



# THURGOONA TRAINING ACADEMY

*"Being trained means being prepared"*

RTO 91279

## INFORMATION BOOK 2018

### CONFINED SPACE

Entry, Refresher, Rescue and Awareness

### FIRE AND EVACUATION

Fire Extinguishers, Warden, Chief Warden and Emergency Response Teams

### FIRST AID

CPR, Senior First Aid, Advanced Resuscitation, Occupational First Aid

### HEIGHTS

Work On Roofs, Refresher, Rescue and Awareness

### WORK HEALTH AND SAFETY

White Card, NSW HSR, Committee Member

### CONSULTANCY

Risk assessments, Auditing, Exercise Appraisals

### SALES, SERVICE AND HIRE

Confined Space, Heights, Fire and First Aid Equipment

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# Our Mission

***“To provide specialised training, consultancy and services to our clients and learners in a professional, respectful, friendly and easy to deal with manner whilst ensuring strong commitment and emphasis on Health, Safety and Welfare”.***

We are Committed to:

- *Providing clients and learners with exceptional facilitation which exceeds their expectations and caters for all levels of language, literacy and numeracy and does not discriminate in any way, shape or form*
- *Providing a purpose built training facility with state of the art simulators that ensure learners are instructed and assessed in a realistic, safe and controlled environment*
- *Ensuring our learners are exposed to a wide variety of training scenarios using a varied selection of personal safety and first response equipment from different suppliers and manufacturers to ensure they are confident and above all else, competent*
- *The sales, service and hire of the highest quality, most reliable and cost competitive safety equipment available in the market place today*
- *Providing a facility for the service of personal safety and first response equipment that meets Australian and International Standards*



# Our Vision

***“Provide world class training, assessment, sales, service and hire to anyone, anytime, anywhere in the world which exceeds their expectations.***

***We are committed to this goal and will always go the extra mile to ensure that we are the best at what we do in every way, every day”.***

**You’re in good company.....**

*Thurgoona Training Academy’s clients include:*





As a Registered Training Organisation (RTO#91279) our core business is to provide our clients/learners with Nationally Recognised Training courses that are compliant with the Australian Skills Quality Authority (ASQA), relevant legislation and Australian Standards.

Owner Paul Jones saw a need for a fire and safety training facility between the capitals, Melbourne and Sydney. Since that time the Academy has increased and broadened its scope of training programs and is now a preferred training supplier to some of the most well known organisations in both Australia and Internationally.

We are a family owned and operated business employing seven knowledgeable and professional trainers/assessors who all hold vocational competencies in their field of delivery. Our head office is located in Thurgoona NSW, and provides a professional and relaxed venue on a large rural property overlooking the distant hills of the Hume Dam and Mount Bogong.

Our purpose built facility includes:

- Three training rooms
- Confined space tunnel system
- 10 metre vertical rescue tower
- Open air Fire Pit
- Compartment Fire Behaviour Training (CFBT) simulator
- Two storey cold smoke evacuation simulator

Clients/learners continuously provide positive unsolicited feedback on our consistent and personalised approach to training and assessment. (Our website has a link to view these testimonials, [www.thurgoonatraining.com.au/testimonials.html](http://www.thurgoonatraining.com.au/testimonials.html)).

Upon returning to the workplace learners are able to implement and use the knowledge and skills they received from the training almost immediately. Our courses consist of a mix of both theory and practical activities catering for many different learning styles.

