



VERTICAL HORIZONZ

Safety.Certainty | Australia

STRUCTURED TRAINING SPECIALISTS

RTO Provider Number: 31160



RTO 31160

2024 - 25

COURSE CATALOGUE

**REAL TRAINING
THAT SAVES
LIVES**



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WE CREATE SAFETY CERTAINTY

At Vertical Horizonz, we are structured training specialists, empowering revolutionary change to give you the certainty of knowing your people are protected.

Through our highly tailored training solutions and world-class advisory, partnership, development services, we will help you achieve standout business performance. As a Registered Training Organisation, we provide you with nationally recognised qualifications, ensuring the approved quality standards are met.

WE KNOW YOUR INDUSTRY

All our trainers have extensive industry experience and have been selected to join the Vertical Horizonz team because of their standout performance within their chosen field.

As subject matter experts, our trainers speak from experience, demonstrating industry best practice and providing practical and contextualised advice.

They understand the everyday challenges faced by your employees, and are positioned to provide meaningful training experiences

WE ARE ACCREDITED AND COMPLIANT

As a Registered Training Organisation, we are bound to meet the requirements of the Australian Skills Quality Authority (ASQA).

We are proud members of:

- ✔ Working at Height Association (WAHA)
- ✔ Australasian Society for Trenchless Technology
- ✔ The Australasian High Pressure Water
- ✔ Jetting Association (AUSJET)
- ✔ The Australasian Drain Cleaning and Vacuum Association (ADCVA)

Accredited providers of training delivery for the Global Wind Organisation, and partner accreditation with Vertical Horizonz New Zealand offering Neboosh and IRATA training.



WE OFFER MORE THAN JUST TRAINING

As recognised leaders in safety solutions, Vertical Horizonz Australia provides world class advisory, partnerships, development, and training services. We empower change to give our clients the certainty of knowing their people are equipped with the skills and knowledge they need to be safe.

<h3>Advisory</h3> <p>We provide trusted advice and uncompromising leadership to forge business performance. Our specialised knowledge of industry best practice enables us to develop and implement customised solutions, helping you achieve strategic safety solutions.</p>	<h3>Training</h3> <p>We create complete training solutions, setting the benchmark for safety training. Our responsiveness enables us to assess the current skills of your workforce and provide a unique solution that meets your specific needs.</p>
<h3>Partnerships</h3> <p>We build highly valued business partnerships to provide you with agile and innovative solutions. Our collaborative approach to problem solving enables us to deliver quality training, allowing you to focus on the bigger picture and getting the job done.</p>	<h3>Development</h3> <p>We design advanced professional development programs that empower change. Our custom-made solutions will revolutionise your workforce, enabling your people to perform at the highest possible standard.</p>





**Skills
Assure**

FUNDING

Skills Assure makes it easier to recognize providers that offer training subsidised by the Queensland Government.

By choosing a subsidized course delivered by a Skills Assure Supplier (SAS), you can gain skills that are valued by industry and that will help get you a job once you are finished your studies.

Instead of paying for the full cost of training, apprentices or trainees and their employers will pay a reduced amount.

Skills Assure Eligibility

To be eligible to receive subsidised training under the User Choice program you must:

- ✔ be employed in an approved apprenticeship or traineeship
- ✔ have entered a training contract for a qualification funded by the government
- ✔ have selected a government-approved training provider

Industry and/or employer contributions may be required where the government's contribution of public funding does not meet the cost of training offered by the SAS.





Who are CSQ?

Construction Skills Queensland is an independent, non-for-profit, industry-funded body supporting employers, workers, apprentices, trainees and career seekers in the building and construction industry.

CSQ contributes towards the cost of courses to reduce the cost to participants. CSQ funding is paid directly to the contracted RTO, generally between 75% and 100% of course costs.

Construction Skills Queensland (CSQ) funds important courses and training to make it easier for you to update your skills or the skills of your workers. We partner with selected registered training organisations who deliver training for the building and construction industry across Queensland.

CSQ Eligibility

Participants must be one of the below:

- ✔ Australia or New Zealand Citizen or Permanent resident
- ✔ Permissions to work and has been employed as an eligible worker and has been employed for 6 months or more

AND must be one of the below:

- ✔ An eligible worker: Employed in Queensland within the Building & Construction Industry
- ✔ Self Employed in the Building & Construction Industry
- ✔ An unemployed eligible worker (unemployed for a period not greater than 6 months who would otherwise meet the requirements of an Eligible Worker)
- ✔ An active apprentice or trainee, registered in Queensland, undertaking an apprenticeship or traineeship as per the CSQ approved listing
- ✔ An unemployed cancelled apprentice or trainee who was undertaking a CSQ approved apprenticeship or traineeship

Participants can only undertake 8 units of competency in total under the Short Courses Program (which includes both Building and Civil)

Within the 8 units of competency the following limits also apply:

- ✔ Participants can only undertake 3 High Risk Work Licence
- ✔ Participants can only undertake 3 Mobile Plant Units (RIIMPO)



INVESTMENT SCHEDULE

2024/25 SERVICES AND INVESTMENT SCHEDULE



NATIONALLY RECOGNISED
TRAINING

NOTE: There is no GST on training in Australia



**Skills
Assure**

Funding Options

Programmes and Courses	Qualification Code		Eligibility
Skills Assure funding - User Choice Certificate III in Plant Operations	RII30820	Funded	QLD resident, maximum of 2 opportunities. Co-contribute fee required
Skills Assure funding - User Choice Certificate III in Trenchless Technology	RII31619	Funded	QLD resident, maximum of 2 opportunities. Co-contribute fee required.

CSQ

PROVIDER

Programmes and Courses	Qualification Code	Duration	Min Numbers	Max Numbers	Full Price	CSQ Funding Total	Student Price
Identify, Locate and protect underground services	RIICCM202E	1 day	4	8	\$300	\$227	\$50
Load and unload plant	RIIHAN305F	1 day	6	8	\$450	\$266	\$100
Conduct civil construction skid steer loader operations	RIIMPO318F	1-2 days	4	8	\$995	\$505	\$190
Enter and work in confined space	RIIWHS202E	1 day	6	12	\$300	\$300	\$0
Work safely at heights	RIIWHS204E	1 day	6	12	\$280	\$225	\$50
Drain and dewater civil construction site	RIIWMG203E	1 day	6	8	\$300	\$227	\$50
Conduct civil construction excavator operations	RIIMPO320F	1-2 days	4	8	\$1,000	\$505	\$190
Communicate information	RIICOM301E	1/2 day	6	12	\$300	\$227	\$50
Operate elevating work platform	RIIHAN301E	1 day	6	12	\$320	\$266	\$50
Conduct roller operations	RIIMPO317F	1 day	4	8	\$995	\$500	\$190
Conduct backhoe/loader operations	RIIMPO319E	1 day	4	6	\$1,000	\$505	\$190
Conduct civil construction wheeled end loader operations	RIIMPO321F	1 day	4	6	\$900	\$505	\$190
Conduct water vehicle operations	RIIMPO326E	1 day	4	8	\$800	\$455	\$190
Conduct articulated haul truck operations	RIIMPO337E	1 day	4	6	\$800	\$569	\$190
Apply risk management processes	RIIRIS301E	1/2 day	5	12	\$350	\$240	\$50



Safety.Certainty
CERTIFIED

Certificate Course Prices

Programmes and Courses	Qualification Code	Units	Projected time frame	Book Price (pp)	Company Rate	RPL
Certificate II in Resources and Infrastructure Work Preparation	RII20120	9	1 - 2 years	\$2,900	\$2,300	Options available
Certificate II Surface Extraction Operations	RII20220	9	1 - 2 years	\$2,900	\$2,300	Options available
Certificate III Surface Extraction Operations	RII30120	13	1 - 2 years	\$4,000	\$3,500	Options available
Certificate III in Civil Construction Plant Operations (Skills Assure Funding available) <small>(RPL & gap training from \$2,000 plus \$400 per unit train out but capped at \$11,000)</small>	RII30820	20	1-2 years	\$11,000	\$9,000	Options available
Certificate III in Trenchless Technology (Skills Assure Funding available) <small>(RPL & gap training from \$2,000, plus \$400 per unit train out, but capped at \$10,000)</small>	RII31619	26	1-2 years	\$10,000	\$7,000	Options available
Certificate IV in Work Health and Safety	BSB41419	10	Online	\$2,500	\$1,500	Options available



Short Course Prices

Additional Units of Competency & combination packages are available.
Talk to us if you do not find what you are looking for.

Working at Heights

Programmes and Courses	Qualification Code	Training Duration	Book Price (pp)	Trainee Min	Trainee Max
Work at heights - Basic		1 day	\$280	6	10
Work safely at heights	RIIWH204E				
Work at heights - Advanced		2 days	\$520	6	10
Work safely at heights	RIIWH204E				
Participate in a rescue operation	PUASAR022				
Vertical Rescue		4 days	\$1,250	6	10
Undertake vertical rescue	PUASAR032				
Participate in rescue operation	PUASAR022				

Confined Space

Programmes and Courses	Qualification Code	Training Duration	Book Price (pp)	Trainee Min	Trainee Max
Work in a confined space - Basic Operator		1 day	\$280	6	12
Work in accordance with an issued permit	MSMPER200				
Enter confined space	MSMPER205				
Enter and work in confined spaces	RIIWH202E				
Work and control confined space operations - Advance Operator		2 days	\$550	6	10
Work in accordance with an issued permit	MSMPER200				
Enter confined space	MSMPER205				
Enter and work in confined spaces	RIIWH202E				
Gas test atmospheres	MSMWHS217				
Observe permit to work	MSMPER202				
Monitor and control work permits	MSMPER201				
Confined Space Rescue		3 days	\$800	6	10
Undertake confined space rescue	PUASAR025				
Participate in a rescue operation	PUASAR022				
Operate breathing apparatus	MSMWHS216	1/2 day	\$170	6	12
Gas test atmospheres					
Gas testing techniques	MSMWHS217				
Breathing apparatus		1 day	\$350	6	10
Operate breathing apparatus	MSMWHS216				



Industrial Services Course Prices

Programmes and Courses	Qualification Code	Training Duration	Book Price (pp)	Trainee Min	Trainee Max
MSMSS00017 - Use high-pressure water jetting equipment					
Work in accordance with an issued permit	MSMPER200	2 days	\$800	5	12
Follow emergency response procedures	MSMWHS110				
Work safely	MSMWHS200				
Use high-pressure water jetting equipment	MSMWJ202				
MSMSS00018 - Operate high-pressure water jetting system					
Operate a high-pressure water jetting system	MSMWJ304	2 days	\$800	5	12
Work in accordance with an issued permit	MSMPER200				
Follow emergency response procedures	MSMWHS110				
Work safely	MSMWHS200				
MSMSS00019 - Operate a drain cleaning system					
Operate a drain cleaning system	MSMWJ305	2 days	\$800	5	12
Work in accordance with an issued permit	MSMPER200				
Follow emergency response procedures	MSMWHS110				
Work safely	MSMWHS200				
MSMSS00020 - Operate a vacuum loading system					
Operate a vacuum loading system	MSMWJ306	2 days	\$800	5	12
Work safely	MSMWHS200				
Work in accordance with an issued permit	MSMPER200				
Follow emergency response procedures	MSMWHS110				
MSMSS00021 - Operate a hydro excavation system					
Work in accordance with an issued permit	MSMPER200	2 days	\$1,200	5	12
Follow emergency response procedures	MSMWHS110				
Work safely	MSMWHS200				
Operate a hydro excavation system	MSMWJ307				
Vacuum excavations					
Operate a VAC truck	RIICCM303	1 day	\$750	5	12
Operate a VAC truck Refresher	RIICCM303				
Single Units of Competencies including Refresher					
Use high pressure water jetting equipment	MSMWJ202	1 day	\$700	5	12
Operate a high pressure water jetting system	MSMWJ304				
Operate a drain cleaning system	MSMWJ305				
Operate a vacuum loading system	MSMWJ306				
Operate a hydro excavating system	MSMWJ307				



High Risk Work Licence Course Prices

Programmes and Courses	Qualification Code	Training Duration	Book Price (pp)	Trainee Min	Trainee Max
Forklift					
Licence to operate a forklift truck	TLILIC0003	3 day	\$650	4	8
Elevated Work Platform					
Licence to operate a boom-type elevating work platform (boom length 11 metres or more)	TLILIC0005	2 days	\$750	4	6
Vehicle Mounted Crane					
Licence to operate a vehicle mounted loading crane (capacity 10 metre tonnes above)	TLILIC0024	5 days	\$2,000	4	6
Dogging					
Licence to perform dogging	CPCCLDG3001	5 days	\$1,600	4	6

Global Wind Organisation Course Prices

Programmes and Courses	Qualification Code	Training Duration	Book Price (pp)	Trainee Min	Trainee Max
Basic Safety Training					
Work safely at heights	RIIWHS204E	5 days	\$2,100	2	6
Participate in a rescue operation	PUASAR022				
Provide first aid	HTLAID011				
Provide cardiopulmonary resuscitation	HLTAID009				
Conduct manual tasks safely	HLTWHS005				
Confine small emergencies in a facility	PUAFER008				
Basic Safety Training Refresher		3 days	\$1,500	3	6

Queensland Health & Safety Course Prices

Programmes and Courses	Qualification Code	Training Duration	Book Price (pp)	Trainee Min	Trainee Max
Health and Safety Representative		5 days	\$850	6	15
Health and Safety Representative Refresher		1 day	\$400	6	15



First Aid Course Prices

Programmes and Courses	Qualification Code	Training Duration	Book Price (pp)	Trainee Min	Trainee Max
Provide First Aid with CPR					
Provide first aid *	HLTAID0011	1 day	\$160	6	12
Provide cardiopulmonary resuscitation (CPR)	HLTAID009				
*Online assessment must be completed prior to the course otherwise training is 2 days		2 days	\$200	6	12
Cardiopulmonary Resuscitation (CPR)					
Provide cardiopulmonary resuscitation (cpr)	HLTAID009	1/2 day	\$100	8	15

