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# ACAPMA

## Registered Training Organisation

Student Application Pack

[Version 3] | [February 2022]



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# Welcome

## **Why Work in the Fuel Industry?**

Did you know that there are approximately 7,300 service stations operating in Australia? The fuel industry, like many others boasts many sectors, including a number of specialised contractors who install, maintain, and decommission the fuel systems that delivers the fuel from the tank to the customer's vehicle.

When you visit a service station did you know that most of the equipment that allows the fuel to reach customers is underground. Regulation and compliance are strong in the sector and the knowledge of the contractors who support this industry are vital in keeping the public, the fuel site and the many support workers on the site safe.

## **Why ACAPMA?**

First established in 1976, the Association started operations as the Australian Petroleum Agents and Distributors Association (APADA) and subsequently changed its name to ACAPMA in 2007. The name change was accompanied by a change in the Association's Constitution to incorporate national representation of fuel retailers.

Today, the Association directly represents 95% of all fuel distributors in the country and directly and indirectly (via franchisees and distributor-owned retailers) around 75% of the 7,300 service stations operating in Australia.

The scope of ACAPMA's reach extends from 'refinery gate' through to the forecourt of Australia's national network of service stations and petrol convenience outlets – including fuel wholesale, fuel distributors, fuel retailers, petroleum equipment suppliers and petroleum service providers.

## **Fuel Specialist Contractor Training**

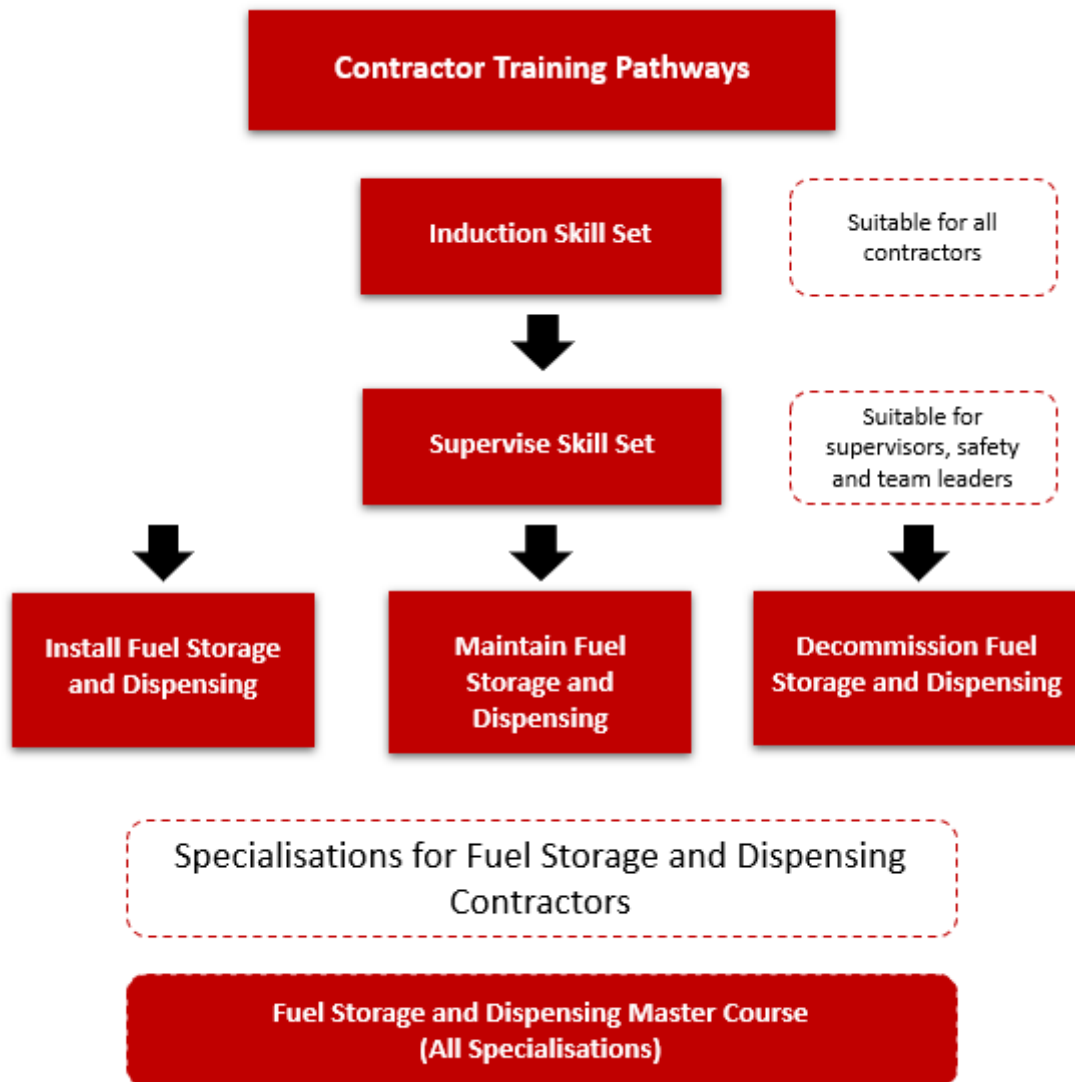
Recently the Australian Industry Skill (AIS) worked closely with the industry to develop a range of accredited training to support the fuel specialist contractors in establishing a range of skill sets to allow the many existing and of course the future skills contractors a unified standard of quality and safety.