Training programs include:

- Confined Spaces (*awareness, entry and rescue*)
- Work safely at heights including rescue
- First Aid (*beginner, intermediate and advanced*)
- Fire Fighting (*beginner, intermediate and advanced*)
- Work Health & Safety (*HSR and Construction Induction*)
- Emergency Response (*Evacuation and Emergency Response Teams*)
- Chemical Handling
- Manual Handling



# OUR SERVICES

## Site Audits, Inspections & Consultancy Service

- Emergency Procedures
- Fire Safety
- Confined Space
- Dangerous Goods & Hazardous Substances
- Risk Assessments

## Sales, Service & Hire of the following:

- Gas Detection
- Tripods/Harnesses
- Self Contained Breathing Apparatus (SCBA)
- Rope Positioning Devices (RPD)
- Winches
- Ventilation equipment
- Respiratory equipment
- Fire Extinguishers/Blankets & Hoses

## Standby Personnel

- Hot Work/Fire Watch
- Confined Space Standby
- Heights
- Labour Hire

The following pages outline some of the many courses available. Should you require further information, please do not hesitate to contact our office or visit our website at:

[www.thurgoonatraining.com.au](http://www.thurgoonatraining.com.au)

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A Unique Student Identifier (USI) is a reference number made up of numbers and letters that gives students access to their USI account. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completed training units and qualifications as of the 1st of January 2016.

The USI will make it easier for students to find and collate their VET achievements into a single authenticated transcript. It will also ensure that students' VET records are not lost.

The USI will be available online and at no cost to the student. This USI will stay with the student for life and be recorded with any nationally recognised VET course that is completed from the 1st January 2015.

**The USI initiative will:**

- Seamlessly link information about a student's VET achievements, regardless of where they studied
- Enable students to easily access secure digital transcripts of their achievements
- Give students access to, and more control over, their educational information

**Benefits of the USI initiative**

The USI initiative will serve as a building block for a range of VET reforms by providing accurate and comprehensive information about students' training achievements and movements within the VET system. Students, training organisations, employers, and governments will all benefit from the USI in some way.

The USI is a component of the VET Reform Agenda and will assist the continued development of transparency in the VET sector. It will help build a consistent, national system for the storage of training information and will assist in quality assurance and future growth.

With an estimated three million enrolments in the VET system each year, collecting and analysing information is essential to ensuring that the VET system can respond to students' preferences and to the skills needs of industry and the economy. The new initiative will provide an important foundation for understanding and improving VET performance and for better meeting students' needs.

The legislation states that a training organisation must not issue a Statement of Attainment or a Qualification unless the student has been assigned a USI. These provisions are to be mirrored in the Standards for NVR Registered Training Organisations made under the NVR Act as well as the Australian Quality Training Framework (AQTF).

The USI initiative has been developed jointly by the Australian and State and Territory governments in consultation with stakeholders. It is supported through Commonwealth legislation, including the [Student Identifiers Bill 2014](#), the [Student Identifiers Act 2014](#), and through a national Information Communication Technology (ICT) system.



# THURGOONA TRAINING ACADEMY

## COURSE DATES FOR 2018

### **CPCCWHS1001 CONSTRUCTION INDUCTION (WHITE CARD) Pg 13**

DATES:	16, 30	JANUARY
	13, 27	FEBRUARY
	13, 27	MARCH
	10, 24	APRIL
	08, 22	MAY
	05, 19	JUNE
	03, 17, 31	JULY
	14, 28	AUGUST
	11, 25	SEPTEMBER
	09, 23	OCTOBER
	06, 20	NOVEMBER
	04, 18	DECEMBER

### **RIIWHS202D ENTER & WORK IN CONFINED SPACES INCL CPR: Pg 14**

DATES:	29, 30, 31	JANUARY
	19, 20, 21	FEBRUARY
	12, 13, 14	MARCH
	09, 10, 11	APRIL
	07, 08, 09	MAY
	04, 05, 06	JUNE
	02, 03, 04	JULY
	30, 31, 01	JULY/AUGUST
	27, 28, 29	AUGUST
	24, 25, 26	SEPTEMBER
	22, 23, 24	OCTOBER
	19, 20, 21	NOVEMBER
	10, 11, 12	DECEMBER

