IEC System of Conformity Assessment Schemes for Electrotechnical Equipment and Components (IECEE System)

IECEE Scheme for Certification of Personnel Competence

Application for an IECEE Certificate of Personnel Competence (CoPC) – Documentation and information requirements
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FOREWORD

This Operational Document, IECEE OD-6120 sets out requirements for personnel applying for an CoPC.

OD-6120 specifies the minimum requirements of knowledge and skills that personnel shall meet as a prerequisite for making an application for examination. The details in this document are intended to provide guidance for the preparation of the necessary evidence to be provided to demonstrate that the minimum level has been attained.

Document Owner
IECEE CMC WG 34 Certification of Personnel Competence

History of changes

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<th>Brief summary of changes</th>
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<td>2022-04-13</td>
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Introduction

This IECEE Operational Document details information and documentation requirements for applications from individuals for a CoPC.

Personnel competence is in demand to ensure that systems, equipment and components function properly, maintain their functionality and performance, and prevent the effects of various threats. For example, competence of personnel working safety. The potential for accidents in work areas is increased if personnel are not competent for the activities with which they are involved. The need for competence is included in many legal documents (legislation) but is often not clearly defined.

Competence depends on knowledge, skill, experience and training. Measurement of competence is a difficult task and requires specific assessment methods. Competence needs to be maintained so periodic monitoring of a Certified Persons performance is required. This may require additional documentation being provided to the IECEE CoPC on occasions.
Application for an IECEE Certificate of Personnel Competence (CoPC) —
documentation and information requirements

1 Scope

This Operational Document describes the documentation and information required for an application by an individual to a CoPC NCB for an IECEE Certificate of Personnel Competence or a CoPC and to maintain Certification.

This Operational Document shall be read in conjunction with the Rules of Procedure of this IECEE Certification Scheme given in IECEE-06 and the other relevant Operational Documents:

- IECEE OD-6130, National Certification Bodies (NCB) Procedures for issuing and maintaining IECEE Certificates of Personnel Competence

2 Scope of Certification

2.1 Units of Competence

The applicant is to detail the sector and the Units of Competence for which they wish to be assessed. The units of competence per sector are specified in the operational document of sector-specific unit of competence (e.g. machinery safety, functional safety, cyber security, etc.).

2.2 Language of Certificate

The applicant may request to be assessed in a language other than English (refer to Clauses 8.4 and 8.5 of IECEE 06 for additional details). Any translation activities are the responsibility of the CoPC NCB.

2.3 Limitation of scope

The applicant may, in conjunction with the CoPC NCB, request a limitation of the scope of the Certificate of Personnel Competence. The details of Scope limitations available for each operational document of sector-specific unit of competence, OD-6X20 (where X denotes the specific sector e.g., OD-6220 for Machinery Safety).

Unless otherwise stated, the scope of the Certificate of Personnel Competence will include all aspects of the standards and no restrictions will apply. The applicant shall be assessed according to all the requirements of the Unit of Competence being requested.

2.4 Evidence of education and training

2.4.1 General qualifications not sector-specific

The evidence provided will demonstrate the level of technical education (or equivalent) attained, relevant to the application, through documents such as Degree, Diploma, College Certificates, Trade tests and Professional Institute recognition etc. Copies of these documents shall be provided in the original language and in the language required by the CoPC NCB. The applicant shall be responsible for any translations and provide the contact details of the organisations that issued the document.

2.4.2 Sector-specific documentation

Documents demonstrating any training undertaken on subjects and topics relevant to the Units of Competence specified on the application form shall be provided. These documents may be Certificates issued by an independent organisation or trade association or may be a formal internal programme of training set by and endorsed/countersigned by the relevant employer. Copies of these documents shall be provided in the original language and in the language required by the CoPC NCB. The applicant shall be responsible for any translations and provide the contact details of the organisations that issued the document.
2.5 Work experience both sector-related and non-sector-related

2.5.1 Non-sector-related work experience

A brief resume will be provided in a chronological order with latest experience first. The résumé should provide details of the Employer, type of industry, position, and responsibility. Sufficient information should be provided to enable an evaluation of the basic underlying concepts expected for the applicable IECEE Unit(s) of Competence.

Any restrictions related to work experience should be identified.

2.5.2 Sector-related work experience

A resume will be provided in a chronological order with current experience first.

Sufficient information shall be provided identifying:

- Employer and type of industry
- Position and responsibility within these organisations
- Information in accordance with sector-specific unit of competence

Any restrictions related to work experience should be identified.

