



Water Industry Operators Association of Australia

P.O. Box 6012  
Shepparton, Victoria 3632

# 1 Water Industry Operator Certification Scheme RE-CERTIFICATION APPLICATION FORM

## Water Industry Operator

To maintain certified status:

- Operators must remain active in the industry in the area related to their current certification
- For Victoria - WIOA will require documentary evidence of the accumulation of 15 CPD points within the preceding three-year period.
- For the National Scheme - WIOA will require documentary evidence of the accumulation of 5 (for low complexity) or 15 (for high complexity) CPD points within the preceding five year period.
- Pay the nominated renewal fee for the next three or five years.

### PERSONAL INFORMATION

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**Date of Application** \_\_\_\_\_  
Date / Month / Year

**First Name** \_\_\_\_\_

**Surname** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_  
Date / Month / Year

**WIO Certification Number** \_\_\_\_\_

**Employer Name** \_\_\_\_\_

**Contact Information** Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

### CERTIFICATION

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#### Operator Certification Re-Classification Required

- Victoria**  Water Treatment Level 3  Water Treatment Level 4
- National**  Water Low Complexity  Water High Complexity
- Wastewater Low Complexity  Wastewater High Complexity
- Recycled Water

#### Name of Plant(s) to be Re-Certified for

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

**Water** \_\_\_\_\_

**Wastewater** \_\_\_\_\_

**Recycled water** \_\_\_\_\_

#### Additional processes to be added since certification

Please list any processes that may have changed or been implemented in any of the plants you are applying to be certified to operate (may include multiple plants).

Water \_\_\_\_\_

Wastewater \_\_\_\_\_

Recycled water \_\_\_\_\_

**CPD Activities**

Complete the **Activity Number** consistent with the **WIOA Continuing Professional Development (CPR) Activities and Points for Re-Certification**; download the latest version from the WIOA certification website.

**Example:**

<i>Activity No</i>	<i>Date</i>	<i>Skills set</i>	<i>Evidence provided</i>
2.1	15/6/2015	Water	Statement of attainment from RTO
3.1	3/9/2015	Water	Attendance at WIOA conference DHHS forum 2015
3.5	1/12/2015	Wastewater	In-house training course program and attendance details
4.2	10- 12/5/2016	Wastewater	Delegate attendance at OzWater 2016

**To be completed:**

<i>Activity No</i>	<i>Date</i>	<i>Skills set</i>	<i>Evidence provided</i>

## 2 Water Industry Operator Certification Scheme RE-CERTIFICATION WORKPLACE EVIDENCE REPORT Water Industry Operator

To be completed by a nominated Suitably Qualified Person

**Applicant Name** \_\_\_\_\_

**Employer** \_\_\_\_\_

**Level of Operator Re-Certification Classification Required**

- Victoria**       Level 3                       Level 4
- National**       Low Complexity               High Complexity

**Name of Plant(s) to be Re-Certified for**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **OPERATOR EXPERIENCE, COMPETENCE & PROFESSIONAL DEVELOPMENT DECLARATION**

I endorse that the operator seeking re-certification is competent to be certified at the classification level(s) sought. I declare that the information contained in this employment statement, or attached by me to this statement, is complete and true to the best of my knowledge and that the applicant; in my opinion, has the experience and is competent to perform the work described therein.

**Experience**

The applicant has been employed in an operational role for a minimum of 2 years in the preceding 3 year period (Victoria) or 3 years in the proceeding 5 year period (National).  Yes  No

**Competence**

The applicant can competently operate the treatment processes at Micro Risk Classification Level 3 (Victorian scheme) or low Complexity (National Scheme).  Yes  No

The applicant can competently operate the treatment processes at Micro Risk Classification Level 4 (Victorian scheme) or High Complexity (National Scheme)..  Yes  No

**Professional Development**

I verify the applicant has participated in the professional development activities listed in the WIOA Individual Professional Development Register.  Yes  No

**Name of Suitably Qualified Person** \_\_\_\_\_

**Signature of Suitably Qualified Person** \_\_\_\_\_

**Date**            /        /

## 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 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 the Re-Certification Application Form (X04)

#### Step 2

- Complete the Individual Professional Development Register and provide evidence of CPD activities you are seeking to be recognised:
- Accredited Training
  - Non-Accredited Training
  - Other Activities
  - Significant Workplace
  - Exceptional Activities

#### Step 3

- Have the Workplace Evidence Report completed and signed by the workplaces Suitably Qualified Person, this includes verification of:
- Competence
  - Professional Development
  - Experience
- Copy of your work experience references from previous employers (if required)

#### Step 4

- 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 - Re-Certification of Water Treatment Operator are met, WIOA will notify both the applicant and the workplaces Suitably Qualified Person

#### Step 5

- Payment of Re-Certification fee \$110 (inc GST) per year
- Certification is valid for the next 3 or 5 years

#### Step 6

- Certification awarded

#### Payment and all documentation to:

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