Title		On/off	Trainer	Method	Assessor	



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**PMB30301 CERTIFICATE III IN CABLEMAKING**

**Delivery and Assessment Strategy**

Training provider	Contact
Employer	Contact
Proposed commencement date	Proposed completion date
Target group size	

**Contents**

<b>Template</b>	<b>Completed</b>
Learner clusters	<input type="checkbox"/>
Learner needs	<input type="checkbox"/>
Trainers and assessors	<input type="checkbox"/>
Competency groupings	<input type="checkbox"/>
Assessment arrangements and validation	<input type="checkbox"/>
Training record	<input type="checkbox"/>

<b>Learner clusters</b>						
Training provider						
Employer						
Proposed commencement						
Clusters	Learners	Primary job role	Work activities	Secondary roles	Enterprise requirements	Common qualification/competencies
Cluster 1						
Cluster 2						
Cluster 3						
Cluster 4						

Learner needs		
Learner cluster		
Qualification PMB30301 Certificate III in Cablemaking		
Training provider		
Employer		
Proposed commencement		
Learner description		
Learners	Special needs	Implications for training and assessment

<b>Trainers and assessors</b>		
Learner cluster		
Qualification PMB30301 Certificate III in Cablemaking		
Training provider		
Employer		
Proposed commencement		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core (all five core competencies)		
PMBHAN103B	Shift materials safely by hand	
PMBOHS101B	Follow OH&S policies and procedures	
PMBQUAL101A	Apply quality processes	
PMBWKOP101B	Apply work procedures and practices	
PMBCOMM102B	Complete workplace documents	
Production (select at least four production competencies from the '300' series. This may include up to 2 from the '400' series)		
Support (select up to twelve support competencies)		
Imported (select up to six imported competencies from another Training Package)		

<b>Competency groupings</b>			
Learner cluster			
Qualification PMB30301 Certificate III in Cablemaking			
Training provider			
Employer			
Proposed commencement			
Unit grouping for delivery/assessment Code/title	Delivery mode(s)	Planned hours of delivery	Resources
Grouping 1			
Grouping 2			
Grouping 3			
Grouping 4			
Grouping 5			

<b>Training record</b>							
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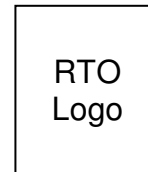
Registered Training Organisation:	Employer Name:	Proposed commencement: date:
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Qualification Code and Title: PMB30301 Certificate III in Cablemaking	Contact person:	Proposed completion date
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Learner: (Apprentice/Trainee)	Position:	Delta Code:
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Units of Competency		Nom Hours	Delivery		Assessment		Date of completion
Unit Code:	Unit Title		On/off	Trainer	Method	Assessor	





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## PMB30401 CERTIFICATE III IN PROCESS MANUFACTURING

### Delivery and Assessment Strategy

Training provider	Contact
Employer	Contact
Proposed commencement date	Proposed completion date
Target group size	

### Contents

Template	Completed
Learner clusters	<input type="checkbox"/>
Learner needs	<input type="checkbox"/>
Trainers and assessors	<input type="checkbox"/>
Competency groupings	<input type="checkbox"/>
Assessment arrangements and validation	<input type="checkbox"/>
Training record	<input type="checkbox"/>

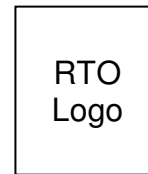
<b>Learner clusters</b>						
Training provider						
Employer						
Proposed commencement						
Clusters	Learners	Primary job role	Work activities	Secondary roles	Enterprise requirements	Common qualification/competencies
Cluster 1						
Cluster 2						
Cluster 3						
Cluster 4						



<b>Trainers and assessors</b>		
Learner cluster		
Qualification PMB30401 Certificate III in Process Manufacturing		
Training provider		
Employer		
Proposed commencement		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core (all five core competencies)		
PMBHAN103B	Shift materials safely by hand	
PMBOHS101B	Follow OH&S policies and procedures	
PMBQUAL101A	Apply quality processes	
PMBWKOP101B	Apply work procedures and practices	
PMBCOMM102B	Complete workplace documents	
Production (select at least four production competencies from the '300' series. This may include up to 2 from the '400' series)		
Support (select up to twelve support competencies)		
Imported (select up to six imported competencies from another Training Package)		

