

ADVOCACY

EMPLOYMENT

EVENTS

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TRAINING

ACAPMA

Duly Qualified Person

Continuing Professional Development Program

Application Form



Duly Qualified Person - Program Overview

The Duly Qualified Person (DQP) Program is a continuing professional development program that builds a framework for recognising the skills and qualifications held by those doing works at and on fuel sites. As well as recognising existing skills, the program provides a framework for encouraging continual learning and improvement.

Eligibility:

To participate in the program individuals will need to complete this Registration Form, provide payment and provide evidence of current Skills/Qualifications or recognised informal Continuing Professional Development (CPD) Points.

To maintain recognition in the program individuals will need to retain at least 50 CPD Points per year. CPD Points are available by completing formal (Skills/Qualifications) and informal (CPD Training and Events) learning.

Individuals that participate in the Duly Qualified Person program are able to identify themselves to employers and clients as industry professionals committed to the continual development and improvement.

GENERAL (Class 1)

ELECTRICAL (Class 2)

FUEL SYSTEMS (Class 3)

MEASUREMENT (Class 4)

WHOLESALE OPERATIONS (Class 5)

FUEL TRANSPORT (Class 6)

Please see www.acapma.com.au/Contractors for the most up to date recognised CPD Points activities, courses, skills, training and events.

If you are doing training in your business, ask them to contact recognition@acapma.com.au to enquire about having the training recognised for CPD Points

Participants receive:

- ✓ ACAPMA DQP card - a physical identification card that shows name, DQP number, class and qualification
- ✓ ACAPMA DQP/CPD report - a detailed report showing the skills, qualifications and informal CPD elements achieved and maintained during the year of registration
- ✓ Listing as a DQP on the ACAPMA Recognised Contractor List
- ✓ Free access to ACAPMA Intro Course (retail value \$55 inc GST)
- ✓ Free access to ACAPMA Information sessions (retail value \$35 inc GST)
- ✓ Discounted rates for attendance at the Australasian Petroleum Fuel Industry Contractor Forum

DQP Applications received will be processed within 5-7 days.

Please return completed form along with CPD Points Evidence to:

ACAPMA: Suite 3, Level 7, 3 Spring Street, Sydney, NSW, 2000 | Phone: 1300 160 270
Fax: 02 8078 0629 | ABN: 71 506 540 351 | Email: recognition@acapma.com.au



Name and Contact Details

First Name	<input type="text"/>			Last Name	<input type="text"/>		
Street address and suburb	<input type="text"/>		State	<input type="text"/>	Postcode	<input type="text"/>	
Email	<input type="text"/>						
Contact Phone	<input type="text"/>			Contact Mobile	<input type="text"/>		

Class, Skill and Qualification Details

Indicate below which Class/s you are registering for.

- General (Class 1)
- Electrical (Class 2)
- Fuel Systems (Class 3)
- Measurement (Class 4)
- Wholesale Operations (Class 5)
- Fuel Transport (Class 6)

Evidence of eligible Skills/Qualifications/Proprietary CPD Points will be required prior to issue of card.

Evidence includes Certificate of Attainment (or similar) or sample works (in the case of Project Recognition).

Individuals may apply for the DQP Program before holding the required 50 CPD Points however DQP Cards will only be issued after demonstration of 50 CPD Points holding.

Contact Recognition@acapma.com.au with any questions.

Public Website Listing

All Duly Qualified Persons will be listed on the ACAPMA Duly Qualified Persons Register, identified by Name, Class, Skill/Qualification and State. No personal contact details will be listed on the website, however contact details may be provided to Regulators on request

Payment Details

\$55 Registration in the ACAPMA Duly Qualified Person program for 2021
includes GST and expires end December each year

\$15 Card Reprint
includes GST

VISA MasterCard AMEX

Credit Card fees of f 1.4% fee for Visa and MasterCard and 2% for AMEX apply

Name on Card

Card Number

CW Expiry Date

Signature

Date

This form may be considered a tax invoice when completed.
ABN: 71 506 540 351.
A copy of the of paid invoice and a receipt will be sent on processing of payment.