



Student Handbook



This document contains information and guidelines for all potential and current students of FPA Australia. We advise all potential students to familiarise themselves with this information before enrolling in our nationally recognised training.

Contents

Contact details	2
Copyright details	2
Introduction.....	3
Access, equity and privacy	4
Eligibility for enrolment.....	4
Support services	4
Our enrolment process.....	5
Our training options.....	5
Our assessment options	7
Surveys for your feedback.....	7
Fees and charges	8
Fees and charges schedule.....	10
Recognition of prior learning and credit transfer.....	11
Participant conduct, cheating and plagiarism	11
Student records	11
Complaints and grievance policy	12
Assessment appeals.....	12
Traineeships.....	13
Unit overview	13
Course requirements	14

Contact details

For further information about our training and assessment services contact:

Learning & Development

Fire Protection Association Australia

PO Box 1049, BOX HILL VIC 3128

Phone: 03 8892 3131 or 1300 731 922

Email: training@fpaa.com.au

Web: www.fpaa.com.au

Copyright details

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Introduction

Fire Protection Association Australia (FPA Australia) is Australia's major technical and educational fire safety organisation aiming to achieve continual improvement in fire safety through active membership and a range of related activities.

FPA Australia is a national VET regulated (NVR) registered training organisation (RTO) that provides training and assessment services for nationally recognised units of competency from the following qualifications:

CPP20511 Certificate II in Fire Protection Inspection and Testing for fire protection technicians responsible for non-trade installation and regular servicing of fire protection equipment and systems.

CPP30811 Certificate III in Fire Protection Inspection and Testing for fire protection technicians responsible for installation, commissioning and complex servicing of fire protection systems, or supervision of fire protection services work.

We offer a selection of Public and Private training and assessment options in every state and territory in Australia or you may select to undertake self-study training designed for you to work through at your own pace, and at a time and place that suits you and your employer.

Please ensure that you read and understand this Student Handbook and your rights and obligations as a student of FPA Australia, before enrolling in our training programs.

Access, equity and privacy

We wish to ensure that any person who meets the entrance criteria for our training has appropriate access to achieve a positive outcome. We aim to ensure that all potential and current participants receive access and equity in regards to training and assessment and this is why we offer a range of flexible options for our products and services.

We also respect an individual's right to privacy and meet all requirements of the privacy legislation when dealing with training participant information and records. You may view the FPA Australia Privacy Policy on our website.

FPA Australia and its employees embrace the principles of occupational health and safety and in turn this is carried through to our training and assessment which we ensure is carried out in a safe environment also.

Eligibility for enrolment

Our training is designed for those who are already working in the fire protection industry. You must have access to:

- a workplace that has the fire protection equipment and any other resources covered in your training program
- an experienced person, such as a supervisor or colleague, who can act as a mentor to help you develop your knowledge and skills, when necessary.

If you do not have access to a suitable workplace, the necessary resources, or a mentor contact Learning & Development for further advice before you enrol.

Support services

FPA Australia provides support services to individuals to ensure a successful training outcome and to provide assistance to participants experiencing difficulties with any of our services. Our support services include:

- advice on choice of qualifications and electives
- general advice on the relationship between the qualifications and licensing requirements
- telephone assistance with queries relating to your learning, including direct access to our trainer/assessor for help and advice
- identifying and tailoring training/assessment strategies
- identifying suitable assessors
- assistance organising assessment opportunities
- advice on selecting a suitable mentor
- action plans to upgrade qualifications
- advice on alternative RTOs for people outside our target audience
- payment schedule options may be available

For further information visit <http://www.fpa.com.au/training/> or contact Learning & Development.

Our enrolment process

FPA Australia offers training via self-study where participants enrol and receive learning materials to work through in their own time and pace. Once they have finished these learning materials they attend a public assessment workshop in order to be assessed for their skills and knowledge. We also offer individualised training and assessment services in private workshops (see the section on Private Workshops).

You may enrol at any time in a full qualification or individual units however you may need a particular qualification or units of competency for licensing or accreditation purposes. We recommend you check this with the relevant authority before you enrol, although our team can also assist you with queries relating to training requirements for the Fire Protection Accreditation Scheme (FPAS).