The skills are designed to support all levels of workers' experience and ACAPMA is proud to offer these units.

Before getting started you should read this document carefully to decide if our training is right for you.

This pack is designed to ensure you are suitable to study with us and that you select the appropriate program to suit your needs. Our training is customised specifically for the fuel industry and is flexible enough to allow you to study while you work, giving you the best chance to transfer your skills to the workplace.

## What to Study



## *Skills Sets*

### **Contractor Induction**

TLISS00206 - Fuel Storage and Dispensing Site Contractor Induction Skill Set

**Suitable for:** This course is suitable for all contractors who are working on fuel storage and dispensing sites.

On completion participants will be issued with the Skill Set TLISS00206 - Fuel storage and dispensing site contractor induction Skill Set (Unit of Competence TLIX0027 Work safely at a fuel storage and dispensing site)

### **What to expect**

This course contains online learning, videos, multiple choice and true and false questions, on the job mentoring, a supervisor report and a demonstration video.

**Duration:** 35 hours (including WPCG Training)

### **To enrol in and complete this program, you must:**

- Be over 18 years old
- Currently work within the fuel industry and can provide a letter of support from your manager which includes fuel site access and appropriate tools and equipment (including PPE) to safely complete work undertaken
- Have at least to 1 year experience and/or training in your area of expertise such as electrical work, joiner, fitter, etc and provide evidence of support (see support document)
- Have and provide a current completed WPCG Clearance Issuer Course Certificate or attended and passed an ACAPMA Fuel Works Hazard Awareness Webinar
- Have access to a computer with sound and a mobile phone with video capability

### **Course delivery**

This course is offered via online training and on the job practical experience.

- Complete an online training program (45 minutes)
- Complete another online training program (15 minutes)
- Be mentored with your supervisor on site (Over 3 months)
- Your supervisor will complete your supervisor report (Over 3 months)
- When you are ready you will need to submit a demonstration video (30 minutes)

RPL Pathways are available

### **Course Completion**

You are given up to 12 months to complete this program

### **Supervise Contractor Works**

TLISS00210 - Supervise Compliance with Fuel Storage and Dispensing Site Requirements Skill Set

**Suitable for:** Contractors who are supervising work on a fuel storage and dispensing site and responsible for the completion and handover of work being conducted in or around the forecourt area

On completion participants will be issued with the Skill Set TLISS00210 Supervise Compliance with Fuel Storage and Dispensing Site Requirements which includes the following units of competence:

TLIX0027 Work safely at a fuel storage and dispensing site

BSBOPS403 Apply business risk management processes

TLIX0026 Work in compliance with fuel storage site requirements

### **What to expect**

This course contains online learning, on the job mentoring, videos, multiple choice and true and false questions, a site risk management audit assessment and two demonstration videos, a workplan, a SWMS and a permit.

