



RPL CHECKLIST TO GAIN MEMBERSHIP WITH PACI

PACI Head Office
PO Box 362, Hyde Park TOWNSVILLE Q 4812
Tel +61 7 4721 4746 Fax +61 7 4771 4150
Email: info@paci.com.au
Web: www.paci.com.au

A.B.N. 19 061 622 151

PROFESSIONAL ASSOCIATION OF CLIMBING INSTRUCTORS

Registered Training Organisation 2808

READ THIS FIRST!

The following steps are for those individuals who are already experienced, competent professionals (eg guides or instructors) and want to obtain PACI membership via RPL (recognition of prior learning).

A climbing guide is NOT an instructor. There is a fundamental difference between someone who guides and someone who instructs. Under the PACI system, an instructor is someone who can deliver formal training and assessment using a competency-based methodology as defined by the Department of Education, Employment & Workplace Relations (DEEWR) formerly Australian National Training Authority (ANTA). Website: www.deewr.gov.au

A leader is someone who can set up and conduct an activity but does not assess competence and issue formal qualifications. Leaders impart just enough knowledge and skills so individuals can participate in the planned activity under close supervision. The leader does not say; 'I have trained you all to be competent and now you can come back later and try this without my supervision'.

If you are already a qualified guide or instructor with another organisation, you can apply for RPL and have your skills recognised. In some cases, PACI will recognise experienced applicants who can supply sufficient evidence of their competency. If you are not currently a qualified guide or instructor or have no formal instructional skills, you will need to enrol in a training course to acquire the required knowledge and skills.

For those applicants who may already have a Certificate IV in Outdoor Recreation issued through a TAFE institute does NOT by itself automatically entitle you to PACI membership. Think of PACI membership as an industry award in recognition that you are knowledgeable of the PACI system and can deliver training services in the way PACI advocates. TAFE certificate IV training does not bear any resemblance to PACI procedures! Note also that possession of a TAE40110 certificate IV is not by itself sufficient to be an instructor. TAE40110 certificate IV courses are typically conducted in a classroom environment - ie a 'white board' course - with no actual assessment taking place while hanging on a rope off the side of a cliff. Workplace trainer/assessor courses are primarily concerned with training delivery strategies rather than assessing a persons subject matter expertise (knowledge and skills).

PACI is an organisation that specialises in all forms of work at height – including Outdoor Recreation, Public Safety and Industrial Roping.

When you join PACI, you'll gain access to nationally recognised qualifications because PACI is a registered training organisation (RTO) with scope in the area of working at height.

CHECKLIST – Please follow all steps in sequence

- **STEP 1.** You must be at least 18 years of age
- **STEP 2.** Download the latest PACI membership application. Read carefully and sign the membership agreement AND the attached medical statement. Keep a photocopy for your own records. PACI website: www.paci.com.au
- **STEP 3.** Choose an appropriate industry category that reflects your current knowledge, skills, and experience from the following categories:

[] Outdoor Recreation (eg abseiling, climbing, challenge ropes course, etc)

[] Public Safety (member of a professional vertical rescue team, mine rescue team, SES, SCAT, etc)

[] Industrial roping (eg AS 4488 twin rope access, roof access, tower climbing, etc)

Each of these categories are distinct forms of roping. Merely because a person is an experienced lead climber (outdoor recreation) does not mean automatic competence in the area of public safety (vertical rescue operations to save members of the public). The same situation applies to industrial roping – merely because a person can lead climb does not mean they are automatically competent in working on roofs.

- **STEP 4.** Choose an appropriate membership classification and range of endorsements relative to your current level of competency/experience (ie Leader, Instructor or Instructor Trainer).

Decide upon a classification that provides the 'best fit' to your current level of competency and experience. Carefully determine which endorsements best match your current ability. Study the individual membership standards for minimum requirements needed for each level.

PACI has set minimum benchmarks for skill levels. If you intending to apply for membership through an RPL process, you should have at least met these minimum benchmarks. See table below.

Warning! Do not fraudulently apply for a membership classification and range of endorsements that you know you are not competent and current in. You will have to prove that you are competent, experienced and current in both your chosen membership classification and range of endorsements.

- **STEP 5.** Download and study the PACI protocols and learning resources (Note: Request for hard copies will incur a charge, including postage costs)

Note: All applicants are required to complete the PACI Standards & Procedures exam and risk management exam.

- **STEP 6.** Pay the appropriate membership fee (depends on which level of membership you are seeking)

All applicants must also pay the initial membership application fee (once only fee)

- **STEP 7.** Pay your RPL fee - this is a once only fee which covers the time and labour required to assess your portfolio of evidence. Many institutions charge on a hourly basis for RPL 'desktop audits' - PACI charges a flat rate *once only* fee no matter how long it takes us to assess.