Our enrolment forms can be located on our website under the Training and Education tab. An enrolment form exists for each qualification and also for enrolment into individual units. Another enrolment form is available for units from the qualified person's extinguishing agents handling licence.

As you complete your enrolment form, you will also need to nominate a preferred date and venue for assessment. To locate the dates and venues for Public Assessment workshops, go to the Training Calendar on our website. We also have additional dates available that might not be listed, so you may want to call us to find an alternative date if the ones listed on our Training Calendar do not suit your needs. If you do not nominate a preferred workshop you will be placed on a waitlist and contacted when a place becomes available.

To enrol complete the appropriate form and ensure you tick and sign all relevant areas on all pages of the form and either make payment or request an invoice. The enrolment form is a contractual agreement and therefore requires all sections to be responded to and signed. To not do so will delay your training materials being dispatched and may mean you cannot attend your preferred workshop.

After you have enrolled and paid the relevant fees/deposit we send you the learning materials for each unit in which you have enrolled. The format of your learning material depends on the units you have selected however most of our subjects are provided in written Participant Guides. These training materials need to be completed before the assessment workshop and brought with you to the workshop along with any relevant personal protective clothing and a tool box with the basic tools included.

If you are a trainee enrolled in a full qualification, we will also provide you with a suggested training plan to help you structure your training.

Our training options

Our training is delivered in three ways.

Self-paced learning

We have self-study modes for all our units of competency enabling participants to learn at their own pace. Once enrolled, participants are provided with the self-study learning materials either as a participant manual; on-line with a login and directions for use; or as a CD-ROM and instructions for how to use with your computer. With self-paced learning there is no set date for completion of your training unless you are undertaking a traineeship. If you are not undertaking a traineeship you may complete your training at your own pace.

As a guide, a technician working full-time and studying part-time should be able to finish the Certificate II qualification in 12 months and the Certificate III qualification in 24 months.

During your training we will contact you to check how you are progressing and to address any training or assessment issues that you have. We will also discuss with you options for undertaking formal assessment.

Refresher Workshops

We offer public refresher workshops for those who prefer to be assessed after limited training to refresh their knowledge of a particular unit. Technicians can select to attend a refresher session for a single unit; a range of units; or a full qualification, and not pay any more than they would for a self-paced enrolment, while still receiving the learning materials.

Refresher workshops are best designed for those who have current industry knowledge and experience. They are regularly held in most capital cities and some regional areas around Australia and can last from a day to a week depending upon the amount and length of units selected.

These workshops are ideal for those who want to go directly to assessment or undertake recognition of prior learning.

Please note that all assessment workshops require a minimum number of attendees to be scheduled in order to run. Where numbers drop below the minimum requirements, we may need to postpone a session. Fees will not be refunded, however every effort will be made to meet the needs of the students who are inconvenienced by our postponement, including that they will be given preference to attend upcoming workshops scheduled in their state.

Private Workshops

We offer private workshops to those who prefer to have training and/or assessment undertaken for specific training requirements at their own preferred venue during a time that suits their needs. Fees are negotiated separately and travel and accommodation charges may apply when our assessors need to travel and work interstate. Participants are still enrolled into the unit or the qualification and receive the learning material, however the training and/or assessment is tailored to their specific needs.

For further information about this service, contact the Learning & Development department at FPA Australia.

Our assessment options

As you work through your self-paced learning materials you will have the opportunity to complete a number of self-assessment activities. Successful completion of these activities is an indication that you are ready for more formal assessment with an FPA Australia Workplace Assessor. You can keep your participant materials and use these to assist you during your formal assessment. You could also ask for feedback from your workplace mentor or call FPA Australia to discuss this with our trainer/assessor.

Our workplace assessors are located at our head office in Melbourne, and travel all over Australia to undertake assessments. We offer individualised assessment services where our assessors will assess you at your workplace and we also offer public workshop assessments where we book a week at a location in most capital cities, during which people can arrange to attend at various times to be assessed on the units in which they are enrolled.

