

Inspect and Test

Fact Sheet

Trainee Accreditation

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FPA Australia

Fire Protection Accreditation Scheme (FPAS)

Introduction

This FACT SHEET sets out the requirements for an individual seeking Trainee Accreditation under the national Fire Protection Accreditation Scheme (FPAS) that was introduced on 1 July 2013. The basis of the Scheme is that if you seek:

- **Trainee Accreditation** - You are eligible if you do not have the required minimum experience and therefore commit to working under supervision as outlined in the 'Supervision Requirements' below and enrolling in the required units of competency for the categories of Inspect and Test being applied for within 6 months of gaining Trainee accreditation. You will then need to transition to Qualified Accreditation within twenty-four (24) months.
- **Qualified Accreditation** - You are eligible if you have completed the required units of competency for a specific category of work activities from the Certificate II or III in Fire Protection Inspection & Testing or other qualifications containing the relevant units **AND** have the required minimum experience.
- **Transitional Accreditation** - You are eligible if you have the relevant work experience in the fire protection industry for the categories of Inspect and Test being applied for, and then commit to transition to Qualified Accreditation within twenty-four (24) months.

Note: FPA Australia has extended the transition period, in line with our 2020 Vision to 1 January 2020

Please ensure you are applying for the relevant accreditation type prior to submitting your application and check the FPA Australia website to confirm you are using the current version of the FACT SHEET and application form as they are updated from time to time.

Obtaining Trainee Accreditation in 'Inspect and Test'

Trainee Accreditation refers to an individual who will gain industry experience by working under supervision of an individual who has Transitional or Qualified Accreditation whilst undertaking the required units of competency needed to transition to Qualified accreditation.

Supervision Requirements

a/ **Direct Supervision** is required for the first three (3) months, and then indirect supervision for the remainder of the Trainee accreditation period where the Trainee has not completed the required FPAS units of competency for the Inspect and Test Categories being applied for.

b/ **Indirect Supervision** is required for the entire two-year Trainee accreditation period where the Trainee has completed the required FPAS units of competency for the Inspect and Test Categories being applied for.

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To obtain Trainee Accreditation you must:

- be employed by a fire protection company offering Inspect and Test work activity.
- **only** work under supervision of an individual who has Qualified or Transitional Accreditation in the same categories of inspect and test.
- agree to enrol in the required FPAS units of competency within six (6) months of applying for Trainee accreditation.
- commit to transition to Qualified accreditation within twenty-four (24) months.
- ensure that you or your company hold the minimum Public & Products Liability Insurance of \$10 million.
- commit to ensure that for all Inspect and Test logbook entries, your FPAS Accreditation number is recorded for the work you have performed.
- commit to conduct only those Inspect and Test activities for which you obtain accreditation.

Once the accreditation application fee has been paid and your application is evaluated and approved, your accreditation is valid for twenty-four (24) months and is required to be renewed prior to the end of the twenty-four (24) month period.

The transition period for Trainee Accreditation status cannot be extended. Therefore, it is important to ensure you attain Qualified Accreditation within that time frame.

How to apply for Trainee Accreditation

Step 1: Download the Trainee Accreditation application form

Read this Fact Sheet in full, then go to the FPAS section of the FPA Australia website www.fpaq.com.au/fpas, and select FACT SHEETS & APPLICATION FORMS from the menu on the left-hand side of the page. Click on Individual Trainee Application Form (Inspect & Test). There is a Check List at the end of the form to ensure you complete everything you need to do. Please read the form carefully as insufficient information is likely to lead to a delay in processing your application.

Step 2: Provide details of your current employer as well as your personal contact details

You will need to provide details of your the current employer along with your personal contact details including an email address. This is mandatory and is required to ensure that should you change employer, we are able to contact you regarding renewal etc. for your FPAS accreditation.

Step 3: Identify each 'Inspect and Test' category you will be training in and wish to apply for and provide details of your principal supervisor for each category

Identify each category you will be training in (and therefore need to apply for) in the 'Inspect and Test' class based on your employer's Training Plan. You need to provide details of your employer along with the name and FPAS accreditation number of your supervisor(s) for each category of 'Inspect and Test' you are applying for.

Your supervisor(s) will need to sign your application form to verify that the details are true and correct, and to commit to helping you gain the experience in the 'Inspect and Test' category(s) applied for whilst working under direct supervision for three (3) months and indirect supervision for the remainder of your Trainee accreditation period. The supervisors need hold Qualified or Transitional FPAS Accreditation.

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(You need to fill out this section even if your supervisor is in the process of applying for accreditation).

The ten (10) 'Inspect and Test' categories are as follows:

Category	Level	
1 Fire sprinkler systems	R	C
2 Fire pumpsets	R	C
3 Fire hydrant systems	R	C
4 Fire detection and alarm systems	R	C
5 Gaseous fire suppression systems		C
6 Pre-engineered fire suppression systems (non-gaseous)		C
7 Portable fire equipment and fire hose reels		C
8 Fire and smoke doors		C
9 Fire seals and collars		C
10 Exit and emergency lighting		C

R Routine Level: Routine Level (R) accreditation is for activities conducted up to and including six (6) monthly, as described in AS 1851-2012.

C Complex Level: Complex Level (C) accreditation includes those activities for Routine Level (R), and other activities conducted annually as described in AS 1851-2012.

By applying for accreditation, you are confirming that you will:

- conduct Inspect and Test activities in your applicable category in accordance with the relevant standard(s).
- conduct only those Inspect & Test activities for which you hold accreditation.