Chemical Course Prices

Programmes and Courses	Qualification Code	Training Duration	Book Price (pp)	Trainee Min	Trainee Max
Chemicals					
Participate in identifying and controlling hazardous chemicals	BSBWHS331	1 day	\$350	6	14
Contaminated Site Safety Certificate					
Apply WHS requirements, policies, and procedures in the construction industry	CPCCWHS2001	1 day	\$700	8	15
Participate in identifying and controlling hazardous chemicals	BSBWHS331				
ALGA members			\$500		



Health & Safety Course Prices

Programmes and Courses	Qualification Code	Training Duration	Book Price (pp)	Trainee Min	Trainee Max
Construction White Card		1/2 day	\$140	6	12
Prepare to work safely in the construction industry	CPCCWHS1001				
Add On		1/2 day	\$150	6	12
Apply OHS requirements, policies and procedures in the construction industry Pre-requisite for CPCCM2010B Work Safely at Height Construction	CPCCWHS2001				
Identify and control hazards		1 day	\$300	6	14
Conduct hazard analysis	MSMWHS201				
Conduct local risk control	RIIRIS201E				
Apply WHS requirements, policies, and procedures in the construction industry	CPCCWHS2001				
Work permits - issue and supervise		1 day	\$550	6	14
Work in accordance with an issued permit	MSMPER200				
Monitor and control work permits	MSMPER201				
Observe permit to work	MSMPER202				
Issue permit to work	MSMPER300				

Transport Course Prices

Programmes and Courses	Qualification Code	Training Duration	Book Price (pp)	Trainee Min	Trainee Max
Operate a light vehicle on and off road	RIIVEH201E	1 day	\$550	6	8
Operate and maintain a four-wheel drive vehicle	RIIVEH305F	2 days	\$900	6	8
Drive medium rigid vehicle	TLIC3003	Hourly rate	\$120		
Drive heavy rigid vehicle	TLIC3004	Hourly rate	\$120		
Drive multi combination vehicle	TLIC3005	Hourly rate	\$120		
Fatigue management					
Ensure the safety of transport activities (chain of responsibility)	TLIF0009	1 day	\$300	4	10
Implement and monitor the safety duties of transport activities (chain of responsibility)	TLIF0014	1 day	\$300	4	10



Mining Course Prices

Programmes and Courses	Qualification Code	Training Duration	Book Price (pp)	Trainee Min	Trainee Max
Operate an EWP non-licenced		1 day	\$320	6	12
Operate elevating work platform	RIIHAN301E				
Operate telehandler		1 day	\$700	4	6
Conduct telescopic materials handler operations	RIIHAN309F				
Operate a forklift non-licenced		1 day	\$450	4	10
Operate a forklift	RIIHAN201E				
Surface Miner - Standard 11		2 days	\$650	6	10
Communicate in the workplace	RIICOM201E				
Apply initial response first aid	RIIERR205D				
Respond to local emergencies and incidents	RIIERR302D				
Comply with site work processes/procedures	RIIGOV201D				
Work safely and follow WHS policies and procedures	RIIWS201E				
Conduct local risk control	RIIRIS201E				
Surface Miner - Standard 11 Refresher		1 day	\$350	6	10
NAT 10898 - Field based training					
Core: Carry out workplace assessments	NAT10898001	3 days	\$700	6	10
Electives:					
Provide work skill instruction	TAEDEL301	2 days	\$1,000	6	10
Coach others in the workplace	NAT10898002	1 day	\$700	6	10

The rates quoted exclude trainer travel and accommodation

For training delivered outside 150km of Brisbane, travel may be on-charged at \$0.85/km and accommodation at \$280/night (excl. GST).

Flights will be on-charged at cost where this is the most cost-effective option.

Investment Includes:

- Insurance both General Liability and Indemnity
- Coordination of all course bookings
- Comprehensive learner guide for each trainee
- Issue of a course certificate within 10 working days of successful initial course completion.

The Client Investment:

Where required, the client will provide:

- Suitable equipment, and
- Suitable venue for theory and/or practical training and assessments



Planning Considerations:

- At time of booking, a course confirmation letter will be sent to your organisation, this will confirm date, location and attendance numbers.
- A Purchase Order number (if required) prior to each course delivery.
- Billing will be carried out by Vertical Horizonz Australia's accounts section direct to your company or nominee(s) as agreed at the time of booking.
- Training may incur a 30% deposit prior to training commencing.
- Vertical Horizonz Australia require all vehicles, plant and equipment being supplied for courses to be of a safe and compliant state.

Cancellation and Postponement Procedure:

Notification of cancellation or postponement of training must be made in writing.

The following shall apply:

- Confirmed training cancelled or postponed by the client within three to five business days of the course commencement date will be invoiced at 50% of the agreed course fee.
- Training cancelled or postponed by the client within two business days of the course will be invoiced at the full quoted rate plus any associated costs e.g. accommodation/flights booked, rental vehicles etc.,
- No cancellation fee is charged if notice has been given 6 or more working days in advance.
- CSQ training cancellation will incur the full cost of the VHA pricing schedule, in accordance with our cancellation policy





CSQ | *PROVIDER*

CSQ FUNDED COURSES



IDENTIFY, LOCATE AND PROTECT UNDERGROUND SERVICES



PURPOSE

This provides participants with the knowledge and skills necessary to accurately identify, locate, and protect underground services such as pipes, cables, and utilities.

This course aims to increase safety and reduce the risk of damage to underground infrastructure during construction, excavation, or maintenance activities.



COURSE OBJECTIVES

- ✔ To understand the importance of accurately identifying and locating underground services in order to prevent damage and ensure safety during construction projects.
- ✔ To learn how to use relevant tools and equipment for accurately identifying and locating underground services.
- ✔ To develop the skills and knowledge necessary to effectively protect underground services during excavation and construction activities, including proper marking, mapping, and documentation.
- ✔ To promote a culture of safety and best practices in the construction industry by emphasizing the importance of accurate identification, location, and protection of underground services.



ATTENDANCE NUMBERS

MINIMUM: 5
MAXIMUM: 12

1
Day



UNITS OF COMPETENCY

RIICCM202E
Identify, locate, and protect underground services

CSQ FUNDING

Eligibility criteria applies.

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.



CSQ Funded Courses

CSQ | PROVIDER

LOAD AND UNLOAD PLANT



NATIONALLY RECOGNISED TRAINING

PURPOSE

This provides individuals with the necessary skills and knowledge to safely load and unload plant equipment on construction sites.

This course ensures that workers are competent in handling heavy machinery and equipment, reducing the risk of accidents and injuries in the workplace.



COURSE OBJECTIVES

- ✔ Understand the principles and regulations related to safe and efficient loading and unloading of plant machinery.
- ✔ Identify and assess potential hazards and risks associated with loading and unloading procedures, and develop effective control measures to prevent accidents and injuries.
- ✔ Learn and demonstrate proper techniques for securing and stabilising plant machinery during transportation to ensure safety and compliance with regulations.
- ✔ Demonstrate competency in conducting pre-operational checks, carrying out loading and unloading procedures safely, and performing post-operational checks to ensure plant machinery is in good working condition



ATTENDANCE NUMBERS

MINIMUM: 4
MAXIMUM: 8



1 Day



UNITS OF COMPETENCY

RIIHAN308F
Load and unload plant

CSQ FUNDING

Eligibility criteria applies.

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.



CSQ Funded Courses

CSQ | PROVIDER

CONDUCT SKID STEER LOADER OPERATIONS



NATIONALLY RECOGNISED
TRAINING

PURPOSE

This course helps workers understand the risks associated with operating the equipment and teaches them how to minimize the risks through proper operation and maintenance.



COURSE OBJECTIVES

- ✔ Understanding and applying safety protocols related to skid steer loader operation, including personal protective equipment requirements.
- ✔ Conducting thorough inspections of the skid steer loader before use, including fluid levels, tire conditions, and equipment functionality.
- ✔ Developing the ability to operate a skid steer loader effectively and efficiently, including maneuvering, loading and unloading materials.
- ✔ Learning basic maintenance procedures and how to identify potential mechanical issues
- ✔ Understanding load limits, weight distribution and the importance of safe loading and unloading practices.
- ✔ Gaining skills in navigating construction sites safely and efficiently while operating a skid steer loader
- ✔ Recognizing and mitigating the environmental impact of skid steer operations on job sites



ATTENDANCE NUMBERS

MINIMUM: 4

MAXIMUM: 8



3
Days



UNITS OF COMPETENCY

RIIMPO318F

Conduct civil construction skid
steer loader operations

CSQ FUNDING

Eligibility criteria applies. Ask our
team to find out.

ENTRY CRITERIA

Requirement to demonstrate
a level of written and spoken
English to do this: Equivalent to
Level 1 English communication
skills.

METHOD OF INSTRUCTION

The programme trainers are all
experienced practical people.
They speak everyday workplace
language and have a wealth of
real life examples to share with
trainees. Trainees are encouraged
to 'have a go' in a supportive, safe
environment.

ENTER AND WORK IN CONFINED SPACES



NATIONALLY RECOGNISED TRAINING

PURPOSE

This course is designed to ensure the safety of workers who may be required to enter, work in, or conduct tasks related to confined spaces.



ATTENDANCE NUMBERS

MINIMUM: 6
MAXIMUM: 12

1 Day



COURSE OBJECTIVES

- ✔ Teaching participants how to recognise and assess potential hazards including risks related to atmospheric conditions, structural dangers, and the presence of hazardous substances.
- ✔ Providing training on the proper safety protocols and emergency procedures, including the use of personal protective equipment (PPE), gas detection devices, and ventilation techniques.
- ✔ Ensuring participants understand and comply with relevant legislation, regulations, and codes of practice specific to confined space work, including the requirements for permits and safety documentation.
- ✔ Preparing workers to respond effectively to emergencies within confined spaces, including the development of rescue plans and the use of specialised rescue equipment.
- ✔ Emphasizing the importance of conducting risk assessments and implementing control measures to mitigate hazards before entering confined spaces.



UNITS OF COMPETENCY

RIIWH5202E
Enter and work in confined space

CSQ FUNDING

Eligibility criteria applies.

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.



CSQ Funded Courses



WORK SAFELY AT HEIGHTS



NATIONALLY RECOGNISED TRAINING

PURPOSE

This course demonstrates how to apply safe work practices to perform jobs safely at height. This course is appropriate for those working in operational roles where they are required to perform work at heights.



ATTENDANCE NUMBERS

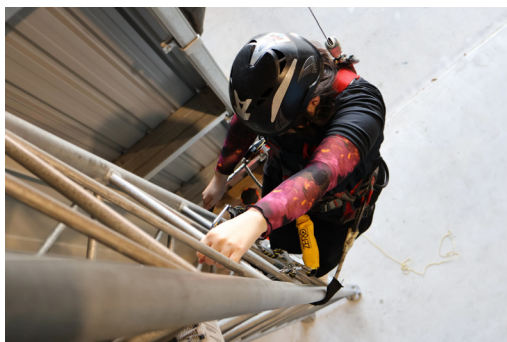
MINIMUM: 6
MAXIMUM: 12

1 Day



COURSE OBJECTIVES

- ✔ Identifying working at height risk
- ✔ Following work procedures and instructions
- ✔ Accessing and installing equipment
- ✔ Selecting, inspecting, and wearing fall protection harnesses
- ✔ Performing task safely at height



UNITS OF COMPETENCY

RIIWH204E
Work safely at heights

CSQ FUNDING

Eligibility criteria applies.

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.



CSQ Funded Courses

CSQ | PROVIDER

DRAIN AND DEWATER CIVIL CONSTRUCTION SITE



NATIONALLY RECOGNISED
TRAINING

PURPOSE

The course is designed to ensure participants can drain and dewater construction sites to maintain a safe, stable, and dry work environment, which is critical for the successful completion of construction projects.



COURSE OBJECTIVES

- ✔ Teaching participants how to identify water accumulation issues on construction sites and implement appropriate drainage and dewatering techniques to control and manage water levels
- ✔ Ensuring that workers understand the safety procedures and legal requirements associated with dewatering activities.
- ✔ Educating workers on environmentally responsible practices for drainage and dewatering, including the proper disposal of water and the prevention of pollutants from entering natural waterways.
- ✔ Training in the use of specialized dewatering equipment to efficiently remove water from construction sites.
- ✔ Preparing workers to assess site conditions, plan effective drainage strategies, and implement them in a way that supports the overall construction process while minimising disruptions.



ATTENDANCE NUMBERS

MINIMUM: 4
MAXIMUM: 10



1
Day



UNITS OF COMPETENCY

RIWGM203E
Drain and dewater civil
construction site

CSQ FUNDING

Eligibility criteria applies.

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.

CONDUCT EXCAVATOR OPERATIONS



NATIONALLY RECOGNISED
TRAINING

PURPOSE

The course is designed to train workers in the safe and efficient operation of excavators within the civil construction industry. It is also to ensure that participants acquire the skills, knowledge, and competencies required to operate excavators effectively while adhering to safety regulations and industry standards.



COURSE OBJECTIVES

- ✓ Teaching participants how to operate excavators safely and following correct procedures to avoid accidents and injuries on site.
- ✓ Providing instruction on various excavation methods to ensure precise and efficient work that meets project specifications.
- ✓ Ensuring participants are aware of the risks associated with excavator operations and how to mitigate these risks.
- ✓ Educating workers on relevant legislation, codes of practice, and environmental considerations including proper documentation and reporting requirements.
- ✓ Training participants in basic maintenance and troubleshooting of excavators to ensure the machinery remains in good working condition and to prevent costly breakdowns and delays.
- ✓ Emphasizing the importance of planning and executing excavator operations in a way that maximizes productivity while minimising environmental impact and resource wastage



ATTENDANCE NUMBERS

MINIMUM: 4
MAXIMUM: 8



2
Day



UNITS OF COMPETENCY

RIIMPO320F
Conduct civil construction
excavator operations

CSQ FUNDING

Eligibility criteria applies.

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.