- **STEP 8.** Complete all your exams (they will be email to you).

Note: The exams must be your own work. Cheating is regarded as the crime of fraud.

The exams you complete will be in a particular roping context eg Outdoor recreation, Public Safety or Industrial Roping.

DIAGNOSTIC EXAMS

EXAM PREPARATION

Standards & Procedures	-PACI protocols (down load from PACI website – ‘public downloads’)
Competency based training and the Australian standards framework	National website = http://training.qld.gov.au http://training.gov.au Search for training packages – enter SIS10 for outdoor recreation
Equipment	-PACI study materials -Petzl catalog -AS 4142.3 -AS 1891 series -Climbing magazine (USA) www.climbing.com
Emergency management	- <i>Managing risks in outdoor activities</i> by Cathye Haddock & NZ Mountain safety council - <i>Freedom of the Hills (6th Ed)</i>
Environment	-Relevant State/Territory National Park regulations (check State websites)
Risk Management	-AS 4360 - <i>Managing risks in outdoor activities</i> by Cathye Haddock & NZ Mountain safety council -Old Advisory Standard for Risk Management 2000 -NSW guide to Risk Management at Work 2001
Hauling (Mechanical advantage)	-PACI study materials -on line research - <i>Self Rescue</i> by David Fasulo - <i>Climbing Rock & Ice</i> by Jerry Sinnamon
Assisted abseil	-PACI study materials -PACI instructional video (on CD-Rom) - <i>Self Rescue</i> by David Fasulo
Lowering procedures	-PACI study materials - <i>Self Rescue</i> by David Fasulo
Anchor systems	-PACI study materials
Top rope climbing (if relevant)	- <i>Rock - tools & technique</i> – Published by USA Climbing magazine - <i>Freedom of the Hills (6th Ed)</i> - <i>Rockclimbing - Getting started</i> by Glen Tempest - <i>Climbing Rock & Ice</i> By Jerry Sinnamon
Lead climbing (if relevant) (single and/or multipitch)	- <i>Rock - tools & technique</i> – Published by USA Climbing magazine - <i>Freedom of the Hills (6th Ed)</i> - <i>Rockclimbing - Getting started</i> by Glen Tempest - <i>Climbing Rock & Ice</i> By Jerry Sinnamon

- **STEP 9.** Submit a Portfolio Of Evidence to support your application for membership (use the PACI template)

In other words, submit proof that you are competent in your chosen membership classification and range of endorsements. As the membership level increases, the burden of responsibility also increases and hence PACI is more stringent in assessing your application.

For example: There are four (4) core levels of membership in PACI as follows:

- (1) Leader/Guide – the lowest level – cannot train and assess others for the purpose of issuing a formal qualification. However, can still conduct adventure-based activities at height – eg introductory abseil experience, an introductory climbing experience, a multi-pitch climbing guide or perhaps function as a leader of a vertical rescue team (ie be the team captain), etc.
- (2) Instructor – can train others and then assess for the purposes of issuing a formal qualification. However, cannot teach others to become instructors. Higher burden of proof compared to applying for RPL at the leadership level - ie proof of knowledge, skills and experience in delivering formal competency-based training.
- (3) Instructor trainer – can train others to become instructors – ie conduct an instructor course. However, cannot conduct the final assessment. This rating is rarely granted via RPL except under exceptional circumstances where the trainer is personally known to PACI and has a clear track record of high-level instructor training.
- (4) Instructor assessor – can assess instructors to verify their competency – the final burden of responsibility for the quality of instructor candidates rests with the instructor assessor. This is the highest level in the PACI system. It is not possible to RPL for this classification – PACI appoints IA's from a shortlist of selected candidates who are already instructor trainers.

There are a number of statutory declarations that you can complete to help prove your competency.

Note: All photocopies must be certified as a true copy by a JP or authorised witnessing officer.

- **STEP 10.** Provide evidence of competency in CPR & Senior First Aid (or its equivalent) (eg, St John, Red Cross etc, Wilderness First Aid, etc)
- **STEP 11.** For instructors only...
 - (1) Provide a copy of your **TAE40110 certificate IV** in training and assessment
 - (2) Provide a *lesson plan* for a formal instructional learning sequence at height. Your submitted lesson plan will provide us with an opportunity to assess the content and structure of your teaching strategy. Your lesson plan must be within the context of the type of endorsements you are seeking. For example, if you are seeking climbing endorsements, your lesson plan must be for a climbing training session.
 - (3) Provide a range of student feedback questionnaires from previous training that you had conducted. The feedback questionnaires should capture the opinion of your former students in relation to your instructional skill, your subject knowledge and whether they found your training to be relevant. That is, we need client feedback questionnaires which tell us what they thought about your performance as an instructor and how well you met their training needs. We also need evidence of how successful your students have been as a result of your past training. For example: - Have your past students actually found your training to be useful and that all of the skills they acquired were in fact relevant?

