



Water Industry Operators Association of Australia

P.O. Box 6012
Shepparton, Victoria 3632

1 Water Industry Operator Certification Scheme

APPLICATION FORM

PERSONAL INFORMATION

Date of Application _____ / _____ / _____
Date Month Year

First Name _____

Surname _____

Telephone _____

Email _____

Sex Male Female

Date of Birth _____ / _____ / _____
Date Month Year

PREFERRED CONTACT INFORMATION

Employer _____

Address Street _____
City _____
State _____ Postcode _____

Phone Number Telephone _____
Mobile _____

E-mail Address _____

Name of System(s) to be Certified for

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

Operator of the following Systems	System Type	System Complexity
_____	<input type="checkbox"/> Water <input type="checkbox"/> Wastewater <input type="checkbox"/> Recycled	<input type="checkbox"/> Low <input type="checkbox"/> High
_____	<input type="checkbox"/> Water <input type="checkbox"/> Wastewater <input type="checkbox"/> Recycled	<input type="checkbox"/> Low <input type="checkbox"/> High
_____	<input type="checkbox"/> Water <input type="checkbox"/> Wastewater <input type="checkbox"/> Recycled	<input type="checkbox"/> Low <input type="checkbox"/> High
_____	<input type="checkbox"/> Water <input type="checkbox"/> Wastewater <input type="checkbox"/> Recycled	<input type="checkbox"/> Low <input type="checkbox"/> High
_____	<input type="checkbox"/> Water <input type="checkbox"/> Wastewater <input type="checkbox"/> Recycled	<input type="checkbox"/> Low <input type="checkbox"/> High
_____	<input type="checkbox"/> Water <input type="checkbox"/> Wastewater <input type="checkbox"/> Recycled	<input type="checkbox"/> Low <input type="checkbox"/> High
_____	<input type="checkbox"/> Water <input type="checkbox"/> Wastewater <input type="checkbox"/> Recycled	<input type="checkbox"/> Low <input type="checkbox"/> High

2 Water Industry Operator Certification Scheme TRAINING

EDUCATION

Undertaking training in accordance with the Water Training Package is referred to as Accredited training. Accredited training must be delivered by Registered Training Organisations (RTOs) who issue Statements of Attainment for individual training units completed. RTO's are the only training providers that can supply Statements of Attainment verifying that an applicant has met the training and competency requirements.

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, wastewater or recycled 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).

STATEMENTS OF ATTAINMENT

List all Water Training Package units of competency you have been awarded and attach verified copies of the Statements of Attainment.

Alternatively, you may attach a complete training transcript with a statement of competencies achieved, provided by the issuing Registered Training Organisation (Academic Transcript).

STATEMENTS OF ATTAINMENT – UNITS OF COMPETENCY

Unit Number	Unit Name	Registered Training Organisation	Identification Number <small>Certificate Number</small>	Date of Issue <small>Date / Month / Year</small>
<i>Eg: NWP279</i>	<i>Demonstrate knowledge of the risk management principles of the Australian drinking water guidelines</i>	<i>Water Industry Training Centre</i>	<i>8888/NWP366A</i>	<i>25/12/2013</i>

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3 Water Industry Operator Certification Scheme WORKPLACE EVIDENCE REPORT

To be completed by the most senior technical person/suitably qualified person

VERIFICATION OF OPERATOR EXPERIENCE WITH CURRENT WATER BUSINESS

The most senior technical person/suitably qualified person responsible for water, wastewater and/or recycled water respectively from the employing wastewater service supplier, verifies the relevant experience of the certification applicant.

Applicant Name _____

Employer _____

Position Title _____

Employment Period From _____ / _____ To _____ / _____
Month Year Month Year

NAME OF SYSTEM(S) TO BE CERTIFIED FOR

Operator of the following Systems	System Type	System Complexity
_____	<input type="checkbox"/> Water <input type="checkbox"/> Wastewater <input type="checkbox"/> Recycled	<input type="checkbox"/> Low <input type="checkbox"/> High
_____	<input type="checkbox"/> Water <input type="checkbox"/> Wastewater <input type="checkbox"/> Recycled	<input type="checkbox"/> Low <input type="checkbox"/> High
_____	<input type="checkbox"/> Water <input type="checkbox"/> Wastewater <input type="checkbox"/> Recycled	<input type="checkbox"/> Low <input type="checkbox"/> High
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_____	<input type="checkbox"/> Water <input type="checkbox"/> Wastewater <input type="checkbox"/> Recycled	<input type="checkbox"/> Low <input type="checkbox"/> High
_____	<input type="checkbox"/> Water <input type="checkbox"/> Wastewater <input type="checkbox"/> Recycled	<input type="checkbox"/> Low <input type="checkbox"/> High
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_____	<input type="checkbox"/> Water <input type="checkbox"/> Wastewater <input type="checkbox"/> Recycled	<input type="checkbox"/> Low <input type="checkbox"/> High
_____	<input type="checkbox"/> Water <input type="checkbox"/> Wastewater <input type="checkbox"/> Recycled	<input type="checkbox"/> Low <input type="checkbox"/> High
_____	<input type="checkbox"/> Water <input type="checkbox"/> Wastewater <input type="checkbox"/> Recycled	<input type="checkbox"/> Low <input type="checkbox"/> High
_____	<input type="checkbox"/> Water <input type="checkbox"/> Wastewater <input type="checkbox"/> Recycled	<input type="checkbox"/> Low <input type="checkbox"/> High
_____	<input type="checkbox"/> Water <input type="checkbox"/> Wastewater <input type="checkbox"/> Recycled	<input type="checkbox"/> Low <input type="checkbox"/> High
_____	<input type="checkbox"/> Water <input type="checkbox"/> Wastewater <input type="checkbox"/> Recycled	<input type="checkbox"/> Low <input type="checkbox"/> High
_____	<input type="checkbox"/> Water <input type="checkbox"/> Wastewater <input type="checkbox"/> Recycled	<input type="checkbox"/> Low <input type="checkbox"/> High
_____	<input type="checkbox"/> Water <input type="checkbox"/> Wastewater <input type="checkbox"/> Recycled	<input type="checkbox"/> Low <input type="checkbox"/> High
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_____	<input type="checkbox"/> Water <input type="checkbox"/> Wastewater <input type="checkbox"/> Recycled	<input type="checkbox"/> Low <input type="checkbox"/> High