<b>Competency groupings</b>			
Learner cluster			
Qualification PMB30401 Certificate III in Process Manufacturing			
Training provider			
Employer			
Proposed commencement			
Unit grouping for delivery/assessment Code/title	Delivery mode(s)	Planned hours of delivery	Resources
Grouping 1			
Grouping 2			
Grouping 3			
Grouping 4			
Grouping 5			





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## PMB40101 CERTIFICATE IV IN POLYMER TECHNOLOGY

### Delivery and Assessment Strategy

Training provider	Contact
Employer	Contact
Proposed commencement date	Proposed completion date
Target group size	

### Contents

Template	Completed
Learner clusters	<input type="checkbox"/>
Learner needs	<input type="checkbox"/>
Trainers and assessors	<input type="checkbox"/>
Competency groupings	<input type="checkbox"/>
Assessment arrangements and validation	<input type="checkbox"/>
Training record	<input type="checkbox"/>

<b>Learner clusters</b>						
Training provider						
Employer						
Proposed commencement						
Clusters	Learners	Primary job role	Work activities	Secondary roles	Enterprise requirements	Common qualification/competencies
Cluster 1						
Cluster 2						
Cluster 3						
Cluster 4						

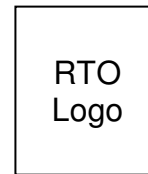




<b>Trainers and assessors</b>		
Learner cluster		
Qualification PMB40101 Certificate IV in Polymer Technology		
Training provider		
Employer		
Proposed commencement		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core (all five core competencies)		
PMBHAN103B	Shift materials safely by hand	
PMBOHS101B	Follow OH&S policies and procedures	
PMBQUAL101A	Apply quality processes	
PMBWKOP101B	Apply work procedures and practices	
PMBCOMM102B	Complete workplace documents	
Production (select at least three production/technical competencies from the '400' series. This may include up to 2 from the '500' series)		
Support (select up to twenty support competencies)		
Imported (select up to ten imported competencies from another Training Package)		

<b>Competency groupings</b>			
Learner cluster			
Qualification PMB40101 Certificate IV in Polymer Technology			
Training provider			
Employer			
Proposed commencement			
Unit grouping for delivery/assessment Code/title	Delivery mode(s)	Planned hours of delivery	Resources
Grouping 1			
Grouping 2			
Grouping 3			
Grouping 4			
Grouping 5			





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**PMB50101 DIPLOMA OF POLYMER TECHNOLOGY**

**Delivery and Assessment Strategy**

Training provider	Contact
Employer	Contact
Proposed commencement date	Proposed completion date
Target group size	

**Contents**

<b>Template</b>	<b>Completed</b>
Learner clusters	<input type="checkbox"/>
Learner needs	<input type="checkbox"/>
Trainers and assessors	<input type="checkbox"/>
Competency groupings	<input type="checkbox"/>
Assessment arrangements and validation	<input type="checkbox"/>
Training record	<input type="checkbox"/>

<b>Learner clusters</b>						
Training provider						
Employer						
Proposed commencement						
Clusters	Learners	Primary job role	Work activities	Secondary roles	Enterprise requirements	Common qualification/competencies
Cluster 1						
Cluster 2						
Cluster 3						
Cluster 4						



<b>Trainers and assessors</b>		
Learner cluster		
Qualification PMB50101 Diploma of Polymer Technology		
Training provider		
Employer		
Proposed commencement		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core (all five core competencies)		
PMBHAN103B	Shift materials safely by hand	
PMBOHS101B	Follow OH&S policies and procedures	
PMBQUAL101A	Apply quality processes	
PMBWKOP101B	Apply work procedures and practices	
PMBCOMM102B	Complete workplace documents	
Production (select at least four production/technical competencies from the '500' series. This may include up to 1 from the '600' series)		
Support (select up to twenty six support competencies)		
Imported (select up to thirteen imported competencies from another Training Package)		

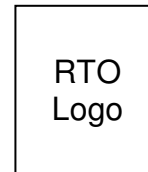


<b>Competency groupings</b>			
Learner cluster			
Qualification PMB50101 Diploma of Polymer Technology			
Training provider			
Employer			
Proposed commencement			
Unit grouping for delivery/assessment Code/title	Delivery mode(s)	Planned hours of delivery	Resources
Grouping 1			
Grouping 2			
Grouping 3			
Grouping 4			
Grouping 5			

