

SECTION B

Candidate Information and Application Forms

You give this information to the candidate for them to read about the RPL process and to complete the appropriate forms.

WHAT DOES IT MEAN TO BE RECOGNISED IN BICYCLE REPAIR

Bicycle repair mechanics may perform the following tasks:

- discuss problems with bike owners to discover faults, observe bike operation and test ride bikes
- repair or replace worn and faulty parts by removing assemblies such as hubs, drivetrains, gears, steering suspension, wheels and tyres, referring to manuals as necessary
- reassemble, test, clean and adjust repaired or replaced parts or assemblies, use various instruments to make sure they are working properly and put them back onto the bike
- carry out minor frame repairs
- use specialist bicycle repair tools
- Serve customers in a retail environment
- Prepare costings and invoices for work undertaken

Bicycle repair mechanics work in workshops and roadside. They need to keep up with changes in bicycle industry technology.

With the changes in bicycle technology, there are now more complex gearing, braking, suspension and other operational parts fitted to bikes. Remaining up to date with these changes in the bicycle industry is vital.

Personal Requirements:

- enjoy practical and manual activities
- able to work with hand tools
- technical aptitude
- problem-solving skills
- customer service skills



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TIPS AND HINTS TO HELP YOU PREPARE FOR RECOGNITION

To have skills formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

Here are some tips and hints for you:

1. Be prepared to talk about your job roles and your work history. Bring a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there.
2. Bring your position description and any performance appraisals you have from any bicycle repair shops or facilities you have worked in.
3. Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goals to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?
4. Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past and will be able to confirm your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skills level.
5. Collect any certificates from in-house training or formal training you have done in the past.
6. You can speak with your training organisation about other ways you can show your skills in the bicycle industry. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms or other relevant documents.

STEPS IN THE RPL PROCESS

Step 1 – Provide information of your skills and experience

Complete the attached forms and provide as much information of your previous experience in the bicycle maintenance industry as you can. This is your first opportunity (and not the last) to provide proof of your variety of experience in the industry. Here you can supply examples of your work history which could include:

General employment documents

- brief CV or work history
- position descriptions
- certificates/results of assessment
- details of in house courses, workshops, seminars, orientation or induction sessions
- references/letters from previous employers/supervisors

Workplace documents

- brief CV or work history
- certificates/results of assessment
- photographs of work undertaken
- diaries/task sheets/job sheets/log books
- site training records
- site competencies held record
- membership of relevant professional associations
- hobbies/interests/special skills outside work
- references/letters from previous employers/supervisors
- industry awards
- any other documentation that may demonstrate industry experience

Depending on the industry you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL as the Assessor will work with you during the RPL process.

You will also need to supply contact details of one or two work referees who can confirm your skills in the industry.

Step 2 – Conversation with Assessor

An assessor will review the information you have provided (usually with you) and begin to match up your skills to the units/subjects in the qualification. At this point, you will have the opportunity to discuss and identify your previous experience with the assessor who will understand your industry experience and conduct a competency conversation with you. You will be required to answer bicycle industry related questions to identify your current skills.

Step 3 – Practical demonstration of your skills

The assessor will conduct a practical skills test at your workplace (if appropriate) or at another suitable venue. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focussed on skills that are required in the qualification. Your assessor will identify the skills that he/she will want you to demonstrate.

Further steps

After the assessment, your assessor will give you information about the skills that have been recognised and whether you have gained the full qualification. If you do have skill gaps, these may be addressed through flexible training.

APPLICATION – Self Assessment Questionnaire AUR30212 Certificate III in Bicycle Workshop Operations

Candidate Name: _____ Date Completed: _____

Please identify your level of experience in each competency.