### **RIIWHS202D ENTER & WORK IN CONFINED SPACES REFRESHER: Pg 15**

DATES:	01, 22	FEBRUARY
	15	MARCH
	12	APRIL
	10	MAY
	07	JUNE
	05	JULY
	02, 30	AUGUST
	27	SEPTEMBER
	25	OCTOBER
	22	NOVEMBER
	13	DECEMBER

**RIIWHS204D**

**WORK SAFELY AT HEIGHTS  
(1 DAY) 8:30AM - 4:30PM**

**Pg 17**

DATES:

17 JANUARY  
14 FEBRUARY  
21 MARCH  
18 APRIL  
16 MAY  
13 JUNE  
11 JULY  
08 AUGUST  
05 SEPTEMBER  
03, 31 OCTOBER  
28 NOVEMBER  
19 DECEMBER

**PUAWER005B/8B**

**WARDEN - FIRE & EVACUATION PROCEDURES  
(1 DAY) 8:30AM - 4:30PM**

**Pg 23**

DATES:

18 JANUARY  
08 FEBRUARY  
08 MARCH  
05 APRIL  
03, 31 MAY  
21 JUNE  
19 JULY  
02 AUGUST  
06 SEPTEMBER  
11 OCTOBER  
15 NOVEMBER  
13 DECEMBER

**PUAWER006B**

**CHIEF WARDEN  
(6 HOURS) 8:30AM - 2:30PM**

**Pg 24**

DATES:

09 FEBRUARY  
06 APRIL  
22 JUNE  
03 AUGUST  
12 OCTOBER  
14 DECEMBER

**PUAWER009B**

**INITIAL RESPONSE TEAM MEMBER  
(3 DAYS) 8:30AM - 4:30PM**

**Pg 26**

DATES:

21, 22, 23 MAY  
09, 10, 11 JULY  
17, 18, 19 SEPTEMBER

**UETDRRF06B**

**PERFORM RESCUE FROM A LIVE  
LV PANEL (LVR) INC CPR**

**PAGE 36**

**HOURS 8.30AM—2.30PM.**

DATES

25 JANUARY  
22 MARCH  
24 MAY  
26 JULY  
20 SEPTEMBER  
08 NOVEMBER

**HLTAID001**

**PROVIDE CPR**

**(3-4 HOURS) 8.30AM - 12.30PM MORNING**

**Pg 37**

DATES

22, 29 JANUARY  
19, 26 FEBRUARY  
12, 26 MARCH  
09, 30 APRIL  
07, 28 MAY  
04, 25 JUNE  
02, 23, 30 JULY  
13, 27 AUGUST  
10, 24 SEPTEMBER  
08, 22 OCTOBER  
05, 19 NOVEMBER  
03, 10 DECEMBER

**HLTAID003**

**PROVIDE FIRST AID INC. CPR**

**(2 DAYS) 8:30AM - 4:30PM**

**Pg 39**

DATES:

22, 23 JANUARY  
26, 27 FEBRUARY  
26, 27 MARCH  
30, 01 APRIL/MAY  
28, 29 MAY  
25, 26 JUNE  
23, 24 JULY  
13, 14 AUGUST  
10, 11 SEPTEMBER  
08, 09 OCTOBER  
05, 06 NOVEMBER  
03, 04 DECEMBER

**HLTAID003**

**PROVIDE FIRST AID INC. CPR (REFRESHER)**

**(1 DAY) 8:30AM - 4:30PM**

**Pg 40**

DATES:

24 JANUARY  
28 FEBRUARY  
28 MARCH  
02, 30 MAY  
27 JUNE  
25 JULY  
15 AUGUST  
12 SEPTEMBER  
10 OCTOBER  
07 NOVEMBER  
05 DECEMBER