When you enrol we encourage you to also specify your preferred date and location to attend an upcoming workshop. You can find these details on our website. If you do not indicate your preference, then you will be placed on a waitlist and called when there is a place available for you to attend. You will also receive a list of any upcoming workshops in your state capital on the invoice once you have made your deposit payment.

When you are assessed, the assessor will take you through a knowledge component to check your understanding, and a practical assessment which usually requires you to demonstrate you can perform the task being assessed. The assessment outcome for both tasks lead to the assessor making a judgement about your competence. They will either mark you competent or not competent. FPA Australia does not have graded assessment so you won't be marked with a result other than these two outcomes. Once you have been assessed as competent FPA Australia issues a statement of attainment for units that are completed toward a qualification and a certificate when all the required units have been assessed as competent.

Assessments are included in the enrolment fees and generally no further fees are payable when attending a public workshop. This is a great way to get some face-to-face assistance and up-skilling before you are assessed.

Sometimes when a student is assessed they do not demonstrate that they are competent in a unit. If an assessor makes a judgement that a student is not yet competent they will provide the student with guidance as to how to improve their ability or their knowledge. The **student will need to pay another fee to be re-assessed**. This is listed in the Fees and Charges schedule of this handbook.

Surveys for your feedback

FPA Australia is committed to continuous improvement of its operations and will therefore require you and your employer to complete feedback questionnaires at the completion of your assessment. These are simple and short and we encourage honesty in your comments so that we have an opportunity to improve our services.

Fees and charges

FPA Australia is a fee for service registered training organisation, and therefore is not funded by government to provide training and assessment services. This means that we must recoup the costs associated with a range of activities in our enrolment fees. These activities include but are not limited to research and development of intellectual property, licensing and registration fees, staff and business operating costs, publication, printing and marketing costs.

The fees associated with enrolment and assessment, are GST-free, however the fees associated with some activities for Private Workshops may incur GST.

To secure an enrolment a \$1000.00 deposit is required for fees that are greater than this amount. Payment of the deposit must occur before a participant is enrolled, and learning materials are dispatched. If the total fees are greater than \$1000.00 a schedule for the remaining payments will be sent with the learning materials.

If the total amount for training and assessment is less than \$1000.00, then the total amount must be paid before the student is enrolled and materials are dispatched. All fees must be paid prior to the assessment. Where the training is being conducted by a private workshop, additional fees such as the travel and accommodation will be invoiced following the workshop, however statements of attainment and qualifications will not be dispatched until all fees are paid.

Individual units attract different fees. The fee listed on the *Enrolment Form* includes the learning and assessment materials, enrolment, assessment, and administration, issuance of certificate/statements of attainment, and any remote assistance required from our trainers. In the case of a public workshop this fee also includes venue, catering and trainer/assessor costs. For private workshops additional fees such as training fees, travel and freight may be charged. These will be individually negotiated prior to confirmation of any training and assessment arrangements.

The following policies have fees, charges or penalties applied to them. FPA Australia requires all students to read and confirm their acceptance of these policies prior to enrolling:

- Re-assessment policy
- Withdrawal, refund and transfer policy
- Workshop cancellations and 'no-shows' policy

Re-assessment policy

Students are advised to ensure they study their learning material and have undertaken any self-assessments before they come along to an assessment workshop. If a student has demonstrated that they are not ready for assessment, they will receive the result of 'not competent'. An additional fee will be charged when the student attempts re-assessment. This fee is equivalent to 50% of the per-unit cost, and is applicable for each subsequent re-assessment. Travel accommodation and incidental fees may need to be negotiated with the assessor prior to re-assessment if the assessment needs to be conducted outside of a Public Workshop.

Withdrawal, refund and transfer policy

All withdrawal notifications and requests for refunds must be in writing (email, fax or letter) and include name, address and contact details, unit codes and titles and the reason for requesting a withdrawal or refund. Refunds will not be provided once assessment has occurred.

A refund of the full amount paid to date less an administration fee (per student) is provided if training materials have not yet been sent, but payment has been processed. The administration fee will cover the cost of administering the enrolment & refund and any credit card charges that have been applied to FPA

Australia. The administration fee will vary from \$50 to \$100 according to the size and complexity of the enrolment.

