



PLUMBING INDUSTRY REGISTRATION BOARD

APPLICATION FOR THE PIRB PROFESSIONAL BODY DESIGNATION ASSESSMENTS FOR:

PIRB LICENSED PLUMBER PRACTITIONER

TAKE NOTE:

All applicants applying for any of the PIRB Licensed Plumber Practitioner designation must have passed a plumber trade test as specified in the Manpower training act section 28 or 13 and/or have obtained a plumbing qualification in terms of the Skills Development Act, before being considered to be assessed on the relevant PIRB Licensed Plumber Practitioner designation.

The following application should be used if an applicant is applying for any
PIRB LICENSED PLUMBER PRACTITIONER DESIGNATION ASSESSMENT:

CORE



ABOVE
GROUND
DRAINAGE



BELOW
GROUND
DRAINAGE



RAINWATER
DISPOSAL



COLD WATER



HOT WATER

SPECIALISATIONS



SOLAR



HEATPUMP



GAS

Notes to the Applicants applying for Assessment:

Please read through the following very carefully before completing and signing the application.

APPLICATION PROCEDURE:

General

- Application must be made a minimum of 1 calendar month before the set Designation assessments block dates (see date schedule)
- Complete the application in full, in blue/black pen and in print
- Applicants have read and understood the Cancellation, Failure and Appeals policy
- Initial all pages of the application form and sign in full the Declaration on the last page of the application

Supporting Documentation

- If relevant a copy of all relevant documentation that clearly shows at least 3 year's practical experience and or the relevant part and or full Qualification in the relevant PIRB Technical Operator Practitioner Designation being applied for.

Payment

- Payment for the respective assessment type must reflect in the PIRB's bank account before assessment can take place.
- Payment can be made to:
First National Bank
Account Number: 62244182987
Branch: Eldoraigue
Branch Code: 251145
- Bearing the reference: ASSESSMENT: {Your Name & Surname}. Example: ASSESSMENT: James Smith

Verification

- All supporting document, certificates and correctness of application will be verified.
- Any discrepancy and or incorrect information provided or omitted the application will be notified in writing and it is the responsibility of the applicant to rectify this at their cost.

Notification of Assessments

- Upon successful verification of candidate's application and supporting document, the applicant shall be notified of his/her assessments date, time, venue and the respective rules for the relevant assessment being undertaken.

Failure Policy

- It is imperative that the applicant applying for a theory and or practical assessment are in the position (knowledgeable/work place experience) to undertake the respective assessments.
- Failure of an assessment will result in a candidate having to reapply for an assessment date, which will result in the assessment fee being levied again.

CANDITATE INFORMATION	
Surname:	
Full Names:	
ID Number:	
PIRB No: (if applicable)	
Address:	
	City:
	Province:
Primary Contact Number*:	
Alternate Contact Number:	
Email Address*:	
*All communications will be communicated to this contact number and email address.	

INVOCIE DETAILS			
<input type="checkbox"/>	Tick to Invoice as per details above	<input type="checkbox"/>	Tick to invoice details below
Company Name/Individual:			
VAT No:		REG No:	
Contact Person:			
Primary Contact Number:			
Email Address:			
Postal Address:			
	Postal Code:		

THEORY ASSESSMENT :

Please tick the appropriate PIRB Licensed Plumber Practitioner Designation assessment you wish to undertake.

- It is imperative that the applicant applying are in the position (knowledgeable/work place experience) to undertake the respective assessments.
- Failure of an assessment will result in a candidate having to reapply for an assessment date, which will result in the assessment fee being levied again.

✓	THEORY ASSESSMENT TYPE	PASS RATE REQUIRED	ASSESSMENT COST
FOR FIRST TIME REGISTRATION			
	Core Assessment	50%	See Assessment Rates
	Specialisation Assessment: Solar water heating systems	50%	See Assessment Rates
	Specialisation Assessment: Heat Pump water heating systems	50%	See Assessment Rates
FOR REASSESSMENT/REINSTATEMENT			
	Hot water systems	75%	See Assessment Rates
	Cold water systems	75%	See Assessment Rates
	Above ground drainage systems	75%	See Assessment Rates
	Below ground drainage systems	75%	See Assessment Rates
	Rain water disposal systems	75%	See Assessment Rates
	Solar water heating systems	75%	See Assessment Rates
	Heat pump water heating systems	75%	See Assessment Rates
	Gas	75%	See Assessment Rates