**HLTAID004**

**PROVIDE FIRST AID IN AN EDUCATION AND  
CARE SETTING (2 DAYS) 8.30AM—4.30PM**

**Pg 41**

DATES

12, 13 FEBRUARY  
15, 16 OCTOBER

<b>HLTAID004</b>	<b>PROVIDE FIRST AID IN AN EDUCATION AND CARE SETTING REFRESHER (1 DAY) 8.30AM—4.30PM</b>	<b>PG 42</b>
DATES	14 FEBRUARY 16 MAY 18 JULY 17 OCTOBER	
<b>HLTAID007</b>	<b>PROVIDE ADVANCED RESUSCITATION (1 DAY) 8.30AM—4.30PM</b>	<b>PG 44</b>
DATES	20 FEBRUARY 17 MAY 16 AUGUST 08 NOVEMBER	
<b>HLTSS00027</b>	<b>PROVIDE OCCUPATIONAL FIRST AID (4 DAYS) 8.30AM—4.30PM</b>	<b>PG 46</b>
	<b>FIRE SAFTY OFFICER (3 DAYS) 8.30AM - 4.30PM</b>	<b>PG 50</b>
DATES	20, 21, 22 AUGUST 12, 13, 14 NOVEMBER	
	<b>FIRE SAFTY OFFICER RECIRTIFICATION (1 DAY) 8.30AM - 4.30PM</b>	<b>PG 51</b>
DATES	09 MAY 22 NOVEMBER	
<b>PUAOHS001C</b>	<b>WHS COMMITTEE COURSE PROVIDE (1 DAY) 8.30AM—4.30PM</b>	<b>PG 52</b>
DATES	15 MARCH 26 JULY 18 OCTOBER	

Don't  
forget  
your  
USI

**HEALTH & SAFETY REPRESENTATIVES TRAINING Pg 55**  
**(NSW) (5 DAYS) 9.00AM TO 4.00PM**

DATES: 28, 07, 14, 21, 28 FEB/MARCH  
30, 06, 13, 20, 27 MAY/JUNE  
03, 10, 17, 24, 31 OCTOBER

**HEALTH & SAFETY REPRESENTATIVE REFRESHER Pg 56**  
**TRAINING (NSW) (1 DAY) 9.00AM TO 4.30PM**

DATES: 06 FEB  
17 MAY  
23 AUGUST  
27 NOVEMBER



# Prepare to work safely in the Construction Industry (CIC)

CPCCWHS1001 - Prepare to Work safely in the construction industry

## COURSE OVERVIEW

**Construction Induction Card** is a requirement for those working within the construction industry. This course is designed to give persons working in the construction industry a basic overview of legislation, hazards, communication pathways and incident response activities. It has been designed so that all persons working within the industry have a basic underpinning knowledge of the above mentioned.

## LEARNING OUTCOMES

- WHS legislative requirements
- Construction hazards and control measures
- WHS communication and reporting processes
- WHS incident response procedures



## VOCATIONAL OUTCOMES

This Unit is appropriate for those:

- Carrying out construction work, including site managers, supervisors, surveyors, laborers and trades persons.
- Who access operational construction zones unaccompanied or not directly supervised by an inducted person, and
- Whose employment causes them to routinely enter operational construction zones.

## ENTRY REQUIREMENTS

All learners are to provide 100 points of Evidence Of Identity (EOI) on the day of training, and will not be permitted to proceed with training unless this is supplied. All learners must wear suitable attire and bring with them a pen/pencil.

## DELIVERY AND DURATION

**Construction Induction Card** is conducted every second Tuesday at the Academy and can be delivered on your site upon request. Conducted over **Six (6) hours** learners will receive training in both practical and theory activities. Morning tea/coffee and lunch are provided when delivered at TTA.

**Duration:** 6 hours      **Time:** 8.30am to 3.30pm

## RPL

RPL is not offered. Further information can be found by visiting [www.cpsisc.com.au](http://www.cpsisc.com.au) General Induction to Construction Card training is required for persons who undertake work tasks within any of the sectors within the construction industry.