### **Duration:**

TLIX0027 35hours

BSBOPS403 55hours

TLIX0026 90hours

### **To enrol in and complete this program, you must:**

- Be over 18 years old
- Currently work within the fuel industry and can provide a letter of support from your manager
- Have at least to 2 years experience and industry training in your area of expertise such as electrical work, joiner, fitter, fuel equipment supplier training
- Have the support of a qualified and/or experienced supervisor who can mentor you through our programs
- Have and provide a current completed WPCG Clearance Issuer Course Certificate or attended and passed an ACAPMA Fuel Works Hazard Awareness Webinar
- Have access to a computer with sound and a mobile phone with video capability
- Attend fuel storage and dispensing sites to complete assessment tasks

### **Course delivery**

This course is offered via online training and on the job practical experience.

TLIX0027 Work safely at a fuel storage and dispensing site

- Complete an online training program (45 minutes)
- Complete another online training program (15 minutes)
- Be mentored with your supervisor on site (Over 3 months)
- Your supervisor will complete your supervisor report (Over 3 months)
- When you are ready you will need to submit a demonstration video (30 minutes)

#### BSBOPS403 Apply business risk management processes

- Complete an online training program (4 hours)
- Complete the online theory based assessments (1 hour)
- Be mentored with your supervisor on site (Over 3 months)
- Complete the risk management assessment and consultation video

#### TLIX0026 Work in compliance with fuel storage site requirements

- Complete an online training program (5 hours)
- Complete the theory based assessment (1 hour)
- Be mentored with your supervisor on site (Over 6 months)
- Your supervisor will complete your supervisor report (Over 6 months)
- When you are ready you will need to submit a demonstration video (1 hour), workplan, SWMS and Permit

RPL Pathways are available

### **Course Completion**

You are given up to 2 years to complete this program

### **Specialisation Courses**

#### **Install Tanks and Pumps on a Fuel Storage and Dispensing Site**

**Suitable for:** Contractors responsible for installing and commissioning tanks and pumps on a fuel storage and dispensing site

On completion participants will be issued with the Skill Set TLISS00210 Supervise Compliance with Fuel Storage and Dispensing Site Requirements which includes the following units of competence:

TLIX0026 Work in compliance with fuel storage and dispensing site requirements  
BSBOPS403 Apply business risk management processes  
TLIX0027 Work safely at a fuel storage and dispensing site

and a Statement of Attainment for the following units of competence:

MSMPER200 Work in accordance with an issued permit  
TLIX0024 Install, modify and commission fuel storage and dispensing systems

### **What to expect**

This course contains online learning, on the job experience, videos, multiple choice and true and false questions, case studies, demonstration videos, workplace portfolio, completing permits, short answer quizzes and supervisor reports.

### **Duration:**

TLIX0027	35hours
BSBOPS403	55hours
TLIX0026	90hours
MSMPER200	25hours
TLIX0024	50hours

### **To enrol in and complete this program, you must:**

- Be over 18 years old
- Currently work within the fuel industry and can provide a letter of support from your manager
- Have at least to 3 years experience and industry training in your area of expertise such as electrical work, joiner, fitter, fuel equipment supplier training
- Have the support of a qualified and/or experienced supervisor who can mentor you through our programs
- Have and provide a current completed WPCG Clearance Issuer Course Certificate or attended and passed an ACAPMA Fuel Works Hazard Awareness Webinar
- Have access to a computer with sound and a mobile phone with video capability

### **Course delivery**

This course is offered via online training and on the job practical experience.

Complete the requirements for the skill set TLISS00210 Supervise Compliance with Fuel Storage and Dispensing Site Requirements and the following:

MSMPER200 Work in accordance with an issued permit

- Complete an online training program (5 hours)



- Completed at least 4 permits under supervision on the job (over 6 months)
- Complete the theory based assessment (1 hour)
- When you are ready you will need to submit a workplace portfolio of evidence including demonstration videos (1 hour) and 2 x completed permits

TLIX0024 Install, modify and commission fuel storage and dispensing systems

- Complete 4 online training modules (26 hours)
- Be mentored with your supervisor on site (Over 6 to 12 months)
- Complete a case study (3 hours)
- Your supervisor will complete your supervisor report (Over 6 months)
- Record yourself demonstrating a range of installation activities (4 hours)
- Complete the final written assessment (2 hours)