OPERATOR EXPERIENCE & COMPETENCE DECLARATION

I endorse that the operator seeking certification is competent to be certified at the System Complexity Rating 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.

Minimum experience period for a Water, Wastewater or Recycled Water Treatment System

Complexity Rating	Timeframe for Experience
Water or Wastewater – Low	12 months inclusive of training
Water or Wastewater – High	24 months inclusive of training
Recycled Water	24 months inclusive of training

Water or Wastewater

- Low Complexity System Experience & Competence

Applicant has been employed in an operational role for a minimum of 12 months. Yes No

Applicant can competently operate the water treatment processes for a Low Complexity System. Yes No

- High Complexity System Experience & Competence

Applicant has been employed in an operational role for a minimum of 24 months. Yes No

Applicant can competently operate the water treatment processes for a High Complexity System. Yes No

Recycled Water

- Experience & Competence

Applicant has been employed in an operational role for a minimum of 24 months. Yes No

Applicant can competently operate the treatment processes for a Recycled Water System. Yes No

Name of suitably qualified person

Signature of suitably qualified person

Date

____ / ____ / ____
Date Month Year

4 Water Industry Operator Certification Scheme

WIOA 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.

Act in an Ethical Manner at all Times

1. A Certified operational practitioner should not take advantage of their position to influence other staff in the performance of their duties in order to gain undue or improper advantage for themselves or any person or organisation.
2. Uphold high standards of personal integrity and avoid any discriminatory practices.
3. Certified operators need to recognise the professional and ethical dimensions of their work and give proper attention to the values which should guide their decisions and actions.

When faced with a difficult question ask yourself:

- Who needs to be consulted in making this decision?
- Is the decision or conduct lawful?
- Is the decision or conduct in line with the Legislative and organisational principles, including this Code of Conduct?
- What will be the outcome for the staff involved, work colleagues, the water business and its stakeholders?
- Do these outcomes raise a conflict of interest or lead to private gain at public expense?
- Can the decision or conduct be justified in terms of the interests of the water business or its customers?
- Would the action or decision withstand public scrutiny?

Breaches of the Code

A Certified operational practitioner should be aware that unlawful or unprofessional conduct, even in a private capacity, which damages the reputation of other Certified operational practitioners in the water industry may require disciplinary action.

Serious breaches of this code by a Certified operational practitioner will be deemed misconduct and may lead to disciplinary action.

Any breach of applicable laws, regulations, prevailing business ethics or other aspects of this Code may result in disciplinary action. Such disciplinary action may include (depending on the severity of the breach) reprimand, formal warning, loss of Certification points or termination of Certified status.

Review of the Code

To maintain the currency and value of this Code it will be reviewed and updated on a regular basis. Certified operational practitioners are invited to submit any suggested amendments to WIOA for consideration.

Applicant Name _____

Applicant Signature _____

Date _____ / _____ / _____
 Date Month Year

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 the employing Drinking Water, Wastewater, or Recycled Water Supplier by official request.

Certified Operators, the Drinking Water, Wastewater or Recycled Water Supplier and the regulatory body responsible for public health in the relevant state or territory can apply to access the relevant personal records for the purpose of validating current competency.

- Documented authority from the Certified Operator will be received prior to the release of any information to any other third party.
- Where information is released to any party, a full record of the information that was supplied shall be maintained by the nominated Certifying Body.
- Relevant state and territory privacy and confidentiality statutory requirements will apply to all applications

Certified Operators may access or correct their own 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 approve the release of my certification details in accordance with the Privacy section above.

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 Certification Application Form - Application Form (1)
- Payment of Certification Application Fee \$110 (inc GST)

Step 2

- Complete the evidence of fit for purpose training - Training Form (2)

Step 3

- Have the Workplace Evidence Report completed by the most senior technical person/suitably qualified person within the water, wastewater or recycled water supplier - Workplace Evidence Report (3)

Step 4

- Sign the WIOA Code of Conduct (4)

Step 5

- WIOA will process your application and:
 - Seek more information or clarification on the information provided from you or the workplaces most senior technical person responsible for water, wastewater and/or recycled water
 - When all the requirements of the Water Industry Operator Certification Scheme of Water Treatment Operators are met, WIOA will notify both the applicant and the workplaces most senior technical person responsible for water, wastewater and/or recycled water.

Step 6

- Payment of Certification fee \$440 (inc GST)
 - Certification is valid for the next 5 years

or

- Payment of Certification fee of \$110 (inc GST) on an annual basis

Step 7

- Certification awarded

Payment and all documentation to:

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