### Training record

Registered Training Organisation:	Employer Name:	Proposed commencement: date:
Qualification Code and Title: PMB50101 Diploma of Polymer Technology	Contact person:	Proposed completion date
Learner: (Apprentice/Trainee)	Position:	Delta Code:

Units of Competency		Nom Hours	Delivery		Assessment		Date of completion
Unit Code:	Unit Title		On/off	Trainer	Method	Assessor	



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**PMB60101 ADVANCED DIPLOMA OF POLYMER TECHNOLOGY**

**Delivery and Assessment Strategy**

Training provider	Contact
Employer	Contact
Proposed commencement date	Proposed completion date
Target group size	

**Contents**

<b>Template</b>	<b>Completed</b>
Learner clusters	<input type="checkbox"/>
Learner needs	<input type="checkbox"/>
Trainers and assessors	<input type="checkbox"/>
Competency groupings	<input type="checkbox"/>
Assessment arrangements and validation	<input type="checkbox"/>
Training record	<input type="checkbox"/>

<b>Learner clusters</b>						
Training provider						
Employer						
Proposed commencement						
Clusters	Learners	Primary job role	Work activities	Secondary roles	Enterprise requirements	Common qualification/competencies
Cluster 1						
Cluster 2						
Cluster 3						
Cluster 4						

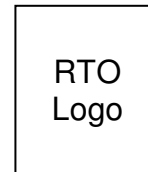
<b>Learner needs</b>		
Learner cluster		
Qualification PMB60101 Advanced Diploma of Polymer Technology		
Training provider		
Employer		
Proposed commencement		
Learner description		
Learners	Special needs	Implications for training and assessment

<b>Trainers and assessors</b>		
Learner cluster		
Qualification PMB60101 Advanced Diploma of Polymer Technology		
Training provider		
Employer		
Proposed commencement		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core (all five core competencies)		
PMBHAN103B	Shift materials safely by hand	
PMBOHS101B	Follow OH&S policies and procedures	
PMBQUAL101A	Apply quality processes	
PMBWKOP101B	Apply work procedures and practices	
PMBCOMM102B	Complete workplace documents	
Production (select at least two production/technical competencies from the '600' series)		
Support (select up to thirty three support competencies)		
Imported (select up to sixteen imported competencies from another Training Package)		

<b>Competency groupings</b>			
Learner cluster			
Qualification PMB60101 Advanced Diploma of Polymer Technology			
Training provider			
Employer			
Proposed commencement			
Unit grouping for delivery/assessment Code/title	Delivery mode(s)	Planned hours of delivery	Resources
Grouping 1			
Grouping 2			
Grouping 3			
Grouping 4			
Grouping 5			







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## PMC10104 CERTIFICATE I IN MANUFACTURED MINERAL PRODUCTS

### Delivery and Assessment Strategy

Training provider	Contact
Employer	Contact
Proposed commencement date	Proposed completion date
Target group size	

### Contents

Template	Completed
Learner clusters	<input type="checkbox"/>
Learner needs	<input type="checkbox"/>
Trainers and assessors	<input type="checkbox"/>
Competency groupings	<input type="checkbox"/>
Assessment arrangements and validation	<input type="checkbox"/>
Training record	<input type="checkbox"/>

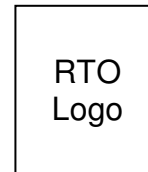
<b>Learner clusters</b>						
Training provider						
Employer						
Proposed commencement						
Clusters	Learners	Primary job role	Work activities	Secondary roles	Enterprise requirements	Common qualification/competencies
Cluster 1						
Cluster 2						
Cluster 3						
Cluster 4						

<b>Learner needs</b>		
Learner cluster		
Qualification PMC10104 Certificate I in Manufactured Mineral Products		
Training provider		
Employer		
Proposed commencement		
Learner description		
<b>Learners</b>	<b>Special needs</b>	<b>Implications for training and assessment</b>

<b>Trainers and assessors</b>		
Learner cluster		
Qualification PMC10104 Certificate I in Manufactured Mineral Products		
Training provider		
Employer		
Proposed commencement		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core (all three core competencies)		
PMASUP110A	Relay and respond to information	
PMCCOR102A	Clean plant and equipment	
PMAOHS100B	Follow OHS procedures	
Production (select at least one operations competency)		
Support (select up to four support/operations competencies)		
Imported (select up to four imported competencies from another Training Package)		