- (4) Provide an example of an assessment tool that you had previously used to assess student competence for an activity at height. Your assessment tool must indicate how you plan to gather evidence of student competence.
- (5) If you are applying for the rating of 'Instructor Trainer', submit proof that you have been training other instructor candidates. PACI rarely grants full RPL at this level unless vast industry experience can be proved, including evidence of familiarity with the PACI system of education.

- **STEP 12.** Submit a risk assessment and activity plan for an activity involving exposure to height - your risk assessment and activity plan must be in the context of the endorsement level you are seeking. For example, if you are intending to RPL for a lead climbing endorsement, your risk management documentation must be for an organised lead climbing activity of which you were in charge. Your risk management materials will therefore be tied to an activity specific context. If you never kept a copies of your past risk management instruments, you will have to re-develop new documents and submit them.

Your risk assessment must identify the hazards and associated risks with each phase of the activity at height. The risk assessment must also identify the likelihood and consequences of each identified risk together with the control measures you will implement to mitigate those risks.

You can use any format to present your risk assessment provided it covers the elements described above and is easy to understand. Make sure you write your name on the risk assessment and date it and then sign it.

Your activity plan must identify each of the steps required to undertake the activity in sequential order and must include photos to illustrate key safety concepts. Make sure you write your name on the activity plan and date it and then sign it.

- **STEP 13.** Submit evidence that you are competent (and current) in the following personal skill areas:
 - [] Rescue skills – you must be capable of rescuing those under your care from height
 - [] Anchor systems – eg setting up, using natural anchors or removable protection devices etc
 - [] Abseiling skills
 - [] Top rope climbing skills (if applicable)
 - [] Lead climbing skills (if applicable)
- **STEP 14.** If you are intending to join as an 'instructor' and issue formal qualifications to your students, you must sign the PACI **Training contract**. If you are intending to join as a leader/guide, you do not need to sign the training agreement (it's only for instructors). If you an RTO in your own right, you will also need to sign the **RTO training agreement**.
- **STEP 15.** For artificial (indoor) climbing walls only... if you are the owner of a climbing gym and you want to join PACI to gain access to cheaper insurance, you must also complete the artificial wall checklist.
- **STEP 16.** Sign a statutory declaration that you have never been, or are not currently in the process of being prosecuted by the OH&S authority in your State/Territory (e.g., Workcover Authority in NSW and Division of Workplace Health & Safety in QLD).
- **STEP 17.** Attach a letter from a person in the industry who can verify your professional knowledge and experience. The letter must be signed and be on a business letterhead if originated from an employer. This person should not be a close family member or relative.

- **STEP 18.** Provide authentic copies of previous course/activity feedback questionnaires – we want to see how well you met your past clients expectations for service, safety and education. Submit several questionnaires that capture a trend in your performance. If you don't have any client feedback questionnaires, you will need to contact your past clients and ask them to complete a feedback questionnaire retrospectively. PACI must have access to independent assessments of your performance and these questionnaires add credibility to your application for RPL. **DO NOT attempt to submit forged copies of feedback questionnaires – such actions amount to fraud. It is preferable to include contact telephone numbers so we verify if your submitted feedback instruments are authentic.**
- **STEP 19.** Sign the relevant statutory declarations which PACI has developed as templates. You must have your stat dec signed by an authorised person - eg Justice of the Peace or witnessing officer
- **STEP 20.** Provide an electronic passport photo in jpg format (no dark sunglasses or hats, and have face and neck in image area only – taken against plain white background).
- **STEP 21.** Provide proof of Public Liability and/or Errors & Omissions insurance*
Note: We can assist you with this step. Contact Austbrokers Phillips insurance in Melbourne, Victoria <http://www.phillipsfs.com.au/index.html> , they are the PACI preferred insurance professionals. You can still become a member without insurance. If you are an employee working for an outdoor adventure company, you can submit a copy of your employers' insurance certificate to satisfy this requirement.

VOC – Verification of Competency

- **STEP 22.**

NOTE: Based on the quality and detail of your RPL application, a decision will be made whether to request a **VOC** assessment or whether to grant full RPL *without* a VOC assessment. Decisions are made on a case by case basis.

If a VOC assessment is deemed necessary, you will be required to undertake a two (2) day face-to-face assessment of your knowledge and skills. Maximum of 6 candidates allowed in this time frame. The VOC is an assessment activity – there is no training involved. Candidates must arrive fully prepared to undertake the VOC process. Candidates who require training will be removed from the VOC process and receive a NYC result (not yet competent).