# Confined Space Entry (CSE)

RIIWHS202D - Enter and Work in Confined Spaces

## COURSE OVERVIEW

**Confined Space Entry** covers all aspects of entering and working in confined spaces. Learners are instructed in the safe entry, work and exit of confined spaces having regard to the legislative and operational requirements. We cater for both **Vertical** and **Horizontal** entries.

This course is suitable for persons entering, persons on stand-by and persons issuing permits, and includes the use of Gas Detection equipment, Self Contained Breathing Apparatus SCBA, Harnesses, ascent (descent) devices etc. Confined space entry includes Perform CPR.

**Refresher training is recommended every two (2) years.**

## LEARNING OUTCOMES

- Plan and prepare for entering and working in confined spaces
- Enter and work in the confined space
- Exit confined space
- Clean up

## VOCATIONAL OUTCOMES

This Unit is appropriate for those working in a operational role at worksites within:

- Civil Construction
- Mining, Oil and Gas Industries
- General Industry and Trades

## ENTRY REQUIREMENTS

**Safety Boots** or **Enclosed Footwear**, wear suitable attire, **Clean shaven** as per Australian Standard AS/NZS1715, pen or pencil.

## DELIVERY AND DURATION

**Confined space entry** is conducted every month at the Academy and can be delivered on your site upon request. Conducted over **Three (3) days** learners will receive training in both practical and theory activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

**Duration:** 3 days      **Time:** 8.30am to 4.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. This competency forms part of RII Resources and Infrastructure Industry Training Package. Further information can be found at [www.skillsdmc.com.au](http://www.skillsdmc.com.au)



**"Confined Space Entry at Thurgoona Training Academy"**



# Confined Space Refresher (CSR)

RIIWH5202D - Enter and Work in Confined Spaces Refresher

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## COURSE OVERVIEW

*Confined Space Refresher is designed to refresh the knowledge and skills of learners who have previously completed the Initial Confined Space Entry course. It is recommended that learners complete this course every two years to ensure they maintain their competencies and keep up to date with changes in legislation, technology and equipment.*

**Refresher training is recommended every two (2) years.**

## LEARNING OUTCOMES

- Plan and prepare for entering and working in confined spaces
- Enter and work in the confined space
- Exit confined space
- Clean up



## VOCATIONAL OUTCOMES

Upon successful completion of this course, learners will be able to consider the following job roles:

- Work in specialist areas where confined space entry may be required.

This Unit is appropriate for those working in a operational role at worksites within:

- Civil Construction
- Mining
- Drilling
- Extractive Industries
- General Industry and Trades

## ENTRY REQUIREMENTS

**Safety Boots** or **Enclosed Footwear**, wear suitable attire, **Clean Shaven** as per Australian Standard AS/NZS1715, pen/pencil. **Participants must have previously completed the full Enter and Work in Confined Spaces course and provide evidence prior to attending the course.**

## DELIVERY AND DURATION

**Confined space refresher** is conducted every month at the Academy and can be delivered on your site upon request. Learners will receive training in both practical and theory activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

**Duration:** 1 Day      **Time:** 8.30am to 4.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. This competency forms part of RII Resources and Infrastructure Industry Training Package. Further information can be found at [www.skillsdmc.com.au](http://www.skillsdmc.com.au)





# Confined Space Rescue (CSR)

PUASAR022A - Participate in a rescue operation

## COURSE OVERVIEW

**Confined Space Rescue** is designed specifically for people who may be required to rescue a worker from an enclosed or partially enclosed space. It does not cover the competency required for technical confined space rescue. During the course learners will be exposed to a variety of situations and will use a wide selection of rescue equipment.

## LEARNING OUTCOMES

- Prepare and respond to rescue
- Participate in assessing the rescue scene
- Perform rescue from confined space
- Conclude rescue operations

## VOCATIONAL OUTCOMES

Upon successful completion of this course, learners will be able to consider the following job roles:

- Work in specialist areas where confined space work may be required.