<b>Competency groupings</b>			
Learner cluster			
Qualification PMC10104 Certificate I in Manufactured Mineral Products			
Training provider			
Employer			
Proposed commencement			
Unit grouping for delivery/assessment Code/title	Delivery mode(s)	Planned hours of delivery	Resources
Grouping 1			
Grouping 2			
Grouping 3			
Grouping 4			
Grouping 5			





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## PMC20104 CERTIFICATE II IN MANUFACTURED MINERAL PRODUCTS

### Delivery and Assessment Strategy

Training provider	Contact
Employer	Contact
Proposed commencement date	Proposed completion date
Target group size	

### Contents

Template	Completed
Learner clusters	<input type="checkbox"/>
Learner needs	<input type="checkbox"/>
Trainers and assessors	<input type="checkbox"/>
Competency groupings	<input type="checkbox"/>
Assessment arrangements and validation	<input type="checkbox"/>
Training record	<input type="checkbox"/>

<b>Learner clusters</b>						
Training provider						
Employer						
Proposed commencement						
Clusters	Learners	Primary job role	Work activities	Secondary roles	Enterprise requirements	Common qualification/competencies
Cluster 1						
Cluster 2						
Cluster 3						
Cluster 4						

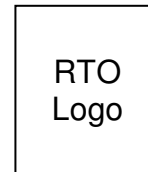




<b>Trainers and assessors</b>		
Learner cluster		
Qualification PMC20104 Certificate II in Manufactured Mineral Products		
Training provider		
Employer		
Proposed commencement		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core (all six core competencies)		
PMASUP110A	Relay and respond to information	
PMCCOR102A	Clean plant and equipment	
PMAOPS101B Or PMAPROC101B	Read dials and indicators Make measurements	
PMAOHS100B	Follow OHS procedures	
PMASUP100B	Apply workplace procedures	
PMASUP120A	Follow environmental work practices	
Production (select at least two operations competencies from the OPS2XX series)		
Support (select up to seven support/operations competencies)		
Imported (select up to seven imported competencies from another Training Package)		

<b>Competency groupings</b>			
Learner cluster			
Qualification PMC20104 Certificate II in Manufactured Mineral Products			
Training provider			
Employer			
Proposed commencement			
Unit grouping for delivery/assessment Code/title	Delivery mode(s)	Planned hours of delivery	Resources
Grouping 1			
Grouping 2			
Grouping 3			
Grouping 4			
Grouping 5			





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## PMC20204 CERTIFICATE II IN PRODUCTION SUPPORT

### Delivery and Assessment Strategy

Training provider	Contact
Employer	Contact
Proposed commencement date	Proposed completion date
Target group size	

### Contents

Template	Completed
Learner clusters	<input type="checkbox"/>
Learner needs	<input type="checkbox"/>
Trainers and assessors	<input type="checkbox"/>
Competency groupings	<input type="checkbox"/>
Assessment arrangements and validation	<input type="checkbox"/>
Training record	<input type="checkbox"/>

<b>Learner clusters</b>						
Training provider						
Employer						
Proposed commencement						
Clusters	Learners	Primary job role	Work activities	Secondary roles	Enterprise requirements	Common qualification/competencies
Cluster 1						
Cluster 2						
Cluster 3						
Cluster 4						

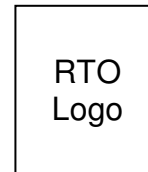


<b>Trainers and assessors</b>		
Learner cluster		
Qualification PMC20204 Certificate II in Production Support		
Training provider		
Employer		
Proposed commencement		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core (all six core competencies)		
PMASUP110A	Relay and respond to information	
PMCCOR102A	Clean plant and equipment	
PMAOPS101B Or PMAPROC101B	Read dials and indicators Make measurements	
PMAOHS100B	Follow OHS procedures	
PMASUP100B	Apply workplace procedures	
PMASUP120A	Follow environmental work practices	
Support (select up to nine support/operations competencies at least two of which must be from the 2XX series)		
Imported (select up to seven imported competencies from another Training Package)		