If at anytime you need assistance with completing your application for membership please contact PACI and we will be happy to assist you.

Notes:

1. This does not constitute an offer for membership. Membership is only activated upon approval by the PACI Board of Directors.
2. Your exams must represent your own work and not the work of others. You should attach a declaration with your exams stating that you did not seek the help or advice from others.
3. *All other membership requirements must have been met before insurance can be arranged through our insurance brokers.
4. PACI reserves the right to enforce a standard 2 day assessment for applicant instructors who are unknown or who have no proven track record of professional activities. Any applicant who cannot completely satisfy PACI of their competency will be required to enrol in the two day assessment.

Contact us if you have difficulty meeting these entry requirements

Useful learning resources:

Outdoor Recreation

- Mountaineering - The freedom of the hills 5th Ed (USA) [new 6th Ed now avail] ISBN 1 86373 252 7
- Rock - Tools and technique (USA) by Michael Benge & Duane Raleigh ISBN 1-887216-01-4
- Self Rescue by David J Fasulo ISBN 0-934641-97-8
- Managing Risks In Outdoor Activities by Cathye Haddock & NZ Mountain Safety Council ISBN 0-908931-03-4
- Various climbing magazines/journals such as:
 - Climbing (USA publication) www.climbing.com
 - Rock & Ice (USA publication)
 - Rock (Australian publication)

Industrial / Public Safety roping

- AS/NZS 4360: 2000 - Australian Standard for Risk Management by Standards Australia
- AS/NZS 1891 series
- The European Committee for Standardisation (CEN) www.cenorm.be
- Dept of Education, Employment & Workplace Relations website (DEEWR) <http://www.deewr.gov.au>
- National competency standards (RTOs and training packages): <http://training.gov.au>
- State/Territory OHS websites eg
 - QLD <http://www.justice.qld.gov.au>
 - NSW <http://www.workcover.nsw.gov.au>
 - VIC <http://www.workcover.vic.gov.au>

The following table illustrates the *minimum* benchmark experience to apply for a particular **Outdoor Recreation** endorsement, and may be used as a guide for RPL/RCC purposes. Note that this table only provides a guideline for the *skill* component of competency and does not necessarily suggest that you possess high level *knowledge* of sufficient depth and breadth to teach others.

ENDORSEMENT	MINIMUM No. OF ROUTES	MINIMUM DIFFICULTY	ROCK TYPE	MINIMUM METRES	PRE-REQUISITES
Abseiling Single-pitch	40	Establish own anchors and deployed own ropes – anchors may have been built using natural anchors, removable protection or existing in-situ fixed anchors (eg bolts/ chains – must specify anchor type)	N/A	Single-pitch: From cliffs/ structures at least 20m in height	Single-pitch = Nil
Multi-pitch	10		N/A	Multi-pitch: Safe ground could not be reached in one rope length	Multi-pitch = Single-pitch
Artificial wall climbing Top-rope	Range of routes in gym	Equivalent to Ewbank grade 18	N/A	N/A	Nil Top-rope
Lead					
Top-rope climbing	40 (30 bottom belay and 10 top belay)	Ewbank grade 16	N/A	1000m	Abseiling
Lead climbing Single-pitch	40 'on-sight'	Ewbank grade 14	Experience on at least two types of rock eg granite, sandstone	1000m (trad)	Top-rope climbing
Multi-pitch	10 'on-sight'	Ewbank grade 14		700m (trad)	Single-pitch leading
New routes	optional	On sight standard		Optional	
Aid climbing	10	USA grade IV, A2+	N/A	1000m with overnight bivvies on wall	Multi-pitch lead climbing
Ice climbing	10	NZ grade 4	N/A	2000m	Multi-pitch lead climbing
High altitude Low alt (min alt 2900m	10	N/A	N/A	N/A	Ice climbing
High alt (min alt 7600m)	4	(Must have reached summit)	N/A	N/A	Snow & ice routes

Notes:

1. When determining minimum experience, no individual route may be counted more than once.
2. Data indicated in this table represent the minimum entry –level experience. Experience is very much a subjective term. Mere achievement of ‘mileage’ on rock or ice by itself is no guarantee of competency as a professional leader/guide or instructor. PACI will assess each person on an individual basis. Many factors have to be weighed, and decisions are always made after careful analysis of the facts and what is best for both PACI and the public.
3. When applying for a lead climbing endorsement, evidence of having established new routes (ie previous unclimbed routes that a person has named and graded and had published in a guide book) distinguishes an applicant from those persons who have merely repeated existing routes.