Where materials have already been dispatched, up to 50% of fees already paid may be refunded if the training materials are returned undamaged and unused within 30 days of them being sent. Each case is individually determined on the reasons provided for a refund.

Refunds are not available after 30 days of materials being sent, however we may transfer enrolment if it has been funded by the employer and the employee has left before the units have been completed. This type of transfer will only be applied once for each original enrolment and must be for the same units of competency within 12 months of the original enrolment. Once the units are completed a refund or transfer cannot be provided. Please note that any outstanding costs associated with a transferred enrolment will need to be paid prior to assessment, and new learning materials will not be provided unless additional fees are paid.

Partial refunds of fees already paid may be granted in extenuating circumstances. Apply in writing to training@fpaa.com.au with any contributing evidence, and each case (including amount of refund) will be individually determined on the reasons provided for a refund.

Workshop cancellations and 'no-shows' policy

FPA Australia places a lot of importance in running the Assessment workshops, both Public and Private, as the assessment is the time that we can ensure our students are competent and meet the needs of our industry, and their workplace. Along with being very important they are also costly to organise and administer, requiring us to book travel and accommodation for our assessors in order to deliver our services across all states and territories.

As with all businesses FPA Australia needs to ensure that the cost of organising and providing the service is not greater than the income from that service, and that the service generates enough revenue to offset other business costs of the Association. To ensure that happens we require minimum numbers across all of our workshops.

When a student cancels or does not show up for assessment it has a financial impact on the workshop and disadvantages other students who possibly could have attended in their place.

The *Workshop cancellations and 'no-shows' policy* is designed to reduce this from happening.

Cancellations/ deferral to another workshop need to be made with at least 5 business days' notice. That is that a student needs to confirm with FPA Australia's Learning & Development department in writing (email or fax) that they will not be attending a specific workshop, or that they request to attend an alternative workshop to the one they had been confirmed on, at least 5 business days prior to the commencement of the confirmed workshop. FPA Australia's business days are Monday to Friday and do not include Saturday or Sunday.

Where a student does not provide at least 5 business days' notice of a cancellation or deferral, a penalty fee will be applied to the enrolment that will need to be paid before the student can complete an assessment. This fee can be waived for cancellations and deferrals where a medical certificate is submitted with an explanation for the short notice.

Where an employer is able to replace a cancelled student with another enrolled student who is ready for assessment and therefore not reduce the numbers attending the workshop, the penalty fee will also be waived. It is important to note that FPA Australia must be made aware of the transfer as soon as possible before the workshop commences. If FPA Australia is not notified, the original attendee will be considered a no-show and the penalty fee will apply.

That penalty fee for late notice of cancellations and deferrals or no shows is as follows:

- Where a cancellation or deferment has occurred **within 3-5 business days** of the commencement of the workshop the penalty fee will be 50% of fees already paid for the assessments that were to occur. The student will need to pay these fees before attending the next assessment workshop.
- Where the cancellation or deferment has occurred **25 – 48 hours before** the commencement of the workshop the penalty fee will be 75% of the fees already paid for the assessments that were to occur. The student will need to pay these fees before attending the next assessment workshop.
- **Less than 24 hours' notice** or where the student is a **'no show'** and does not turn up for their specified assessments on the day they have confirmed, the penalty fee will be 100% of the fees paid for this particular assessment. Where the student fails to show for an assessment they will also be considered to have 'withdrawn' from the units of competency, and will require a new enrolment if they are to be assessed in the units.

This policy may be waived in cases of extenuating circumstances. Apply in writing (email, letter or fax) to the Learning & Development department with contributing evidence, and each case (including the outcome) will be individually determined based on the reasons provided.

FPA Australia's Learning & Development department will issue to every cancellation and/or deferral written acknowledgement of their situation. A student who cancels/defers will receive written acknowledgement of this (email or fax), within 24 hours of notifying FPA Australia.

Without written acknowledgement of a cancellation/deferment, FPA Australia will consider a person who does not attend a confirmed assessment session to be a 'no show'.

