

Trade Pathways Program

Application - RPL Cert III in Signs and Graphics

Industry Experience & Self Assessment

Candidate Name	
Date of Birth	
Email Address	
Telephone Number	

The Purpose of this document is to assess your eligibility to gain access to the Trade Pathways Program. Please complete the 2 sections by providing the required details regarding your work history and experience.

INDUSTRY EXPERIENCE Pg2

Please indicate the time you have spent employed in the Signs and Graphics Industry. Briefly outline where you have worked and how long you have spent in these jobs.

SELF ASSESSMENT Pg3

This section provides the candidate the opportunity to provide information about the level of skill that has been acquired for each unit of competency “UoC” of the course, during your time in the industry. Indicate if you can and have performed the tasks listed under each UoC

DECLARATION Pg13

Sign the declaration. Return this to document to admin@rta.edu.au.

This document is interactive, please download and open in Adobe Acrobat to fill out.

In this section you are to indicate the experience you have had in the Signs and Graphics industry

About you	
How many years experience do you have ?	
In all of your years in the Signage industry how many employers have you had?	
If currently employed provide the company name of your employer.	
Time employed with current employer in years (round up to full year)	
Provide the company name of your previous employer.	
Time employed with previous employer in years (round up to full year)	
Are you more oriented towards fabrication and installation or to graphic design & printing?	
Have you worked in a supervisory, managerial or sales role?	
Can you make a commitment to complete your RPL assessment and any gap training ensuring that you gain a full qualification?	

Your workplace/organisation details		YES	NO
Does your workplace have the tools and equipment to provide training in all of the competencies listed below.			
Is there a trade qualified person in your workplace that can supervise you if gap training is required			
Name of organisation:			
Representative Name:			
Representative Telephone:			
Representative Email:			

Previous Qualification	YES	NO
Have you completed an apprenticeships or a course in the Past		
If yes, What course/s did you complete? Answer below		

CPCCWHS3001 Identify construction work hazards and select risk control strategies

Is the Candidate able to demonstrate the ability to do the following:		Yes	No
Performance Evidence	Develop a new job safety analysis (JSA) for general hazards in consultation with relevant company personnel for two different job tasks on two different work sites		
	Revise one of the JSA prior to starting work, identifying changed conditions and where appropriate, Amending the JSA to reflect changed hazards and risk control strategies		
	Develop a new safe work method statement (SWMS) for high-risk work in consultation with relevant company personnel for two different job tasks on two different work sites		
	Revise one of the SWMS prior to starting work, identifying changed conditions and where appropriate, amending the SWMS to reflect changed hazards and risk control strategies.		
	Inspect the work sites to identify potential hazards associated with work site and tasks		
	Identify and review compliance with requirements relating to each work site and potential task-related hazards		
	Consult with relevant personnel to select risk control strategies for both general hazards and high-risk work		
	Document and store the above JSA and SWMS according to workplace requirements.		

CPCCSG3001 Design and lay out digital signs for production

Is the Candidate able to demonstrate the ability to do the following:		Yes	No
Performance Evidence	Lay out the design for a light box panel in landscape measuring minimum 1200 x 2400 mm?		
	Design a sign for a minimum 1200 x 2400 mm panel in portrait, and use three text blocks Each containing at least three lines of text and at least two different images sourced from an image database?		
	Design a sign for a standard vehicle door, and use a logo, at least three lines of text, and a standard font?		
	Apply design theory to each sign, using colour effectively to create signs with visual impact?		
	Apply design and layout principles suited to the specified output giving consideration to how each sign will be displayed and the conditions under which each sign will be viewed?		
	Use a credible software package to produce the sign design and lay out a print ready file.		

CPCCSG3002 Produce and apply vinyl signs

The Candidate must indicate their ability to do the following:		Yes	No
Performance Evidence	Create one sign containing only lettering in a single colour		
	Create one sign containing lettering and a simple graphic, consisting of at least three different colours.		
	Apply signage to different surface selected from the following Glass Metal Plastic Vehicle body.		
	In producing each sign, the person must ensure no damage to the vinyl during the weeding or cutting processes.		
	In the event of damage caused, the person must demonstrate correct procedures to rectify or reproduce the vinyl sign.		
	In applying the sign to each surface, the person must:		
	Correctly use materials to prepare the surface & Apply the signs at the specified heights and levels		
	Check for damage to the vinyl or surface that could have occurred during the application Process and rectify damage.		