This Unit is appropriate for those working in a operational role at worksites within:

- Civil Construction
- Mining
- Drilling
- Extractive Industries
- General Industry and Trades

## ENTRY REQUIREMENTS

**Safety Boots** or **Enclosed Footwear**, wear suitable attire, **Clean Shaven** as per Australian Standard AS/NZS1715, hard hat and pen/pencil. **Learners must have completed a Full Confined Space entry course and have an up to date Senior First Aid or Level Two First Aid certificate. Evidence to be provided prior to attending the course.**

## DELIVERY AND DURATION

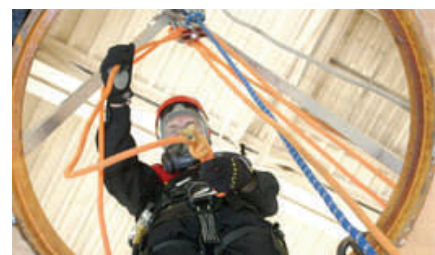
**Confined space rescue** is open to the public and is conducted upon request. This course can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

**Duration:** 1 Day

**Time:** 8.30am to 4.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. Learners who complete this Unit Of Competency may be eligible for entry into further study such as: PUA20613 Certificate II in Public Safety.





# Work Safely at Heights (WSAH)

RIIWH5204D - Work Safely at Heights

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## COURSE OVERVIEW

**Work Safely at Heights** is designed for persons conducting work at heights. Work safely at heights includes identifying work requirements, hazard I.D., risk assessment, associated equipment such as; Harnesses, lifelines, ropes, knots, type 1-2-3 fall arrest devices, rescue plans etc.

**Refresher training is recommended every two (2) years.**

## LEARNING OUTCOMES

- Identify work requirements
- Identify work procedures and instructions for the task
- Access and install equipment
- Perform work at heights
- Clean up work area

## VOCATIONAL OUTCOMES

Upon successful completion of this course, learners will be able to consider the following job roles:

- Work in specialist areas where height work may be required.

This Unit is appropriate for those working in a operational role at worksites within:

- Civil Construction
- Mining
- Drilling
- Extractive Industries
- General Industry and Trades



## ENTRY REQUIREMENTS

**Safety Boots** or **Enclosed Footwear**, wear suitable attire, pen/pencil.

## DELIVERY AND DURATION

**Work Safely at Heights** is conducted every month at the Academy and can be delivered on your site upon request. Learners will receive training in both practical and theory activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

**Duration:** 1 Day      **Time:** 8.30am to 4.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. This competency forms part of RII Resources and Infrastructure Industry Training Package. Further information can be found at [www.skillsdmc.com.au](http://www.skillsdmc.com.au)



# Work Safely at Heights Refresher (WSAHR)

RIIWHS204D - Work Safely at Heights Refresher

## COURSE OVERVIEW

*Work Safely at Heights Refresher is designed to refresh the knowledge and skills of those persons performing work at heights. It is recommended that learners complete this course every two years to ensure they maintain their competencies and keep up to date with changes in legislation, technology and equipment.*

**Refresher training is recommended every two (2) years.**

## LEARNING OUTCOMES

- Identify work requirements, work procedures and instructions for the task
- Access and install equipment
- Perform work at heights
- Clean up work area

## VOCATIONAL OUTCOMES

Upon successful completion of this course, learners will be able to consider the following job roles:

- Work in specialist areas where height work may be required.

This Unit is appropriate for those working in a operational role at worksites within:

- Civil Construction
- Mining
- Drilling
- Extractive Industries
- General Industry and Trades

## ENTRY REQUIREMENTS

**Safety Boots** or **Enclosed Footwear**, wear suitable attire, Hard hat, a pen/pencil. **Learners must have previously completed a full Work Safely at Heights course. Evidence to be provided prior to attending the course.**

## DELIVERY AND DURATION

**Work Safely at Heights Refresher** is conducted regularly at the Academy and can be delivered on your site upon request. Learners will receive training in both theory and practical activities. Morning tea/coffee are provided when delivered at TTA.

