

ATTAR

Student Handbook

Delivering Leading Practice Engineering,
Consulting and Training Services with
Quality, Integrity and Relevance

ATTAR Student Handbook

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1.1 Introduction

ATTAR is a private Engineering Training & Consulting company established since 1985. As a Registered Training Organisation and an AINDT Authorised Qualifying Body, ATTAR is an Industry leader providing Non-Destructive Testing (NDT) Training, including customised courses and specialised Level 3 services.

1.2 Dual System of Training and Assessment

ATTAR is a Registered Training Organisation and an Authorised Qualifying Body for both the Australian Institute of Non- Destructive Testing (AINDT) and for the British Institute of Non Destructive testing (BINDT). This means ATTAR is authorised to train and assess in accordance with:

- Australian Standards: AS3998/ISO9712 AND AS3669
- British Standards: EN473 & ISO9712
- Australian Qualifications Framework (AQF) & Australian Quality Training Framework (AQTF)

While the training Course content for each system is the same, the manner in which evidence of competency and assessment are conducted is different. It is important to note that a Student may successfully complete an ATTAR Training Course in accordance with AQF, however may fail to successfully complete the course in accordance with AS3998.

1.3 AQTF Units of Competency and their AS3998 Equivalent

AQTF Units of Competency and their AS3998 Equivalent		
Course Code	MEM 05 Unit Of Competency	Equivalent AS 3998 (AINDT)
MEM13013B	Work Safely With Ionizing Radiation	Radiation Safety
MEM 24001B	Perform Basic Penetrant Testing	Liquid Penetrant Level 1
MEM 24002B	Perform Penetrant Testing	Liquid Penetrant Level 2
MEM 24003B	Perform Basic Magnetic Particle Testing	Magnetic Particle Level 1
MEM 24004B	Perform Magnetic Particle Testing	Magnetic Particle Level 2
MEM 24005B	Perform Basic Eddy Current Testing	Eddy Current Level 1
MEM 24006B	Perform Eddy Current Testing	Eddy Current Level 2
MEM 24007B	Perform Ultrasonic Thickness Testing	Ultrasonics Level 1
MEM 24008B	Perform Ultrasonic Testing	Ultrasonics Level 2
MEM 24010B	Perform Radiographic Testing	Radiography Level 2
MEM 24012B	Apply Metallurgy Principles	Multisector
MEM 18001C	Use Hand Tools	Not applicable

1.4 Career Pathways with ATTAR Training

Successful completion of ATTAR training courses may be used as a pathway to:

- AINDT Certification in accordance with Australian Standards:
- Complete other qualifications, such as Certificate/s in the Australian Qualifications Framework (AQF)
- BINDT certification through the PCN system

1.5 Access & Equity

ATTAR ensures access to training courses is available to all persons regardless of age, colour, gender, race or social/ethnic background.

1.6 LL&N Policy

ATTAR has a comprehensive LL&N policy ensuring that all Students at Courses are not disadvantaged. ATTAR:-

- Promotes the availability of confidential assistance if Students have LL&N problems;
- Provides Students with opportunities to learn given their current LLN skill levels;
- Refers Students to professional organisations specialising in LL&N skills; and
- Escalates LL&N problems to the Technical Director NDT for final approval on strategy.

To view our complete [Language, Literacy and Numeracy Policy](#), please visit the Literature Downloads Section of our website.

1.7 Student Code of Conduct

ATTAR prides itself on professionalism, both internally and externally, and on the outcomes Students can achieve from ATTAR Training Courses.

Students are required to:

- attend the ATTAR Training Course every day – promptly;
- turn off mobile phones while in the classroom;
- wear appropriate clothing and footwear i.e. safety footwear

To review the [Student Code of Conduct Policy](#), please see the Literature Downloads Section of our website.

1.8 Personal & Protective Equipment (PPE)

For safety reasons, students are required to wear minimum PPE at all times:-

- Safety footwear (enclosed) is required at all times (thongs are not acceptable, and students will be asked to leave the course if attending with inadequate footwear).
- Clothing that is suitable for practical exercises (singlets are not acceptable).

