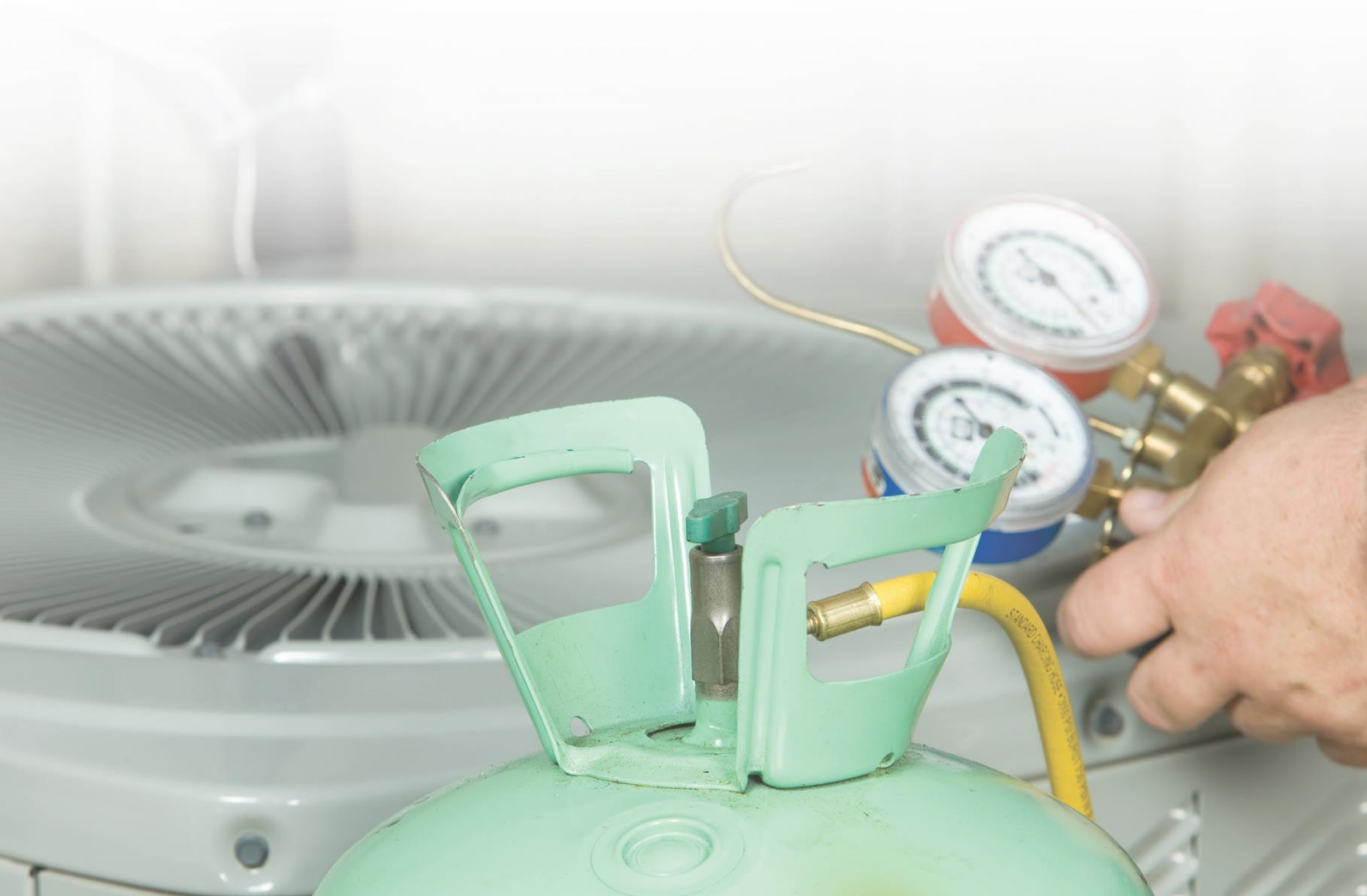


Stage 2 assessment guide

Air-conditioning and Refrigeration Mechanic

(ANZSCO: 342111)



Published by VETASSESS, 2019

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1 What is a Stage 2 assessment?

Your Stage 2 assessment is an important part of the assessment process.

The Stage 2 assessment takes 7-8 hours and involves you completing:

- A Practical Assessment: a series of practical work-based tasks that demonstrate your skills as an Air-conditioning and Refrigeration Mechanic
- A Technical Interview: an interview and/or written assessment designed to find out the depth of your trade knowledge and how you apply that knowledge.