Fees and charges schedule

Service/Penalty	Charge
Res-assessment fee	50% of the unit fee, plus reimbursement of any additional expenses incurred by our assessor.
Reissue of a Statement of Attainment or Certificate	\$33 (inc GST)
Credit transfer	\$33 (inc GST)
Full day training/assessment (week day)	\$1000 (no GST)
Half day training/assessment (week day)	\$500 (no GST)
Weekend training/assessment	Rates on application
Cancellation – 49 hrs-5 bus. days before workshop	50% of enrolment fee
Cancellation – 25 hours – 48 hours before workshop	75% of enrolment fee
Cancellation –24 hrs or less before workshop	100% of enrolment
No Shows	100% of enrolment

Membership discounts

Enrolment fees attract a discount according to the level of membership held by the individual or their employer. The details for discounts can be found on the *Enrolment Form*.

Recognition of prior learning and credit transfer

Recognition of prior learning (RPL) is a process by which a prospective student can demonstrate knowledge and competencies currently held, as a result of past experience or training, and through this, possibly gain credit towards a qualification.

As an RTO, FPA Australia will accept credentials issued by any other RTO in any state or territory of Australia. If you can demonstrate via a certified statement of attainment that you have completed relevant units or qualifications through another RTO we will recognise and grant you a credit transfer.

If you are interested in applying for RPL or credit transfer contact the Learning and Development team to determine your eligibility before enrolling. We then put you in contact with a workplace assessor who holds the unit of competency that you want to receive recognition in. The workplace assessor can give you guidance as to how the unit is assessed.

Participant conduct, cheating and plagiarism

When you participate in our workshops or assessments, you are required to behave in a safe, mature and respectful manner. Participants are expected to co-operate with FPA Australia staff and abide by FPA Australia policies and procedures.

Cheating and plagiarism is not acceptable at FPA Australia. If cheating or plagiarism is identified consequences will occur which may include a participant completing an alternative method of assessment for an additional fee. Details of these consequences are available by contacting FPA Australia however a repeated offence will result in cancellation of the participant's enrolment with **no refund**.

Student records

If you require access to your student file or need a statement of attainment of your progress, apply in writing to Learning & Development. Credentials will only be supplied to the individual who has achieved competency, not to their employer, and a fee is in place for reissuing credentials. Please request this in writing to training@fpaa.com.au.

Complaints and grievance policy

FPA Australia treats every complaint or grievance seriously. FPA Australia employees, workplace trainers and assessors abide by the policies and procedures for dealing with customer complaints, grievances and appeals.

When we receive a complaint about our learning and assessment materials we collect the information as feedback for each unit of competency, and provide this feedback to our technical writers for use in updating our written materials.

When we receive a complaint about our workplace assessors, workshops or training delivery, we capture it, investigate it, and provide an outcome to the person lodging the complaint. FPA Australia acts upon the subject of any complaint found to be substantiated. Feedback gathered from complaints is used to improve our products, policies, procedures or service.

The Learning & Development Manager considers all complaints and grievances and may also seek advice and input from an independent representative from a competency assessment panel (CAP). CAPs comprise FPA Australia technical advisory committee (TAC) members (including representatives from other industry bodies and RTOs), training and assessment experts, and where needed, co-opted technical experts who together view submitted evidence and make judgements about competency.

Each complaint, grievance and appeal and its outcome is recorded.

Assessment appeals

Participants have the right to appeal against their own assessment outcomes, but not the assessment outcomes of other participants as these are confidential. Appeals must be lodged with the Learning & Development Manager in writing not more than 20 business days from the date that the student is made aware of their assessment outcome being not competent.

All assessments are conducted by qualified workplace assessors. If a participant has a grievance with an assessment process or result, they should consult firstly with their assessor and try to resolve the issue in a collaborative way. Participants may discuss any issue about the assessment process or outcome with the assessor. Participants are encouraged to contact and discuss their concerns with FPA Australia, who may engage another workplace assessor to undertake the assessment if required.