1.9 Student Support Services

Students experiencing any difficulty with a course will be offered immediate assistance. If a Student feels they would like to discuss a problem, they should first bring their concern to the attention of their Trainer/Assessor. The Trainer/Assessor will attempt to assist but may refer the matter to a suitably qualified external party applicable to the situation.

1.10 Privacy Policy

ATTAR recognises that the privacy of personal information is paramount. ATTAR manages personal information in accordance with the National Privacy Principles relevant to our business. For more information on our Privacy policy, please see our [Privacy Policy](#) in the Literature Download Section on our website.

1.11 Cancellation and Transfer Policy

ATTAR runs courses based on Student enrolment numbers. If a student cancels their attendance at an ATTAR Course, the following terms and conditions apply:

- a) For a full refund of fees, all cancellations or transfer requests must be received in writing at least 14 calendar days prior to course commencement.
- b) Any cancellations or transfer requests received within 3 – 14 calendar days of course commencement will result in an Administration fee of \$250.00 with the balance of fees to be transferred to a future course scheduled no later than 1 year after the original course dates.
- c) Any withdrawal or cancellation within 3 calendar days of course commencement (or during course) will result in forfeiture of all fees.
- d) A copy of the full **Cancellation, Transfer & Refund Policy** can be downloaded in the download section of www.attar.com.au or by contacting us.

1.12 Training Course Results

While the training course content for each system is the same, the manner in which evidence of competency and assessment are conducted differ. It is important to note that a Student may successfully complete an ATTAR course in accordance with AQF/AQTF, but may fail to successfully complete the course in accordance with AS3998/ AS3669 or AS4635.

Students attending an ATTAR course under the AS3998/AS3669/AS4635 system will be issued their results by post, up to 14 days after completion of their course.

Students attending an ATTAR course under the AQF/AQTF System will be issued a Statement of Attainment indicating Competence or Non-Competence in accordance with AQTF guidelines.

1.13 Re-issue of Course Results

Proof of identity will be required before results can be re-issued. Students must forward a written request to the Technical Director NDT, which includes the following details:-

- your name
- date of birth
- address to which the results were sent
- contact telephone number
- new address to which you wish the results to be issued.

1.14 Access to Student Records

In accordance with the Standards of Registered Training Organisations, ATTAR will retain ALL student records for 30 years. Access to student records is in accordance with the ATTAR Privacy Policy. Please forward a written request to the Technical Director NDT with confirmation of your identity. Records will not be released without adequate student identification. Please refer to ATTAR Privacy Policy for more information.

1.15 Re-sits

Students who wish to re-sit their examination(s) are required to complete a Request for Examination booking form and submit it to ATTAR with 21 days written notice. Please contact ATTAR to confirm the fee for your examination, prior to submitting your Request for Examination booking form.

AINDT Guide to Qualification and Certification states:-

2.16 RE-SIT EXAMINATIONS

Applicants who fail one or more examinations may re-sit each failed examination twice, provided that the re-sit examination takes place not later than one year after the original examination, or in the event of a second resit, it must take place no later than 1 year from the first resit examination. Applicants who fail the two re-sit examination(s) are required to re-apply for certification in accordance with the procedures for new applicants.

1.16 Complaints

It is ATTAR policy to provide an environment where students are treated with professionalism, dignity, courtesy and respect. ATTAR is committed to the principles of negotiation and mediation in dealing with any complaint, both formal and informal that a client/student may have. ATTAR will encourage the parties to approach a complaints, appeals or grievance with an open view and to attempt to resolve problems through discussion and conciliation.

Where a complaint, appeal or grievance cannot be resolved through this process, ATTAR acknowledges there may be a need for an appropriate external and impartial agent to mediate or arbitrate on the matter. For more details regarding our Customer Complaint Resolution Procedure, please refer to our policy in the Literature Downloads Section of our website.