Your assessment will be conducted in English and no interpreter is allowed.

The practical tasks and interview questions asked by the assessor are based on the units listed on the **Fact Sheet** for your trade. These units describe the skills and knowledge expected in your trade by industry in Australia.

Download the Air-conditioning and Refrigeration Mechanic Fact Sheet here:

<https://www.vetassess.com.au/skills-assessment-for-migration/trade-occupations/guides-and-factsheets>

2 Who will assess me?

You will be assessed by an assessor who is:

- A qualified Air-conditioning and Refrigeration Mechanic: Your assessor has the qualification you are applying for, as well as many years of experience working in Australia as an Air-conditioning and Refrigeration Mechanic.
- A qualified assessor: Your assessor also holds a qualification as an assessor. They have experience questioning and listening to candidates from all types of backgrounds.

3 Where will my assessment be held?

Your assessment will be held at a VETASSESS approved venue. Approved venues are located in certain countries around the world.

When you apply and pay for your Stage 2 assessment, we will schedule it to occur at the approved venue closest to your location. If you wish to change this location to a different approved venue, please send a request via email to: tradeassess@vetassess.com.au

When payment for your Stage 2 assessment is confirmed, we will email you your Admission Voucher. Your voucher will contain the venue address, date and time.

4 What do the assessment tasks involve?

An overview of the types of activities you may be asked to perform during your assessment is provided below. Please note that this is SAMPLE ONLY. This is not a complete list and may change from time to time. Your assessor will provide you with details of the assessment activities on the day of your assessment.

- Complete a Job Safety Analysis (JSA)
- Reclaim and recharge a refrigeration and/or air-conditioning system
- Fabricate copper piping
- Investigate and diagnose faults in in electrical and motorised equipment
- Test and record readings
- Perform a disconnect/reconnect of electrical equipment using safe working procedures in a logical manner and test the disconnected equipment before reconnection. Please refer to **Appendix C 'Safe isolation procedure for tagout/lockout'** for detailed information about the steps you should follow during this task.
- Give written and verbal answers to questions on a variety of topics including, but not limited to:
 - Occupational health and safety
 - Environment
 - System operation and refrigerant handling
 - Copper pipe fabrication
 - Electrical and system fault finding
 - Electrical disconnect and reconnect

5 What do I need to bring?

You **must** bring the following to your assessment:

- Your current passport
- Your Admission Voucher: Receiving the Admission Voucher can take up to 3 weeks from the time of your payment. If you are concerned you have not received your Admission Voucher email us at: www.tradeassess@vetassess.com.au
- Practical Experience Summary (PES): The PES document will be emailed to you at the same time as your Admission Voucher. This document must show your employment experience over the last 5 years and the variety of work that you have undertaken in that time. You can do this by providing additional supporting material that you have not submitted previously.
- Personal protective equipment (PPE): Please refer to **Appendix A 'Safe working practice'** for more information about the PPE you should bring

You are also encouraged to bring your own hand tools to the assessment. If you are unable to bring your own tools, VETASSESS will ensure tools are made available, but you may have to share these with other candidates. Please refer to **Appendix B 'Recommended hand tools'** for more information about the tools you should bring

All other equipment and materials necessary to complete the assessment tasks will be provided.

Please note:

- You must not bring any reference materials such as written notes, text books or manuals.
- You will not be allowed to use a mobile phone or other electronic devices during the assessment.

6 What will happen on the day of my assessment?

This is what will happen on the day of your assessment.

Arrival	10 mins
You will arrive at the time and location stated on your Admission Voucher. You will present your voucher and passport to the venue supervisor for checking.	
Introduction	10 mins
Your assessor will explain the tasks you are required to complete and will provide you with the Assessment Workbook for your occupation.	
Safety Task	30 mins
<p>You will complete a Workplace Health and Safety (WHS) task.</p> <p>The WHS task may require you to read paperwork and write answers, or listen and respond to questions relevant to your occupation.</p> <p>It may include questions on areas such as</p> <ul style="list-style-type: none"> • job safety analysis • working with equipment • personal protective equipment (PPE). 	
Practical tasks	Approx. 7 hrs (includes lunch break)
<p>You will complete a number of practical tasks as directed by your assessor (refer to Section 4 for examples of tasks that you will be asked to complete).</p> <p>Some tasks may need to be completed in a certain time period.</p> <p>You will wear appropriate personal protective equipment (PPE) and follow all Workplace Health and Safety (WHS) requirements.</p> <p><i>Note: If WHS requirements are not followed your assessor will stop your assessment.</i></p>	
Technical interview	Throughout day
<p>Your assessor will ask you questions to gather evidence of your knowledge.</p> <p>You may also be required to read questions and provide written answers to provide evidence.</p>	
Finish	10 mins
<p>You will clean up your work area and submit your Assessment Workbook.</p> <p><i>Note: Your assessor will not be able to tell you your result.</i></p>	