COMMUNICATE INFORMATION



NATIONALLY RECOGNISED
TRAINING

PURPOSE

The course is designed for trainees to develop essential communication skills necessary for success in this industry. Individuals can improve their ability to communicate professionally, accurately, and confidently in various situations within the industry. Additionally, the course may cover industry-specific communication techniques and practices that are essential for navigating the complex and dynamic environment of the mining, drilling, and civil infrastructure sector.



COURSE OBJECTIVES

- ✔ Understanding the importance of effective communication within the drilling, mining, and civil construction industry.
- ✔ Developing communication skills necessary for successfully conveying information to colleagues, supervisors, and clients.
- ✔ Learning how to effectively communicate safety protocols and procedures to ensure a safe work environment.
- ✔ Understanding the importance of clear and accurate communication in project planning and execution.
- ✔ Developing strategies for effective communication with diverse stakeholders, including team members, contractors, and regulatory agencies.



ATTENDANCE NUMBERS

MINIMUM: 5
MAXIMUM: 12



1/2
Day



UNITS OF COMPETENCY

RIICOM301E

Communicate information

CSQ FUNDING

Eligibility criteria applies.

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.

CSQ Funded Courses

CSQ | PROVIDER

OPERATE ELEVATING WORK PLATFORM (NON LICENSED)



NATIONALLY RECOGNISED
TRAINING

PURPOSE

This course demonstrates EWP operations, identify possible safety risks, and provide individuals with the confidence and skills to safely operate High-Risk equipment.



ATTENDANCE NUMBERS

MINIMUM: 6
MAXIMUM: 12

1
Day



COURSE CONTENT

- ✓ Legislative requirements and obligations for EWP operators
- ✓ Hazards and risk associated with EWP operation
- ✓ EWP types and characteristics
- ✓ Pre-operational checks and maintenance of an EWP
- ✓ Safe operation techniques, including positioning and stabilizing the EWP, and emergency procedures
- ✓ Shut down and securing an EWP after use



UNITS OF COMPETENCY

RIIHAN301E

Operate elevating work platform

CSQ FUNDING

Eligibility criteria applies.

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.



CONDUCT ROLLER OPERATIONS



NATIONALLY RECOGNISED
TRAINING

PURPOSE

The course aims to ensure that operators are aware of the risks associated with roller operations and are able to use the equipment in a competent and responsible manner.

This course also provides individuals with the necessary skills and knowledge to operate rollers safely and effectively in various construction and civil engineering settings.



ATTENDANCE NUMBERS

MINIMUM: 4

MAXIMUM: 8

1
Day



COURSE CONTENT

- ✓ Introduction to roller operations
- ✓ Workplace health and safety requirements
- ✓ Types of rollers and their functions
- ✓ Pre-operational checks and maintenance of roller
- ✓ Operating the roller safely and efficiently
- ✓ Handling various terrains and best practices
- ✓ Rules and regulations for roller operations
- ✓ Emergency procedures and risk management
- ✓ Practical assessment and demonstration of roller operations skills



UNITS OF COMPETENCY

RIIMPO317F

Conduct roller operations

CSQ FUNDING

Eligibility criteria applies.

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.

CSQ Funded Courses

CSQ | PROVIDER

CONDUCT BACKHOE/LOADER OPERATIONS



NATIONALLY RECOGNISED
TRAINING

PURPOSE

This course aims to train participants in the proper use of these heavy equipment, including understanding operational controls, conducting pre-operational checks, and executing basic maneuvers. The goal is to equip participants with the competencies required to operate backhoes/loaders proficiently and securely.



COURSE OBJECTIVES

- ✓ **Planning and Preparation**
 - Understand work instructions, manage hazards, and use PPE
- ✓ **Machine Operation**
 - Perform checks, operate safely, and monitor performance
- ✓ **Material Handling**
 - Safely handle and move materials
- ✓ **Attachment Management**
 - Fit, use, and store attachments properly
- ✓ **Relocation**
 - Safely move the machine between work areas
- ✓ **Housekeeping**
 - Maintain a clean and safe work environment, and complete necessary documentation.



ATTENDANCE NUMBERS

MINIMUM: 4
MAXIMUM: 6



1
Day



UNITS OF COMPETENCY

RIIMPO319E

Conduct backhoe/loader operations

CSQ FUNDING

Eligibility criteria applies.

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.

CONDUCT WHEELED FRONT END LOADER OPERATIONS



NATIONALLY RECOGNISED TRAINING

PURPOSE

The course aims to equip participants with the necessary skills and knowledge to safely and effectively operate a wheeled front-end loader in various industries.



COURSE OBJECTIVES

- ✔ **Safety** - emphasizing health and safety rules to ensure safe operation and prevent accidents
- ✔ **Operational Proficiency** - teaching participants how to plan and execute tasks using a front-end loader, including reading and interpreting operational documentation.
- ✔ **Practical Skills** - providing hands-on experience to develop practical skills in operating the machinery
- ✔ **Certification** - offering a recognized qualification that validates the participant's ability to operate a wheeled front-end loader

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.



ATTENDANCE NUMBERS

MINIMUM: 4
MAXIMUM: 6



1 Day



UNITS OF COMPETENCY

RIIMPO321F

Conduct civil construction wheeled front end loader operations

CSQ FUNDING

Eligibility criteria applies.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.

CONDUCT WATER VEHICLE OPERATIONS



NATIONALLY RECOGNISED TRAINING

PURPOSE

The course aims to provide participants with the skills and knowledge required to safely and efficiently operate, load, haul and distribute water using a water vehicle.



COURSE OBJECTIVES

- ✔ Understanding the regulations and requirements for operating water vehicles in civil construction projects.
- ✔ Developing practical skills in operating water vehicles.
- ✔ Ensuring compliance with safety procedures and protocols related to water vehicle operation in construction sites.
- ✔ Gaining knowledge of navigation and communication protocols specific to water-based construction projects.
- ✔ Enhancing teamwork and communication skills necessary for coordinating water vehicle operations with other construction activities.
- ✔ Improving problem-solving abilities to address challenges that may arise during water vehicle operation in civil construction projects.



ATTENDANCE NUMBERS

MINIMUM: 4

MAXIMUM: 8



1 Day



UNITS OF COMPETENCY

RIIMPO326E

Conduct water vehicle operations

CSQ FUNDING

Eligibility criteria applies.

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.

CSQ Funded Courses

CSQ | PROVIDER

CONDUCT ARTICULATED HAUL TRUCK OPERATION



NATIONALLY RECOGNISED
TRAINING

PURPOSE

The course is designed to equip participants with the necessary skills and knowledge to safely and efficiently operate an articulated haul truck. This aims to ensure that operators are familiar with the proper operating procedures, safety regulations, and best practices for operating articulated haul trucks.



COURSE OBJECTIVES

- ✔ **Planning and preparation** - Understanding how to plan and prepare for haul truck operations, including identifying hazards and environmental issues.
- ✔ **Pre-start and start-up procedures** - learning to conduct thorough pre-start checks and start-up procedures to ensure the truck is safe to operate.
- ✔ **Driving and operating** - developing techniques for driving and operating the truck under various site and work conditions, according to workplace procedures.
- ✔ **Loading, hauling and dumping** - mastering the skills needed to load, haul, and dump materials using the truck.
- ✔ **Shutdown and refueling** - knowing how to safely shut down and refuel the truck
- ✔ **Risk assessment and control measures** - conducting risk assessments and implementing control measures to ensure safe operations.



ATTENDANCE NUMBERS

MINIMUM: 4
MAXIMUM: 6



1
Day



UNITS OF COMPETENCY

RIIMPO337E

Conduct articulated haul truck operations

CSQ FUNDING

Eligibility criteria applies.

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.

APPLY RISK MANAGEMENT PROCESSES



PURPOSE

The course is designed to equip participants with the knowledge and skills necessary to identify, assess, and manage risks effectively. By understanding how to apply risk management processes, participants can enhance safety, minimise project delays, reduce costs, and ultimately improve the overall success of civil construction projects.

This course also aims to ensure that professionals in the industry are well-prepared to navigate the complexities of risk management and make informed decisions to mitigate potential risks in their projects.



COURSE OBJECTIVES

- ✓ Understand risk management principles in civil construction
- ✓ Assess and prioritise risks in construction projects.
- ✓ Develop tailored risk management plans for projects
- ✓ Implement risk management processes in project lifecycle.
- ✓ Enhance decision-making through effective risk assessment and communication.



ATTENDANCE NUMBERS

MINIMUM: 5
MAXIMUM: 12



1/2
Day



UNITS OF COMPETENCY

RIIRIS301E

Apply risk management processes

CSQ FUNDING

Eligibility criteria applies.

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.



CERTIFICATE COURSES





Certificate Courses



NATIONALLY RECOGNISED
TRAINING

RII20120 CERTIFICATE II IN RESOURCES AND INFRASTRUCTURE WORK PREPARATION

PURPOSE

The qualification provides individuals with the knowledge and skills necessary for entry-level positions in the resources and infrastructure industry.

SKILLS LEARNT

Some of the skills that they learn include:

- ✔ Communication skills - they will develop the ability to effectively communicate with colleagues and supervisors in the resources and infrastructure industry.
- ✔ Teamwork Skills - they will learn to work effectively as part of a team, collaborating with others to achieve common goals and objectives
- ✔ Safe work practices - they will gain an understanding of occupational health and safety regulations and procedures, ensuring they can work safely in a range of environments.
- ✔ Problem-solving skills - they will develop the ability to identify and resolve problems that may arise in the course of their work.
- ✔ Technical skills - they will acquire a range of technical skills relevant to the resources and infrastructure industry, such as operating machinery and equipment.
- ✔ Basic construction - they will learn basic skills in construction including reading and interpreting plans, measuring and cutting materials, and using hand power tools.
- ✔ Environmental awareness - they will learn about the environmental impacts of their work and gain an understanding of sustainable practices in the industry.
- ✔ Time management skills - they will develop the ability to plan and prioritize tasks effectively, ensuring they can meet deadlines and deliver high-quality work.



6 - 12
MONTHS

ENTRY CRITERIA

They must have access to the tools and equipment and access to appropriate work to evidence their competency. Trainees will need essential PPE as required by the workplace or activity, including well-fitted steel-capped work boots, gloves as needed, and high visibility clothing.

Entry is otherwise open.

DEVELOPMENT PLANNING

- ✔ Workplace visits to understand the environment and current issues.
- ✔ Regular client consultation
- ✔ Customised programme development

METHOD OF INSTRUCTION

The programme trainers are all experienced, practical people. They speak everyday workplace language and have a wealth of real-life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.



Certificate Courses

COURSE CONTENT:

Vertical Horizonz Australia covers all methodology, techniques, and safety involved in the daily operation of plant machinery.

Packaging rules for the course content involve: 4 Core Units and 5 Elective Units made up from below:

- ✔ at least three (3) must be chosen from Group A
- ✔ no more than two (2) may be chosen from Group B
- ✔ no more than one (1) unit may be chosen from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

UNIT CODE	UNIT TITLE	UNIT CODE	UNIT TITLE
CORE UNITS			
RIICOM201E	Communicate in the workplace	RIIRIS201E	Conduct local risk control
RIIENV201E	Identify and assess environmental and heritage concerns	RIIWHS201E	Work safely and follow WHS policies and procedures
ELECTIVES			
Group A			
RIICCM201E	Carry out measurements and calculations	RIISAM201E	Handle resources and infrastructure materials and safely dispose of nontoxic materials
RIIHAN201E	Operate a forklift	RIISAM203E	Use hand and power tools
RIIHAN208E	Perform dogging	RIIVEH201E	Operate a light vehicle
Group B			
HLTAID011	Provide first aid	RIIQUA201E	Maintain and monitor site equality standards
RIIBEF201E	Plan and organise work	RIIWHS202E	Enter and work in confined space
RIICCM203D	Read and interpret plans and job specifications	RIIWHS204E	Work safely at heights

Additional electives are available on request.



Certificate Courses



NATIONALLY RECOGNISED
TRAINING

RII20220 CERTIFICATE II SURFACE EXTRACTION OPERATIONS

PURPOSE

To provide individuals with the necessary skills and knowledge to work in surface extraction operations including learning about the legal and safety requirements for operating in the industry.



6 - 12
MONTHS

SKILLS LEARNT

Some of the skills that they learn include:

- ✔ Operate and maintain a range of machinery and equipment used in surface extraction operations, such as excavators, bulldozers and trucks.
- ✔ Perform basic maintenance and repairs on machinery and equipment.
- ✔ Conduct safety inspections and ensure compliance with health and safety regulations.
- ✔ Understand and follow work procedures and industry practices related to surface extraction operations.
- ✔ Communicate effectively with team members and supervisors.
- ✔ Identify and report hazards in the workplace.
- ✔ Operate machinery in a variety of conditions and environments, such as uneven terrain or adverse weather.
- ✔ Work effectively as part of a team to achieve production targets and deadlines.
- ✔ Understand the environmental impact of surface extraction operations and take measures to minimize negative effects.

ENTRY CRITERIA

They must have access to the tools and equipment and access to appropriate work to evidence their competency. Trainees will need essential PPE as required by the workplace or activity, including well-fitted steel-capped work boots, gloves as needed, and high visibility clothing.

Entry is otherwise open.

DEVELOPMENT PLANNING

- ✔ Workplace visits to understand the environment and current issues.
- ✔ Regular client consultation
- ✔ Customised programme development

METHOD OF INSTRUCTION

The programme trainers are all experienced, practical people. They speak everyday workplace language and have a wealth of real-life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.





Certificate Courses

COURSE CONTENT:

Total Number of Units: 9

Packaging rules for the course content involve: 4 Core Units and 5 Elective Units made up from below:

- ✔ at least one (1) must be chosen from Group A
- ✔ at least two (2) must be chosen from Group B
- ✔ no more than two (2) may be chosen from Group C
- ✔ no more than two (2) may be from elsewhere in this or any other currently endorsed training package, or from an accredited course.