1.17 Venue Information

Melbourne

ATTAR
Unit 1/64 Bridge Road,
KEYSBOROUGH VIC 3173
Start 7.30am (Light lunch provided)

Perth

ATTAR
Unit 10/28 Rudloc Road
MORLEY WA 6062
Start 7.30am (coffee and tea provided)

Brisbane

Aviation Australia
25 Boronia Avenue
Brisbane International Airport (EAGLE FARM) QLD 4009
Start 7.30am

Gladstone

Central Queensland University
PELM Conference Room, Building 608 Room G.25
PELM Centre
Bryan Jordan Drive, Gladstone.
Start: 8.30am (Coffee and tea provided)

1.18 Safety

ATTAR is committed to providing a safe and healthy work environment for all students. ATTAR also recognises its legal and moral obligation to provide and uphold, so far as is practicable, a training venue that is safe and without risk to the physical and psychological health of students.

For further information regarding our [Occupational Health and Safety Policy](#), please visit the Literature and Downloads section on our website.

1.19 Learning with ATTAR as an AINDT Authorised Qualifying Body (AQB)

ATTAR is a Registered Training Organisation and an Authorised Qualifying Body for both the Australian Institute of Non- Destructive Testing (AINDT) and for the British Institute of Non Destructive testing (BINDT). This means ATTAR is authorised to train and assess in accordance with:

- Australian Standards: AS3998/ISO9712 AND AS3669
- British Standards: EN473 and ISO9712
- Australian Qualifications Framework (AQF) & Australian Quality Training Framework (AQTF)

ATTAR training involves “block delivery” (courses run over a period of 2-3 days or up to ten working days successively) for each course

- Each course consists of theoretical and practical components
- Daily Course Revision Assignments are issued for students to complete overnight

- At the completion of training, there are three examinations given (exceptions include Radiation Safety and Phased Array Level 2):
 1. General Examination (closed book)
 2. Industry Specific Examination (closed book)
 3. Practical Examination (open book)
- The pass mark for each examination is 70%
- A letter of results is issued up to 14 days after the course has concluded
- A certificate stating that the student has passed the training requirements of the course is issued only when the student has passed all requisite examinations.

1.20 AS3998/ISO9712 Examinations / Assessments

Course fees include initial examinations completed at the time of the training course. Any examinations (including re-sits) held outside the scheduled course time will be subject to ATTAR's Special Examination Fee schedule.

Please contact ATTAR to confirm the fee for your examination, prior to submitting your Request for Examination booking form.

All copies of AS3998 /AS3669/AS 4635 AINDT examinations remain the property of ATTAR. No copies of examinations will be supplied to students or employers.

1.21 Request a Review of an AS3998/ AS3669/ AS4635/ AINDT Examination Grade

Attar understands that students may disagree with their AINDT examination grades. Attar is happy to complete an internal review of a student's AINDT examination grade and advise them of their result via telephone or email.

Students who disagree with the review outcome can either:-

- request a review of their AINDT examination grade(s) by applying directly to the AINDT using the Application for Request for Examination Grade review/Remark located on the AINDT website www.aindt.com.au

OR

- lodge a written request to have their concerns addressed through the ATTAR Customer Complaint Resolution Procedure located in the Literature and Downloads section of our website.

1.22 Certification to AS3998 / ISO9712

As per the AINDT Guide to Qualification and Certification (June 2011) Section 1.3 states "*applicants are expected to finalise a qualification /certification no later than two (2) years from the date of examination*".

Candidates seeking AS3998 / ISO9712 certification must be able to meet the mandatory requirements for education, training and supervised industrial experience. For comprehensive information on the process of certification, please visit the AINDT website located at www.aindt.com.au or the applicable certifying body.

2.1 AINDT Authorised Qualifying Body (AQB)

As an Australian Institute for Non Destructive Testing Authorised Qualifying Body (AINDT AQB), ATTAR offers the following courses that meet the requirements of AS3998/ISO9712, AS3669 and AS4635.