Each person who lodges an appeal has the opportunity to formally present their case, in writing and (if required) in person. Each participant has a right to have a third party present during any meeting. All outcomes are written and include the reason for the decision.

When a complaint, grievance or an appeal cannot be resolved through cooperative and collaborative means, it must be taken by either party to the Learning & Development Manager (Building 2, 31-47 Joseph St, Blackburn North, Victoria, 3128). The Learning & Development Manager will review the case and may convene a CAP to hear the issue. An outcome to each case will be provided as soon as possible but certainly within 30 days of the issue being raised. If either party is not satisfied with the outcome provided by the Learning & Development Manager they have the option to refer the issue to the CEO of FPA Australia, who may refer the issue to the FPA Australia Board of Directors.

Traineeships

Traineeships are part of the Australian Government's Australian Apprenticeship Initiative and are an employment-based training arrangement.

During the course of the traineeship employers agree to train their employee and the employee agrees to work and learn on the job. Training is conducted on the job and on completion of the traineeship employees receive a nationally recognised qualification.

A range of government incentives are available to employers for eligible employees participating in a traineeship.

FPA Australia provides fee-for-service training. The employer is able to access traineeship incentive payments from the Federal Government; however the enrolment fee must be paid to FPA Australia at the commencement of training, as is the case for any of our training participants.

The duration of traineeships is set by individual states and territories and ranges from 6 to 24 months. To learn more about traineeships visit <http://www.australianapprenticeships.gov.au/>.

Unit overview

For further information about each unit, how they are packaged within the two qualifications, their format and their pre-requisite units go to <http://www.fpaa.com.au/training/> and download the *Fire Protection Inspection & Testing Unit Overview*.

Course requirements

CPP20511 Certificate II in Fire Protection Inspection and Testing 7 Core units must be completed		
BSBWOR202A	Organise and complete daily work activities	
CPPCMN2002A	Participate in workplace safety arrangements	
CPPCMN2003A	Provide effective client service	
CPPFES2004A	Identify types of installed fire safety equipment and systems	
CPPFES2005A	Demonstrate first attack firefighting equipment	
CPPFES2006A	Prepare for installation and servicing operations	
CPPFES2007A	Maintain quality of work and promote continuous improvement	
6 Electives must be completed		
Up to 6 electives may be completed from the following group of electives		Pre-requisite units
CPCPFS3020A*	Conduct basic functional testing of water-based fire-suppression systems	<ul style="list-style-type: none"> • CPCPCM2023A Carry out OHS requirements ** • Or CPPCMN2002A Participate in workplace safety arrangements, AND, CPPFES2006A Prepare for installation and servicing operations
CPCPFS3021A*	Inspect and test fire pumpsets	
CPPFES2003A	Safely move loads and dangerous goods	
CPPFES2010A	Inspect and test fire hose reels	
CPPFES2011A	Install portable fire extinguishers and fire blankets	
CPPFES2016A	Inspect, test and maintain delivery lay flat fire hoses	
CPPFES2020A	Conduct routine inspection and testing of fire extinguishers and fire blankets	
CPPFES2021A	Inspect, test and maintain fire extinguishers	
CPPFES2025A	Inspect, test and maintain gaseous fire-suppression systems	
CPPFES2026A	Inspect and test emergency and exit lighting systems	
CPPFES2027A	Inspect, test and maintain non-gaseous pre-engineered fire-suppression systems	
CPPFES2029A*	Conduct functional tests on fire detection, warning and intercommunication devices	
CPPFES2035A	Identify, inspect and test fire and smoke doors	
CPPFES2037A	Inspect and test fire hydrant systems	
CPPFES2039A	Identify, inspect and test passive fire and smoke containment products and systems	
CPPFES2043A	Prevent ozone depleting substance and synthetic greenhouse gas emissions	
CPPFES2047A	Inspect and test control and indicating equipment	
CPPFES2048A	Receive and dispatch scheduled gaseous fire-extinguishing agents	
CPPFES2049A	Conduct recovery, reclaim and fill operations for scheduled gaseous fire-extinguishing agents	
CPPFES2050A	Monitor storage operations for scheduled gaseous fire-extinguishing agents	
HLTFA301C *	Apply first aid	
Up to 2 electives may be completed from the following group of electives		Pre-requisite units
CPCPFS3022A*	Conduct annual functional testing of complex water-based fire -suppression systems	<ul style="list-style-type: none"> • CPCPCM2023A Carry out OHS requirements ** • Or CPPCMN2002A Participate in workplace safety arrangements, AND, CPPFES2006A Prepare for installation and servicing operations
CPCPFS3023A*	Conduct functional water flow testing	
CPPFES3024A	Inspect and maintain portable foam-generating equipment	
CPPFES3032A*	Conduct enclosure integrity testing	
CPPFES3038A*	Inspect, test and maintain portable fire monitors	
CPPFES3040A*	Install passive fire and smoke containment systems	
CPPFES3042A	Install and commission pre-engineered fire-suppression systems	
CPPFES3044A	Interpret installation requirements for gaseous fire-suppression systems	
CPPFES3045A	Install gaseous agent containers and actuators	
CPPFES3046A	Decommission gaseous agent containers and actuators	
* Training & Assessment is not currently available for this unit. Credit transfer is available.		
** FPA Australia does not offer this unit of competency, but will recognise it as a completed pre-requisite unit.		