CPCCSG3003 Colour manage signs

The Candidate must indicate their ability to do the following:		Yes	No
Performance Evidence	Accurately colour match three different digital signs using each of the following devices in the process: Computer monitor Digital press Printer Proofer Scanner.		
	Understands different colour matching system should be used: Cyan, magenta, yellow and black (CMYK) Pantone matching system (PMS) Red, green and blue (RGB).		
	Accurately calibrate devices to be used in sign production work flow		
	Apply a colour matching system according to job requirements		
	Adjust colour and contrast to ensure legibility as appropriate to the task		
	Check and confirm colour consistency is achieved across each output device and rectify any fault in colour matching.		

CPCCSG3004 Print digital signs

The Candidate must indicate their ability to do the following:		Yes	No
Performance Evidence	Safely laminate a sign print, using lamination equipment		
	Correctly select laminate to match print media.		
	Print three different signs from digital files on each 'or' apply to the following media : Aluminium composite Paper Vinyl.		
	Handle and use uncompressed file formats correctly in the digital printing process. I.e.: software specific files, AI, IN, PS, EPS, CRD etc		
	Apply digital colour management principles when using software and output media		
	Correctly handle media used in the digital printing process		
	Select and set up appropriate printers for the task and conduct routine maintenance appropriate to the printer		
	Identify printing and laminating defects and rectify faults to ensure job requirements are met.		
	Operate raster image processor (RIP) software in the printing process		

CPCCSG3011 Install LED technology into signs

The Candidate must indicate their ability to do the following:		Yes	No
Performance Evidence	Install light emitting diode (LED) systems into a light box?		
	Install light emitting diode (LED) systems into a fabricated letter?		
	Install LED into a Face lit sign?		
	Install LED into a Halo lit letter?		
	Identify and confirm client requirements for finished job?		
	Ascertain colour and brightness requirements?		
	Identify location for finished signs?		
	Install LED modules in a sign to ensure consistent lighting?		
	Test lights and correct any faults in light distribution?		

AURVTP109 Apply vehicle body film wrapping

The Candidate must indicate that they have sound knowledge of following:		Yes	No
Performance Evidence	<p>methods to locate and interpret information required to apply vehicle body film wrapping, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> information provided by customer and supervisors <input type="checkbox"/> manufacturer specifications and procedures or equivalent documentation 		
	<p>workplace procedures required to apply vehicle body film wrapping, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> establishing serviceability of tools and equipment <input type="checkbox"/> documentation procedures 		
	<p>housekeeping procedures, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> examination of tools and equipment <input type="checkbox"/> storage of equipment <input type="checkbox"/> identification, tagging and isolation of faulty equipment <input type="checkbox"/> disposal of excess materials <input type="checkbox"/> recycling procedures 		
	<p>work health and safety (WHS) requirements relating to applying vehicle body film wrapping, including procedures for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> selecting and using personal protective equipment (PPE) <input type="checkbox"/> using specialist tools 		
	<p>environmental requirements, including procedures for trapping, storing and disposing of waste material</p>		
	<p>types and uses of vinyl film wrapping materials and tools, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> vinyl film wrapping requirements <input type="checkbox"/> patterns <input type="checkbox"/> application tools <input type="checkbox"/> cleaning agents 		
	<p>vinyl film supplier recommended methods and techniques for applying vinyl film wrapping, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> surface preparation <input type="checkbox"/> surface measurements and pattern development <input type="checkbox"/> quality requirements relating to vinyl film wrapping 		
	<p>procedures for protecting vehicle and components when applying film wrapping</p>		
	<p>procedures for final inspection of vehicle vinyl film wrapping</p>		
	The Candidate must be able to perform the following:		
<p>Apply vinyl film wrapping on at least three different vehicles.</p>			

CPCCSG3016 Prepare Surfaces for Signs

The Candidate must indicate their ability to do the following:		Yes	No
Performance Evidence	Safely prepare the following surfaces each measuring at least one square meter, in readiness for application of signs:		
	Brick Wall, Gyprock Wall, Metal, Plastic		
	Use appropriate sanding and cleaning techniques for each surface		
	Select, prepare and apply correct undercoat and primer for a painted surface		
	Apply paint using each of following application methods:		
	Brush paint, Roll paint, Spray paint		
	Identify and rectify defects in paint application.		