7 What are the rules of the assessment?

To avoid cancellation of your assessment, you must follow these rules:

- Arrive on time - your assessment will be cancelled if you arrive more than 30 minutes late.
- Follow your assessor's instructions.
- Follow workplace health and safety precautions.
- Do not bring any reference materials including written notes, text books, manuals or devices with access to the internet.
- Do not bring any electronic communication or recording devices including mobile phones, laptops, tablets or MP3 players.
- Do not ask other candidates for assistance or interrupt them.

The venue supervisor or assessor may also cancel your assessment if you:

- cannot prove your identity
- cannot understand and/or answer questions in English
- become extremely distressed or disturbed
- appear ill or physically unwell
- become angry or violent
- arrive at the assessment venue in an abnormal state, such as being intoxicated or drugged.

8 How can I prepare for my assessment?

Use the following checklist to help you prepare for your assessment.

Action	Completed
<p>Download and read the Fact Sheet for your occupation: http://www.vetassess.com.au/skills-assessment-for-migration/trade-occupations/guides-and-factsheets</p>	
<p>View each unit in your qualification using the following website: https://training.gov.au/Search/Training</p> <p>This will help you to understand the knowledge and skill requirements for each unit.</p>	
<p>Read the sample practical tasks stated in Section 4.</p> <p>Think about how you would complete these sample tasks by asking yourself:</p> <ul style="list-style-type: none"> • what are the steps I would follow? • what tools and equipment I would use? • what safety precautions I would I observe? 	
<p>Think about the required knowledge for each unit and if you could answer questions about this knowledge.</p>	
<p>Ask a friend or family member to ask you questions about your occupation.</p> <p>For example:</p> <p><i>“What are the main safety hazards at your work – how do you make sure you are safe?”</i></p> <p><i>“Tell me the tasks you do at work. Now tell me how you do each of them, what steps do you take, why do you do it that way?”</i></p> <p><i>“Where do you get information from to help you do tasks at work?”</i></p> <p><i>“Explain how a tool/piece of equipment you use works.”</i></p> <p><i>“How do you know what work you must do each day?”</i></p> <p><i>“How do you work out what is wrong with a?”</i></p> <p><i>“How would you fix a?”</i></p> <p><i>“How do you make a?”</i></p> <p><i>“What is one of the most difficult tasks you have to do? Why is it difficult? Give me an example of how you have completed this difficult task.”</i></p>	
<p>If you think there are areas/units where you are not very knowledgeable or skilled, take action to improve. This could include:</p> <ul style="list-style-type: none"> • reading information in books/online • asking questions of experts • completing a training course • asking others to show you how to perform a task • practising performing practical tasks. 	

9 What if I have a special need?

Candidates with special needs can request reasonable adjustments to the assessment process.

Reasonable adjustment refers to actions taken to provide a candidate with a special need or disability the same opportunities as every other candidate, while maintaining the integrity of the assessment outcome.

If you wish to request a reasonable adjustment, please contact and discuss your individual situation with VETASSESS.

Please note:

- All assessments must be conducted in English. No translator is allowed to attend an assessment.
- Reasonable adjustment does not mean that all candidates' requests are granted.

10 How will I get my results?

Your assessor **cannot** provide you with your result at the end of the Stage 2 assessment. This assessment only forms part of the assessment process.

Your assessment results will be available online. Your results will also be sent to the address that you nominated on your application form.

You will receive the following depending on your result:

Successful candidates

If you successfully complete your assessment, you will receive:

- a migration outcome letter if the assessment is to support your visa application
- an Offshore Technical Skills Record (OTSR) that lists the units of competency in which you are assessed as having the required technical skills. This entitles you to gain provisional licensing in your trade in Australia. It is not a formal qualification and you will be required to undertake further training specific to the Australian context once you arrive in Australia.

Unsuccessful candidates

If you are unsuccessful, you will receive:

- an unsuccessful outcome letter detailing the areas where you were not able to demonstrate your competency.

11 What can I do if I receive an unsuccessful result?

If you receive an unsuccessful result you can choose to be re-assessed. If you choose this option, you will only be re-assessed on units listed as NYC (not yet competent).

Before applying for re-assessment, you are advised to undertake training and/or gain more experience performing the skills required in the units listed as NYC.