UNIT CODE	UNIT TITLE	UNIT CODE	UNIT TITLE
CORE UNITS			
BSBSUS211	Participate in sustainable work practices	RIIRIS201E	Conduct local risk control
RIICOM201E	Communicate in the workplace	RIIWHS201E	Work safely and follow WHS policies and procedures
ELECTIVES			
Group A			
RIIGOV201E	Comply with site work processes/procedures	RIIQUA201E	Maintain and monitor site quality standards
Group B			
RIIMPO205E	Operate roller/compactor	RIIVEH201E	Operate a light vehicle
RIIMPO206D	Conduct bulk water truck operations	RIIVEH305F	Operate and maintain a four wheel drive vehicle
RIIMPO338E	Conduct rigid haul truck operations		
Group C			
RIICCM208D	Carry out basic levelling	RIIRIS202E	Respond to site based spills
RIIHAN201E	Operate a forklift	RIIWHS202E	Enter and work in confined spaces
RIIHAN203E	Conduct lifting operations	RIIWHS204E	Work safely at heights
RIIHAN208E	Perform dogging		

Additional electives are available on request.



Certificate Courses



NATIONALLY RECOGNISED
TRAINING

RII30120 CERTIFICATE III IN SURFACE EXTRACTION OPERATIONS

PURPOSE

The qualification reflects the role of operators who work in coal or metalliferous mines or quarries that involve a wide range of skilled applications, and who make decisions about equipment, services, or contingency measures based on discretion and judgement.

Achieving this Certificate can equip individuals with a variety of skills and knowledge related to performing surface extraction operations safely and efficiently.

SKILLS LEARNT

Some of the skills that they learn include:

- ✔ Understanding of safety procedures
- ✔ Knowledge of excavation techniques
- ✔ Familiarity with heavy equipment
- ✔ Awareness of environmental concerns
- ✔ Understanding of regulations
- ✔ Ability to read blueprints



3 - 6
MONTHS

ENTRY CRITERIA

They must have access to the tools and equipment and access to appropriate work to evidence their competency. Trainees will need essential PPE as required by the workplace or activity, including well-fitted steel-capped work boots, gloves as needed, and high visibility clothing.

Entry is otherwise open.

DEVELOPMENT PLANNING

- ✔ Workplace visits to understand the environment and current issues.
- ✔ Regular client consultation
- ✔ Customised programme development

METHOD OF INSTRUCTION

The programme trainers are all experienced, practical people. They speak everyday workplace language and have a wealth of real-life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.





Certificate Courses

COURSE CONTENT:

Total number of units: 13

Packaging rules for the course content involve: 3 Core Units and 10 Elective Units made up from below:

- ✓ 1 must be from Group A
- ✓ 1 must be from Group B
- ✓ at least 3 must be from Group C
- ✓ no more than 3 may be from Group D
- ✓ no more than 2 may be from elsewhere in this or any other currently endorsed training package, or from an accredited course

UNIT CODE	UNIT TITLE	UNIT CODE	UNIT TITLE
CORE UNITS			
RIIENV201E	Identify and assess environmental and heritage concerns	RIIRIS301E	Apply risk management processes
RIIWHS201E	Work safely and follow WHS policies and procedures		
ELECTIVES			
Group A		Group B	
RIICOM301E	Communicate information	RIIGOV201E	Comply with site work processes/procedures
RIICOM302D	Communicate workplace information	RIIQUA201E	Maintain and monitor site quality standards
Group C			
MSMPER300	Issue work permits (Prerequisite unit: MSMWHS201 Conduct hazard analysis)	RIIVEH201E	Operate light vehicle
RIIMPO206D	Conduct bulk water truck operations	RIIVEH305F	Operate and maintain a four wheel drive vehicle
RIIMPO301E	Conduct hydraulic excavator operations	RIIVEH307F	Operate heavy rigid vehicle
RIIMPO304E	Conduct wheel loader operation		
RIIMPO337E	Conduct articulated haul truck operations		
RIIMPO338E	Conduct rigid haul truck operations		
Group D			
HLTAID011	Provide First Aid	RIIVEH302E	Operate multi-combination vehicle
RIIERR302E	Respond to local emergencies and incidents	TLILIC2016	License to drive heavy rigid vehicle
RIIHAN301E	Operate elevating work platforms	RIIHAN301E	Operate elevating work platforms
CPCCLDG3001A	Licence to perform dogging	RIIHAN304E	Conduct slewing crane operations
CPCCLSF2001A	Licence to erect, alter and dismantle scaffolding basic level	RIIHAN305D	Operate a gantry or overhead crane
RIIHAN208E	Perform dogging	RIIHAN311F	Conduct operations with integrated tool carrier
TLILIC0005	Licence to operate a boom-type elevating work platform (boom length 11 metres or more)	TLILIC0002	License to operate a vehicle loading crane (capacity 10 metre tonnes and above)

Additional electives are available on request.



RII30820 CERTIFICATE III IN CIVIL CONSTRUCTION PLANT OPERATIONS

PURPOSE

This course is suited for individuals working in all industries. It reflects the role of individuals working as skilled operators with civil construction plants, who apply a broad range of skills in varied work contexts, using some discretion and judgement and relevant theoretical knowledge.



1-2
Years

SKILLS LEARNT

This course covers a range of industry-specific core units of competency designed to ensure trainees understand how to plan and undertake work requirements, identify and mitigate hazards and communicate within the workplace.

Examples of Plant Operations activities are:

- ✓ Excavation
- ✓ Earthmoving
- ✓ Drainage and de-watering
- ✓ Material transportation
- ✓ Light machinery operation
- ✓ Telescopic materials handler
- ✓ Load and unload plant
- ✓ High-Risk Work licence

ENTRY CRITERIA

They must have access to the tools and equipment and access to appropriate work to evidence their competency. Trainees will need essential PPE as required by the workplace or activity, including well-fitted steel-capped work boots, gloves as needed, and high visibility clothing.

Entry is otherwise open.

METHOD OF INSTRUCTION

The programme trainers are all experienced, practical people. They speak everyday workplace language and have a wealth of real-life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.





Certificate Courses

COURSE CONTENT:

Vertical Horizonz Australia covers all methodology, techniques, and safety involved in the daily operation of plant machinery.

Packaging rules for the course content involve:

✔ 15 Core Units

✔ 5 Elective Units, made up from a selection of units across

UNIT CODE	UNIT TITLE	UNIT CODE	UNIT TITLE
CORE UNITS			
RIIBEF201E	Plan and organise work	RIICOM201E	Communicate in the workplace
RIICCM201E	Carry out measurements and calculations	RIIRIS301E	Apply risk management processes
RIICCM202E	Identify, locate and protect underground services	RIIWHS201E	Work safely and follow WHS policies and procedures
RIICCM203E	Read and interpret plans and job specifications	RIICCM206E	Support plant operations
RIICCM205F	Carry out manual excavation	RIICCM208E	Carry out basic levelling
RIICCM207E	Spread and compact materials manually	RIISAM203	Use hand and power tools
RIISAM204E	Operate small plant and equipment	RIIWMG203E	Drain and dewater civil construction sites
RIISAM201E	Handle resources and infrastructure materials and safely dispose of non-toxic materials		
ELECTIVES			
RIIMPO318F	Conduct civil construction skid steer loader operations	RIIMPO338E	Conduct rigid haul truck operations
RIIMPO319E	Conduct backhoe/loader operations	RIIHAN301E	Operate elevating work platform
RIIMPO320F	Conduct civil construction excavator operations	RIIHAN309F	Conduct telescopic materials handler operations
RIIMPO321F	Conduct civil construction wheeled front end loader operations	RIIHAN311F	Conduct operations with integrated tool carrier
RIICCM210E	Install trench support	RIIMPO317F	Conduct roller operations
RIIMPO323E	Conduct civil construction grader operations	RIIMPO326E	Conduct water vehicle operations
RIIMPO337E	Conduct articulated haul truck operations	RIIHAN208E	Perform dogging
RIIHAN308F	Load and unload plant	RIIWHS202E	Enter and work in confined spaces

Additional electives are available on request.



Certificate Courses

DEVELOPMENT PLANNING

- ✔ Workplace visits to understand the environment and current issues.
- ✔ Regular client consultation
- ✔ Customised programme development

FUNDED TRAINING

Multiple funding options are available, including Skills Assure and Federal assistance packages.

We can provide you advice on the suitable funding options available. Contact our head office to see if you are entitled to the funding options available.

Standard qualification fees are:

- ✔ Full training and assessment - \$11,000.00
- ✔ RPL & gap training from \$2,000, plus \$400 per unit train out but capped at \$11,000
- ✔ Payment plans available
- ✔ Corporate rates are available for multiple trainees



Certificate Courses



RII31619 CERTIFICATE III IN TRENCHLESS TECHNOLOGY

PURPOSE

This is a unique apprenticeship, designed for individuals working within the Civil Construction Industry, utilising forms of Trenchless Technology within their environment.



6-12
Months

SKILLS LEARNT

Some of the skills that they will learn may include:

- ✔ Planning and preparing for trenchless technology projects
- ✔ Conducting site surveys and assessments
- ✔ Operating and maintaining trenchless technology equipment and machinery.
- ✔ Implementing trenchless installation and rehabilitation methods
- ✔ Monitoring and ensuring safety and compliance with regulations
- ✔ Managing project timelines and resources
- ✔ Troubleshooting and problem-solving during trenchless technology projects.
- ✔ Conducting quality control and quality assurance checks
- ✔ Documenting and reporting on trenchless technology projects

ENTRY CRITERIA

They must have access to the tools and equipment and access to appropriate work to evidence their competency. Trainees will need essential PPE as required by the workplace or activity, including well-fitted steel-capped work boots, gloves as needed, and high visibility clothing.

Entry is otherwise open.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.





Certificate Courses

COURSE CONTENT:

Vertical Horizonz Australia covers all methodology, techniques, and safety involved in daily Trenchless Technology installation, rehabilitation, and inspection projects.

Packaging rules for the course content involve: 9 Core Units and 17 Elective Units Options:

- ✔ 12 chosen from the below electives
- ✔ 1 must be an RIICCTT Unit
- ✔ Up to 5 maybe chosen from below electives or similar RII units available

UNIT CODE	UNIT TITLE	UNIT CODE	UNIT TITLE
CORE UNITS			
RIIBEF201D	Plan and organise work	RIIIMG301D	Maintain site records
RIICCM201D	Carry out measurements and calculations	RIIRIS301E	Apply risk management processes
RIICCM202E	Identify, locate and protect underground services	RIIWHS201D	Work safely and follow WHS policies and procedures
RIICCM203D	Read and interpret plans and job specifications	RIIWHS202D	Enter and work in confined spaces
RIICOM201D	Communicate in the workplace		
ELECTIVES			
CPCCLDG3001A	Licence to perform dogging	RIICRC208D	Lay pipes
CPCCLSF2001A	Licence to erect, alter and dismantle scaffolding basic level	TLILIC0005	Licence to operate a boom-type elevating work platform (boom length 11 metres or more)
RIICCM205E	Carry out manual excavation	RIICTT301E	Conduct fluid assisted directional boring
RIICCM206D	Support plant operations	RIICTT303E	Control micro tunnelling and pipe-jacking operations
RIICCM207D	Spread and compact materials manually	RIIHAN208D	Perform dogging
RIICCM208D	Carry out basic levelling	RIIHAN211D	Conduct basic scaffolding operations
RIICCM209D	Carry out concrete work	RIIHAN301E	Operate elevating work platform
RIICCM210D	Install trench support	RIIHAN307E	Operate a vehicle loading crane
RIICCM302	Track directional boring operations	RIIOGF302E	Operate drilling fluids and mud pits
RIICCM303	Conduct vacuum excavations	RIIOGN303D	Operate mud systems
RIICRC203D	Install sub-soil drainage	RIIRIS202D	Respond to site based spills
RIISAM201D	Handle resources and infrastructure materials and safely dispose non toxic materials	RIISAM203D	Use hand and power tools
RIISAM204D	Operate small plant and equipment	RIIWHS205E	Control traffic with stop-slow bat
RIIWMG203D	Drain and dewater civil construction site	TLILIC0002	Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)

Additional electives are available on request.



Certificate Courses

DEVELOPMENT PLANNING

- ✔ Workplace visits to understand the environment and current issues.
- ✔ Regular client consultation
- ✔ Customised programme development

FUNDED TRAINING

Multiple funding options are available including Skills Assure and Federal assistance packages. We can provide you advice on the suitable funding options available. Contact our head office to see if you are entitled to the funding options available.

Standard qualification fees are:

- ✔ Full training and assessment - \$10,000.00
- ✔ RPL & gap training from \$2,000, plus \$400 per unit train out, but capped at \$10,000
- ✔ Payment plans available
- ✔ Corporate rates are available for multiple trainees



BSB41419 CERTIFICATE IV IN WORK HEALTH AND SAFETY

PURPOSE

This is designed to provide individuals with the knowledge and skills needed to work in various occupational health and safety roles. The course aims to equip students with an understanding of workplace health & safety legislation, risk assessment and management, incident investigation, and safety auditing.

SKILLS LEARNT

- ✔ Understanding of workplace health and safety legislation
- ✔ Risk assessment and management
- ✔ Incident investigation
- ✔ Safety auditing
- ✔ Communication and consultation
- ✔ Emergency response planning

DEVELOPMENT PLANNING

- ✔ Workplace visits to understand the environment and current issues.
- ✔ Regular client consultation
- ✔ Customised programme development



6-12
Months

ENTRY CRITERIA

They must have access to the tools and equipment and access to appropriate work to evidence their competency. Trainees will need essential PPE as required by the workplace or activity, including well-fitted steel-capped work boots, gloves as needed, and high visibility clothing.

Entry is otherwise open.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.



Certificate Courses

COURSE CONTENT:

Packaging rules for the course content involve: 5 Core Units and 5 Elective Units

Options:

- ✔ 3 units must be from Group A
The remaining 2 units may be selected as follows:
- ✔ both may be selected from Group A, Group B or any currently endorsed Training Package qualification or accredited course at the same Australian Qualifications Framework (AQF) level
- ✔ 1 may be selected from a Certificate III or Diploma, from any currently endorsed Training Package qualification or accredited course.