CPP30811 Certificate III in Fire Protection Inspection and Testing		
6 Core units must be completed		
BSBWOR301A	Organise personal work priorities and development	
CPPCMN2002A	Participate in workplace safety arrangements	
CPPFES2004A	Identify types of installed fire safety equipment and systems	
CPPFES2005A	Demonstrate first attack firefighting equipment	
CPPFES2006A	Prepare for installation and servicing operations	
CPPFES2007A	Maintain quality of work and promote continuous improvement	
10 Electives must be completed		
A minimum of 4 electives must be completed from the following Group A electives		Pre-requisite units
CPPFES2003A	Safely move loads and dangerous goods	
CPPFES2047A	Inspect and test control and indicating equipment	
CPPFES3024A	Inspect and maintain portable foam-generating equipment	
CPPFES3032A*	Conduct enclosure integrity testing	
CPPFES3038A*	Inspect, test and maintain portable fire monitors	
CPPFES3040A*	Install passive fire and smoke containment systems	
CPPFES3042A	Install and commission pre-engineered fire-suppression systems	
CPPFES3044A	Interpret installation requirements for gaseous fire-suppression systems	
CPPFES3045A	Install gaseous agent containers and actuators	
CPPFES3046A	Decommission gaseous agent containers and actuators	
CPCPFS3022A*	Conduct annual functional testing of complex water-based fire -suppression systems	<ul style="list-style-type: none"> • CPCPCM2023A Carry out OHS requirements ** • Or CPPCMN2002A Participate in workplace safety arrangements, AND, CPPFES2006A Prepare for installation and servicing operations
CPCPFS3023A*	Conduct functional water flow testing	
Up to 4 electives may be completed from the following Group B electives		
BSBCM311B	Maintain workplace safety	
BSBCUS301A	Deliver and monitor a service to customers	
BSBFLM303C	Contribute to effective workplace relationships	
BSBFLM306C*	Provide workplace information and resourcing plans	
BSBFLM309C*	Support continuous improvement systems and processes	
BSBFLM311C	Support a workplace learning environment	
BSBFLM312C	Contribute to team effectiveness	
HLTFA301B *	Apply first aid	
CPPCMN3001B*	Participate in environmentally sustainable work practices	
TAEDEL301A*	Provide work skill instruction	
Up to 2 electives may be completed from the following electives		Pre-requisite units
CPCPFS3020A*	Conduct basic functional testing of water-based fire-suppression systems	<ul style="list-style-type: none"> • CPCPCM2023A Carry out OHS requirements ** • Or CPPCMN2002A Participate in workplace safety arrangements, AND, CPPFES2006A Prepare for installation and servicing operations
CPCPFS3021A*	Inspect and test fire pumpsets	
* Training & Assessment is not currently available for this unit. Credit transfer is available.		
** FPA Australia does not offer this unit of competency, but will recognise it as a completed pre-requisite unit.		