CPCCCM2006 Apply Basic Leveling Procedures

The Candidate must indicate their ability to do the following:		Yes	No
Performance Evidence	A two peg test with an automatic/optical level to confirm that the instrument meets manufacturer tolerances		
	Locate, interpret and apply relevant information in job specifications to the levelling task		
	Comply with site safety plan, and health and safety regulations applicable to workplace operations		
	Safely and effectively use tools and equipment		
	Communicate and work effectively and safely with others, including using agreed communication signals		
	Confirm accuracy of the readings taken, including set-up and movement of device in two locations		
	Accurately record results of each levelling procedure according to organisational requirements.		
	Can record differences in height for three different projects as required by job specifications, using at least three of the following levelling devices: <input type="checkbox"/> A spirit level and straight edge <input type="checkbox"/> Automatic/optical levelling device <input type="checkbox"/> Levelling with water technique <input type="checkbox"/> Laser levelling device.		

CPCCCM2010 Work safely on scaffolding higher than two metres

The Candidate must indicate their ability to do the following:		Yes	No
Performance Evidence	Locate, interpret and apply relevant job task information, standards and specifications		
	Comply with site safety plan and safe work method statements (SWMS) for access to the work site and completion of the job tasks at heights		
	Safely and effectively use tools, plant and equipment		
	Communicate and work effectively and safely with others		
	Select and use height access work methods, including inspecting scaffold for faults		
	Modify work activities to cater for variations in work site procedures, contexts and environment to work safely at heights		
	Use safe handling requirements, based on information provided for equipment, products and materials.		
	Apply knowledge of construction materials to identify: <ul style="list-style-type: none"> • Manual handling risks • Types of lifting and support structures approved for use 		

CPCCSG3017 Erect and install signs

The Candidate must indicate their ability to do the following:		Yes	No
Performance Evidence	Able to install an aluminium sign 1200 x 2400 using appropriate fasteners to at least one of the following surfaces:		
	<input type="checkbox"/> acrylic <input type="checkbox"/> glass <input type="checkbox"/> masonry <input type="checkbox"/> metal <input type="checkbox"/> plasterboard <input type="checkbox"/> plastic <input type="checkbox"/> timber		
	Able to install a freestanding sign 1200 x 2400 to two aluminium posts or poles measuring no less than 90 x 90 mm?		
	Confirm the need for planning permissions to install the signs in specified location?		
	Check and confirm the site for services and assets below ground?		
	Identifying potential risks and hazards and demonstrating measures to mitigate potential work site risks and hazards?		
	Ensure the structural integrity of the supporting background, including taking steps to ensure reinforcement is arranged if required?		
	Follow safety procedures when erecting and installing above signs?		
	Identify and select methods for erecting and installing Signs at heights?		
	Able to select tools, fasteners and fixings giving consideration to the characteristics of the signs?		
Prepare the work site for installation and install the signs according to job requirements?			

CPCCCM3001 Operate elevated work platforms up to 11 metres

The Candidate must indicate their ability to do the following:		Yes	No
Performance Evidence	The following functions and controls must be performed while operating both Boom Lift BL and Scissor Lift SL:		
	<input type="checkbox"/> Boom up and down <input type="checkbox"/> Operate attachments <input type="checkbox"/> Operate outriggers, where fitted.		
	While operating the BL: <input type="checkbox"/> Slew left and right <input type="checkbox"/> Telescope in and out.		
	Fit and wear a harness and attach lanyards as follows: <input type="checkbox"/> Energy or shock absorbers, which must be used with all fall arrest equipment <input type="checkbox"/> Lanyards, which must be attached to the harness installed so that the maximum distance a person equipped with a harness would free fall before the fall arrest system takes effect is two metres.		
	In doing the above, the person must also: Establish and apply a rescue plan		
	Apply safe operating procedures, including conducting operational risk assessment and treatments associated with:		
	<input type="checkbox"/> Earth leakage boxes <input type="checkbox"/> lighting <input type="checkbox"/> power cables, including overhead service trays, cables and conduits <input type="checkbox"/> restricted access barriers <input type="checkbox"/> surrounding structures <input type="checkbox"/> traffic control <input type="checkbox"/> trip hazards <input type="checkbox"/> Work site visitors and the public <input type="checkbox"/> working at heights up to 11 metres <input type="checkbox"/> working in proximity to others <input type="checkbox"/> working with dangerous materials		
	Locate, interpret and apply information relating to job requirements, including:		
	<input type="checkbox"/> Diagrams and sketches <input type="checkbox"/> Environmental requirements <input type="checkbox"/> Quality requirements relevant to EWP work <input type="checkbox"/> Instructions issued by authorised organisational and external personnel <input type="checkbox"/> Manufacturer specifications, operator manual, and instructions where specified <input type="checkbox"/> Signage industry standards and job specifications <input type="checkbox"/> Verbal, written and graphical instructions <input type="checkbox"/> Work schedules, plans and specifications		
	<input type="checkbox"/> Comply with site safety plan and health and safety legislation, regulations and codes of practice applicable to workplace operations		
	<input type="checkbox"/> Safely and effectively use tools, plant and equipment relevant to EWP work		
	<input type="checkbox"/> Ensure safe working load of EWP is not exceeded		
<input type="checkbox"/> Communicate with others on the work site using verbal and non-verbal communication and communication technology			
<input type="checkbox"/> Work effectively and safely with others on the work site.			