UNIT CODE	UNIT TITLE	UNIT CODE	UNIT TITLE
CORE UNITS			
BSBWHS412	Assist with workplace compliance with WHS laws	BSBWHS413	Contribute to implementation and maintenance of WHS consultation and participation processes
BSBWHS414	Contribute to WHS risk management systems	BSBWHS415	Contribute to implementing WHS management systems
BSBWHS416	Contribute to workplace incident response		
ELECTIVES			
Group A			
BSBINS401	Analyse and present research information	BSBWHS417	Assist with managing WHS implications of return to work
BSBWHS418	Assist with managing WHS compliance of contractors		
Group B			
BSBCMM411	Make presentations	BSBSUS411	Implement and monitor environmentally sustainable work practices
BSBSTR402	Implement continuous improvements		

Additional electives are available on request.



WORKING AT HEIGHT





WORK AT HEIGHT BASIC

PURPOSE

This course demonstrates how to apply safe work practices to perform jobs safely at height. This course is appropriate for those working in operational roles where they are required to perform work at heights.



ATTENDANCE NUMBERS

MINIMUM: 6
MAXIMUM: 10

1 Day



COURSE OBJECTIVES

- ✔ Identifying working at height risk
- ✔ Following work procedures and instructions
- ✔ Accessing and installing equipment
- ✔ Selecting, inspecting, and wearing fall protection harnesses
- ✔ Performing task safely at heights



UNITS OF COMPETENCY

[RIIWH5204E](#)
Work safely at height

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.





WORK AT HEIGHT ADVANCED



NATIONALLY RECOGNISED
TRAINING

PURPOSE

This course teaches a range of high-level skills, including retrieval and rescue. This course is designed to help individuals in supervisory or planning positions to prepare safe working at height jobs with superior knowledge. The plan, perform, and supervise model ensures thorough preparation and precise execution is conducted on-site or in a workplace.



ATTENDANCE NUMBERS

MINIMUM: 6
MAXIMUM: 10



2
Days



COURSE OBJECTIVES

- ✔ Identifying work requirements
- ✔ Implementing work procedures and instructions
- ✔ Accessing and installing equipment
- ✔ Performing work at heights
- ✔ Preparing and responding to rescue
- ✔ Contributing to scene risk assessment
- ✔ Performing rescue operations
- ✔ Concluding rescue operations
- ✔ Performing task safely at heights



UNITS OF COMPETENCY

RIIWHS204E
Work safely at height

PUASAR022
Participate in a rescue operation

NOTE:

* Participants are encouraged to bring their personal heights equipment

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.





Heights and Access

VERTICAL RESCUE



NATIONALLY RECOGNISED
TRAINING

PURPOSE

This course is suitable for individuals or teams requiring training to plan efficient and effective Vertical Rescues. Upon successful completion of the course, all certified trainees will have the ability to rescue personnel needing assistance at a height.



ATTENDANCE NUMBERS

MINIMUM: 6
MAXIMUM: 10



4
Days



COURSE OBJECTIVES

- ✔ Preparing and responding to vertical rescue
- ✔ Assessing rescue scene
- ✔ Establishing vertical rescue systems
- ✔ Performing vertical rescue
- ✔ Terminating vertical rescue operations

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

Attendees must have previous experience with Working at Heights



UNITS OF COMPETENCY

PUASAR032
Undertake vertical rescue

PUASAR022
Participate in a rescue operation

Pre-requisite for PUASAR022:
Individuals within the fire sector or the units contributing to the attainment of a fire qualification need to have the below Unit

HLTAID011 - Provide First Aid

NOTE:
* Participants are encouraged to bring their personal heights equipment.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.



CONFINED SPACE





Confined Space

CONFINED SPACE BASIC OPERATOR



NATIONALLY RECOGNISED
TRAINING

PURPOSE

This is an invaluable course designed to prevent accidents, injury and save lives. This course is for individuals working across all industries and incorporates all methods, procedures, and safety involved in working in Confined Spaces.



ATTENDANCE NUMBERS

MINIMUM: 6

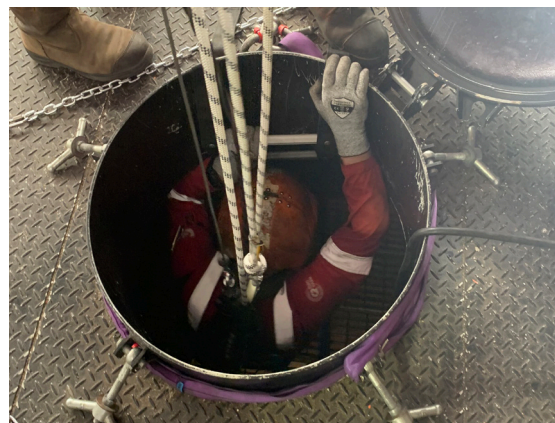
MAXIMUM: 12

1
Day



COURSE OBJECTIVES

- ✔ Focuses on the potential hazards and risks of working in a confined space
- ✔ Safe work procedures are explained
- ✔ Demonstrate how to operate the critical safety equipment needed within a confined space.
- ✔ Planning confined space jobs
- ✔ Preparing for working in a confined space
- ✔ Working in a confined space
- ✔ Exiting confined space



UNITS OF COMPETENCY

MSMPER200

Work in accordance with an issued permit

MSMPER205

Enter a confined space

RIIWHS202E

Enter and work in a confined spaces

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.



Safety.Certainty
CERTIFIED



Confined Space



NATIONALLY RECOGNISED
TRAINING

CONFINED SPACE ADVANCED OPERATOR

PURPOSE

This two day course is designed for those who work in confined spaces or are in planning or supervisory positions. The training provides knowledge or risk assessment, entering and working in confined spaces, gas testing atmospheres and planning / controlling confined space operations.



ATTENDANCE NUMBERS

MINIMUM: 6
MAXIMUM: 10



2
Days



COURSE OBJECTIVES

- ✔ Assess and control confined space hazards
- ✔ Plan, enter and work safely in a confined space
- ✔ Operate vertical and horizontal entry equipment
- ✔ Gas test atmospheres
- ✔ Develop an emergency procedure plan
- ✔ Control confined space operations
- ✔ Monitor & control work permits

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.



UNITS OF COMPETENCY

Day One

MSMPER200 - Work in accordance with an issued permit

MSMPER205 - Enter a confined space

RIIWH5202E - Enter and work in a confined space

Day Two

MSMWHS217 - Gas Test atmosphere

MSMPER201 - Monitor and control work permits

MSMPER202 - Observe permit work

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.





Confined Space

CONFINED SPACE RESCUE



NATIONALLY RECOGNISED
TRAINING

PURPOSE

This course trains learners in a practical way to undertake rescue in confined spaces.

Learners will create and drill rescue plans appropriate to a given scenario and be responsible for carrying out a rescue from a confined space. They will recognise the confined space, understand its actual and potential hazards, “receive” and comply with an appropriate permit and select and use the appropriate PPE, monitoring, communication and emergency management equipment to enter, assess, and extract a casualty from a confined space.



ATTENDANCE NUMBERS

MINIMUM: 6
MAXIMUM: 10



3
Days



UNITS OF COMPETENCY

PUASAR025
Undertake confined space rescue

PUASAR022
Participate in a rescue operation

MSMWHS216
Operate Breathing Apparatus

Pre-requisite for PUASAR022:
Individuals within the fire sector or the units contributing to the attainment of a fire qualification need to have the below Unit

HLTAID011 - Provide First Aid

PUAFIR306 - Identify, detect and monitor hazardous materials at an incident

PUAFIR207 - Operate breathing apparatus open circuit

PUAFIR210 - Prevent injury



COURSE OBJECTIVES

- ✔ Prepare for confined space rescue operation
- ✔ Assess and manage confined space rescue
- ✔ Determine location and condition of casualties
- ✔ Gain entry to confined space
- ✔ Remove casualties
- ✔ Conclude rescue operations

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to ‘have a go’ in a supportive, safe environment.

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.





Confined Space

GAS TEST ATMOSPHERE



NATIONALLY RECOGNISED
TRAINING

PURPOSE

This course provides the necessary content for trainees to clearly understand the procedures and hazards associated with atmospheric gas testing. Trainers will accurately demonstrate how to perform atmospheric testing and interpret atmospheric testing results to respond accordingly.



ATTENDANCE NUMBERS

MINIMUM: 6
MAXIMUM: 12



1/2
Day



COURSE OBJECTIVES

- ✔ Atmospheric testing in potentially hazardous environments
- ✔ Conducting atmospheric tests
- ✔ Interpreting atmospheric testing results
- ✔ Responding appropriately to atmospheric testing results



UNITS OF COMPETENCY

MSMWHS217
Gas test atmosphere

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.





Confined Space

OPERATE BREATHING APPARATUS



NATIONALLY RECOGNISED
TRAINING

PURPOSE

This course is designed to train individuals to select, test, and fit Breathing Apparatus. It also demonstrates and teaches how to operate breathing apparatus in oxygen-deprived & visibility-reduced environments and move safely in a confined space, an anoxic atmosphere and when there is a risk of exposure to hazardous gases, vapours, aerosols, or particulates.



ATTENDANCE NUMBERS

MINIMUM: 6
MAXIMUM: 10

1
Day



COURSE OBJECTIVES

- ✔ Conduct pre-donning checks and tests on breathing apparatus
- ✔ Correctly don and operate breathing apparatus
- ✔ Identify hazards and apply control measures according to procedures
- ✔ Communicate while using breathing apparatus
- ✔ Determine while using breathing apparatus
- ✔ Correctly close down, remove and clean breathing apparatus
- ✔ Report faults and/or damage to breathing apparatus
- ✔ Conclude operations



UNITS OF COMPETENCY

MSMWHS216

Operate Breathing Apparatus

Pre-Requisite:

Participants are required to be clean shaven when attending the course

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.





INDUSTRIAL SERVICES



MSMSS00017 - USE HIGH-PRESSURE WATER JETTING EQUIPMENT SKILL SET

PURPOSE

This course is designed to provide participants with the necessary skills and knowledge to safely and effectively operate high-pressure water jetting equipment.



COURSE OBJECTIVES

- ✓ Understand the principles of high-pressure water jetting equipment and its safe operation
- ✓ Develop the necessary skills to effectively operate high-pressure water jetting equipment in a variety of industrial settings
- ✓ Learn how to perform routine maintenance and troubleshoot common issues
- ✓ Understand the regulations and standards
- ✓ Gain the confidence to safely and effectively use high-pressure water jetting equipment



ATTENDANCE NUMBERS

MINIMUM: 5

MAXIMUM: 12



2
Days



UNITS OF COMPETENCY

MSMWJ202 - Use high-pressure water jetting equipment

MSMPER200 - Work in accordance with an issued permit

MSMWHS110 - Follow emergency response procedures

MSMWHS200 - Work safely

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.



MSMSS00018 - HIGH PRESSURE WATER JETTING SKILL SET

PURPOSE

This course is designed specifically under the high-pressure water jetting standard. Our course provides professional training for our trainees to operate high-pressure water jetting systems safely and competently.



ATTENDANCE NUMBERS

MINIMUM: 5
MAXIMUM: 12



2
Days



COURSE CONTENT

- ✔ Operation of high-pressure water jetting system
- ✔ Emergency response procedures
- ✔ Safe work practices
- ✔ Working with permits
- ✔ Interpret technical drawings
- ✔ Supervision a high-pressure water jetting team

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.



UNITS OF COMPETENCY

MSMWJ304 - Operate a high pressure water jetting system

MSMWHS110 - Follow emergency response procedures

MSMWHS200 - Work safely

MSMPER200 - Work in accordance with an issued permit

PRE-REQUISITES:

MSMWJ202 - Use high pressure water jetting equipment

Candidates must have completed 120 hours of supervised work practice to be deemed competent

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.



MSMSS00019 - OPERATE A DRAIN CLEANING SKILLS SET

PURPOSE

This course teaches trainees the skills and knowledge to operate drain cleaning equipment in a safe and efficient manner. The course provides professional training for our trainees to safely and competently operate drain cleaning systems.



ATTENDANCE NUMBERS

MINIMUM: 5
MAXIMUM: 12



2
Days



COURSE CONTENT

- ✔ Operation of drain cleaning system
- ✔ Emergency response procedures
- ✔ Safe work practices
- ✔ Working with permits
- ✔ Interpret technical drawings

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this:
Equivalent to Level 1 English communication skills.



UNITS OF COMPETENCY

MSMWJ305 - Operate a drain cleaning system

MSMPER200 - Work in accordance with an issued permit

MSMWHS110 - Follow emergency response procedures

MSMWHS200 - Work safely

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.

MSMSS00020 - OPERATE A VACUUM LOADING SYSTEM SKILL SET

PURPOSE

This course provides professional training for our trainees to operate vacuum loading systems safely and competently.



ATTENDANCE NUMBERS

MINIMUM: 5
MAXIMUM: 12



2
Days



COURSE CONTENT

- ✓ Planning a job
- ✓ Emergency response procedures
- ✓ Safety and risk management
- ✓ Knowledge of vacuum equipment
- ✓ Undertaking vacuum loading operations
- ✓ Licensing and legislation



UNITS OF COMPETENCY

MSMWJ306 - Operate a vacuum loading system

MSMPER200 - Work in accordance with an issued permit

MSMWHS110 - Follow emergency response procedures

MSMWHS200 - Work safely

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.

MSMSS00021 - OPERATE A HYDRO EXCAVATION SYSTEM SKILL SET

PURPOSE

This course is designed to provide participants with the necessary skills and knowledge to safely and effectively operate hydro excavation equipment.



ATTENDANCE NUMBERS

MINIMUM: 5

MAXIMUM: 12



2
Days



COURSE OBJECTIVES

- ✓ Safety Awareness
- ✓ Equipment Familiarity
- ✓ Operational Proficiency
- ✓ Regulatory Compliance
- ✓ Non-Destructive Excavation
- ✓ Excavation Techniques
- ✓ Site Preparation

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.



