



Water Industry Operators Association of Australia

P.O. Box 6012
Shepparton, Victoria 3632

1 Water Industry Operator Certification Scheme RE-CERTIFICATION APPLICATION FORM

To maintain certified status:

- Operators must remain active in the industry in the area related to their current certification
- 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 five years.

PERSONAL INFORMATION

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

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).

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

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.

Name of System	Changes
_____	_____
_____	_____
_____	_____
_____	_____

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	15/6/2018	Water	Statement of attainment from RTO
3.1	3/9/2018	Water	Attendance at WIOA conference DHHS forum 2018
3.5	1/12/2018	Wastewater	In-house training course program and attendance details
4.2	7-9/5/2019	Wastewater	Delegate attendance at OzWater 2019

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

To be completed by a nominated Suitably Qualified Person

Applicant Name _____

Employer _____

Level of Operator Re-Certification Classification Required

Low Complexity High Complexity

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

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 & Competence

The applicant is currently undertaking treatment tasks competently, aligned to their Certification status in an operational role. 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 _____ / _____ / _____
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