ASSESSMENT CANCELLATION/POSTPONEMENT POLICY:

1. Payment for both a theory and practical assessments must be made at the time of application.
2. If an theory or practical assessment is cancelled:
 - c. 4 or more weeks prior to the respective assessment date – a full refund will be issued less R50.00 excl. VAT administration Levy.
 - d. Less than 4 weeks from the respective assessment date - a 75% refund
 - e. 2 weeks from the respective assessment date – 25% refund in the case of a theory assessment cancellation and 50% refund in the case of a practical assessment cancellation. Failure to attend the assessment on the respective date and time will result in a cancellation and zero refund will apply.
3. Only a valid reason will be considered if a candidate wishes to postpone an assessment. If no valid reason is given to justify a postponement the candidate will be levied a postponement fee equal 25% of the assessment fee(s).
4. In extreme cases and unforeseen circumstances the PIRB has the right to postpone/cancellation assessment dates. In unlikely hood of this happening the candidates will be entitled to 100% refund. The candidate acknowledges that the PIRB will not held accountable for any cost incurred as result postponement/cancellation.
5. If an assessment dates is postpone/cancelled, the candidate will only be able to be assessed in the next block date.

ASSESSMENT RULES:

- Arrival:
 1. Arrive at the venue on the correct day and time
 2. Arrive at least ½ hour before the commencement of the assessment
 3. Announce yourself to the examiner/ invigilator
 4. Informing the examiner if you are unclear on any policy and or procedures, before the commencement of the assessment
 5. Check all details on the assessment register are correct
 6. Sign the assessment register
- Late arrivals:
 1. The following will apply for late arrivals:
 - All paperwork will be completed first
 - If a candidate arrives within 1/2 hour of the commencement time of the assessment the candidate Will be allowed to enter assessment venue, but no extra time will be permitted
 - If learner arrives 1/2 hour after the commencement of the assessment he/she will not be permitted to enter the assessment venue and the cancellation policy shall apply.
- Identification:
 1. Proof of identity is required before commencement of the assessment
 2. No identification – No assessment
- Belongings:
 1. Unless otherwise instructed no textbooks or other written materials will be allowed into the assessment venue
 2. All belonging will be placed in a designated area in the assessment venue and the learners will not have access to their belongings for the duration of the assessment
 3. No phones or electronic devices will be allowed in the assessment venue.
- Suspicious behaviour:
 1. If the examiner/ invigilator has any reason to believe that the candidate is involved in any sort of illegal/suspicious behaviour, the examiner/ invigilator will make the candidate aware of their suspicions and make a note of the behaviour – this will then be taken up with the moderator
- Refreshments:
 1. The learner is responsible for his/her own refreshments, but not during the assessment

- Drug, Alcohol, weapons and abusive nature
 1. Under **NO** circumstances will a candidate be permitted to be assessed if he/she is in any way intoxicated or under the influence of any drugs. If a candidate is found to be under the influence of alcohol or drugs the candidate will be asked to leave immediately and the cancellation policy will apply.
 2. No weapons will be allowed in the assessment centre. If a candidate is found to be possession of a weapon the candidate will be asked to leave immediately and the cancellation policy will apply.
 3. Under **NO** circumstances will any abusive nature, physically or verbally by the candidate be tolerated. If a candidate is found to be abusive the candidate will be asked to leave immediately and the cancellation policy will apply.
- Questions or discussions:
 1. The examiner/invigilator is not at liberty discuss any of the assessment questions with the candidate but may assist if there is vagueness with regards to a question.
 2. There will be complete silence in the assessment venue in the case of a theory assessment.
 3. The examiner is not at liberty to assist the learner with any installation information in any way
- Practical Assessment Rules
 1. The length of the practical assessment will vary depending on the number designation practical assessment being undertaken.
 2. Learner will be assigned their own cordoned off work area
 3. No learner may enter another learner's work area – if he/she does, he/she will be warned by the examiner and repeated offence may result in the candidate being asked to leave immediately and the cancellation policy will apply.
 4. The relevant SANS standards documents will be permitted during the installation
 5. The examiner will constantly assess the installation and take photographic evidence of all the faults during the installation. This will ensure that if at any time the installation needs to be moderated, photographic evidence will be provided
 6. A minimum of 10% of all assessments will be moderated by the moderator
 7. A minimum of 5 % of all assessments will be moderated by the moderating assessor
 8. Candidates are to bring their own tools for the respective to the assessment and no sharing of tools will be permitted.
 9. On completion of his/her practical assessment the learner will advise the examiner, the examiner will then do the final test inspection
 10. All practical assessment(s) must be completed within the allotted time allow and under no circumstances will more time be allowed to complete the practical assessments.
 11. If the allotted time has been exceed and the examiner has call time all tools will be placed down immediately.
 12. Learners will be asked to leave the assessment venue once the examiner has done the final test inspection
 13. No learner will be permitted back into the assessment venue once he/she has left