The frequencies for 'Inspect and Test' activities, based on AS 1851-2012 for fire protection technicians accredited under FPAS with R and C Level, are shown in the following table:

'Inspect and test' Categories and Routine and Complex Level frequencies based on AS1851-2012.

Categories for Inspect and Test Class	Monthly	3 Monthly	6 Monthly	Yearly	5 Yearly	10 Yearly	20 Yearly	30 Yearly
1 Fire sprinkler systems	R	–	R	C	•	•	•	•
2 Fire pumpsets	R	–	R	C	•	•	–	–
3 Fire hydrant systems	R	–	R	C	•	–	–	–
4 Fire detection and alarm systems	R	–	R	C	•	–	–	–
5 Gaseous fire suppression systems	C	–	C	C	–	•	–	–
6 Pre-engineered fire suppression systems (non-gaseous)	C	–	C	C	–	•	–	–
7 Portable fire equipment and fire hose reels	–	–	C	C	•	–	–	–
8 Fire and smoke doors	–	C	C	C	–	–	–	–
9 Fire seals and collars	–	–	C	C	–	–	–	–
10 Exit and emergency lighting	C	–	C	C	–	–	–	–

R = Routine Level

C = Complex Level (C Level includes activities in R Level)

• = outside the scope of inspect and test category

Step 4: Provide details of the formal learning you are enrolled in or plan to enrol in

You will need to provide details of the formal learning you are or plan to be enrolled in. You must be enrolled in the units of competency required to transition to Qualified Accreditation within six (6) months of applying for FPAS Trainee accreditation.

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Step 5: Check Your Insurance Cover meets the requirements of FPAS

Insurance cover provides benefits to accredited individuals, business entities and the broader community by mitigating the risks associated with an unforeseen event.

As such, you as an accredited individual in the Inspect and Test class should be appropriately covered by insurance for the fire protection services you undertake.

This means that you as an employee or contractor to a company, or as a sole trader, must hold Public & Products Liability Insurance for a minimum of \$10 million.

You need to ensure that the policy covers all work activities you undertake and that it remains current.

For businesses that do not hold FPA Australia membership, please provide a Certificate of Currency as proof of Public & Products Liability Insurance coverage for a minimum of \$10 million.

An employee or contractor

If employed or contracted by a company, you should check the current level of insurance held by the company and ensure it covers the work activities you perform on behalf of that company.

A sole trader

If operating as a sole trader, you are responsible for ensuring that you have an appropriate level of insurance for your business activities and that the policy adequately covers all the services and activities you undertake in relation to your accreditation; and that it remains current.

This can be achieved by seeking professional advice through your insurance advisor as to the appropriate level of cover and ensuring that all your business activities are covered and listed on your insurance policy schedule.

Step 6: Read the Code of Professional Conduct (CoPC)

The Fire Protection Association Australia Code of Professional Conduct (the Code) prescribes the principles, standards of behaviour and service delivery requirements expected of accredited individuals under FPAS.

You as an accredited individual must sign the Code of Professional Conduct declaration, stating that you will abide by the requirements of the Code and accept any decision if it is determined you have breached the Code.

Breaching the code may result in cancellation of an individual's accreditation.

The Code is located at www.fpa.com.au/fpas/copc

Step 7: Send your completed form and payment to FPA Australia for evaluation

The following fees apply to individual accreditation:

Accreditation fee	\$220	Includes GST, all categories and two (2) years accreditation fee.
Status change	\$44	Includes Level R to level C, additional category(s) and/or transition to Qualified Accreditation.

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Fee waiver for Current Licence Holders

You may be eligible for an accreditation fee waiver if you are a holder of a current licence or permit under the Queensland Building and Construction Commission (QBCC): Fire Protection Occupational Licence.

Individual Entitlements

Your accreditation entitles you to:

- An accreditation identification card for the class, category and level for which they are accredited, with a two (2) year expiry date.
- A listing on FPA Australia's website as an accredited individual with accreditation details relating to class, category and level (no contact information).

Disclaimer

Accreditation under the Fire Protection Accreditation Scheme is not a substitute for any requirements for licensing, registration or accreditation established by relevant applicable legislation (state, territory and/or federal) unless otherwise confirmed by relevant regulation.

Payment of fees

FPA Australia accepts payment via:

- Cheque: Cheques must be made out to **Fire Protection Association Australia**.
- Credit card: AMEX, Mastercard and Visa not Diners Club.
There is provision on the application form for credit card details.
- Electronic Funds Transfer (EFT): **BSB: 033-083 Account Number: 33-2932**.

A tax invoice will be mailed to you with your FPAS Accreditation kit.

Once you have completed your application form, send it with your payment:

Accreditation Manager
Fire Protection Association Australia
PO Box 1049
Box Hill
Victoria 3128

OR

Scan your completed Application form and email it together with your photo (.jpg or .tif) to fpas@fpaa.com.au.

Note: In order to keep your file size to a minimum, you should scan your application form in black and white.

FPA Australia Fire Protection Accreditation Scheme (FPAS)

FPAS Australia will notify you

You will be notified of the outcome of your application evaluation, or you may be contacted if your application requires further information or clarification.

Once your accreditation is approved, you will receive an Accreditation Certificate and Card and specific conditions relating to your accreditation type. Accreditation is valid for twenty-four (24) months.

If your accreditation is not successful, you have the right of review and/or you can re-apply once you have met accreditation requirements.

FPAS contact details and resources

For enquiries please contact the Accreditation Manager on fpas@fpaa.com.au or 03 8892 3131.

For additional resources: www.fpaa.com.au/fpas .