

ALLAN BOLTON

Mobile: 0419 318 374

Email: allanbolton51@yahoo.com.au

TERTIARY QUALIFICATIONS

Degree of Bachelor of Applied Science (B.App.Sc.) Swinburne University of Technology with the following majors:

- **Instrumental Science** which was the study of Electrical Concepts, Measurement & Control Systems, Analog & Digital Electronics, Signals & Systems, Power Control Electronics, Microprocessor Theory & Application, Measurement Theory (Standards, Calibration, Pressure, Flowrate, Temperature, Temperature, Volume, Speed, Weight, etc.), , Chemical Instrumentation, Optical Instrumentation, Nuclear Instrumentation, Control Systems Theory, Final Control Elements, etc.
- **Biophysics** which was the study of Human Physiology, Medical Equipment, Patient Monitoring, Imaging Techniques, Electrical Safety, etc.

EDUCATION QUALIFICATIONS

Post Graduate Diploma in Education (Grad.Dip.Ed.) from the State College of Victoria at Hawthorn.

TRAINING QUALIFICATIONS

- BSZ 40198 Certificate IV in Workplace Assessment and Training from the University of Melbourne
- TAE40110, Certificate IV in Training and Assessment.

TRADE QUALIFICATIONS

Telecommunications Technician Certificate.

The five (5) year apprenticeship with Telecom Australia focused on Electrical/Electronics, Relay Logic, Telephony, Telecommunication Principles & Practices, Workshop Practices & Use of Hand Tools, etc. and considerable work experience.

PROFESSIONAL AND ASSOCIATION REGISTRATIONS

- Member, Institution of Engineers, Australia (M.I.E.Aust.) (Member Number 933759)
- Fellow, Australian Institute of Management (FAIM)

EMPLOYMENT EXPERIENCE

Feb 2017 – Current

BOX HILL INSTITUTE GROUP

Sessional Teacher

Preparation, Teaching and Assessment of the following subjects for Certificate II (Pre-apprentice, VET & VCAL), Certificate III and Certificate IV students:

- Electrical Concepts (NEEE103A/104A)
- Renewable Energy (Solar Panels, Solar Hot Water, Wind Turbines, Micro Hydro & Standalone Power Systems)(NEEE112A)
- Precision Measurements (VU21610)
- Mathematics in an Integrated Technology Context (VU21534)
- Pre-apprentice Numeracy and Literacy (NEEE130A)
- Environmentally Sustainable Procedures in the Energy Sector (NEEK142A)
- Hand and Power Tools – Skills (Workshop) (NEEE102A).

1988-2016

ENTERTRAIN INTERACTIVE PTY LTD

Project Manager & Training Specialist

I performed a range of duties which included:

- Developing syllabi and training manuals for a broad range of Instrumentation & Control and Electrical & Electronic training modules.
- Designing and constructing Instrumentation & Control and Electrical & Electronic training aids configured for troubleshooting activities.
- Teaching Electrical & Electronic and Instrumentation & Control courses to industry.
- Providing training consultancy services to industry and developing detailed curriculum and competency standards for many companies that used technology as a basis for their business.
- Managing and actively participating in the development of a large AQF Learning Resource project based on the Australian Chemical, Hydrocarbons and Oil Refining Units of Competency, funded by the Australian National Training Authority (ANTA).
- Sourced and managed casual Instructors to assist in teaching specialised technical modules as per industry requirements.
- Spending time at many industrial sites to study and research many processes, technologies, equipment and procedures as a basis for scripting, editing and instructionally designing many Company Specific Courses, Competency Standards, Customised E-Learning Projects and Customised Training Manuals for the following industry sectors: Manufacturing, Food, Paper Making, Rail, Aviation Refuelling, Fire-Fighting, Aluminium Smelting, Iron and Steel, Oil & Gas, Oil Refining and Petrochemical.
- Researching, scripting, instructionally designing and editing training manuals and customised E-Learning Systems for industry.

The industry specific e-learning modules focussed on Process Science, Process Equipment and Layout, Process Flows and Operating Principles, Specific Equipment Operating Principles, Measurement & Control Systems, Start-up and Shutdown Concepts, Troubleshooting, etc.

EMPLOYMENT EXPERIENCE CONTINUED

Following are the companies that I developed learning resources for:

- Petronas Penapisan (Teregganu) Sdn Bhd; Petronas Penapisan (Melaka) Sdn Bhd; Mobil Australia, Oil Refinery; Mobil Oil Refinery Singapore; BP Kwinana Refinery, Australia; Shell Geelong Refinery; Sarawak Shell Berhad; Australian National Training Authority (ANTA); Ampol Australia; Malaysia LNG, Sarawak, Malaysia; Brunei Liquefied Natural Gas (BLNG); Petronas Methanol Labuan Sdn Bhd; Petronas Methanol Labuan Sdn Bhd; Ethylene Malaysia/Polyethylene Malaysia Sdn Bhd (Petronas); Singapore Chemical Plant (SCP), an ExxonMobil company; Shell Brunei Petroleum; Chandra Asri Indonesia; Qenos Australia; Huntsman Chemical Company; Kemya Al Jubail Petrochemical Company; ExxonMobil Singapore Chemical Plant Pte Ltd (SCP); Qenos Pty Ltd (previously ExxonMobil); Shell Philippines Exploration; Penrice Soda Products; Asean Bintulu Fertilizer, Sarawak, Malaysia; CABOT Australia; Qatalum (Qatar Aluminium Ltd); Hismelt Corporation Pty Ltd (Rio Tinto); BHP Billiton Boodarie Iron, West Australia; Carter Holt Harvey Tissue; Country Fire Authority (Victoria); Australian Paper Manufacturers; Australian Paper Manufacturers Recycled Paper; Australian Cement Holdings; ARLEC; Siemens Rail Services Australia; Metro Trains Melbourne; Transperth, Western Australia; Pacific National Pty Ltd; Bayside Trains Victoria, Australia; Air Conditioning & Mechanical Contractors' Association of Victoria; Department of Education, Training and Youth Affairs Australian Government Workplace English Language Literacy (WELL); Victorian Allied Industry Training Board; Tourism Industry Training Board; Don Smallgoods; Kodak.