<b>Competency groupings</b>			
Learner cluster			
Qualification PMC20204 Certificate II in Production Support			
Training provider			
Employer			
Proposed commencement			
Unit grouping for delivery/assessment Code/title	Delivery mode(s)	Planned hours of delivery	Resources
Grouping 1			
Grouping 2			
Grouping 3			
Grouping 4			
Grouping 5			





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## PMC30104 CERTIFICATE III IN MANUFACTURED MINERAL PRODUCTS

### Delivery and Assessment Strategy

Training provider	Contact
Employer	Contact
Proposed commencement date	Proposed completion date
Target group size	

### Contents

Template	Completed
Learner clusters	<input type="checkbox"/>
Learner needs	<input type="checkbox"/>
Trainers and assessors	<input type="checkbox"/>
Competency groupings	<input type="checkbox"/>
Assessment arrangements and validation	<input type="checkbox"/>
Training record	<input type="checkbox"/>

<b>Learner clusters</b>						
Training provider						
Employer						
Proposed commencement						
Clusters	Learners	Primary job role	Work activities	Secondary roles	Enterprise requirements	Common qualification/competencies
Cluster 1						
Cluster 2						
Cluster 3						
Cluster 4						

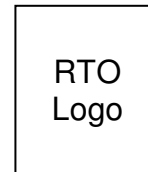
<b>Learner needs</b>		
Learner cluster		
Qualification PMC30104 Certificate III in Manufactured Mineral Products		
Training provider		
Employer		
Proposed commencement		
Learner description		
Learners	Special needs	Implications for training and assessment

<b>Trainers and assessors</b>		
Learner cluster		
Qualification PMC30104 Certificate III in Manufactured Mineral Products		
Training provider		
Employer		
Proposed commencement		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core (all seven core competencies)		
PMASUP110A	Relay and respond to information	
PMCCOR102A	Clean plant and equipment	
PMAOPS101B Or PMAPROC101B	Read dials and indicators Make measurements	
PMAOHS100B	Follow OHS procedures	
PMASUP100B	Apply workplace procedures	
PMASUP120A	Follow environmental work practices	
PMAOHS200B	Participate in workplace OHS procedures	
Production (select at least one operations competency from the OPS3XX series)		
Support (select up to twelve support/operations competencies)		
Imported (select up to twelve imported competencies from another Training Package)		

<b>Competency groupings</b>			
Learner cluster			
Qualification PMC30104 Certificate III in Manufactured Mineral Products			
Training provider			
Employer			
Proposed commencement			
Unit grouping for delivery/assessment Code/title	Delivery mode(s)	Planned hours of delivery	Resources
Grouping 1			
Grouping 2			
Grouping 3			
Grouping 4			
Grouping 5			







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## PMC30204 CERTIFICATE III IN PRODUCTION SUPPORT

### Delivery and Assessment Strategy

Training provider	Contact
Employer	Contact
Proposed commencement date	Proposed completion date
Target group size	

### Contents

Template	Completed
Learner clusters	<input type="checkbox"/>
Learner needs	<input type="checkbox"/>
Trainers and assessors	<input type="checkbox"/>
Competency groupings	<input type="checkbox"/>
Assessment arrangements and validation	<input type="checkbox"/>
Training record	<input type="checkbox"/>

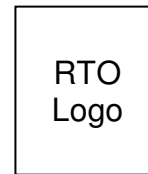
<b>Learner clusters</b>						
Training provider						
Employer						
Proposed commencement						
Clusters	Learners	Primary job role	Work activities	Secondary roles	Enterprise requirements	Common qualification/competencies
Cluster 1						
Cluster 2						
Cluster 3						
Cluster 4						

<b>Learner needs</b>		
Learner cluster		
Qualification PMC30204 Certificate III in Production Support		
Training provider		
Employer		
Proposed commencement		
Learner description		
Learners	Special needs	Implications for training and assessment

<b>Trainers and assessors</b>		
Learner cluster		
Qualification PMC30204 Certificate III in Production Support		
Training provider		
Employer		
Proposed commencement		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core (all seven core competencies)		
PMASUP110A	Relay and respond to information	
PMCCOR102A	Clean plant and equipment	
PMAOPS101B Or PMAPROC101B	Read dials and indicators Make measurements	
PMAOHS100B	Follow OHS procedures	
PMASUP100B	Apply workplace procedures	
PMASUP120A	Follow environmental work practices	
PMAOHS200B	Participate in workplace OHS procedures	
Support (select up to thirteen support/operations competencies at least 1 of which must be from the 3XX series)		
Imported (select up to twelve imported competencies from another Training Package)		