AS3998, AS3669 and AS4635	Training Hours	Course Pre-requisites
Liquid Penetrant Level 1	16	LL&N
Liquid Penetrant Level 2	40	Materials Engineering *
Magnetic Particle Level 1	24	LL&N
Magnetic Particle Level 2	40	Maths & Materials Engineering*
Eddy Current Level 1	40	Math ²
Eddy Current Level 2	80	Math ² , Materials Engineering
Ultrasonics Level 1	40	Math ¹
Ultrasonics Level 2	80	UT1, Math ²
Ultrasonics Castings	40	UT2 General
Ultrasonics Corrosion	40	Minimum UT1
Ultrasonics Forgings	40	UT2 General
Ultrasonics Nodes/Nozzles	40	UT2 Welds
Multisector – Materials Engineering	40	LL&N
Radiation Safety	40	Math ²
Industrial Radiography Level 2	80	Radiation Safety License
Radiography Castings	40	UT2 General
Magnetic Flux Leakage	40	UT2 Welds or UT CORR
Introduction to Phased Array	40	UT2
Phased Array Level 2	80	UT2 (Welds)
Acoustic Emission Level 1*	40	Math ¹
Acoustic Emission Level 2*	40	AE ¹
Non-destructive Testing - a “Hands On” Introduction*	24	LL&N

LL&N

All courses have a **minimum pre-requisite** of Language, Literacy and Numeracy (LL&N), and basic knowledge of materials and processes.

*Materials Engineering/Multi-Sector

Completion of a Materials Engineering course is not compulsory. However most students without a formal background in materials engineering or metallurgy may find aspects of the industry specific exams (PT2, MT2 & ET2) difficult without completion of the Materials Engineering/ Multi-sector course.

Math¹ = Basic Math Skills including Algebra.

Math² = Math Skills including Algebra and Trigonometry. Examples of the typical minimum math requirements can be found on our webpage.

* Non AS3998/ISO 9712 Training Courses

The requirements for Qualification and Certification to AS3998 can be found in the document titled Guide to Training and Certification located on the AINDT website www.aindt.com.au

2.2 Enrolment Procedure for AS 3998/AS3669/ AS4635 Courses

1. Contact ATTAR to determine if there are still vacancies on the course you wish to enroll on.
2. Visit our Website located at www.attar.com.au and download the applicable Enrolment Form.
3. Complete all pages of the Course enrolment form:-
 - Read the rest of this Handbook before you tick the box on the first page of the Enrolment Form
 - Complete the pre-requisites and equipment page (s)
 - Complete the payment page information
 - Re-read your enrolment form and ensure your name and date of birth are clearly legible.
4. Submit fully completed Course Enrolment form with full course fees.

ATTAR offers several payment options –

 - credit card
 - cheque/money order and
 - direct deposit
5. Contact ATTAR to make sure your enrolment form has been received.
6. ATTAR issues a Confirmation of Enrolment after your payment has been processed. This Confirmation of Enrolment advises venue, dates, starting time, and required equipment.

Progress of your Enrolment can be determined by visiting our website located at www.attar.com.au and logging in using the course name and your date of birth

3.1 Learning with ATTAR as a Registered Training Organization (RTO)

(Provider No. 22297)

ATTAR training involves “block delivery” (courses run over a period of 2-3 days or up to ten working days successively) for each course

- Each module consists of theoretical and practical components
- Course Revision Assignments are issued for Students to complete and return to the trainer prior to the completion of the course.
- Assessment is completed during course delivery and students are assessed for competency in accordance with the module’s competency based assessment requirements
- A Statement of Attainment is issued in accordance with AQTF guidelines.

3.2 RPL (Recognition of Prior Learning)

RPL is the acknowledgment of the full range of an individual’s skills and knowledge. It includes competencies gained through formal study, work experience and other ‘life’ experience. ATTAR aims to ensure that an individual’s prior learning is recognised, irrespective of where or how the learning has taken place.

To apply, Students are required to complete an [RPL Application form](#) which can be found on our website under the Literature and Downloads Section. RPL Assessments will be carried out in accordance with ATTAR’s RPL Assessment Record. Students will be advised in writing of the outcome of their RPL application.

