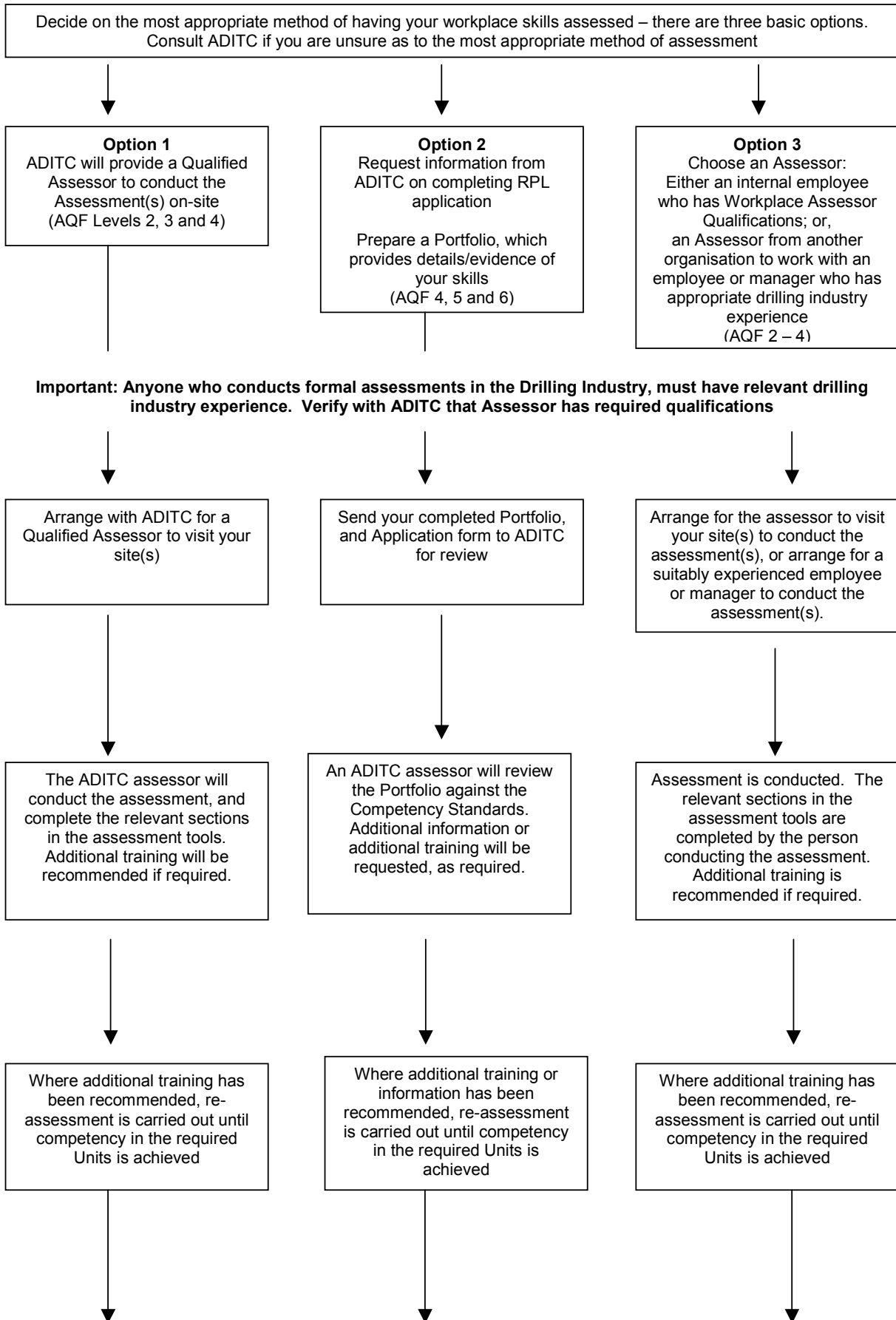


## How to Obtain Formal Industry Qualifications in the Drilling Industry



You forward two copies of the documents to ADITC for audit:

- Completed assessment tools or portfolio
- supporting evidence and any supplementary information regarding the assessment
- a covering letter asking for award of the assessment information and stating the level of qualification being attempted
- a passport photo of yourself (.jpg format if emailing)
- a registration form including personal information, and payment

An ADITC assessor will review the evidence provided against the Competency Standards. Additional information will be requested, if required.

An external auditor will audit the evidence and “sign off” the recommendation for award of qualification against all successfully completed Units of Competency.



ADITC will return one copy of your documents to you.

ADITC will issue a **Statement of Attainment** for all successfully completed Units of Competency, or a **Formal Industry Qualification** where all Competency requirements have been achieved at a given AQF Level. This is a parchment which names your qualification and on its reverse lists the component standards which you have gained.

A **National qualifications ID card** will also be issued to successful applicants.

All information you provide to us is kept confidentially. We are required by law to do this.

## POINTS TO REMEMBER

The above processes of assessment are about using your existing experience and past work as evidence of competence. All your previous training and experience in the industry can be used to help provide evidence. Competence is showing you have both **knowledge** (an understanding of the task and why it is done) and **skill** (the current ability to apply it appropriately.) There is a difference between having learnt to do something once, and still being able to do it now. (How is your school French?)

At AQF 2 and 3 there must **always** be site assessment involved to get evidence of ability to carry out the tasks. This may also be needed at AQF4.

We don't, however, usually carry out site assessment of senior managers. If we were to come and watch people manage financial planning for example, what would we see? Instead, we ask them to provide copies of real documents from their work that show that they do have the knowledge and skill to manage financial planning – budgets, forecasts, costings and quotations for example.