



**APPLICATION TO BECOME A
MOBIUS INSTITUTE
APPROVED ARP INSTRUCTOR**
ATC174 Version 5

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Application to become an authorised Mobius Institute Instructor in the field of Asset Reliability (ARP)

To become an authorised instructor to teach Mobius Institute Asset Reliability (ARP) training courses, an instructor must be adequately qualified and experienced.

Please refer to the below criteria and provide all relevant information required on this application.

Qualification & Requirements for Instructors- Asset Reliability

There are several pathways available to qualify as an Asset Reliability Instructor, please ensure you refer to the below table and provide all relevant information required on this application.

In addition to the training and certification requirements shown in the table, an instructor must also have the following:

- **Must** have achieved a passing score of at least **80%** on all ARP Certification exams.
- **Must** have a current MIBoC certification.

In addition to the above the candidate should have a minimum of 5 years, practical work experience that includes Condition Monitoring, Maintenance or Asset Reliability.

- Instructors are required to complete the TPIC -instructor induction course provided to them upon approval.

		ARP training/certification required:		
		ARP-A	ARP-E	ARP-L
To teach an ARP course at this category:	ARP-A	Training & Certification	-----	-----
		OR		
		Training only	Training & Certification	Training & Certification
	ARP-E	Training & Certification	Training & Certification	-----
		OR		
		-----	Training & Certification	Training & Certification
	ARP-L	Training & Certification	-----	Training & Certification
		OR		
		-----	Training & Certification	Training & Certification

If you have a Mobius Institute Student account, please **ensure** that you have updated your current work experience to your record for review upon submission of this application.

Proposed Instructor Details and Experience

Name of proposed instructor: _____

Name of Training Centre: _____

Mobius Institute Student ID: (if you hold one) _____

E-mail: _____

Please list the Technology/s you wish to apply for below:

Please provide details of your Asset Reliability certifications. Please list and attach copies of certificates as evidence of certification:

Certification Body	Title of Certification	Category	Date of Certification	Certificate Number or ID

Please list relevant Asset Reliability courses you have undertaken (please add another sheet if more space is required)

Please provide details of relevant training qualifications and/or experience in conducting training courses (please add another sheet if more space is required):

Languages spoken & written (for purposes of conducting training courses):

Responsibilities of an Instructor

The instructor shall:

- a) Be familiar with the Mobius Institute Asset Reliability training programme and the appropriate requirements of ED161 (this document can be found on our website under the certification menu, MIBOC POLICY DOCUMENTS AND FORMS)
- b) Have a thorough knowledge of the relevant training methods.
- c) Be able to communicate effectively both in writing and orally (through an interpreter if necessary) in the language of training.
- d) Make impartial and non-discriminatory technical presentations.
- e) Ensure that the integrity of Mobius Institute training materials is not compromised in any way.
- f) Ensure that the delivery of training does not promote specific commercial products or services.
- g) Provide and encourage students to surveys and/or complete course evaluation forms and make these available to Mobius Institute.
- h) Ensure that students sign a training course attendance sheet and make this available to Mobius Institute.
- i) Undergo an annual audit and correct any non-conformances in a timely fashion (as per audit guidelines).

Confidentiality

Except as required by Mobius Institute or by law, information gained in the course of training activities about a particular person shall not be disclosed to a third party without the written consent of that person. Where the law requires information to be disclosed to a third party, that person shall be informed of the information provided as permitted by the law.

The instructor **must** complete a Mobius Confidentiality and Intellectual Property Agreement (IDR049).

Code of Ethics

The instructor shall recognize the precepts of personal integrity and professional competence according to international principles. Accordingly, the instructor shall complete a Mobius Institute Instructor Code of Ethics Agreement as part of this application.

Approval Process for Instructors

Approval of instructors shall be at the discretion of Mobius Institute. Approval shall not be unreasonably denied.

Following review of this application, approval may be granted or denied by Mobius Institute. The applicant will be informed in writing of the decision.

Approval, if granted, is valid for a period of three (3) years.

At the conclusion of the approval period an extension may be granted. Alternatively, the instructor may re-apply for approval using this document *Application to become a Mobius Institute ARP Instructor* to reapply.

Mobius Institute Instructor Code of Ethics Agreement

Individuals who administer and/or conduct training according to the Mobius Institute training program shall recognize the precepts of personal integrity and professional competence according to international principles.

Accordingly, I _____ (full name of instructor)

declare that I will:

- a) perform my professional duties without bias and commercialism whether it be for products or services.
- b) undertake only those training duties for which I am competent by virtue of my training and experience.
- c) conduct myself in a responsible manner and utilize fair and equitable business practices in dealing with colleagues, clients and associates;
- d) protect to the fullest extent possible, consistent with the well-being of the public, any information given to me in confidence by an employer, client, colleague or member of the public.
- e) refrain from making any unjustified statement or from performing unethical acts which would discredit the Mobius Institute training programme.
- f) avoid conflicts of interest with any employer or client, and if such conflict should arise in the performance of work, inform the affected persons promptly of the circumstances.
- g) strive to maintain my proficiency by updating my technical knowledge as required to properly perform condition monitoring measurement and analysis techniques; and
- h) ensure that end-user confidentiality is conserved if their data is used in training materials unless there is a prior agreement.

(Signature of Instructor)

(Date)

Mobius Institute to Complete:

Application Processed by: _____

Category & Technologies approved to Instruct:

ARP A	ARP E	ARP L

Approval date: ___/___/_____

IDR049 Completed: Date: _____