

AUTOMOTIVE ASSESSMENT SERVICES

Victorian Automobile Chamber of Commerce



Vocational Education and Training Assessment Services



Application Form

AUR20705

CERTIFICATE II IN AUTOMOTIVE - MECHANICAL (AIR CONDITIONING)

OFFICE USE ONLY

Applicant File Number:

Date:

Assessor Name:

Application Form
AUR20705
CERTIFICATE II in AUTOMOTIVE MECHANICAL
(AIR CONDITIONING)

Important Information

Fee

The standard fee for an individual assessment is \$360.00.

Candidates with limited relevant industry experience may incur additional costs.

The standard fee of \$360 must be submitted with your application for assessment. Cheques, money orders, or credit card details, Visa, MasterCard are accepted.

Evidence of Your Qualification

Trade qualified applicants, i.e. Automotive Mechanic and Automotive Electrician **MUST** ensure that **qualification** evidence requirements, as stated in this Application Form, are submitted with this application for assessment.

Should you **fail** to submit the trade evidence requirements, additional costs may be incurred.

Assistance

For assistance with this Application Form please contact:

VETASSESS

Competency Assessment Services

Level 4, 478 Albert Street

East Melbourne

Phone: (03) 9655 4813

Email: assessment@vetassess.com.au

Please ensure you forward application form, fee and authorisation to release information to the above address.

1. Applicant Contact Details

SURNAME:	
GIVEN NAMES:	
DATE of BIRTH:	COUNTRY of BIRTH:
HOME ADDRESS:	
SUBURB/TOWN:	STATE/POSTCODE:
PHONE No. (Bus Hrs):	PHONE No. (After Hrs):
EMAIL:	

2. Proof of Identity

Please attach two **certified** passport sized photographs of yourself taken within the last three months.

In addition, please attach a **certified copy** of your passport, driver's licence or other official identification with photograph.

3. Employer Details

COMPANY NAME:	
CONTACT:	
COMPANY ADDRESS:	
SUBURB/TOWN:	STATE/POSTCODE:
BUSINESS/MOBILE PHONE No:	BUSINESS FAX:
BUSINESS EMAIL:	

4. Proof of Work History

Please identify your work history that is relevant to service, repair, overhaul or installation of automotive air conditioning systems.

You need to provide evidence of your relevant work experience.

You must attach a **certified copy** of employment evidence, such as employer or workplace supervisor letters of reference. All letters need to be on letterhead paper, dated, signed by employer/supervisor

WORK HISTORY			
Organisation/ Company Name	State/Suburb/ Town/Post Code	Type of Employment	Time Employed
<i>Example: A J Motors</i>	<i>Vic, Melb, 3000</i>	<i>Automotive mechanic including air conditioning service and repair</i>	<i>6 years</i>

5. Are you a trade qualified mechanic OR an automotive electrician?

If yes proceed to number 6.

If no, proceed to number 7.

6. Proof of Trade Qualification - Automotive Mechanic OR Automotive Electrician

1. If you are qualified as either an Automotive Mechanic or Automotive Electrician please list your trade qualification(s) title, name of issuing organisation and date of award.
2. Attach a **certified copy** of your listed qualification(s).

NOTE: Should you fail to submit the stated qualification evidence requirements additional costs may be incurred.

AUTOMOTIVE MECHANIC/AUTOMOTIVE ELECTRICIAN TRADE QUALIFICATION(S)		
Qualification Name	Name of Issuing Organisation	Date of Award
<i>Example: Certificate III in Automotive Mechanical (Light Vehicle)</i>	<i>XXX TAFE</i>	<i>October 2000</i>

Important information about the Agreement

Qualified Automotive Mechanics and Automotive Electricians

You may be required to complete an online examination and/or prescribed workbook exercise(s) applicable to vehicle air conditioning system competency requirements.

Your VACC Assessor will advise you on receipt of your application.

7. Proof of Qualification - Other Trade and/Or Non-Trade Qualifications

1. Please list your trade and non-trade qualification(s), other than Automotive Mechanic or Automotive Electrician, by title, name of issuing organisation and date of award.
2. Please attach **certified copies** of your listed qualification(s).

OTHER TRADE &/OR NON-TRADE QUALIFICATIONS		
Qualification Name	Name of Issuing Organisation	Date of Award
<i>Example: Certificate III in Automatic Transmission</i>	<i>XXX TAFE</i>	<i>October 2000</i>

Important information about the Agreement

Non-Trade Qualified and Trade Qualified (Other Than Automotive Mechanics & Automotive Electricians)

You may be required to complete an online examination and prescribed workbook exercise(s) applicable to competency requirements as prescribed in the Certificate II in Automotive Mechanical Air Conditioning.

Your VACC Assessor will advise you on receipt of your application.

8. Proof of Participation - Training Courses

List any company product training courses applicable to vehicle air conditioning systems you have participated in.

In the absence of proof of training program participation in vehicle air conditioning system (service, repair, installation, overhaul), **you must:**

- submit a **certified copy** of an employer or workplace supervisor testimonial attesting to your experience and competency in the service, repair, installation and overhaul of vehicle air conditioning systems.

Please attach **certified copies** of identified training course participation.

TRAINING COURSES		
Course Name	Company/organisation	Date of Attendance
<i>Example: Vehicle Air Conditioning Systems</i>	<i>Mazda</i>	<i>Sept 2003</i>

Privacy Statement

Whenever VETASSESS collects, handles, stores, uses or discloses information about you, it aims to comply with the applicable Privacy Principles that apply to protect your personal information. 'Personal information' means information or an opinion (including information in a database) about an individual whose identity is apparent or can reasonably be ascertained.

Certification

I certify that the information provided on this form is true and correct.

Applicant's Signature:

Date:

Authorisation to Release Information

VACC Assessment Services, as a Registered Training Organisation, is required to maintain files on all of the applicant's assessment.

VETASSESS, a partner to VACC Assessment Services, has developed an online site designed to provide:

- Verification/confirmation of an individual's qualification status
- A search tool for business recruitment by qualification

Privacy legislation requires your consent by individuals, businesses or government bodies to access information provided by you in this application for assessment.

Please sign and date if you agree to the following:

- I agree to my qualification results being made available online to my employer or future employer for verification of qualification.
- I agree to my personal details and qualification details being placed on an online register for access by businesses seeking qualified people.

Applicant's Signature:

Date:

Please send Application Form, fee and Authorisation to Release Information to:

VETASSESS

Competency Assessment Services

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East Melbourne

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