UNITS OF COMPETENCY

MSMWJ307 - Operate a hydro excavation system

MSMPER200 - Work in accordance with an issued permit

MSMWHS110 - Follow emergency response procedures

MSMWHS200 - Work safely

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.



VACUUM EXCAVATIONS



NATIONALLY RECOGNISED
TRAINING

PURPOSE

This course provides professional training for trainees to operate vacuum excavation systems safely and competently within a civil construction environment.



ATTENDANCE NUMBERS

MINIMUM: 5
MAXIMUM: 12



1
Day



SKILLS LEARNT:

- ✓ The candidate must learn how to locate, apply and retain on site access to documentation, policies, and procedures.
- ✓ Prepare the work area and track equipment, conduct preoperational procedures, and verify waste management procedures for conducting vacuum excavations, as well as perform housekeeping functions
- ✓ Utilize communication techniques and systems to clarify work instructions; organise work activities to meet task requirements; and clearly communicate work instructions to others using a variety of communication techniques and systems
- ✓ Follow the reporting procedures and requirements for written and oral reports.



UNITS OF COMPETENCY

RIICCM303 - Conduct vacuum excavations

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.



USE HIGH PRESSURE WATER JETTING SYSTEM



NATIONALLY RECOGNISED
TRAINING

PURPOSE

This course describes the skills and knowledge required to use high pressure water jetting equipment under the supervision of a competent operator.

The work is carried out using equipment that complies with Class B requirements outlined in AS 4233 High pressure water jetting systems - Part 1: Safe operation and maintenance in compliance with Safe Work Australia Guide for Managing Risks from High Pressure Water Jetting.



LESSON LEARNT:

- ✔ Identifying possible injuries that may occur while high pressure water jetting and identifying effective ways to treat them.
- ✔ Specific hazards associated with the operation of water jetting equipment
- ✔ The environmental protection implications of water jetting
- ✔ The working principles of high pressure water jetting equipment and other equipment, tools, and hazard control devices involved with water jetting
- ✔ Hand signals and other systems for communication between operators
- ✔ When to recognize water jetting problems and take appropriate corrective action for routine problems and situations requiring emergency stops
- ✔ The types of waste generated and procedures for safe disposal routine cleaning and servicing requirements for water jetting equipment



ATTENDANCE NUMBERS

MINIMUM: 5

MAXIMUM: 12



1
Day



UNITS OF COMPETENCY

MSMWJ202 - Use a high pressure water jetting equipment

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.



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OPERATE A HIGH PRESSURE WATER JETTING SYSTEM

PURPOSE

This course describes how to operate a high pressure water jetting system. It also include how to clean, prepare, abrade, cut or demolish concrete, steel or other plant, equipment, vessels or infrastructure.



ATTENDANCE NUMBERS

MINIMUM: 5

MAXIMUM: 12



1
Day



COURSE OBJECTIVES

At the completion of this course, successful trainees will be able to:

- ✓ Interpret and follow job requirements
- ✓ Complete site access and work control requirements
- ✓ Identify known site hazards and required hazard controls
- ✓ Confirm work team members comply with site and job competency requirements
- ✓ Lead toolbox meeting or similar
- ✓ Select, check and load consumables, equipment and personal protective equipment (PPE) required for the job
- ✓ Complete pre-work documentation to job requirements
- ✓ Confirm all drawings and drawing versions and validate against job requirements
- ✓ Identify dimensions and check all high pressure water jetting equipment is appropriate for job
- ✓ Complete on-site preparation
- ✓ Set up, undertake, and complete water jetting job



UNITS OF COMPETENCY

MSMWJ304 - Operate a high pressure water jetting system

PRE-REQUISITE:

MSMWJ202 - Use high pressure water jetting equipment

Candidates must have completed 120 hours of supervised work practice.

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.

OPERATE A DRAIN CLEANING SYSTEM



NATIONALLY RECOGNISED
TRAINING

PURPOSE

As a part of this unit, students will gain the knowledge and skills to operate a drain cleaning system autonomously to clean, unblock, or remove debris from drainage or wastewater infrastructure.



COURSE OBJECTIVES

At the completion of this course, successful trainees will be able to:

- ✓ Understand the design and function of drain cleaning systems
- ✓ Familiarise the different types of drain cleaning equipment and tools
- ✓ Learn safety procedures when operating drain cleaning equipment
- ✓ Identify the common blockages and appropriate cleaning techniques
- ✓ Understand how to maintain and troubleshoot drain cleaning systems
- ✓ Enhance their knowledge of local regulations and codes for drain cleaning



ATTENDANCE NUMBERS

MINIMUM: 5
MAXIMUM: 12



1
Day



UNITS OF COMPETENCY

MSMWJ305 - Operate a drain
cleaning system

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.

OPERATE A VACUUM LOADING SYSTEMS



NATIONALLY RECOGNISED
TRAINING

PURPOSE

This course provides the skills and knowledge required to operate a vacuum loading system which may be used to move products from an open space or vessel into a container.



ATTENDANCE NUMBERS

MINIMUM: 5

MAXIMUM: 12



1
Day



COURSE OBJECTIVES

At the completion of this course, successful trainees will be able to:

- ✓ Interpret and follow job requirements
- ✓ Complete site access and work control requirements
- ✓ Identify known site hazards and required hazard controls
- ✓ Confirm work team members comply with site and job competency requirements
- ✓ Lead toolbox meeting or similar
- ✓ Select, check and load consumables, equipment, and personal protective equipment (PPE) required for job
- ✓ Complete pre-work documentation to job requirements
- ✓ Complete on-site preparation
- ✓ Set up, undertake and complete vacuum loading job



UNITS OF COMPETENCY

MSMWJ306 - Operate a vacuum loading system

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.



Industrial

OPERATE A HYDRO EXCAVATION SYSTEM



NATIONALLY RECOGNISED TRAINING

PURPOSE

This course provides participants with the knowledge and skills required to operate a hydro excavation system safely and effectively, to understand potential hazards and risks, and to ensure compliance with relevant regulations. Participants will develop skills in planning, preparation, communication, teamwork, inspection, maintenance, and emergency procedures.



ATTENDANCE NUMBERS

MINIMUM: 5
MAXIMUM: 12

1 Day



COURSE OBJECTIVES

At the completion of this course, successful trainees will be able to:

- ✔ Safely and efficiently excavate soil without causing damage to underground utilities, pipes, and other infrastructure.
- ✔ Reduce the risk of injury to personnel during excavation work.
- ✔ Minimize disruption to surrounding areas during excavation.
- ✔ Increase precision and accuracy during excavation projects.
- ✔ Reduce costs associated with traditional excavation methods.
- ✔ Provide a more environmentally friendly and sustainable excavation.



UNITS OF COMPETENCY

MSMWJ307 - Operate a hydro excavation system

ENTRY CRITERIA

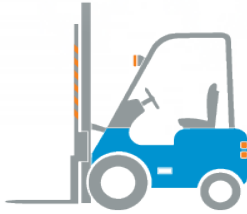
Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.



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HIGH RISK WORK LICENCES





High Risk Work License

FORKLIFT



NATIONALLY RECOGNISED
TRAINING

PURPOSE

This course trains the skills and knowledge required to safely operate a powered industrial truck or forklift, equipped with a mast and an elevating load carriage to which is attached a pair of fork arms or other arms that can be raised to 900 mm or more above the ground.



ATTENDANCE NUMBERS

MINIMUM: 4
MAXIMUM: 8

3
Days

Note:

For experienced operators, a reduced package can be arranged.



COURSE CONTENT

- ✓ WH&S legislation
- ✓ Risk and Hazards
- ✓ Forklift safety features
- ✓ Routine checks and equipment maintenance
- ✓ Forklift operations
- ✓ Forklift shut down and isolation



UNITS OF COMPETENCY

TLILIC0003

Licence to operate a Forklift
truck

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills. Attendee must be at least 18 years of age to be able to do this course.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.





High Risk Work License

ELEVATED WORK PLATFORM



NATIONALLY RECOGNISED TRAINING

PURPOSE

This course trains learners to operate a telescoping, hinged, or articulated boom-supported Elevated Work Platform (EWP), where personnel, equipment, and materials may be elevated to more than 11 meters high. This course also demonstrates EWP operations, identifying possible safety risks, and providing individuals with the confidence and skills to safely operate the High-Risk equipment.



ATTENDANCE NUMBERS

MINIMUM: 4
MAXIMUM: 6

3 Days



COURSE CONTENT

- ✓ WH&S legislation
- ✓ Risk and Hazards
- ✓ Types of EWPs
- ✓ Routine checks and equipment maintenance
- ✓ EWP operations
- ✓ EWP shut down and isolation
- ✓ EWP safety features



UNITS OF COMPETENCY

TLILIC0005

Licence to operate a boom type elevating work platform

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.





High Risk Work License



NATIONALLY RECOGNISED
TRAINING

LICENCE TO OPERATE A VEHICLE LOADING CRANE

(CAPACITY 10 METRE TONNES AND ABOVE)

PURPOSE

The course aims to equip learners with the necessary knowledge and skills to operate a crane safely and efficiently. Crane operators learn about compliance with legal requirements, crane types and components, load management, safe work practices, emergency response, and practical skills assessments, all of which are essential for safe and effective operation of a vehicle loading crane.



ATTENDANCE NUMBERS

MINIMUM: 4

MAXIMUM: 6



5
Days



LESSONS LEARNED

- ✔ Understanding of the legal requirements involved in operating a vehicle-mounted crane, such as licensing, regulations and safety measures.
- ✔ Knowledge of the types and functions of vehicle-mounted cranes, including their features and limitations.
- ✔ Practical skills and techniques for safely operating a vehicle mounted crane, including planning, inspection, setup, operation, and securing the load.
- ✔ Ability to identify potential hazards and risks associated with operating a vehicle-mounted crane, and taking measures to prevent accidents.
- ✔ Familiarity with emergency procedures, including responses to accidents, equipment malfunction, and other unforeseen events.
- ✔ Awareness of the different environmental, weather and work site conditions that may affect the safe operation of vehicle mounted cranes, and how to adjust accordingly.



UNITS OF COMPETENCY

TLILIC0024

Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills. Attendee must be at least 18 years of age to be able to do this course.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.

Training begins with 2 days of initial instruction followed by 2 days of supervised practice. Practical Assessment will be conducted on the 5th day of training.





High Risk Work License

LICENCE TO PERFORM DOGGING



NATIONALLY RECOGNISED
TRAINING

PURPOSE

This course trains the skills and knowledge required to safely perform dogging work. Dogging consists of the application of slinging techniques to move a load, including the selection and inspection of lifting gear, and the directing of a plant operator in the movement of a load when the load is out of sight of the operator.

Dogging work is conducted in the construction industry and other industries where loads are lifted and moved using cranes or hoists.



ATTENDANCE NUMBERS

MINIMUM: 4

MAXIMUM: 6



5
Days



COURSE CONTENT

- ✔ Identify hazards and use appropriate risk control and safety measures
- ✔ Determine load weight and travel path in consultation with crane operator
- ✔ Select and inspect appropriate lifting gear and apply slinging techniques appropriate to the type of load, its mass and centre of gravity
- ✔ Identify the working load limit (WLL) tags of the lifting equipment and gear and calculate the duration of the WLL resulting from the slinging techniques applied
- ✔ Make temporary connections to loads using fibre or synthetic ropes
- ✔ Use radio communications and hand and whistle signals to guide the crane operator, including when the load is out of sight of the crane operator



UNITS OF COMPETENCY

CPCCLDG3001

Licence to perform dogging

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills. Attendee must be at least 18 years of age to be able to do this course.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.



GLOBAL WIND ORGANISATION





GLOBAL WIND ORGANISATION



PURPOSE

The GWO training modules are designed to train, certify and qualify workers to work safely in a wind turbine environment. Each module trains the knowledge and skills needed for the work in the workplace, as specified by GWO Basic Safety Training Standards, relevant legislation, the Australian and New Zealand Standards, the Approved Codes of Practice, and workplace policy and processes, in a practical way.

The training is aligned against the Australian Skills Quality Authority (ASQA) units of competency as a means to measure each worker's performance and assure competency.



ATTENDANCE NUMBERS

MINIMUM: 2

MAXIMUM: 6



4 Days

NOTE:

HLTAID009 - Provide cardiopulmonary resuscitation

HLTAID011 - Provide first aid

These 2 Units have an online component and **MUST** be completed prior to the start of the GWO course. Attendees will be sent an email with the link and how to log in once booking is confirmed.

ENTRY CRITERIA

Trainees must have a good English communication skills and be physically fit to operate safely without assistance. A medical certificate may be required. Trainees must weigh less than 136kg to work at height and be able to rely on the harness and anchors used in the course.

PROGRAMME

The programme instructs and assesses the knowledge, skills and attitudes for the following GWO Training Modules, aligned to ASQA Units of Competency Standards as follows:

RIIWH204E	Work safely at heights
PUASAR022	Participate in rescue operation
HLTAID009	Provide cardiopulmonary resuscitation
HLTAID011	Provide first aid
HLTWHS005	Conduct manual tasks safely
PUAFER008	Confine small emergencies in a facility

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.





GWO REFRESHER

PURPOSE

The aim of Basic Safety Training - Refresher is to review and build on previously gained knowledge and skills from BST through theoretical and practical training. This Basic Safety Training-Refresher training shall enable participants to support and care for themselves and others working in the industry by possessing the knowledge and skills of first aid, working at heights, manual handling and fire awareness.

PROGRAMME

The Basic Safety Training Modules are all valid for 2 years as per GWO policy.

As per GWO policy, a trainee must only attend a Refresher course for a specific Training Module prior to the date of expiry on the current certificate or training records. If a certificate or training record is expired, the trainee must attend the full Basic Safety Training Module(s) to obtain a new training record.

The programme instructs and assesses the knowledge, skills and attitudes for the following GWO Training Modules, as follows:

- ✓ Work safely at heights
- ✓ First Aid
- ✓ Manual Handling
- ✓ Fire Awareness



ATTENDANCE NUMBERS

MINIMUM: 3

MAXIMUM: 6



3 Days

NOTE:

Completion of training results in an update of WINDA qualifications however, does not lead to the issuing of a Nationally Recognised Unit of Competency.

