

Application for assessment of recognition of prior learning for ACMA recognition certificate (Standard)



Information for applicants

The ACMA may grant exemption(s) for some components of an amateur radio examination based on existing qualifications held.

If you are successful in obtaining an exemption from all components of the examination, you will still need to apply for a ACMA recognition certificate (Standard), however there will be no charge for that application.

If you did not receive an exemption for all components of the examination, you will need to contact an accredited assessor to complete the components for which you did not obtain an exemption. Once you have passed those components, you will need to apply for an ACMA recognition certificate (Standard), however there will be no charge for that application.

The personal information collected in this form is to confirm that you have the adequate qualifications to obtain an exemption from all or some components of the examination, so that you can apply for an ACMA recognition certificate.

Refer to www.acma.gov.au/amateur-radio for full information.

Send your completed form and supporting documents to

Manager
Licence Allocation Section
Australian Communications and Media Authority
PO Box 78
Belconnen ACT 2616

Enquiries

Call 1300 850 115 or email: info@acma.gov.au

Print clearly. Illegible, unclear or incomplete applications may delay processing.

Applicant's details

Title

Contact phone

Name

FIRST NAME
LAST NAME
OTHER NAME

Contact address

POSTCODE

Email address

Client number (if known)

Supporting documents

Please attach a copy of your amateur radio qualifications and/or evidence showing verifiable experience. It may be helpful to provide a copy of the syllabus associated with the qualification you are seeking to have recognised.

Any documents not in English must be accompanied by English translations.

An ACMA amateur radio advisor may contact you to clarify any aspects of your application. This may include a short interview about your past qualifications or experience.

You should demonstrate how your qualifications and/or past experience can be directly correlated to the syllabus relating to the qualification sought.

If you are seeking recognition of prior learning for a qualification listed in tables 4 and 5 of the [Amateur Radio Qualification Framework](#), please print the qualification you hold in the box below, and attach a copy of the qualification to this application.

Access the [syllabi for amateur radio qualifications and the Amateur Radio Qualification Framework](#) on the ACMA website.

If you do not hold a qualification listed in tables 4 and 5 of the *Amateur Radio Qualification Framework*, please complete the recognition of prior learning assessment criteria in the table below:

Assessment objectives area	Cross reference to qualification(s)/syllabi submitted to meet criteria	Detail work/operational experience to meet criteria
Mathematics		
Mains power		
Voltage and current		
Resistance		
OHM's Law		
Power in DC circuits		
Capacitance		
Inductance		
AC circuits		
Impedance and reactance		
Tuned circuits		
Transformers		
Solid state devices		
Block diagrams of simple transmitters		
Mixers		
Modulation		

Assessment objectives area	Cross reference to qualification(s)/syllabi submitted to meet criteria	Detail work/operational experience to meet criteria
Amplifiers		
Transmission quality		
Receiver parameters and terminology		
Simple block diagrams of a receiver		
Frequency converter		
IF amplifiers		
Automatic gain control		
Transceivers		
Transmission line basics		
Baluns		
Antennas		
Standing wave ratio		
Antennal matching units		
Identification of common antennas		
Radiated power		
Electromagnetic radiation		
Ionosphere		
Interference points of entry electronic equipment		
Filters		
EMC		
Dangerous voltages		
Electrical safety equipment to be approved		

Assessment objectives area	Cross reference to qualification(s)/syllabi submitted to meet criteria	Detail work/operational experience to meet criteria
Awareness of state/territory electricity authority requirements		
Electrical earthing		
Correct fuse to be used		
Replacing fuses		
Station layout for safety		
Power lead safety		
Know location and desirability of a mains off switch		
Actions to be taken in the event of an accident involving electricity		
Electric shocks		
Call for help and resuscitation techniques		
Battery safety		
Antennas and safety		
Dangers of radio waves		
EMR and safe distance		
Antenna erection		
Securing and sitting antennas		
Lightning protection		
Safe use of headphones		
Station security		
Frequency measurements		
RF power measurements		

Assessment objectives area	Cross reference to qualification(s)/syllabi submitted to meet criteria	Detail work/operational experience to meet criteria
SWR measurements		
Multimeter measurements		

Fees

Current application fees are listed on the [ACMA website](#).

We will send you an invoice after we receive your application – do not send payment now – and will process your application once the invoice is paid.

Applicants will be required to pay the administration fee even if the ACMA refuses the application.

Declaration

I declare that:

The information provided in this application is true and correct.

Privacy information

The ACMA will not use any of the personal information in this form for any other purpose, nor will we disclose it, unless we have your consent or we are otherwise permitted to do so under the [Privacy Act 1988](#).

Further information on the Privacy Act and the ACMA's Privacy Policy is available at www.acma.gov.au/privacypolicy. Our Privacy Policy contains details about how you may access or correct your personal information held by the ACMA, how you can complain about a breach of the Privacy Act and how we deal with these complaints.