APPEALS PROCEDURE:

- Purpose: The of the appeals procedure is to describe the procedure that will be followed if and when a dispute arises with regards to an assessment that has taken place.
- Scope: The scope of this procedure will cover the appeals on the assessment, the moderation that follows and the panel that will provide a resolution on the outcome.
- Possible reasons for an appeal:
 1. Disturbances and interference during assessment
 2. Bribery and corruption
 3. Unfair treatment by the invigilator / assessor
 4. Unfair decisions made with regards to the result
 5. Administrative delays
- Possible outcomes for an appeal:
 1. Assessment outcome overturned – assessments fee will be re-imbursed
 2. Re-assessment of candidate assessment
 3. Outcome remains the same
 4. Order of corrective measures at the assessment centre
 5. Order of corrective measure at the administrative centre

PROCEDURE:

1. Where the candidate disagrees with the result of the assessment, he/she must contact the assessor within 3 working days after receipt of assessment results. **Note: any costs incurred by the candidate to have an appointment with the assessor, will be for the candidates account**
 2. The candidate has the right to sit with the assessor to discuss the dispute and it is encouraged that this be carried out before the appeal process is to continue.
 3. If the candidate wishes to continue with the appeals process he/she must completed the section 1 of the Appeals form and submit it to the assessor within 5 working days of the receipt of assessment results.
 4. The assessor will consider the candidate's explanation and give a written response (complete section 2 of appeal form) to the candidate within 5 working days.
 5. If the candidate agrees to the outcome then the process will not proceed any further.
 6. If the candidate disagrees with the outcome of the assessor's response the candidate must do so in writing within 3 days of receiving written response from the assessor. This written disagreement needs to be address to assessor.
7. The assessor will forward all the completed paperwork and the respective Appeals form onto the assigned Moderator within 3 working days.
 8. The moderator will reconsider the assessor's decision and will evaluate on the following criteria:
 - the candidates evidence
 - the opinion of the candidate
 - the assessors rationale for the decision
 - the opinion of an external assessor
 9. The moderator will consider the candidate's and assessor's explanation and give a written response (complete section 3 of appeal form) to the assessor within 5 working days. The assessor will forward the outcome to the candidate within 2 working days.
 10. If the candidate agrees to the outcome then the process will not proceed any further.
 11. If the candidate disagrees with the outcome of the moderator's response the candidate must do so in writing within 3 days of receiving written response from the assessor. This written disagreement needs to be address to moderator.
 12. An administration fee may be levied on the candidate on this point going forward.
 13. The moderator will hand all completed information over to the moderating assessor. The moderating assessor will then have 10 working days to convene a panel. The moderating assessor will give the candidate all the details of when and where the panel will be convening. **Note: any costs incurred by the candidate when attending the panel will be for the candidates account**
 14. The panel will consist of:
 - The assessor
 - The moderator
 - An independent assessor
 - The moderating assessor
 15. The candidate will have the right to sit in on the evaluation of the panel and will have the opportunity to add input.
 16. The panel will evaluate the situation and complete a written evaluation of the outcome which will be sent through to the candidate within 5 working days.
 - 17. The decision of the panel is final.**

I, the applicant, declare that:

- The above information is true and correct and that I can be held liable in the event that any information is found to be untrue.
- I have read and clearly understood application procedure
- I am satisfied that I am in a position (knowledgeable/work place experience) to undertake the respective assessment.

I, _____ the applicant with ID number _____ declare that the above is true and correct.

This done and signed at _____ on the _____ day of _____ 20__.

Signature

Witness