ENTRY CRITERIA

Trainees must have a good English communication skills and be physically fit to operate safely without assistance. A medical certificate may be required. Trainees must weigh less than 136kg to work at height and be able to rely on the harness and anchors used in the course.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.



QUEENSLAND HEALTH & SAFETY





Health & Safety Representative

HEALTH & SAFETY REPRESENTATIVE



NATIONALLY RECOGNISED
TRAINING

PURPOSE

This training program is designed to provide workers with the knowledge and skills required to act as a Health & Safety Representative in their workplace and make a positive contribution to promoting a safe and healthy workplace. The course is governed by the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011.



ATTENDANCE NUMBERS

MINIMUM: 6
MAXIMUM: 15



5
Days



COURSE CONTENT

- ✔ Undertake workplace inspections
- ✔ Review the circumstances of workplace incidents
- ✔ Accompany a WHSQ inspector during an inspection
- ✔ Represent the workgroup in health and safety matters
- ✔ Attend an interview about health and safety matters with a worker from the workgroup (with the consent of the worker)
- ✔ Request that a health and safety committee be established
- ✔ Participate in a health and safety committee
- ✔ Monitor compliance measures
- ✔ Investigate work health and safety complaints from workgroup members
- ✔ Inquire into any risk to the health and safety of workers in the workgroup
- ✔ Issue provisional improvement notices and direct a worker to cease unsafe work (where the HSR has completed the approved training)

NOTE:

The timeframe for HSRs to undergo initial training will change from 3 months to 28 days

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.





HEALTH & SAFETY REPRESENTATIVE REFRESHER

PURPOSE

This is to ensure that Health & Safety Representatives remain knowledgeable and up-to-date on their responsibilities, duties, and other rights within the workplace in relation to health & safety.

The course provides an opportunity for HSRs to refresh their knowledge on identifying and controlling workplace hazards, understanding legislative requirements, effectively communicating with workers and management, and advocating for health and safety improvements in the workplace.



ATTENDANCE NUMBERS

MINIMUM: 6

MAXIMUM: 15



1
Day



IMPORTANT CHANGES

From 29 July 2024, the following changes have applied:

- ✓ The timeframe for HSRs to undergo initial training will change from 3 months to 28 days.
- ✓ The requirement for HSRs to complete the Refresher training will change from every 3 years to every 12 months.

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees.

Trainees are encouraged to 'have a go' in a supportive, safe environment.





FIRST AID





First Aid

PROVIDE FIRST AID AND CPR



NATIONALLY RECOGNISED
TRAINING

PURPOSE

This course trains learners the skills and knowledge required to provide a first aid response to a casualty. Learners will be trained in their responsibilities as a first aid responder. They will be trained to recognise the signs and symptoms of several medical emergencies, assess a casualty, and respond in appropriate ways, in line with the first aid guidelines determined by the Australian Resuscitation Council (ARC).



ATTENDANCE NUMBERS

MINIMUM: 6
MAXIMUM: 12



1
Day

Online Assessment must be completed by Candidates
Day 2 - Face-to-face Assessment



COURSE CONTENT

- ✔ Wound treatment
- ✔ Heart complications - chest pain to respiratory arrest
- ✔ Obstructed airways
- ✔ Burns - 1st, 2nd and 3rd degree
- ✔ Fractures - mild to severe
- ✔ Poisoning - chemicals, bites, stings, and drugs
- ✔ Injury treatment
- ✔ Shock - electrical, biological, and physiological
- ✔ Loss of blood
- ✔ Envenomation
- ✔ An awareness of stress management techniques and the availability of support for rescuers



UNITS OF COMPETENCY

HLTAID011
Provide first aid

HLTAID009
Provide cardiopulmonary resuscitation

PRE-REQUISITE

Candidates **MUST** have completed the Online Assessment. They will receive an email with the instructions on how to complete the Online Assessment.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.





First Aid

CARDIOPULMONARY RESUSCITATION - CPR



NATIONALLY RECOGNISED TRAINING

PURPOSE

This course is vital to all who work in the Australian or international industries. Our training teaches effective Cardiopulmonary Resuscitation methods in line with the Australian Resuscitation Council (ARC), that can be performed in any worksite situation. We show the appropriate techniques for CPR on adults, children, and infants so our trainees can also use their first responder CPR skills in public or home environments.

CPR implementation requires fast and decisive action, and our training will ensure trainees have the ability, confidence, and composure to perform CPR effectively.



ATTENDANCE NUMBERS

MINIMUM: 6
MAXIMUM: 12



1/2 Day



UNIT OF COMPETENCY

HLTAID009
Provide cardiopulmonary resuscitation



COURSE CONTENT:

- ✔ Appropriate techniques for adults, children, and infants
- ✔ Series of procedure to restore a heartbeat, including chest compression
- ✔ Responsibility of a first responder
- ✔ Legal conditions with applying CPR in an emergency
- ✔ Effective AED operations
- ✔ Manage the unconscious, non-breathing adult, including:
 - performing single rescuer cardiopulmonary resuscitation (CPR)
 - following prompts of an automated external defibrillator (AED) to deliver at least one shock
 - work in tandem with another rescuer and demonstrate a rotation of a single rescuer
 - responding appropriately to regurgitation or vomiting
 - handing over to emergency services
 - providing an accurate verbal report of the incident
 - reviewing the incident
- ✔ The unconscious, non-breathing infant, including:
 - performing uninterrupted single rescuer CPR

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.





CHEMICALS





CHEMICALS



NATIONALLY RECOGNISED
TRAINING

PURPOSE

The course is designed to provide participants with the necessary skills and knowledge to identify and control hazardous chemicals in the workplace.

Upon completion of the course, participants will be able to identify hazardous chemicals and understand their associated risks, as well as implement appropriate control measures to prevent accidents and incidents in the workplace. This includes the ability to read and interpret safety data sheets (SDSs), use personal protective equipment (PPE), and implement risk assessments and control measures.



ATTENDANCE NUMBERS

MINIMUM: 6
MAXIMUM: 14



1
Day



UNITS OF COMPETENCY

BSBWHS331

Participate in identifying and controlling hazardous chemicals

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.



COURSE OBJECTIVES

- ✔ Identifying hazardous chemicals
- ✔ Understanding safety data sheets (SDSs)
- ✔ Implementing control measures
- ✔ Conducting risk assessments
- ✔ Ensuring compliance with regulations



Safety.Certainty
CERTIFIED



CONTAMINATED SITE SAFETY CERTIFICATE



NATIONALLY RECOGNISED TRAINING

PURPOSE

The aim of this course is to train learners to identify a number of common hazards on a contaminated construction site, assess and control the risk, select and utilise the correct personal protective equipment (PPE), decontamination techniques and know how to identify other hazards, risks and controls as required.



ATTENDANCE NUMBERS

MINIMUM: 8

MAXIMUM: 15

1 Day



COURSE OBJECTIVE

At the successful completion of the course the trainees will be able to:

- ✔ Work Health and Safety Act and relevant regulations
- ✔ Risk management
- ✔ Controlling physical hazards
- ✔ Hazardous substances classification
- ✔ Contamination and contaminated site safety
- ✔ Waste management
- ✔ Exposure pathways
- ✔ Monitoring exposure levels
- ✔ Selection and use of personal protective equipment
- ✔ Decontamination
- ✔ Landfill site hazards
- ✔ Emergency response plans

The course is aligned to formal training hours which can be evidenced as continuing professional development.



UNITS OF COMPETENCY

CPCCWHS2001

Apply WHS requirements, policies, and procedures in the construction industry

BSBWHS331

Participate in identifying and controlling hazardous chemicals

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.



Safety.Certainty
CERTIFIED



HEALTH & SAFETY





CONSTRUCTION WHITE CARD



NATIONALLY RECOGNISED
TRAINING

PURPOSE

White Card training covers health & safety in the Construction Industry. It heavily focuses on working safely on a worksite to prevent accidents, injury, or harm.

This course highlights the importance of hazard identifications and how to implement essential risk control measures to minimise accidents.



ATTENDANCE NUMBERS

MINIMUM: 6
MAXIMUM: 12

Minimum of
4 1/2
hours



COURSE CONTENT

- ✔ How to select, wear, and maintain Personal Protective Equipment (PPE) correctly
- ✔ Identify health & safety legislative requirements of construction work
- ✔ Identify construction hazards & risk controls
- ✔ Identify health & safety communication & reporting processes
- ✔ Identify incident & emergency response procedures



Safety.Certainty
CERTIFIED



UNITS OF COMPETENCY

CPCCWHS1001

Prepare to work safely in the
construction industry

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.



IDENTIFY & CONTROL HAZARDS



NATIONALLY RECOGNISED TRAINING

PURPOSE

This course helps individuals understand the legal requirements and best practices for hazard identification and risk assessment, and provides training on effective hazard control measures. With this training, individuals can help prevent accidents, injuries, and illness in the workplace and contribute to a safer work environment.



ATTENDANCE NUMBERS

MINIMUM: 6
MAXIMUM: 14

1 Day



COURSE OBJECTIVES

- ✔ **Understanding the legal and regulatory requirements:** It may cover the legal requirements for identifying and controlling hazards in the workplace, including relevant Australian legislation, codes of practice, and industry standards
- ✔ **Identifying workplace hazards:** To teach participants how to identify hazards in the workplace and assess the risks they pose to workers' health and safety. This may involve training on hazard identification techniques, risk assessment, and reporting hazards.
- ✔ **Implementing hazard control measures:** The course may focus on providing participants with the knowledge and skills to implement appropriate hazard control measures.
- ✔ **Promoting a safety culture:** The course may aim to promote a safety culture in the workplace, emphasizing the importance of hazard identification, risk assessment, and control measures to ensure the health and safety of workers.
- ✔ **Continuous improvement:** The course may emphasize the importance of ongoing monitoring and review of hazard control measures to ensure their effectiveness and relevance over time. Participants may learn how to conduct regular inspections, audits, and evaluations of their workplace's safety systems to identify opportunities for improvement.



UNITS OF COMPETENCY

MSMWHS201
Conduct hazard analysis

RIIRIS201E
Conduct local risk control

CPCCWHS2001
Apply WHS requirements, policies and procedures in the construction industry

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.





WORK PERMITS - ISSUE AND SUPERVISE



NATIONALLY RECOGNISED
TRAINING

PURPOSE

The course is designed to provide participants with the skills and knowledge required to issue and supervise work permits in a safe and compliant manner.

The course helps participants create a safer and healthier workplace by ensuring that work permits are issued and supervised in a way that minimizes the risk of harm to workers.



ATTENDANCE NUMBERS

MINIMUM: 6
MAXIMUM: 14

1
Day



UNITS OF COMPETENCY

MSMPER200

Work in accordance with an issued permit

MSMPER201

Monitor and control work permits

MSMPER202

Observe permit work

MSMPER300

Issue work permits



COURSE TOPICS

- ✔ The different types of work permits, including hot work permits, confined space permits, and working at heights permits
- ✔ The hazards associated with each type of work permit and how to identify and assess these hazards
- ✔ The procedures for issuing work permits, including the documentation required, the roles and responsibilities of different parties involved, and the process for reviewing and approving permits
- ✔ The procedures for supervising work that requires a permit, including monitoring work progress, identifying and addressing hazards, and ensuring that the work is completed safely and in accordance with the permit requirements
- ✔ The legal and regulatory requirements for issuing and supervising work permits, including the relevant legislation, regulations and standards
- ✔ The importance of effective communication and consultation when issuing and supervising work permits

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.





TRANSPORT



OPERATE A LIGHT VEHICLE ON AND OFF ROAD

PURPOSE

This course teaches the skills and knowledge required to operate a light vehicle in the resources and infrastructure industries. Our training specialises in a wide range of industries, such as civil, mining and construction projects.



COURSE CONTENT

- ✓ Reversing
- ✓ Engine management
- ✓ Confident and competent driving
- ✓ Observation techniques
- ✓ Traffic management



ATTENDANCE NUMBERS

MINIMUM: 6
MAXIMUM: 8



1
Day



UNITS OF COMPETENCY

RIIVEH201E

Operate a light vehicle

*4WD Unit can also be added to this course.

PRE-REQUISITE:
Attendee must hold a full
Driver's Licence

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.



Transport

4WD VEHICLE



NATIONALLY RECOGNISED
TRAINING

PURPOSE

This course is designed to ensure trainees are competent and confident to operate and maintain a 4WD vehicle in a field environment. Our training specialises in a wide range of industries, such as civil, mining and construction projects. It is mandatory that they hold a current provisional or open licence applicable to the type of light vehicle they intend to use.



COURSE CONTENT

- ✔ Performing pre-departure checks
- ✔ Selecting and programming navigation equipment
- ✔ Operating a four wheel drive vehicle on and off road
- ✔ Applying correct braking techniques according to terrain
- ✔ Engaging four wheel drive mode
- ✔ Carrying out stop stall key start recovery procedures (only applies to manual licenses)
- ✔ Selecting routes and applying techniques to minimise damage to the environment
- ✔ Identifying and using multiple types of recovery equipment
- ✔ Performing recovery of four wheel drive
- ✔ Operating a jack to support a four wheel drive on unstable ground



ATTENDANCE NUMBERS

MINIMUM: 6

MAXIMUM: 8



1
Day



UNITS OF COMPETENCY

RIIVEH305E

Operate and maintain a four-wheel drive vehicle

PRE REQUISITE:

- Attendee must hold a full Driver's Licence
- Attendee must supply their own vehicle or vehicle hireage will be on charge.

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.





OPERATE A MEDIUM RIGID VEHICLE

PURPOSE

This course is designed to ensure trainees are competent and confident to operate and maintain medium rigid vehicles prior to attempting their MR licence through Queensland Department of Transport and Main Roads. The training is suitable for those in industries such as road transport, mining, and civil construction.

Our Medium Rigid Vehicle training instructs our trainees to operate buses, trucks, primer movers, mobile cranes over 8-tonne GVM with two axles maximum and trailers with a maximum 9-tonne GVM.