Unit Code	Unit Title	I rate my level of competence		
		High	Medium	Low
CORE UNITS*				
AURAEA2002	Apply environmental and sustainability best practice in an automotive workplace*			
AURASA2002	Apply safe working practices in an automotive workplace*			
AURBCA2001	Work in a retail bicycle environment*			
AURBTA2004	Assemble box bicycles for retail sale*			
AURBTB2001	Service and repair bicycle mechanical braking systems*			
AURBTB2002	Service bicycle hydraulic braking systems*			
AURBTB3003	Repair bicycle hydraulic braking systems*			
AURBTD2001	Service bicycle steering systems*			
AURBTD2002	Service bicycle suspension systems*			
AURBTD3003	Repair and overhaul bicycle steering systems*			
AURBTJ2002	Service bicycle wheels and hubs*			
AURBTJ3003	Design and build bicycle wheels*			
AURBTJ3004	Repair and overhaul bicycle wheels and hubs*			
AURBTQ2001	Service bicycle drivetrain systems*			
AURBTQ3002	Repair bicycle drivetrain systems*			
AURBTV2001	Fit and adjust bicycle accessories*			
AURAF2001	Use numbers in an automotive workplace			
AURAF2002	Read in an automotive workplace			
AURAF2003	Communicate effectively in an automotive workplace			
AURBCA2002	Select and adjust bicycle to fit rider			
AURBTA2003	Assemble bicycles			
AURBTA3006	Identify and select components for custom bicycles			
AURBTD3004	Repair and overhaul bicycle suspension systems			
AURBTJ2001	Remove, repair and fit bicycle tyres			
AURBTK2001	Use and maintain specialised bicycle repair tools			

Unit Code	Unit Title	I rate my level of competence		
		High	Medium	Low
AURBTY3001	Service and repair bicycle frames			
AURTTK2002	Use and maintain workplace tools and equipment			
AURSCA2006	Promote products and services			
Other units may be included – check http://training.gov.au/Training/Details/AUR30212 elective unit details				

Candidate Signature: _____ Date: _____



RPL APPLICATION FORM

Applicant Details:

1. Occupation you are seeking recognition in	CIII Bicycle Mechanical Technology	
2. Personal Details		
Surname		
Preferred Title (Mr, Mrs, Ms, Miss)		
First Name/s		
Any other name used		
Home Address		
Postal address if different from above		
Telephone Numbers	Home:	Work:
	Mobile:	Fax:
Date of Birth	/ /	
Gender	MALE <input type="checkbox"/> / FEMALE <input type="checkbox"/>	
Age		
Are you a permanent Resident of Australia	YES <input type="checkbox"/> / NO <input type="checkbox"/>	
3. Current Employment		
Are you currently employed?	YES <input type="checkbox"/> / NO <input type="checkbox"/>	
If Yes, in which occupation are you currently employed?	
Who is your current employer?	
4. Previous Employment		
Years Employed		
Previous Employers Name		
Years Employed		
Previous Employers Name		

5. Further Training	
Have you undertaken any training courses related to the occupation applied for?	YES <input type="checkbox"/> / NO <input type="checkbox"/>
If Yes	
What occupation were you trained in?	
Training completion Date (month, year)	
Country where you trained	
Name of course and institution (if applicable)	
6. Is there any further information you wish to give in support of your application	
7. Professional Referees (relevant to work situation)	
Name
Position
Organisation
Phone Number
Mobile Number
Email Address
Name
Position
Organisation
Phone Number
Mobile Number
Email Address

APPLICANT EMPLOYMENT HISTORY FORM

Name, Address and Phone number of Employers	Period of Employment (DD/MM/YYYY)		Position Held	Full Time Part-time Casual	Description of Major Duties
	From	To			
1.					
2.					
3.					
4.					

Attach additional sheet if required

If you are including documents in your application, please provide a brief description below

Document Description (e.g. resume, photos, awards etc)	Office Use Only – Assessor to use this section to align documents to specific units of competency and identify key questions for competency conversation

Declaration

I declare that the information contained in this application is true and correct and that all documents are genuine.

Candidate Signature: _____ **Date** _____