RPL applications MUST be sent with an Enrolment form, at least 10 days PRIOR to course commencement to allow the process to be completed before the course commences.

3.3 Request a Review of AQTF Assessment

Attar understands that Students may disagree with their course assessments and may wish to request a review of their Course Competency Assessment. For a review of your Course Competency Assessment, please complete an [Application for Review of Assessment Request](#) form located on our website.



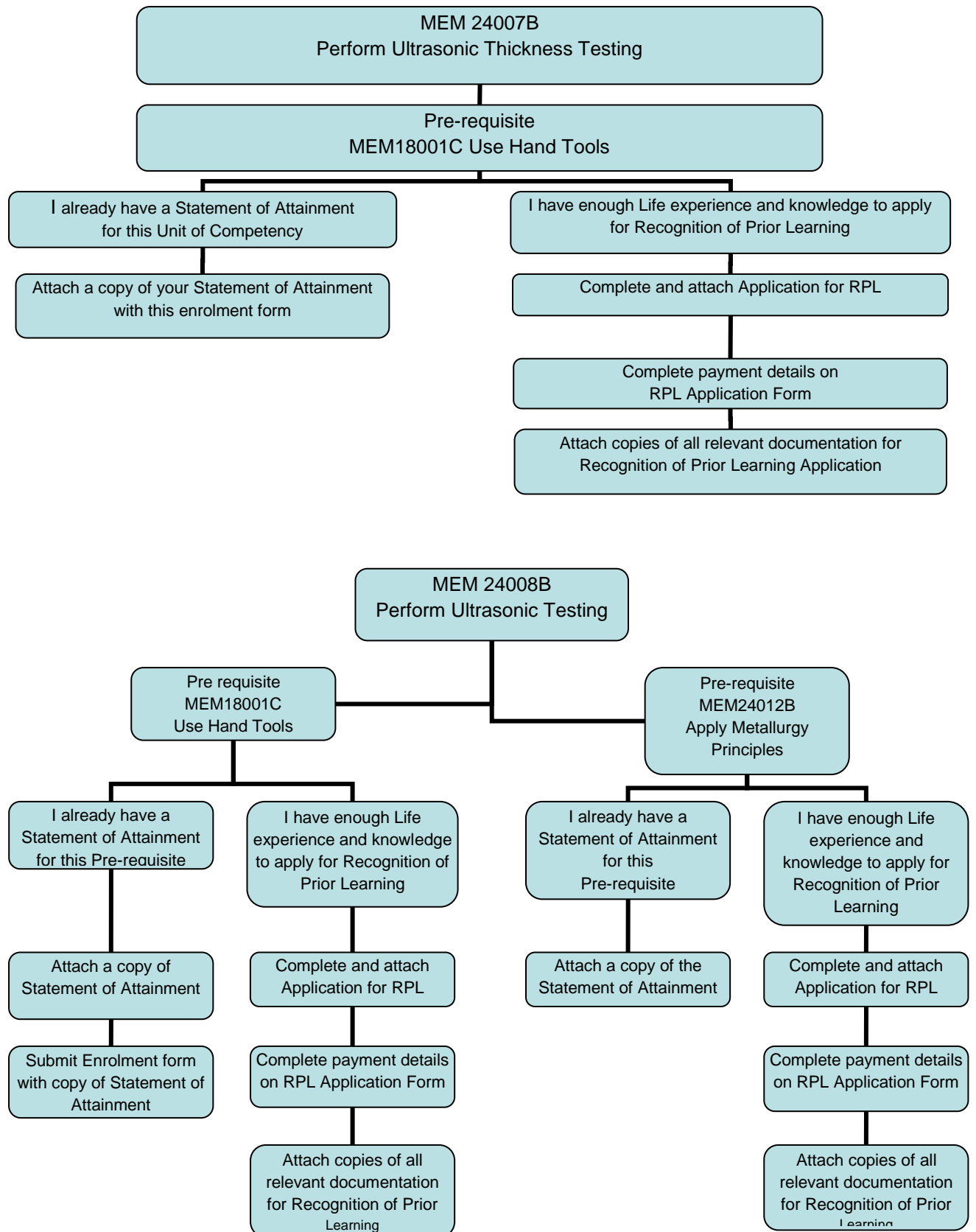
3.4 AQTF Units of Competency Offered by ATTAR

As a Registered Training Organisation, (Provider No. 22297) ATTAR offers the following units of competency in accordance with AQTF package MEM05.