For information on the re-assessment process please visit our website.

12 What can I do if I disagree with the result?

If you disagree with your assessment outcome you can request a Review. For more information about Reviews, please visit our website.

13 What can I do if I have a complaint?

If you are dissatisfied with your assessment process, please contact VETASSESS to register your complaint. You can email your complaint to tradeassess@vetassess.com.au or ring +61 3 9655 4801.

14 How can I get more information?

If you require more information or would like to clarify information contained in this guide please contact us on:

Phone: +61 3 9655 4801

Fax: +61 3 9655 4899

Email: tradeassess@vetassess.com.au

Web: www.vetassess.com.au

Appendix A: Safe working practice

The purpose of this document is to provide basic procedures and guidance concerning proper personal protective equipment and the process for working on electrical systems. Ultimately, this Code of Practice attempts to reduce the number of accidents and losses associated with the operation, maintenance and repair of electrical equipment.

A Code of Practice is a document made under the Australian Electrical Safety Act 2002. It gives practical advice on ways to discharge electrical safety obligations. Included in the Code are ways to identify and manage exposure to risks of injury and property damage caused, directly or indirectly, by electricity.

At a place where electrical equipment is located, the Act imposes an obligation on an electrical worker:

- to comply with instructions for the electrical safety of persons and property at the place given:
 - to the extent the instructions are consistent with instructions given by the person in control of the electrical equipment;
- to use personal protective equipment, if:
 - the equipment is provided by the person in control of the electrical equipment for electrical safety purposes; and
 - the worker is properly instructed in the use of the equipment provided;
- not to wilfully or recklessly interfere with or misuse anything provided for electrical safety at the place; and
- not to wilfully place any person, including yourself, at the place in electrical risk.

Personal Protective Equipment

Any electrical worker who works in/around energized equipment and has the potential to come into contact with "live" exposed parts must be provided and use Personal Protective Equipment (PPE). The following are basic guidelines for the proper use of electrical PPE.

- PPE should be used whenever you could come into contact with exposed electrical parts.
- Electrical Workers are required to wear electrically rated footwear at all times.
- PPE must be designed for the work being performed. You must make sure that electrical gloves, insulated tools, etc. are rated for the voltage levels they will be used around.
- Always inspect your electrical tools and PPE before each use to make sure they are in good condition and will work properly. If you find that a tool has been damaged, or that PPE has tears or holes, you need to replace the item before conducting the assigned work.
- You must wear eye and face PPE, such as face shield and safety glasses, whenever there is a possibility of electrical arcs or explosion.
- All test instruments and equipment (volt, ammeters, ohm meters) and associated leads, cables, power cords, probes, and connectors must be visually inspected for external defects and damage before the equipment is used.

Appendix B: Recommended hand tools

Provided below is a list of the hand tools you are encouraged to bring to the practical assessment. If you are unable to bring your own tools, VETASSESS will ensure tools are made available, but you may have to share these with other candidates.

You may also choose to bring other tools which are not listed below.

HAND TOOLS	OPTIONAL TOOLS	METERS
Adjustable spanners	Vacuum pump	Voltage indicator
Ratchet spanner	Gas pump	Phase sequence tester
Screwdrivers	Reclaim unit	Continuity and insulation resistance tester (megger)
Tape measure	Compound gauges	Independent earth
	Electronic leak detector	

Appendix C: Safe isolation procedure for tagout/lockout

Reading and practising this safe isolation procedure will give you a better understanding of what is required during your Practical Assessment.

The following table outlines the steps required to carry out the Safe Work Practice task on an item of electrical equipment.

Each step has points allocated and, to satisfactorily complete the task, you must not lose more than 25 points. Some steps are **critical** and **must** be carried out in order to satisfactorily complete the task.

Testing the voltmeter/voltage tester for correct operation after use is **CRITICAL**. This must be done when the voltmeter/voltage tester indicates a no voltage reading.

If you realise that you have missed a step or made an error while completing this task during your Practical Assessment, please inform the assessor.

WARNING: All electrical conductors and parts, including neutral and earthing conductors, shall be treated as live until proven dead.

