



Australian Government
Department of Industry,
Science and Resources

National
Measurement
Institute

Recognition kit instructions

National Measurement Institute
Verifiers and weighbridge operators

[NMI on the internet](#)

© Commonwealth of Australia 2019

National Measurement Institute
36 Bradfield Road, Lindfield, NSW 2070

Tel: 61 2 8467 3796

Website: [Industry website – NMI pages](#)

Email: nmiadministrator@measurement.gov.au

Contents

1.	Background	1
2.	Roles of verifiers and weighbridge operators	1
3.	What does competence mean?	1
4.	What is the recognition process?	2
5.	How are recognition kits completed and submitted?	3
	Step 1 – Download the kit(s) relevant to your needs from the website.	3
	Step 2 –Collect your evidence and complete the recognition kit.....	3
	Step 3 - Submit your completed recognition kit	3
	Step 4 - Enrol in the recognition process.....	3
6.	What is the assessment process?	4
7.	How is the assessment result formalised?	4

1. Background

The National Measurement Institute (NMI) is responsible for trade measurement in Australia. NMI has made a commitment to provide a nationally recognised framework for the professional development of verifiers and weighbridge operators.

The framework includes the assessment and recognition of an individual's competence against relevant **performance and knowledge evidence, and assessment conditions** related to their work. These criteria are set out in **units of competency** containing **assessment requirements** which have undergone an extensive consultation process with industry and other stakeholders. In most cases, units of competency have been combined into specific **skill sets** related to measuring instrument types.

NMI uses **recognition kits** as an assessment tool to enable you to demonstrate that you meet the requirements of the appropriate unit of competency or skill set. Successful completion of the appropriate recognition kit demonstrates your competence to verify specific instrument types.

These instructions are designed to give you step-by-step information on how:

- to complete and submit your recognition kit
- to enrol in the recognition process
- your recognition kit will be assessed.

Go to the Industry.gov.au website page [Measurement training and assessment](#). Here you will find a full list of the recognition kits available as well as more information on units of competency and skill sets. Choose the recognition kit appropriate to the instrument type(s) you wish to verify.

2. Roles of verifiers and weighbridge operators

Verifiers test measuring instruments for their suitability for trade use and mark them with a verification mark. Only verifiers deemed competent and registered by NMI, and employed under a servicing licence, may verify instruments used for trade. Measuring instruments are verified in accordance with legislation and relevant national instrument test procedures using suitable, traceable reference standards of measurement. Measuring instruments are classified by type into classes and subclasses. For example, class 6 is the licence class for weighing instruments and subclass 6.3 is for weighing instruments of 30 kg or less (classes 3 and 4). See Schedule 2 of the *National Trade Measurement Regulations 2009* for a full list of classes and subclasses. A verifier must hold a statement of attainment relevant to the subclass(es) of instruments they intend to verify.

Weighbridge operators ensure that measurements carried out using public weighbridges comply with legislation. At least one person operating a public weighbridge under a licence must hold the statement of attainment for the PSPTRP002 Operate weighbridges unit of competency. The public weighbridge licensee must provide NMI with specific details of this person.

3. What does competence mean?

Competence means that you can conduct a verification task (verifiers) or public weighing (weighbridge operators) by applying the relevant knowledge, skills and attitude required in the workplace against the performance criteria set out in the unit(s) of competency.

The best way to demonstrate your competence is through completing a recognition kit that demonstrates you have the required knowledge and can perform tasks to the required standard. If you are assessed as competent, you will be issued a nationally recognised statement of attainment for the appropriate skill set or unit of competency.

What is a recognition kit?

A recognition kit is a key component of the assessment process. It is an assessment tool that provides a means for trainee verifiers/weighbridge operators to efficiently and effectively demonstrate their competence against all the criteria in the required unit(s) of competency/skill set(s).

What does recognition mean?

Recognition means recognising the skills and knowledge you have acquired relevant to the subject for which you are being assessed. If you are an experienced verifier/weighbridge operator and/or have completed relevant training programs within your organisation, you may already be performing to the required standard. This recognition process identifies, documents and acknowledges your skills and knowledge. Each recognition kit is designed to help you to:

- identify the evidence you will need to confirm your competence
- collect and present the evidence in the most efficient way.

4. What is the recognition process?

The recognition process involves identifying and collecting appropriate evidence and assembling it into a kit that covers your previous learning and work experience.

The assessment includes a number of different parts. The written parts that you submit first comprise:

- your work history (as background information on your career)
- one or more written assessments relating to the specific job role (testing/weighing) and legislative requirements relating to licensed verifiers or weighbridge operators
- workplace documents
 - test reports, printed documents and Form 6 verification tasks for verifiers
 - public weighbridge tickets for weighbridge operators.

A significant part of the assessment involves **demonstrating** your practical skills, by completing one or more full tests on instruments or weighing vehicles and completing public weighbridge tickets, as appropriate, in a real or simulated environment. During training within your organisation, you should have practised these skills under supervision – completing the appropriate test reports or tickets which will be submitted as evidence (workplace documents) along with a report from your supervisor or mentor.

In addition, the assessor will need to confirm you have the necessary practical and communication skills in testing instruments/weighing vehicles while demonstrating knowledge of, and implementing safe work practices. Depending on the circumstances, this will be completed by one of the following methods:

- a) The assessor or a technical expert (an NMI trade measurement officer) will complete a direct observation of you either at your work place, an NMI office, or another suitable location.
- b) The assessor will use video calling to complete a direct observation of you either at your work place or another suitable location.
- c) You will provide a series of videos showing you completing all the stages in testing instruments/weighing vehicles in a real or simulated situation.