<b>Competency groupings</b>			
Learner cluster			
Qualification PMC30204 Certificate III in Production Support			
Training provider			
Employer			
Proposed commencement			
Unit grouping for delivery/assessment Code/title	Delivery mode(s)	Planned hours of delivery	Resources
Grouping 1			
Grouping 2			
Grouping 3			
Grouping 4			
Grouping 5			





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## PMC40104 CERTIFICATE IV IN MANUFACTURED MINERAL PRODUCTS

### Delivery and Assessment Strategy

Training provider	Contact
Employer	Contact
Proposed commencement date	Proposed completion date
Target group size	

### Contents

Template	Completed
Learner clusters	<input type="checkbox"/>
Learner needs	<input type="checkbox"/>
Trainers and assessors	<input type="checkbox"/>
Competency groupings	<input type="checkbox"/>
Assessment arrangements and validation	<input type="checkbox"/>
Training record	<input type="checkbox"/>

<b>Learner clusters</b>						
Training provider						
Employer						
Proposed commencement						
Clusters	Learners	Primary job role	Work activities	Secondary roles	Enterprise requirements	Common qualification/competencies
Cluster 1						
Cluster 2						
Cluster 3						
Cluster 4						





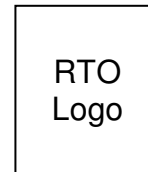
<b>Trainers and assessors</b>		
Learner cluster		
Qualification PMC40104 Certificate IV in Manufactured Mineral Products		
Training provider		
Employer		
Proposed commencement		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core (all eight core competencies)		
PMASUP110A	Relay and respond to information	
PMCCOR102A	Clean plant and equipment	
PMAOPS101B Or PMAPROC101B	Read dials and indicators Make measurements	
PMAOHS100B	Follow OHS procedures	
PMASUP100B	Apply workplace procedures	
PMASUP120A	Follow environmental work practices	
PMAOHS200B	Participate in workplace OHS procedures	
PMASUP200B	Implement production efficiencies	
Production (select at least one operations competency from the OPS4XX series)		
Support (select up to thirteen support/operations competencies)		
Imported (select up to fifteen imported competencies from another Training Package)		

<b>Competency groupings</b>			
Learner cluster			
Qualification PMC40104 Certificate IV in Manufactured Mineral Products			
Training provider			
Employer			
Proposed commencement			
Unit grouping for delivery/assessment Code/title	Delivery mode(s)	Planned hours of delivery	Resources
Grouping 1			
Grouping 2			
Grouping 3			
Grouping 4			
Grouping 5			

**Training record**

Registered Training Organisation:	Employer Name:	Proposed commencement: date:
Qualification Code and Title <b>PMC40104 Certificate IV in Manufactured Mineral Products</b>	Contact person:	Proposed completion date
Learner: (Apprentice/Trainee)	Position:	Delta Code:

Units of Competency		Nom Hours	Delivery		Assessment		Date of completion
Unit Code:	Unit Title		On/off	Trainer	Method	Assessor	



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## PMC50104 DIPLOMA OF MANUFACTURED MINERAL PRODUCTS

### Delivery and Assessment Strategy

Training provider	Contact
Employer	Contact
Proposed commencement date	Proposed completion date
Target group size	

### Contents

Template	Completed
Learner clusters	<input type="checkbox"/>
Learner needs	<input type="checkbox"/>
Trainers and assessors	<input type="checkbox"/>
Competency groupings	<input type="checkbox"/>
Assessment arrangements and validation	<input type="checkbox"/>
Training record	<input type="checkbox"/>

<b>Learner clusters</b>						
Training provider						
Employer						
Proposed commencement						
Clusters	Learners	Primary job role	Work activities	Secondary roles	Enterprise requirements	Common qualification/competencies
Cluster 1						
Cluster 2						
Cluster 3						
Cluster 4						

