

**Supervisor/ Third-party Evidence Form - VEET Installer/ Fieldworker Training**

**Recognition of Prior Learning (RPL) Application towards**

**22311VIC Course in Retrofitting Homes for Energy and Water Efficiency**

The following candidate is applying for Recognition of Prior Learning (RPL) for skills and knowledge already obtained towards the above qualification. As his/her Supervisor/ Team Leader, we ask that you provide comments on the candidate's **demonstrated workplace skills and knowledge**. Please fill out ALL sections accurately according to your **personal** and **direct** knowledge of the work skills and knowledge **demonstrated by the candidate to the standard required in the VEET industry**

Candidate Name: ..... Date of Birth...../...../.....

Candidate's Job : .....

Date commenced in this job role: ..... /...../.....  Full time  Part time

**This candidate has demonstrated sufficient English language skills, communication skills and maths skills to work at the required industry standard in this Job Role (please tick)**

YES

NO

<b>Work skills/ knowledge demonstrated to industry standard –</b>		<b>Yes</b>	<b>No</b>
<b>Occupational Health and Safety</b>			
1.1	The candidate can identify requirements in OHS law relevant to own his/her work, role and responsibilities and can identify Duty of Care requirements with respect to safe completion of retrofitting tasks		
<b>The candidate has the demonstrated necessary skills to –</b>			
2.1	Discuss and confirm any planned activities and issues with customers		
2.2	Identify Health and Safety Hazards associated with retrofitting tasks		
2.4	Identify tasks that must be undertaken by a qualified and/or licensed tradesperson or installer		
<b>The candidate has performed safe retrofitting of homes for energy and water efficiency by: -</b>			
3.2	Using equipment to complete retrofit that is fit for purpose		
3.3	Handling tools, ladders and equipment safely		
3.4	Stopping any task that endangers the installer or householder,		
4.1	Recycling waste materials according to company requirements		
5.1	Testing installed / replaced items for safety and recording the results in workplace documentation		
5.2	Understanding the need to record unexpected OHS issues experienced during the retrofit		

Work skills/ knowledge demonstrated to industry standard - Retrofitting		Yes	No
<b>The candidate has/can</b>			
1.2	Obtain permission from the householder to proceed with retrofitting and complete the relevant documentation		
1.3	Recognise limits of own expertise and can identify work requiring the services of qualified and/or licensed tradespeople		
1.4	Identify basic occupational health and safety hazards relating to work tasks		
1.5	Select and check tools and equipment that are fit for use		
1.6	Identify materials appropriate to each work task		
2.1	Use tools and equipment safely and in accordance with manufacturers' instructions		
2.2	<p>The candidate has <b>frequently</b> installed the following energy efficiency products and services to supplier or manufacturer instructions <b>in the course of his/her work</b></p> <p> <input type="checkbox"/> Standby Power Controllers           <input type="checkbox"/> Chimney Balloons  <input type="checkbox"/> Light Globes           <input type="checkbox"/> Showerheads  <input type="checkbox"/> Draft Proofing           <input type="checkbox"/> Other .....</p>		
2.3	Discuss with the client the benefits of the retrofitting tasks and the materials used		
<b>The candidate can</b>		<b>Yes</b>	<b>No</b>
3.1	Clean the work area and dispose of all waste materials or recycle as applicable		
3.2	Clean, check and maintain tools and equipment according to manufacturers' instructions and standard work practices		
3.3	Complete as required the workplace documentation recording the retrofitting undertaken		

**IF THE CANDIDATE HAS INSUFFICIENT PRIOR SKILLS AND KNOWLEDGE** , the candidate will need to attend the **full two-day course** 22311VIC Retrofitting homes for energy and water efficiency.

**Comments / other relevant skills and knowledge the candidate has demonstrated:**

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**CANDIDATE'S SUPERVISOR / TEAM LEADER TO SIGN:**

I ..... being .....  
 (Name of verifying person) (Job title)  
 of

Company name: .....

Address: .....

Phone No: .....

Email: .....

Company Website: .....

**I confirm the work skills and knowledge indicated above are an accurate and honest reflection of those currently held by this candidate. I have observed the candidate successfully employing the indicated skills and knowledge in the workplace on at least 3 occasions. The candidate completed the tasks to industry standards.**

Signature of Verifying Person

Date

Comments: .....  
 .....  
 .....  
 .....

**WHEN COMPLETED, EMAIL TO [info@greenrto.com.au](mailto:info@greenrto.com.au) AS SOON AS POSSIBLE  
 THIS INFORMATION WILL BE VERIFIED BY GBAT**

Office Only:

Verified by GBAT by: .....Date:  
 ...../...../.....

Contact with following verifying person: .....

Phone No: ..... . Email: .....