An assessor will review your submitted kit including any third party or technical expert observation reports. They may request additional information to be submitted.

In addition, the assessor may wish to talk with you, and/or your supervisor, by phone to clarify the information submitted and confirm your knowledge. Based on the evidence in your recognition kit, the observation report(s) and your responses over the phone, your assessor will make a judgement regarding your competence.

It is vital that the evidence you supply is complete and authentic, i.e. you must have personally performed **all** the tasks covered by the evidence.

The test reports/documents/measurement tickets you include with the kit should come from activities that you have completed, ideally under the supervision of a competent person.

Your evidence must also be up-to-date and relevant to the assessment requirements. Further instructions are provided in each recognition kit. Be sure to read the instructions carefully.

Detailed information relating to observations (direct or otherwise) will be provided in the kit and by your assessor and/or technical expert.

5. How are recognition kits completed and submitted?

Step 1 – Download the kit(s) relevant to your needs from the website.

The majority of kits are now available for completion without you having to print them out. You fill in the answers and forms on your computer and submit your kit, along with the other required documents, by email (see below).

Step 2 – Collect your evidence and complete the recognition kit

Read the instructions at the beginning of the kit carefully. As you work through the recognition kit, complete your personal details, those of your supervisor(s) or mentor(s), as well as your work history. **Carefully read the instructions included at the start of each section of the kit.**

Complete the written assessment questions. For verifiers, there is an additional question that asks you to complete a **certificate of verification form task (Form 6)** from information provided to you in the kit.

Collect the evidence required to complete the recognition kit. This may include copies of test reports, printed dockets/labels/tickets from POS systems, or weighbridge tickets, relevant calculations and/or photographs/videos of work activities.

Each recognition kit details the evidence you must provide and there is a **checklist to ensure you have completed all parts**. You should try to include evidence that shows you can manage non-standard situations, as this provides more robust evidence to your assessor.

If your supervisor/mentor is an experienced verifier for the instrument type being assessed or a weighbridge operator, as appropriate, they should complete the report for experienced supervisors/mentors, included in the kit.

If your supervisor/mentor is **not** an experienced verifier/operator, they should complete the report for a non-verifier/non-operator, to record your general workplace performance, particularly in relation to working safely and communicating with others.

Contact the NMI administrator if you do not have access to an experienced supervisor/mentor or any type of supervisor/mentor.

Read through the forms that will be completed by your assessor, as this will allow you to understand what they will be looking for when they review your evidence.

If you are having difficulties understanding the requirements for completing your kit, please contact the NMI administrator.

Email: nmiadministrator@measurement.gov.au

Telephone: (02) 8467 3796 (training helpline)

Step 3 – Submit your completed recognition kit

Submit your completed recognition kit by email along with scanned copies of any other documents/tickets/photographs (see instructions in the kit for how to name each of these documents).

If you have completed the kit manually, you should scan (double-sided) all pages of the kit and email the scanned copy, along with the additional documents (named as above).

Remember to keep your kit(s) as you may need to refer to it/them during your interview with the assessor.

Email the kit and documents to: nmiadministrator@measurement.gov.au.

Step 4 – Enrol in the recognition process

When your submission has been checked by the NMI Training and Assessment Administrator, they will advise if you are ready to complete the enrolment process. Follow the enrolment instructions shown on the [Verifier and weighbridge operator assessments pages](#).

You must include photo ID with your enrolment form. For example a copy of your driver's licence.

Your unique student identifier (USI) must be shown in the specified section on the enrolment page. You will receive an email to confirm your enrolment. If you do not have a current USI, you can obtain one from [the USI website](#).

6. What is the assessment process?

To determine your competence an assessor will:

- review your recognition kit
- mark your written assessment
- review any test reports, weighbridge tickets, calculations and any third party observation reports or other evidence you have submitted
- conduct a phone interview with you
- observe your practical skills (For further information, refer to the [Instructions for observation assessment](#)).

During the interview your assessor will ask questions to clarify your underpinning knowledge and skills. They may also discuss your work experience.

Your assessor will determine if you meet the assessment requirements (i.e. you are **competent**), or not (i.e. you are **not yet competent**). If you are not yet competent you will need to undergo further training before submitting a new recognition kit and enrolment for assessment.

7. How is the assessment result formalised?

Your assessor will use the assessment recording form in the recognition kit to record the assessment result and comments. This form documents the basis of the assessment decision, the sources of evidence used to judge your competence, the feedback provided to you and suggestions for further learning and development (if required). Your assessor will send the completed recognition kit to the NMI Administrator. The NMI Administrator will officially advise you of your assessment result via email.

The NMI administrator will:

- email your assessment result to you, your assessor and the legal metrology licensing team
- email the marked kit and feedback to you
- issue the statement(s) of attainment for the unit(s) of competency, if you have been assessed as competent.

NMI will keep an electronic copy of your completed recognition kit together with any relevant feedback.

Notes:

If you disagree with the assessor's decision and feedback, you should contact the NMI Administrator. See details of our appeals process in the [Participants' handbook](#).

The assessment process will be cancelled if the applicant:

- withdraws by notifying the NMI administrator in writing
- has not submitted their evidence within six (6) months from enrolment.