STEP	POINTS / COMMENTS
DISCONNECTION	
Consult personnel on worksite who may be affected.	1 point
Check if removal/switching off a protective device will affect essential services.	1 point
Test voltage tester at known LIVE/PROVEN source for correct operation before use.	2 points
Ensure the frame of the equipment is not LIVE by testing between frame/chassis and the known earth.	Critical: If this step is not carried out, you will not satisfactorily complete the task
Test voltage tester at known LIVE/PROVEN source for correct operation after use.	Critical: If this step is not carried out, you will not satisfactorily complete the task
Record electrical ratings details of appliance (e.g. kW and voltage).	3 points
Note and record direction of rotation (DOR) of motor (if applicable)	3 points
Complete details on danger tags (e.g. Name, date, fault, etc.).	5 points
The equipment must be tested for LIVE by either testing between all conductors or if a motor by starting it prior to isolating circuit conductors.	Critical: If this step is not carried out, you will not satisfactorily complete the task

STEP	POINTS / COMMENTS
Affix danger tags to isolation points (e.g. appliance, isolating switch, switchboard/cpu, etc.).	3 points
Determine location of appropriate protective device (via diagrams and/or visual inspection).	2 points
Do not leave exposed LIVE terminals/conductors at switchboard or equipment.	5 points
Test voltage tester at known LIVE/PROVEN source for correct operation before use.	2 points
<p>Before touching equipment conductors, test for LIVE:</p> <ul style="list-style-type: none"> • Test between—all conductors at the equipment end. 	Critical: If this step is not carried out, you will not satisfactorily complete the task
<p>Test Voltage Tester for correct operation on known LIVE/PROVEN source after using it.</p> <p><i>(Fail only occurs when previous test indicated terminals/conductors were de-energised).</i></p>	Critical: If this step is not carried out, you will not satisfactorily complete the task
<p>Isolate protective device by applying lock-dog, danger tag and lock <i>(the key must be removed from the lock)</i></p>	Critical: If this step is not carried out, you will not satisfactorily complete the task
Draw switchboard/cpu layout and record protective device (fuse/circuit breaker) ratings	2 points
Test voltage tester at known LIVE/PROVEN source for correct operation before use.	2 points
<p>Before touching equipment conductors, test for LIVE:</p> <ul style="list-style-type: none"> • Test between—all conductors at the equipment end. 	Critical: If this step is not carried out, you will not satisfactorily complete the task
<p>Test Voltage Tester for correct operation on known LIVE/PROVEN source after using it.</p>	Critical: If this step is not carried out, you will not satisfactorily complete the task
Draw a diagram of disconnection points of all conductors.	2 points
Disconnect in sequence actives/lives, neutral and earth conductor (last).	2 points
Terminate conductors in approved manner and enclose in junction box. Cable ends must be fully insulated.	2 points
Affix Danger Tag to terminated conductors enclosed in junction box.	3 points
Ensure terminated conductors are protected against mechanical damage.	2 points

STEP	POINTS / COMMENTS
Clean up work area and notify personnel.	1 point
RECONNECTION PROCESS INCLUDING EQUIPMENT COMPLIANCE TESTING	
Consult personnel on worksite who may be affected.	1 point
Ensure the equipment to be reconnected is of the same electrical ratings details (e.g. kW, amperes, voltage, etc.).	2 points
Test Insulation Resistance and Continuity tester on both Meg Ohm (500v) and Ohm scales for correct operation.	3 points
Carry out the insulation resistance test of the equipment. Test between all terminals and earth.	15 points
Carry out the continuity test of the equipment. Test between the earth terminal and frame of the equipment.	15 points
Test resistance between earthing conductor and neutral conductor is no greater than 2 ohm.	2 points NOTE: Not required for visa-related assessments
Test voltage tester at known LIVE/PROVEN source for correct operation before use.	2 points
<p>Before touching equipment conductors, test for LIVE:</p> <ul style="list-style-type: none"> • Test between—all conductors at the equipment end. 	Critical: If this step is not carried out, you will not satisfactorily complete the task
Test voltage tester at known LIVE/PROVEN source for correct operation after use.	Critical: If this step is not carried out, you will not satisfactorily complete the task
Replace earth first and conductors to correct terminals – ensure connections are tight and cable secure.	2 points
Check condition of all wires for damage (visual check).	1 point
<p>Carry out continuity test on final sub-circuit protective earthing conductor from effective earth to frame of appliance.</p> <p><i>(This test should be carried out after the circuit conductors have been connected to the equipment's terminals and before the power has been restored).</i></p>	20 points
Notify personnel of restoration of power.	2 points
Do not leave exposed LIVE terminals/conductors at switchboard or equipment.	3 points
Remove lock, lock-dog and switch on circuit breaker or insert correct fuse wedge to restore power.	1 point

Check appliance for correct operation (e.g. DOR [Direction of Rotation])	3 points
Clean-up work area and notify personnel.	2 points