If the applicant is a person that is currently primarily involved in the provision of training services they may apply for certification and, in addition to the above requirements, they shall provide evidence of previous practical application of knowledge, skills and experience.

2.5.3 Validation

Validation of the work experience may be provided by employers or clients.

It is essential that validation can be provided for those Units of Competence the Applicant wishes to be assessed against. Contact details for the employers or clients must be provided for validation. The Certifying Body shall assess which validation methodology shall be used based on the review of the information provided.

3 Application form

3.1 Application Form

The applicant shall obtain a copy of the official application form from the CoPC NCB to which they plan to make their application.

In preparing the application the applicant shall specifically note the available competence given in Clause 2.1 and any limitation of scope as shown in Clause 2.3.

Annex A contains a sample application form for guidance.

3.2 Personal details of the applicant

The applicant shall provide sufficient personal detail to ensure they can be correctly identified. There shall be sufficient evidence to show that the person conducting the work is the same as identified on the Certificate of Personnel Competence. The certified person shall notify the issuing CoPC NCB of any change to these details.

3.3 Details to be provided

The details given in Clause 3.3.1 to 3.3.5 inclusive shall be provided.

3.3.1 Name

The family name and all given names in full are to be provided.
3.3.2 Address
The address at which the person can be contacted. In addition, the applicant is to advise the address to be used for any correspondence.

3.3.3 Telephone contact and email
A telephone number and/or email address. This will be used for all contact during the processing of the application (until the Certificate is issued). This information will be used by the CoPC NCB and anyone acting on behalf of the CoPC NCB processing the application. This information will not be made available to any other party.

3.3.4 Date of birth
Date of birth and a statement of the evidence to be provided for validation, for example birth certificate, passport, or affidavit.

NOTE The evidence should normally accompany the application as original documents that will be returned to the applicant after review.

3.3.5 Photograph
Passport size portrait photograph which is current and at least passport quality, in colour and with a white background. This is to be updated at each ongoing assessment. The photograph is to be supplied with the application form or in electronic .JPG format of image size not greater than 150 x 180 pixels.

3.3.6 Declaration
The following declarations are to be made by all applicants for a Certificate of Personnel Competence:

- I am aware of and familiar with the requirements for the IECEE Certificate of Personnel Competence. Should my application for certification be accepted, I understand that these requirements shall be fulfilled;
- I declare that I will comply with existing requirements for the IECEE CoPC, will not misrepresent the scope of certification and agree to pay the expenses in connection with my application;
- I have no current application pending with any other CoPC NCB;
- I declare that all information provided with this application is true and correct.

4 Re-certification
Updated information relating to Clause 3 will be required by the CoPC NCB at the time of recertification. As a minimum a new photograph is to be provided at each recertification. See also Clause 8.6 of IECEE 06, Rules of Procedure regarding full details of the re-certification process requirements.
Annex A
(informative)

Typical Application form

APPLICATION FOR
IECEE Scheme for Certification of Personnel Competence (CoPC)
IECEE CERTIFICATE OF PERSONNEL COMPETENCE

This form is used as a basis for an application for a new Certificate / renewal of Certificate

<table>
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<th>To be sent to</th>
<th>☐ New Certificate</th>
<th>☐ Renewal / change / of Certificate or recertification of Certificate no.:</th>
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<tr>
<td>(CoPC NCB address)</td>
<td>Applicant name and postal address</td>
<td></td>
</tr>
<tr>
<td>Applicant employer and postal address</td>
<td>Email address</td>
<td>Date of birth (dd/mm/yyyy)</td>
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<tr>
<td>License number (where applicable)</td>
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</tr>
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<td></td>
<td>Cell phone</td>
<td></td>
</tr>
<tr>
<td>Invoice address</td>
<td>Units of Competence</td>
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</tr>
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See attachments for additional information regarding education, training and experience

DECLARATION

I am aware of and familiar with the requirements for the IECEE Certificate of Personnel Competence. Should my application for certification be accepted, I understand that these requirements shall be fulfilled.

I declare that I will comply with existing requirements for the IECEE Scheme for Certification of Personnel Competence (CoPC), will not misrepresent the scope of certification and agree to pay the expenses in connection with my application.

I DO / DO NOT consent to the issuing CoPC Certification Body (NCB) including my contact details in the PCAR that will support my Certificate of Personnel Competence. I reserve the right to request addition or deletion of contact details (by up-issue of all relevant PCARs) at any time in the future.

I DO / DO NOT have a current application pending with another IECEE CoPC NCB or a current Certificate issued by another CoPC NCB.

I have no current application pending with any other CoPC NCB; I declare that all information provided with this application is true and correct.

Date

Applicant signature