**Duration:** 4 hours

**Time:** 8.30am to 12.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. This competency forms part of RII Resources and Infrastructure Industry Training Package. Further information can be found at [www.skillsdmc.com.au](http://www.skillsdmc.com.au)



# Heights Rescue (HRES)

## PUASAR022A - Participate in a rescue operation

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### COURSE OVERVIEW

**Heights Rescue** is designed specifically for those persons who may be required to rescue a worker from a fall or who may be suspended utilising a pre-rigged system. It does not cover the competency required for technical rope rescue.

### LEARNING OUTCOMES

- Prepare and respond to rescue
- Participate in assessing the rescue scene
- Perform rescue
- Conclude rescue operations

### VOCATIONAL OUTCOMES

Upon successful completion of this course, learners will be able to consider the following job roles:

- Work in specialist areas where height work may be required.

This Unit is appropriate for those working in a operational role at worksites within:

- Civil Construction
- Mining
- Drilling
- Extractive Industries
- General Industry and Trades

### ENTRY REQUIREMENTS

**Safety Boots** or **Enclosed Footwear**, suitable attire, hard hat, pen/pencil. Learners must have completed a **full heights course** and have an up to date **Senior First Aid** or **Level Two First Aid** certificate. Evidence to be provided.

### DELIVERY AND DURATION

**Heights Rescue** is open to the public and is conducted upon request. This course can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

**Duration:** 1 Day      **Time:** 8.30am to 4.30pm

### RPL/LEARNING PATHWAYS

RPL is not offered. Students who complete this Unit Of Competency may be eligible for entry into further study such as: PUA20613 Certificate II in Public Safety.





# General Occupancy (GENOCC)

PUAWER001B and PUAWER004B

## COURSE OVERVIEW

*General Occupancy introduces learners to emergencies that may occur in facilities and the equipment used to prevent, protect and combat these emergencies. This course is considered as an introduction to Workplace Emergency Response.*

## LEARNING OUTCOMES

- Worker responsibilities
- Emergencies that may occur within the organization including AS3745 Code Colours
- Identify, monitor and report situations that could lead to workplace emergencies
- Identify, report and correct situations that could prevent workplace emergencies from being handled safely
- Prepare, Report and Respond to emergency situations
- Evacuate from an endangered work area

## VOCATIONAL OUTCOMES

Upon successful completion of this course, learners will be able to consider the following job roles:

- Member of an Emergency Control Organisation (ECO)
- Site compliance

This Unit is appropriate for those working in:

- Any Organisation

## ENTRY REQUIREMENTS

**Safety Boots** or **Enclosed Footwear**, suitable attire and bring with them a pen/pencil.

## DELIVERY AND DURATION

**General Occupancy** is open to the public and is conducted upon request. This course can be delivered on your site or ours. Conducted over **Four (4) hours**, learners will receive training in both theory and practical activities. Tea/coffee are provided when delivered at TTA.

**Duration:** 4 Hours

**Time:** 8.30am to 12.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. Students who complete this Unit Of Competency may be eligible for entry into further study such as: PUA20613 Certificate II in Public Safety.



# Fire Extinguishers (F/EXT)

PUAWER008B - Confine small workplace emergencies

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## COURSE OVERVIEW

*Fire Extinguishers* provides learners with the skills to confine small fires by using a nearby fire extinguisher, fire hose reel or fire blanket. Learners will be introduced to the Australian Code Colours' for emergencies as defined by AS/NZS3745.

**Refresher training is recommended every two (2) years.**

## LEARNING OUTCOMES

- Prepare, identify, assess and report emergency situations
- Safely confine fire/emergencies where possible
- Chemistry of fire
- Fire fighting agents, equipment and procedures
- Practical **"HANDS ON"** use of initial response (first attack firefighting) equipment including Fire extinguishers, Fire blankets and hose reels

## VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Member of an Emergency Control Organisation (ECO)

This Unit is appropriate for those working in:

- Any Organisation

## ENTRY REQUIREMENTS

Safety Boots or Enclosed Footwear, suitable attire, pen/pencil.