RPL Pathways are available

### **Course Completion**

You are given up to 2 years to complete this program

### **Maintain Tanks and Pumps on a Fuel Storage and Dispensing Site**

**Suitable for:** Contractors maintaining tanks and pumps on a fuel storage and dispensing site

On completion participants will be issued with the Skill Set TLISS00210 Supervise Compliance with Fuel Storage and Dispensing Site Requirements which includes the following units of competence:

TLIX0026 Work in compliance with fuel storage and dispensing site requirements  
 BSBOPS403 Apply business risk management processes  
 TLIX0027 Work safely at a fuel storage and dispensing site

and a Statement of Attainment for the following units of competence:

MSMPER200 Work in accordance with an issued permit  
 TLIX0025 Maintain fuel storage and dispensing systems

### **What to expect**

This course contains online learning, on the job experience, videos, multiple choice and true and false questions, case studies, demonstration videos, workplace portfolio, completing permits, short answer quizzes and supervisor reports.

### **Duration:**

TLIX0027	35hours
BSBOPS403	55hours
TLIX0026	90hours
MSMPER200	20hours
TLIX0025	50hours

### **To enrol in and complete this program, you must:**

- Be over 18 years old
- Currently work within the fuel industry and can provide a letter of support from your manager
- Have at least to 3 years experience and industry training in your area of expertise such as electrical work, joiner, fitter, fuel equipment supplier training
- Have the support of a qualified and/or experienced supervisor who can mentor you through our programs
- Have and provide a current completed WPCG Clearance Issuer Course Certificate or attended and passed an ACAPMA Fuel Works Hazard Awareness Webinar
- Have access to a computer with sound and a mobile phone with video capability

### **Course delivery**

This course is offered via online training and on the job practical experience.

Complete the requirements for the skill set TLISS00210 Supervise Compliance with Fuel Storage and Dispensing Site Requirements and the following:

MSMPER200 Work in accordance with an issued permit

- Complete an online training program (5 hours)
- Completed at least 4 permits under supervision on the job (over 6 months)
- Complete the theory based assessment (1 hour)
- When you are ready you will need to submit a portfolio of evidence including demonstration videos (1 hour) and 2 x completed permits with adjustments (4 days)

TLIX0025 Maintain fuel storage and dispensing systems

- Complete 4 online training modules (26 hours)

- Be mentored with your supervisor on site (Over 6 to 12 months)
- Complete a case study (3 hours)
- Your supervisor will complete your supervisor report (Over 6 months)
- Record yourself demonstrating a range of installation activities (4 hours)
- Complete the final written assessment (2 hours)

RPL Pathways are available

### Course Completion

You are given up to 2 years to complete this program

### Decommission Tanks and Pumps on a Fuel Storage and Dispensing Site

**Suitable for:** Contractors decommissioning tanks and pumps on a fuel storage and dispensing site

On completion participants will be issued with the Skill Set TLISS00210 Supervise Compliance with Fuel Storage and Dispensing Site Requirements which include the following units of competence:

TLIX0026 Work in compliance with fuel storage and dispensing site requirements  
 BSBOPS403 Apply business risk management processes  
 TLIX0027 Work safely at a fuel storage and dispensing site

and a Statement of Attainment for the following units of competence:

MSMPER200 Work in accordance with an issued permit  
 TLIX0022 Decommission fuel storage and dispensing systems

### What to expect

This course contains online learning, on the job experience, videos, multiple choice and true and false questions, case studies, demonstration videos, workplace portfolio, completing permits, short answer quizzes and supervisor reports.

### Duration:

TLIX0027	35hours
BSBOPS403	55hours
TLIX0026	90hours
MSMPER200	20hours
TLIX0022	50hours

### **To enrol in and complete this program, you must:**

- Be over 18 years old
- Currently work within the fuel industry and can provide a letter of support from your manager
- Have at least to 3 years experience and industry training in your area of expertise such as electrical work, joiner, fitter, fuel equipment supplier training
- Have the support of a qualified and/or experienced supervisor who can mentor you through our programs
- Have and provide a current completed WPCG Clearance Issuer Course Certificate or attended and passed an ACAPMA Fuel Works Hazard Awareness Webinar
- Have access to a computer with sound and a mobile phone with video capability

### **Course delivery**

This course is offered via online training and on the job practical experience.