BSBCUS301 Deliver and monitor a service to customers

The Candidate must indicate their ability to do the following:		Yes	No
Performance Evidence	Use communication skills to establish rapport and build relationships with customers in		
	Accordance with organisational requirements		
	Identify customer needs using appropriate questioning and active listening skills		
	Provide customer service in accordance with organisational requirements		
	Respond to and record customer feedback and action taken according to organisational		
	Standards, policies and procedures		
	Produce a report which identifies and recommends ways to improve service delivery		

MSMENV272 Participate in environmentally sustainable work practices

The Candidate must indicate their ability to do the following:		Yes	No
Performance Evidence	Making simple measurements, consistent with the job		
	Counting the number of items entering/leaving a work area		
	Reading indicators in the work area		
	Obtaining relevant information from support personnel		
	Follow environmental policies and identify potential breaches of environmental		
	Produce a report which identifies and recommends ways to improve service delivery		

CPCCSG3012 Fabricate signs

The Candidate must indicate their ability to do the following:		Yes	No
Performance Evidence	Can use at least 3 of the following tools and equipment: Acrylic glues and heating equipment Battery drill Cad/cam routing equipment, Glass marking pencil, Guillotine Metal ruler or tape measure, Welding tools and equipment Scribe, Square, Surface cutting equipment.		
	Identify job specifications including: Durability Requirements Longevity Purpose and location of sign Sizes and materials needed		
	Select and prepare tools, materials and equipment to fabricate a sign?		
	Select correctly fitting PPE?		
	Accurately calculate required material quantities?		
	Fabricate and assemble a sign?		
	Trim and clean sign as well as identify defects and rectify prior to finalizing?		
	Store sign safely prior to installation?		
	Clean work area and correctly dispose of or recycle and waste materials?		

MSMSUP102 Communicate in the workplace

The Candidate must indicate their ability to do the following:		Yes	No
Performance Evidence	Listen attentively		
	Formulate questions to clarify work requirements or instructions		
	Read and interpret workplace information		
	Complete workplace forms		
	Write legibly and/or use electronic keyboard		
	Record and interpret numbers, codes and symbols		
	Use clear and concise language in verbal and written communication		

MSFFM3022 Set up, operate and maintain computer numerically controlled (CNC) machining and processing centres.

Note: CNC Machines include Vinyl Cutters and Laser engravers.

The Candidate must indicate their ability to do the following:		Yes	No
Performance Evidence	Locate, interpret and apply relevant information		
	Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment		
	Identify materials used in the work process		
	Follow work instructions, operating procedures and inspection practices to:		
	<input type="checkbox"/> minimise the risk of injury to self or others		
	<input type="checkbox"/> prevent damage to goods, equipment or products		
	<input type="checkbox"/> maintain required production output and product quality		
	Identify, set up and operate CNC machining and processing centre equipment to complete detailed profiling, including:		
	<input type="checkbox"/> development and application of sub-program		
	<input type="checkbox"/> development and application of parametric program, and		
	<input type="checkbox"/> application of CAD/CAM functions		
	Conduct operator maintenance on the machining and processing centre equipment		
	Use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements		
	Communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures		
Minimise wastage of resources, including materials, time and money			
Work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity			

Self Assessment Student Declaration



I will complete the Trade Pathways Program in full within the time frame I have committed to.
 I declare that the information provided in my application for RPL is true and accurate.
 I have answered the question myself and declare that all work is my own.
 I have read the Policy and Procedure information prior to submitting this application.
 I authorise RTA to update my enrollment in accordance with the outcome of this application.

Name:	
Date:	
Signature:	

Once complete email this document to admin@rta.edu.au.

Ensure file name is `exp_self_assess_YOUR_NAME.pdf`