AQTF Units of Competency and their Pre-requisites		
Course Code	MEM 05 Unit Of Competency	Pre-requisites
MEM13013B	Work Safely With Ionizing Radiation	Nil
MEM 24001B	Perform Basic Penetrant Testing	<ul style="list-style-type: none"> MEM18001C Use Hand Tools
MEM 24002B	Perform Penetrant Testing	<ul style="list-style-type: none"> MEM18001C use Hands Tools MEM24012B Apply Metallurgy Principles
MEM 24003B	Perform Basic Magnetic Particle Testing	<ul style="list-style-type: none"> MEM18001C Use Hand Tools
MEM 24004B	Perform Magnetic Particle Testing	<ul style="list-style-type: none"> MEM18001C Use Hand Tools MEM24012B Apply Metallurgy Principles
MEM 24005B	Perform Basic Eddy Current Testing	<ul style="list-style-type: none"> MEM18001C Use Hand Tools
MEM 24006B	Perform Eddy Current Testing	<ul style="list-style-type: none"> MEM18001C Use Hand Tools MEM24012B Apply Metallurgy Principles
MEM 24007B	Perform Ultrasonic Thickness Testing	<ul style="list-style-type: none"> MEM18001C Use Hand Tools
MEM 24008B	Perform Ultrasonic Testing	<ul style="list-style-type: none"> MEM18001C Use Hand Tools MEM24012B Apply Metallurgy Principles
MEM 24010B	Perform Radiographic Testing	<ul style="list-style-type: none"> MEM 13013B Work Safely With Ionizing Radiation MEM18001C Use Hand Tools MEM24012B Apply Metallurgy Principles
MEM 24012B	Apply Metallurgy Principles	Nil
MEM 18001C	Use Hand Tools	Nil

Details of the course unit descriptor including pre-requisites and assessment strategies can be found on our web site.

3.5 Sample Enrolment Procedure for those electing to attain a Unit of Competency



3.6 Enrolment Procedure for those electing to attain a Unit of Competency

1. Contact ATTAR to determine if there are still vacancies on the course you wish to enroll on.
2. Visit our Website located at www.attar.com.au and download the training course Enrolment Form.
3. Completing the Course enrolment form:-
 - Read the rest of this Handbook before you tick the box on the first page of the Enrolment Form
 - Complete the pre-requisites and equipment page (s)

To enroll for MEM 05 Units of Competency

1. Visit our Website located at www.attar.com.au and download the AQTF Enrolment Form.
2. Complete the form
3. Provide a photocopy of your Statement of Attainment for previous studies if you wish to demonstrate you have met the pre-requisite criteria to enroll on the course under this system, or download and complete an RPL Application form.
4. Complete the payment page information. ATTAR offers several payment options: –
 - credit card,
 - cheque/money order and
 - direct deposit
 - purchase order – please provide a copy with your enrolment
5. Check that your name and date of birth are clearly legible on the form
6. If you have been issue with a VSN (Victorian Student number) by the Victorian Government, please enter the number.
7. Submit fully completed Course Enrolment form with full course fees together with the completed AQTF Enrolment form
8. ATTAR will email an acknowledgement receipt for your enrolment form. If you do not receive the receipt within 48 hours, please contact ATTAR to make sure your enrolment form has been received.
9. ATTAR issues a Confirmation of Enrolment letter only after your payment has been processed. This Confirmation of Enrolment advises venue, dates, starting time, and required equipment.