Complete the requirements for the skill set TLISS00210 Supervise Compliance with Fuel Storage and Dispensing Site Requirements and the following:

MSMPER200 Work in accordance with an issued permit

- Complete an online training program (5 hours)
- Completed at least 4 permits under supervision on the job (over 6 months)
- Complete the theory based assessment (1 hour)
- When you are ready you will need to submit a portfolio of evidence including demonstration videos (1 hour) and 2 x completed permits (4 days)

TLIX0022 Decommission fuel storage and dispensing systems

- Complete 4 online training modules (26 hours)
- Be mentored with your supervisor on site (Over 6 to 12 months)
- Complete a case study (3 hours)
- Your supervisor will complete your supervisor report (Over 6 months)
- Record yourself demonstrating a range of installation activities (4 hours)
- Complete the final written assessment (2 hours)

RPL Pathways are available

## Course Completion

You are given up to 2 years to complete this program

### Fuel Storage and Dispensing Site Master Course

**Suitable for:** Contractors who install, modify, maintain, commission and decommissioning tanks and pumps on a fuel storage and dispensing site

On completion participants will be issued with the Skill Set TLISS00210 Supervise Compliance with Fuel Storage and Dispensing Site Requirements which include the following units of competence:

TLIX0026 Work in compliance with fuel storage and dispensing site requirements  
BSBOPS403 Apply business risk management processes  
TLIX0027 Work safely at a fuel storage and dispensing site

and a Statement of Attainment for the following units of competence:

MSMPER200 Work in accordance with an issued permit  
TLIX0022 Decommission fuel storage and dispensing systems  
TLIX0025 Maintain fuel storage and dispensing systems  
TLIX0024 Install, modify and commission fuel storage and dispensing systems

### What to expect

This course contains online learning, on the job experience, videos, multiple choice and true and false questions, case studies, demonstration videos, workplace portfolio, completing permits, short answer quizzes and supervisor reports.

### Duration:

TLIX0027	35hours
BSBOPS403	55hours
TLIX0026	90hours
MSMPER200	20hours
TLIX0022	50hours
TLIX0025	50hours
TLIX0024	50hours

### To enrol in and complete this program, you must:

- Be over 18 years old
- Currently work within the fuel industry and can provide a letter of support from your manager
- Have at least to 3 years experience and industry training in your area of expertise such as electrical work, joiner, fitter, fuel equipment supplier training
- Have the support of a qualified and/or experienced supervisor who can mentor you through our programs

- Have and provide a current completed WPCG Clearance Issuer Course Certificate or attended and passed an ACAPMA Fuel Works Hazard Awareness Webinar
- Have access to a computer with sound and a mobile phone with video capability

### **Course delivery**

This course is offered via online training and on the job practical experience.

Complete the requirements for the skill set TLISS00210 Supervise Compliance with Fuel Storage and Dispensing Site Requirements and the following:

MSMPER200 Work in accordance with an issued permit

- Complete an online training program (5 hours)
- Completed at least 4 permits under supervision on the job (over 6 months)
- Complete the theory based assessment (1 hour)
- When you are ready you will need to submit a portfolio of evidence including demonstration videos (1 hour) and 2 x completed permits (4 days)

TLIX0022 Decommission fuel storage and dispensing systems

- Complete 4 online training modules (26 hours)
- Be mentored with your supervisor on site (Over 6 to 12 months)
- Complete a case study (3 hours)
- Your supervisor will complete your supervisor report (Over 6 months)
- Record yourself demonstrating a range of installation activities (4 hours)
- Complete the final written assessment (2 hours)

TLIX0025 Maintain fuel storage and dispensing systems

- Complete 4 online training modules (26 hours)
- Be mentored with your supervisor on site (Over 6 to 12 months)
- Complete a case study (3 hours)
- Your supervisor will complete your supervisor report (Over 6 months)
- Record yourself demonstrating a range of installation activities (4 hours)