Duration is hourly and expertise based



COURSE CONTENT

- ✓ Reversing
- ✓ Defensive driving
- ✓ Traffic management
- ✓ Engine management
- ✓ Observation techniques

Requirement to obtain a MR Licence

- ✓ Must have held a Licence for at least 12 months
- ✓ Complete a theory test at a QLD Transport Centre - 10 questions (they can practice online at www.transport.qld.gov.au)
- ✓ Complete a QLD Licence application form
- ✓ Become competent with the vehicle (2-6 hours average/competency based)
- ✓ Pass a practical driving test at QLD Transport usually using our vehicle.



UNITS OF COMPETENCY

TLIC3003
Drive medium rigid vehicle

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.





HEAVY RIGID VEHICLES

PURPOSE

This course is designed to ensure trainees are competent and confident to operate and maintain heavy rigid vehicles in industries such as mining and civil construction.

The training instructs our trainees to operate buses, trucks, primer movers, mobile cranes over 8-tonne GVM with two axles maximum and trailers with a maximum 9-tonne GVM. It also includes trucks and buses in LR & MR licence categories and articulated buses.

This course also gives a road ranger gearbox open licence required by many transport companies and is needed to access most mine sites.



Duration is hourly
and
expertise based

Requirement to obtain a MR Licence

- ✔ Must have held a Car Licence for at least 24 months (2 years) or MR for 12 months.
- ✔ Complete a theory test at a QLD Transport Centre - 10 questions (they can practice online at www.transport.qld.gov.au)
- ✔ Become competent with the vehicle (6 - 10 hours average/competency based)
- ✔ Pass a practical driving test at QLD Transport. You will need to provide your own vehicle.



COURSE CONTENT

- | | |
|---------------------------|----------------------|
| ✔ Coupling and Uncoupling | ✔ Reversing |
| ✔ Engine management | ✔ Defensive driving |
| ✔ Observation techniques | ✔ Traffic management |
| ✔ Driving test | |



UNITS OF COMPETENCY

TLIC3004
Drive heavy rigid vehicle

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.





Transport

HEAVY COMBINATION VEHICLES



NATIONALLY RECOGNISED TRAINING

PURPOSE

This course qualifies you to safely drive on-road trucks like prime movers with an attached single semi trailer, Heavy Rigid (HR Class) vehicles with an attached trailer that has a Gross Vehicle Mass (GVM) of over 9 tonnes.

Requirements to obtain a MC Truck Licence

- ✔ You must have held both a Car (C class) Licence for at least 3 years and a Medium Rigid (MR class) or HR class licence for at least 1 year.
- ✔ This must be in the last 5 years which can either be continuous or formed of different individual lengths of time, except for periods during which your licence was suspended, surrendered, cancelled or expired.
- ✔ Payment test booking fee to Department of Transport and Main Roads
- ✔ Heavy Vehicle Knowledge test
- ✔ Pass a QLD Transport Practical Test



COURSE CONTENT

- ✔ Theory
- ✔ Coupling and Uncoupling
- ✔ Reversing
- ✔ Engine management
- ✔ Defensive driving
- ✔ Observation techniques
- ✔ Traffic management
- ✔ Driving test



Duration is hourly and expertise based



UNITS OF COMPETENCY

TLIC3005

Drive heavy combination vehicle

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.



Transport



NATIONALLY RECOGNISED
TRAINING

FATIGUE MANAGEMENT

PURPOSE

This course involves the skills and knowledge required to ensure & monitor the safety of transport activities. The program also involves in identifying, determining, and monitoring chain of responsibility obligations in the Heavy Vehicle National Law.

Also included is the administration and monitoring of chain of responsibility workplace policies and procedures, as well as the identification and reporting of chain of responsibility risks.



**ATTENDANCE
NUMBERS**

**1
Day**

MINIMUM: 4

MAXIMUM: 10



COURSE CONTENT

- ✔ Monitor workplace policies and procedures pertaining to safety of transportation activities (chain of responsibility) in a supervisory role for a minimum of four weeks
- ✔ Applying applicable state/territory law and regulations
- ✔ Implement chain of responsibility obligations relevant to own job function on a minimum of three occasions
- ✔ Conducting a minimum of three assessments of the likelihood and consequences of harm relating to job related tasks
- ✔ Identify and document the risks associated with the transport of heavy vehicles on at least three separate occasions, each about a different type of risk
- ✔ Identifying heavy vehicle transport activities risks
- ✔ Implementing appropriate risk control measures and reporting actions taken to the appropriate person on at least three occasions in accordance with workplace procedures.



**UNITS OF
COMPETENCY**

TLIF0009

Ensure the safety of transport activities (Chain of Responsibility)

TLIF0014

Monitor the safety of transport activities (Chain of Responsibility)

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.





MINING





Mining



OPERATE ELEVATING WORK PLATFORM (NON LICENSED)

PURPOSE

This course demonstrates EWP operations, identify possible safety risks, and provide individuals with the confidence and skills to safely operate High-Risk equipment.



ATTENDANCE NUMBERS

MINIMUM: 6
MAXIMUM: 12

1
Day



COURSE CONTENT

- ✓ Legislative requirements and obligations for EWP operators
- ✓ Hazards and risk associated with EWP operation
- ✓ EWP types and characteristics
- ✓ Pre-operational checks and maintenance of an EWP
- ✓ Safe operation techniques, including positioning and stabilising the EWP, and emergency procedures
- ✓ Shut down and securing an EWP after use



UNITS OF COMPETENCY

RIIHAN301E
Operate elevating work platform

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.





Mining



NATIONALLY RECOGNISED
TRAINING

OPERATE A TELEHANDLER

PURPOSE

The course aims to provide participants with a comprehensive understanding of telehandler operation, focusing on safety, efficiency, and compliance with regulatory requirements. By completing the course, participants will have the knowledge and skills required to operate a telehandler safely and efficiently, protecting personnel, equipment, and property from harm.



COURSE OBJECTIVES

- ✓ Understanding of legislative requirements and obligations
- ✓ Hazard identification and risk assessment
- ✓ Telehandler types, components, and characteristics
- ✓ Pre-start checks, maintenance, and safety checks
- ✓ Planning and preparing for telehandler operation
- ✓ Safe telehandler operation
- ✓ Shut-down and securing the telehandler after use



ATTENDANCE NUMBERS

MINIMUM: 4
MAXIMUM: 6



1
Day



UNITS OF COMPETENCY

RIIHAN309F

Conduct telescopic materials
handler operations

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.





Mining

OPERATE A FORKLIFT

(NON - LICENSED)



NATIONALLY RECOGNISED
TRAINING

PURPOSE

The course aims to provide participants with a comprehensive understanding of forklift operation, focusing on safety, efficiency, and compliance with regulatory requirements. By completing the course, participants will have the knowledge and skills required to operate a forklift safely and efficiently, protecting personnel, equipment, and property from harm.



COURSE OBJECTIVES

- ✔ To provide participants with a clear understanding of the legislative requirements and obligations associated with forklift operation, including the Workplace Health and Safety Act 2011
- ✔ To equip participants with the knowledge and skills required to identify hazards and assess risks associated with forklift operation, and to take appropriate measures to control and manage risks.
- ✔ To provide participants with a comprehensive understanding of the types, components, and characteristics of forklifts, and to enable them to select the appropriate forklift for a particular job.
- ✔ To provide participants with the knowledge and skills required to perform pre-start checks, maintenance, and safety checks on a forklift, ensuring the machine is in good working order and safe to operate.



ATTENDANCE NUMBERS

MINIMUM: 4
MAXIMUM: 10



1
Day



UNITS OF COMPETENCY

RIIHAN201E
Operate a forklift

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1 English communication skills. Attendee must be at least 18 years of age to be able to do this course.

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.



Mining

SURFACE MINER - STANDARD 11



NATIONALLY RECOGNISED
TRAINING

PURPOSE

This course provides training in the skills and knowledge necessary to comply with the Queensland regulations regarding surface mining operations in Queensland.

This course is for any person requiring a Standard 11 surface induction to access a mine site in Queensland.



ATTENDANCE NUMBERS

MINIMUM: 6

MAXIMUM: 10

2
Days



COURSE OBJECTIVES

- ✓ General mining overview
- ✓ Health and safety legislation and regulations
- ✓ Communication and reporting processes
- ✓ Fire safety awareness
- ✓ Hazard identification and risk management
- ✓ Workplace health and safety practices
- ✓ Local emergency and incident response
- ✓ Personal protective equipment (PPE) requirements
- ✓ Safety procedures and emergency response protocols
- ✓ Safe manual handling techniques
- ✓ On-site induction and site-specific rules and procedures
- ✓ Isolation and tagging procedures

REQUIREMENTS:

Each participant must be capable of performing continuous uninterrupted cardiopulmonary resuscitation (CPR) for two minutes with five cycles of compressions and ventilations on a floor-based resuscitation manikin.

Requirement to demonstrate a level of written and spoken English to do this: Equivalent to Level 1



UNITS OF COMPETENCY

RIICOM201E

Communicate in the workplace

RIIERR205D

Apply initial response first aid

RIIERR302D

Respond to local emergencies and incidents

RIIGOV201D

Comply with site work processes/ procedures

RIIWHS201E

Work safely and follow WHS policies and procedures

RIIRIS201E

Conduct local risk control

METHOD OF INSTRUCTION

The programme trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real life examples to share with trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.



NAT 10898

FIELD BASED TRAINING

PURPOSE

The course is designed for field-based trainers and assessors across a range of industry sectors. It is intended to provide individuals with the necessary skills to deliver hands-on, skill-based training and to perform assessment. It is specifically tailored for individual with existing technical or vocational knowledge and are expected to deliver skill-based training and conduct assessment of co-workers in the workplace, using previously developed resources and assessment tools.



ATTENDANCE NUMBERS

MINIMUM: 6
MAXIMUM: 10



COURSE OBJECTIVES

- ✔ NAT10898001 - Carry out Workplace Assessments
Focuses on carrying out assessments in a workplace following established assessment processes and using assessment tools developed by others. Covers preparing for the assessment, performing the assessment and reviewing the assessment. Not applicable to those who are required to plan, organise and conduct assessments against nationally recognised units of competency or accredited courses.
- ✔ NAT10898002 - Coach Others in the Workplace
Covers the skills and knowledge required to coach others in the workplace, with a focus on helping the person being coached to develop job specific skills, knowledge and attitudes. Applies to one-on-one coaching relationships conducted over a significant period of time and/or multiple sessions, rather than a one-off skills or knowledge-based training session. Appropriate for 'in-cab' trainers.
- ✔ TAEDEL301 - Provide work skill instruction
Covers the skills and knowledge required to deliver structured skills-based training sessions to individuals or small groups following a training session plan.





REQUIREMENTS:

No qualifications are necessary to participate in this course.

However, it is recommended that those undertaking the course have a minimum of 12 months experience working in the industry in which they plan to train and assess so that they have sufficient subject matter knowledge and experience to be able to train and assess others effectively.

Language, Literacy and Numeracy (LLN) requirements

A reasonable level of reading and writing ability is required to complete the course. In particular, participants require sufficient literacy to:

- ✔ read and interpret workplace policies, procedures and work instructions, as well as training resources and assessment tools
- ✔ fill out assessment tools and training records, as well as write basic training session plans

Participants also require language skills to communicate with others in a clear manner, including providing instructions, asking questions and giving feedback.

Further advice about the language, literacy, numeracy and technology skills needed to complete this course, and avenues for LLN support, can be obtained by contacting a VHA Training Advisor.



UNITS OF COMPETENCY

Core Unit:

NAT10898001 - Carry out workplace assessments

Days: 3 Days Price: \$700

Electives:

NAT10898002 - Coach others in the workplace

Days: 2 Days Price: \$1,000

TAEDEL301 - Provide work skill instruction

Days: 1 Day Price: \$700

To be awarded the qualification in Field Based Training and Assessment candidates must successfully complete the core unit and at least one of the elective units.

METHOD OF INSTRUCTION

Those undertaking this course are expected to have access to a work environment in which they are able to practise and apply their training and assessment skills. Participants also need access to a suitably experienced person in the workplace who is able to support and mentor them as they complete their post-course assessment tasks.

Vertical Horizontz Australia is not generally able to organise work placements / practice environments for students undertaking this course.



RESOURCES REQUIRED:

Those undertaking this course will require access to:

- ✔ a computer, a printer and the internet
- ✔ people they can train and assess in the workplace
- ✔ equipment and documentation relating to the subject matter being trained and assessed
- ✔ workplace policies, procedures and documentation relating to the role of a trainer and assessor

A suitably qualified supervisor / manager, or a qualified trainer and assessor who can observe and review their performance in the workplace and provide feedback to Vertical Horizonz Australia

ASSESSMENT REQUIREMENTS:

This is a competency based course, meaning, to successfully complete the course, students need to do more than just attend the residential training. Evidence that they have understood the training and applied it in the workplace is also required. Subsequently, the assessment for this course includes a combination of residential and post-course assessment tasks. An overview of the assessment requirements for each unit is provided below.

UNIT	ON-COURSE ASSESSMENT TASKS	POST-COURSE ASSESSMENT TASKS
NAT10898001 – Carry out workplace assessments	<ul style="list-style-type: none"> • Knowledge-based questions (written) • Practical assessment (simulated) 	<ul style="list-style-type: none"> • 2x practical assessments conducted in the workplace • Practical assessment review questions (written)
TAEDEL301 - Provide work skill instruction	<ul style="list-style-type: none"> • Knowledge-based questions (written) • Skills-based training session delivery and review (20 minutes) 	<ul style="list-style-type: none"> • 2x skills-based training sessions delivered in the workplace • Workplace training session review questions (written)
NAT10898002 - Coach others in the workplace	<ul style="list-style-type: none"> • Knowledge-based questions (written) 	<ul style="list-style-type: none"> • Provision of one-on-one coaching to one person in the workplace (at least 2 hours coaching time over a period of at least 3 days) • Initial, review and close-out meetings • Workplace coaching review questions (written)