1988

EDUCATION DEPARTMENT OF VICTORIA

Casual Relief Teacher

- Preparation and teaching of Physics, Science and Electronics at secondary schools such as Mitcham Technical School, Footscray Secondary College and Blackburn Technical School.

1984-1988

ROYAL MELBOURNE INSTITUTE OF TECHNOLOGY (School of Electrotechnology)

Electrical & Electronics and Instrumentation & Control Teacher

- Preparation and teaching of the following:
 - **Electrical & Electronic subjects** such as DC and AC Circuit Theory, Motors & Generators, Analog Electronics, Digital Electronics and Industrial Electronics.
 - **Instrumentation & Control subjects (Pneumatic and Electronic)** such as:
 - Transmitters, Recorders, Controllers and Control Valves, Hazardous Areas, Intrinsic Safety, PLCs, etc.
 - Measurement of Flow, Pressure, Temperature, Liquid Level and Chemical Composition (Gas Chromatography, Liquid Conductivity, pH), etc.

The above were taught at the Trade Technician and Associate Diploma level.

- Developed the “**Chemical Instrumentation for Instrument Technicians and Technologists**” training manual for use at RMIT. The topics covered were Conductivity Meters, pH meters, Dissolved Oxygen Meters and Gas Chromatography.
The project was funded by the Technical and Further Education (TAFE) Board, Victoria.
- Developed a Plato hybrid Computer Based Training/Print Based Module on **Electronic Instrumentation and Control** for use by the **Commonwealth Scientific and Industrial Research Organisation (CSIRO)**. This module was used by CSIRO engineering support staff as part of their **Assessment and Training Program** for advancement from the Trade/Technician level to Technical Officer level.
- Development of “Further Certificate of Technology (Medical Electronics)” syllabus, educational objectives and content for use at RMIT.
The syllabus development involved a close liaison with engineering and medical personnel from the medical electronics industry.

EMPLOYMENT EXPERIENCE CONTINUED

1982-1984

FOXBORO INSTRUMENT COMPANY PTY LTD

Instrumentation & Control Trainer

- Preparation and delivery of one and two-week Instrumentation and Control courses to engineers, trades people, apprentices and plant operators.
- Conducted instrumentation courses at various locations around Australia for clients such as:
 - APPM, Burnie, Tasmania
 - Eastern Nitrogen Ltd, Newcastle, NSW
 - Edgell (Petersville Ltd), Cowra, NSW
 - Esso Ltd, Sale, Victoria
 - Hamersley Iron Pty Ltd, Tom Price, WA
 - Hunter District Water Board, Newcastle, NSW
 - West Australian Petroleum (WAPET) Pty Ltd, Barrow Island, WA
- Before each course, time was spent studying the client's plant (if possible) so the course direction would be specific and relevant to the needs of the course participants. For example, time was spent offshore on the Marlin gas platform, Bass Strait, prior to presenting the Instrumentation and Control course to Esso course participants.

1980-1982

SWINBURNE TECHNICAL COLLEGE OF TECHNICAL AND FURTHER EDUCATION

Electrical & Electronics Teacher

- Preparation and teaching of Electrical & Electronic subjects such as DC and AC Circuit Theory, Motors & Generators, Analog Electronics, Digital Electronics and Industrial Electronics.
- Development of Training Manuals and course material for student use.

The above were taught at the Trade Technician and Associate Diploma level.

1981

STATE COLLEGE OF VICTORIA, HAWTHORN (now University of Melbourne)

Student

- Completed the Post Graduate Diploma in Education at the State College of Victoria, Hawthorn (now University of Melbourne), while employed by Swinburne Technical College of TAFE.

1976 - 1980

SWINBURNE COLLEGE OF TECHNOLOGY (now Swinburne University of Technology)

Student

- Completed the Degree of Bachelor of Applied science in Instrumental Science which was the study of Electrical Concepts, Measurement & Control Systems, Analog & Digital Electronics, Signals & Systems, Power Control Electronics, Microprocessor Theory & Application, Measurement Theory (Standards, Calibration, Pressure, Flowrate, Temperature, Temperature, Volume, Speed, Weight, etc.), Control Systems Theory, Chemical Instrumentation, Optical Instrumentation, Nuclear Instrumentation, etc.
- Six months experience as a trainee Biomedical Engineer at the Alfred Hospital, Prahran.