- Complete the final written assessment (2 hours)

TLIX0024 Install, modify and commission fuel storage and dispensing systems

- Complete 4 online training modules (26 hours)
- Be mentored with your supervisor on site (Over 6 to 12 months)
- Complete a case study (3 hours)
- Your supervisor will complete your supervisor report (Over 6 months)
- Record yourself demonstrating a range of installation activities (4 hours)
- Complete the final written assessment (2 hours)

RPL Pathways are available

### **Course Completion**

You are given up to 3 years to complete this program

#### *Unique Student Identifier*

A Unique Student Identifier (USI) is your individual education identifier for life. It creates an online record of your training attainments in Australia and must be provided when enrolling in an accredited training program. Visit <https://www.usi.gov.au/> for more information.

#### *RPL/RCC*

Recognition of prior learning (RPL) refers to courses or subjects taken at other institutions that have equivalence to similar study programs. This means that once RPL is granted, you are not required to study those modules or units. This should be considered prior to commencement to ensure your learning program is customized to suit your individual needs. However, RPL can be applied for at any time during your study program. RPL is generally assessed in two methods:

#### **Mutual Recognition**

If you have studied the exact same competency within the same current training package with another RTO you can supply your academic transcript or statement of attainment and be granted mutual recognition and not have to complete that subject again.

Any students who have completed an older training package should apply for RPL and provide support evidence of any gaps, ongoing professional development, and/or experience in the industry.

## RPL/RCC

There are many methods available to assess your competence through an application for RPL. The following are some examples:

- You have studied the same competency or equivalent in an older training package and have supporting evidence of currency through on job learning and participation (written evidence must be provided).
- You have studied something similar with another course and think it may be relevant. (provide copies of certificates and transcripts of the subjects studied through the other course undertaken and an outline of what was studied there.
- You have worked within the industry for many years and have examples of projects, work outcomes, supervisor reports, detailed resumes and references and other studies undertaken.

The assessment standard for RPL is:

- equivalency in level, content and rigor (the units are as demanding as the ACAPMA training)
- previous studies must be less than 3 years old
- previous studies are equivalent to the ACAPMA units and are approved for your qualification.

Applications for RPL must be submitted to the Student Support using the RPL Kits available from ACAPMA.

Applications are referred to the trainer for assessment. More information can be found in our Application for RPL pack available upon request.

### *Support Documents*

To enrol in our courses, you will be required to provide us with a range of support documents. Please ensure that your support documents cover all the requirements outline below:

What must be included in your letter of employment?

- Employer's business name and address — Verifies the location of your employment
- The employee's job title — Verifies that you're working the role you've indicated
- The dates the staff member was employed
- A list of the employee's responsibilities — Helps us understand the nature of your current role and evaluate it
- Supervisors/Managers name, signature, and contact information — Allows recipients to contact you if required



If you have not been in your current employment for the required time (1 or 2 years depending on the course), please provide your resume and the contact details for your previous employer/s.

WPCG

Your WPCG must be current and you must appear on the WPCG website list to be verified. Please check your status at <https://wpcg.com.au/contractors/> before applying.

ACAPMA Fuel Works Hazard Awareness Webinar

If you don't have a current WPCG, you may prefer to attend our free interactive Fuel Works Hazard Awareness Webinar which is offered monthly, see our website for details.

### *Supervisor Requirements*

To enable you to access our training anywhere within Australia you will need the support of your manager. Most of our programs (excludes the induction program) require support via on the job training with your supervisor. Please discuss enrolling with your supervisor before you complete this form. Please note all supervisor reports must be signed by your approved mentor/supervisor.

Your supervisor must be either qualified in the area you wish to study or can demonstrate the equivalence in experience. Your supervisor can provide the following documents to support their experience in the area:

A current ACAPMA DQP Card in Fuel (Class 3 Fuel Systems) details can be found at <https://acapma.com.au/contractors/>

Forms of evidence include:

New Industry Skill Sets (30pts / valid 36mths)

Proprietary industry training (20pts / valid 12mths)

Demonstrated project experience – 3 projects (20pts / valid 12mths)

ACAPMA Introduction to Working on Fuel Sites (30pts / valid 12mths)

WPCG Certified (10pts / valid 12mths)

A minimum of 50 points of evidence is needed to verify their experience

Should you or your manager have any difficulties in providing support documents, please contact us at [students@acapma.com.au](mailto:students@acapma.com.au) and we can assist you in finding ways to meet these requirements.

