



Water Industry Operators Association of Australia

P.O. Box 6012
Shepparton, Victoria 3632

1 Victorian Water Industry Operator Certification Scheme APPLICATION FORM - Water Treatment Operator

Personal Information

Date of Application

Date / Month / Year

First Name

Surname

Sex

Male Female

Date of Birth

Date / Month / Year

Home Address

Street _____

City _____

State _____ Postcode _____

Phone Number

Home _____

Mobile _____

Business Information

Employer

Work Address

Street _____

City _____

State _____ Postcode _____

Phone Number

Work _____

Mobile _____

E-mail Address

Work _____

Operator Certification Classification Required

Water Treatment Level 3

Water Treatment Level 4

Name of Plant(s) to be Certified for

Please list the plants you are applying to be certified to operate (may include multiple plants).



Water Industry Operators Association of Australia Code of Conduct

This Code of Conduct outlines the standards of behaviour and commitment to excellence that is expected of Certified operational practitioners employed in the water industry.

This Code of Conduct represents a relevant and useful set of guidelines to ensure the profession of a Certified water industry operational practitioner continues to play a vital and ethical role in the operation of the water business.

Responsibilities of Certified Operators

Certified operational practitioner should assist in implementing this Code by helping to foster the professionalism of all operational staff within an atmosphere conducive to the promotion of integrity, appropriate behaviour and mutual respect in the workplace.

Compliance with Regulations and Protect Public Health

1. Understand and comply with relevant Legislation, Organisational policy, procedures and this Code. If there is any conflict between this Code and Legislation, the provision of the Legislation will prevail.
2. Provide services of the highest quality at all times to ensure the protection of public health and the environment.
3. Serve the public interest and act in a manner which promotes confidence in the integrity of all water industry operational staff.

Development of Skills and Pursuit of Best Practice

1. Engage in continuing learning to improve operational competence and extend knowledge and skills.
2. Actively pursue and wherever possible, implement systems which will lead to the attainment of industry best practice.

Knowledge Sharing and Mentoring

1. Seek to exchange and share all operational knowledge and skills attained as part of the Certification process and wherever possible, act as a mentor for other non-certified operators. Adequate training, supervision and instruction of staff are key factors in controlling and managing risks.
2. A Certified operational practitioner has an obligation to take steps to protect their own health and safety and that of their work colleagues, contractors or visitors to a site. They must ensure that staff observes risk management, health, safety, security and personal protective equipment procedures and requirements. Staff must identify and report hazards promptly and supervisors must ensure risks are eliminated or controlled.
3. Co-operate in every reasonable and proper way with other water industry operational staff.

2 Victorian Water Industry Operator Certification Scheme EDUCATION - Water Treatment Operator

EDUCATION

Registered Training Organisations are the only training providers that can supply the necessary documentation (called Statements of Attainment) that verifies an applicant has met the skills requirement for certification.

Each individual application must be supported by evidence of completion of accredited training such as Certificates, Statements of Attainment or official student records from an approved RTO. WIOA expects that all documentation supplied will be verified as an accurate copy by the water business.

WIOA will undertake random audits of documentation supplied.

WIOA will automatically recognise Certificate III or higher from the NWP 01 National Water Training Package or any subsequent version of the Training Package. Applicants with qualifications obtained from studies associated with training packages prior to NWP 01 will be required to upgrade their qualification to meet the requirements of the current Training Package (the version applicable on the date application for Certification is made).

QUALIFICATIONS

Please list all relevant qualifications held and attach verified copies of the Certificate .

Qualification _____

Issued by (Organisation name) _____

Date of Issue / / **Identification Number** _____

Date Month Year Certificate Number

Qualification _____

Issued by (Organisation name) _____

Date of Issue / / **Identification Number** _____

Date Month Year Certificate Number

3 Victorian Water Industry Operator Certification Scheme EXPERIENCE - Water Treatment Operator

OPERATOR EXPERIENCE

The individual applicant is asked to document relevant experience in one of the recognised Certification categories within the water industry. This experience will be verified by WIOA and must total more than two years in an operational role. (Attach additional documentation, if applicable.)

Organisation _____

Position Title _____

Period of Work **Start Date** / **End Date** /
Month Year Month Year

Plant Name(s) _____ _____ _____ _____	Role	<input type="checkbox"/> Assisting Operator	<input type="checkbox"/> Operator
		<input type="checkbox"/> Assisting Operator	<input type="checkbox"/> Operator
		<input type="checkbox"/> Assisting Operator	<input type="checkbox"/> Operator
		<input type="checkbox"/> Assisting Operator	<input type="checkbox"/> Operator

Organisation _____

Position Title _____

Period of Work **Start Date** / **End Date** /
Month Year Month Year

Plant Name(s) _____ _____ _____ _____	Role	<input type="checkbox"/> Assisting Operator	<input type="checkbox"/> Operator
		<input type="checkbox"/> Assisting Operator	<input type="checkbox"/> Operator
		<input type="checkbox"/> Assisting Operator	<input type="checkbox"/> Operator
		<input type="checkbox"/> Assisting Operator	<input type="checkbox"/> Operator

Organisation _____

Position Title _____

Period of Work **Start Date** / **End Date** /
Month Year Month Year

Plant Name(s) _____ _____ _____ _____	Role	<input type="checkbox"/> Assisting Operator	<input type="checkbox"/> Operator
		<input type="checkbox"/> Assisting Operator	<input type="checkbox"/> Operator
		<input type="checkbox"/> Assisting Operator	<input type="checkbox"/> Operator
		<input type="checkbox"/> Assisting Operator	<input type="checkbox"/> Operator

FURTHER INFORMATION

For further information contact the Water Industry Operator Certification team on (03) 5821 6744.

Privacy

Information collected by the Water Industry Operators Association of Australia as part of applying for or maintaining certification will be used for the purposes of general certification administration, identification, communication, state and national reporting, program monitoring and evaluation.

Applicant information will be held securely and disposed of securely when no longer needed.

Details of an individual's current certification status may be provided to state based regulators and others acting on their behalf, and will be provided to Victorian Water businesses by official request.

You may access or correct your personal details by contacting the Water Industry Operator Certification team on (03) 5821 6744.

APPLICANT DECLARATION

I hereby provide the Water Industry Operators Association of Australia copies of my personal records of training from Registered Training Organisations regarding the qualifications listed in this application.

I declare that the particulars given in this application are true and correct and undertake to comply with the code of conduct as set out by the Water Industry Operators Association of Australia.

I give consent for enquiries to be made into any of the information I have provided as part of this application.

I understand that any statement made by me that is not accurate may be grounds for ineligibility for certification or loss of certification.

Applicant Signature

Date

____ / ____ / ____
Date Month Year

CHECKLIST

Step 1

- Complete personal information section
- Complete business information
- Sign the WIOA Code of Conduct
- Payment Application Fee \$110 (inc GST)

Step 2

- Complete education section and include copies of Certificates or Statements of Attainment

Step 3

- Describe in detail your work experience
- Copy of your work experience references from previous employers (if required)

Step 4

- Have the Verification of Competence signed by the workplaces Suitably Qualified Person

Step 5

- WIOA will process your application and:
 - Seek more information or clarification on the information provided from you or the workplaces Suitably Qualified Person
 - When all the requirements of the Water Industry Operator Certification Scheme - Water Treatment Operator are met, WIOA will notify both the applicant and the workplaces Suitably Qualified Person

Step 6

- Payment of certification fee \$220 (inc GST)

Step 7

- Certification awarded

Payment and all documentation to:

Water Industry Operators Association of Australia
P.O. Box 6012
Shepparton, Victoria 3630