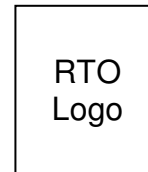
<b>Learner needs</b>		
Learner cluster		
Qualification PMC50104 Diploma of Manufactured Mineral Products		
Training provider		
Employer		
Proposed commencement		
Learner description		
Learners	Special needs	Implications for training and assessment

<b>Trainers and assessors</b>		
Learner cluster		
Qualification PMC50104 Diploma of Manufactured Mineral Products		
Training provider		
Employer		
Proposed commencement		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core (all eight core competencies)		
PMASUP110A	Relay and respond to information	
PMCCOR102A	Clean plant and equipment	
PMAOPS101B Or PMAPROC101B	Read dials and indicators Make measurements	
PMAOHS100B	Follow OHS procedures	
PMASUP100B	Apply workplace procedures	
PMASUP120A	Follow environmental work practices	
PMAOHS200B	Participate in workplace OHS procedures	
PMASUP200B	Implement production efficiencies	
Production (select at least two operations competencies from the OPS5XX series)		
Support (select up to twenty support/operations competencies)		
Imported (select up to nineteen imported competencies from another Training Package)		



<b>Competency groupings</b>			
Learner cluster			
Qualification PMC50104 Diploma of Manufactured Mineral Products			
Training provider			
Employer			
Proposed commencement			
Unit grouping for delivery/assessment Code/title	Delivery mode(s)	Planned hours of delivery	Resources
Grouping 1			
Grouping 2			
Grouping 3			
Grouping 4			
Grouping 5			





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## PMC60104 ADVANCED DIPLOMA OF MANUFACTURED MINERAL PRODUCTS

### Delivery and Assessment Strategy

Training provider	Contact
Employer	Contact
Proposed commencement date	Proposed completion date
Target group size	

### Contents

Template	Completed
Learner clusters	<input type="checkbox"/>
Learner needs	<input type="checkbox"/>
Trainers and assessors	<input type="checkbox"/>
Competency groupings	<input type="checkbox"/>
Assessment arrangements and validation	<input type="checkbox"/>
Training record	<input type="checkbox"/>

<b>Learner clusters</b>						
Training provider						
Employer						
Proposed commencement						
Clusters	Learners	Primary job role	Work activities	Secondary roles	Enterprise requirements	Common qualification/competencies
Cluster 1						
Cluster 2						
Cluster 3						
Cluster 4						

<b>Learner needs</b>		
Learner cluster		
Qualification PMC60104 Advanced Diploma of Manufactured Mineral Products		
Training provider		
Employer		
Proposed commencement		
Learner description		
Learners	Special needs	Implications for training and assessment

<b>Trainers and assessors</b>		
Learner cluster		
Qualification PMC60104 Advanced Diploma of Manufactured Mineral Products		
Training provider		
Employer		
Proposed commencement		
Unit Code	Unit title	Trainer/Assessor/Mentor
Core (all eight core competencies)		
PMASUP110A	Relay and respond to information	
PMCCOR102A	Clean plant and equipment	
PMAOPS101B Or PMAPROC101B	Read dials and indicators Make measurements	
PMAOHS100B	Follow OHS procedures	
PMASUP100B	Apply workplace procedures	
PMASUP120A	Follow environmental work practices	
PMAOHS200B	Participate in workplace OHS procedures	
PMASUP200B	Implement production efficiencies	
Production (select at least two operations competencies from the OPS6XX series)		
Support (select up to twenty six support/operations competencies)		
Imported (select up to twenty three imported competencies from another Training Package)		

<b>Competency groupings</b>			
Learner cluster			
Qualification PMC60104 Advanced Diploma of Manufactured Mineral Products			
Training provider			
Employer			
Proposed commencement			
Unit grouping for delivery/assessment Code/title	Delivery mode(s)	Planned hours of delivery	Resources
Grouping 1			
Grouping 2			
Grouping 3			
Grouping 4			
Grouping 5			

<b>Training record</b>							
Registered Training Organisation:				Employer Name:		Proposed commencement: date:	
Qualification Code and Title <b>PMC60104 Advanced Diploma of Manufactured Mineral Products</b>				Contact person:		Proposed completion date	
Learner: (Apprentice/Trainee)				Position:		Delta Code:	
Units of Competency		Nom Hours	Delivery		Assessment		Date of completion
Unit Code:	Unit Title		On/off	Trainer	Method	Assessor	