### *What to do if you are the Manager and want to enrol?*

We understand that many of you are small businesses owners who are may not have a supervisor to assist you.

You may wish to partner with your 2IC and work together with an ACAPMA mentor or we can provide access to a trainer who can support you on your learning journey.

You may wish to provide evidence for an RPL pathway. (see RPL section)

Please contact us on [students@acapma.com.au](mailto:students@acapma.com.au) and we will assist you in identifying a suitable mentor.

*What to do if you have studied with us before?*

If you have previously enrolled into an ACAPMA accredited training course before, please complete the form to verify your current employment and you will only need to provide us with any training done since your past program. You do not need to resubmit all your training again.

*What happens if you change your mind?*

Please select the course you wish to enrol in carefully as we are not able to offer you a refund if you change your mind. Refunds are at the discretion of the ACAPMA, if you are unable to continue your studies, please contact [students@acapma.com.au](mailto:students@acapma.com.au) and refer to our full refund policy located in your student handbook.

Our refund policy doesn't replace your rights under Australian Consumer Law as outlined by the ACCC. For more information go to

<https://www.accc.gov.au/consumers/consumer-rights-guarantees>

*Getting Started*

Complete the attached form and one of our training team will be in touch to conduct a short interview with you, so we can be sure that the program selected is suitable for you and that the pathway chosen is best for your individual needs.

### Student to Complete

Student Name:	
Job Role:	
Company:	
Phone No:	
Best Time to call: (Between 8am-5pm)	
Proposed Study Program:	
USI:	

Please attach the following Support Documents:

- Letter of employment indicating relevant employment duration
- Resume (if current employment is less than 12 months (or 2 years) as per course requirements)
- WPCG Card (we will verify this with the WPCG group) or attendance and successful completion ACAPMA Forecourt Foundations Webinar
- Copies of certificates for relevant industry training completed
- Copies of Statement of Attainment or Academic Transcript for Prerequisite units (if required)

### Supervisor to Complete

Supervisor Name:	
Job Role:	
Company:	
Phone No:	
Best Time to call: (Between 8am-5pm)	
I agree that I can mentor and support the learner through their learning program and that all documentation provided is true and accurate. The student will have access to the appropriate PPE, Equipment and Tools and fuel site needed for the course they are studying. (See Course Outline)	
Supervisor Signature:	
Date:	
DQP Card No. (if applicable)	

If no ACAPMA DQP Card Listed - Support Documents Provided:

- Copies of certificates for relevant industry training completed (if not completed with ACAPMA)
- Copies of Statement of Attainment (if not completed with ACAPMA)
- Demonstrated Project Experience
- WPCG Card (we will verify this with the WPCG group)

*What happens next?*

### **Email Confirmation**

Once your pre enrolment pack is received we will review your documentation and schedule a time to call you. You will receive an email confirming the date and time.

Included in this email will be a copy of your student handbook and an invoice for a non refundable \$100 application fee, upon approval this amount will be allocated towards your course fees. Please read the handbook to understand what is expected of you and your rights and responsibilities are through your learning journey. We will also send you our LLN assessment to ensure that there are no surprises in the training that you are not ready for and to ensure you have access to any support you may need.

### **During the Call**

Don't panic this call is a friendly discussion where we will discuss your learning needs and ensure that the course you have selected is right for your role. We will also discuss if RPL is an option for you.

### **After the Call**

We will confirm with your supervisor that he is able to support your journey and then you will be sent a link to complete the full enrolment form and be given access to our Student Management System.

### **Accepting your Enrolment**

By completing the application, you will confirm your application for the program, and we will send you an invoice so you can secure your spot.

Once Payment is received, we will send you your login details to access our orientation module. Please ensure you have read through the student handbook before completing the module.

**For more information or  
assistance please call  
1300 160 270 or email  
[training@acapma.com.au](mailto:training@acapma.com.au)**