## DELIVERY AND DURATION

**Fire Extinguishers** is conducted on request at the Academy and can be delivered on your site upon request. Learners will receive both theory and **"HANDS ON"** practical fire fighting activities. Tea/coffee are provided when delivered at TTA.

**Duration:** 2 Hours

**Time:** 8.30am to 10.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. Learners who complete this Unit Of Competency may be eligible for entry into further study such as: PUA20613 Certificate II in Public Safety.





# Hazardous Substances Spill Response (HAZSR)

PUAWER008B - Confine small workplace emergencies

## COURSE OVERVIEW

*Hazardous Substances Spill Response is designed specifically for the handling and control of small spills or leaks of hazardous materials. Learners will receive hands on use of spill control equipment and PPE.*

## LEARNING OUTCOMES

- Prepare for emergency situations
- Identification and assessment of the substance, spill and situation
- Safely confine emergencies where possible
- Use initial response spill equipment
- Correctly dispose of contaminated spill absorbent
- Report workplace emergency response

## VOCATIONAL OUTCOMES

Upon successful completion of this course, learners will be able to consider the following job roles:

- Member of an Emergency Control Organisation (ECO)

This Unit is appropriate for those working in:

- Any Organisation

## ENTRY REQUIREMENTS

Safety Boots or Enclosed Footwear, suitable attire, a pen/pencil.

## DELIVERY AND DURATION

**Hazardous Substances Spill Response** is conducted on request at the Academy and can be delivered on your site upon request. Learners will receive training in both theory and practical activities. Tea/coffee is provided when delivered at TTA.

**Duration:** 2 hours

**Time:** 8.30am to 10.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. Students who complete this Unit Of Competency may be eligible for entry into further study such as: PUA20613 Certificate II in Public Safety.







# Warden/Evacuation (WARD)

PUAWER005B - Operate as part of an emergency control organisation

PUAWER008B - Confine small workplace emergencies

## COURSE OVERVIEW

**Warden/Evacuation** training provides learners with skills and knowledge to respond and control a variety of incidents such as: Fire, Disaster, Bomb Threat, Medical Emergency, External Emergency, Robbery – threats of intimidation and violence and Evacuation. Learners will be involved in many practical activities during the day including evacuation from a smoke filled room (a favorite with most who complete the course) and “Hands on” fire extinguisher use.

**Refresher training is recommended every two (2) years.**

## LEARNING OUTCOMES

Respond to the following emergencies:

- Fire
- Disaster
- Bomb Threat
- Medical
- External Emergencies
- Robbery
- Evacuation



## VOCATIONAL OUTCOMES

Upon successful completion of this course, learners will be able to consider the following job roles:

- Emergency Response Team Member (ECO)
- Warden

This Unit is appropriate for those working in:

- Any Organisation

## ENTRY REQUIREMENTS

**Safety Boots** or **Enclosed Footwear**, suitable attire, a pen/pencil.

## DELIVERY AND DURATION

Our **Warden/Evacuation** course is conducted once a month at the Academy and can be delivered on your site upon request. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

**Duration:** 1 Day      **Time:** 8.30am to 4.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. Students who complete this Unit Of Competency may be eligible for entry into further study such as:







# Chief Warden (C/WARD)

PUAWER006B -

Lead an Emergency Control Organisation

## COURSE OVERVIEW

**Chief Warden** is for those who will be in command and control of an emergency situation. Topics covered in this course include, Locate and identify fire safety systems, check and monitor the status of fire safety systems.

Learners will interactively control a Fire Indicator Panel (FIP) and an Emergency Warning Intercommunication System (EWIS) pictured below.

**Refresher training is recommended every two (2) years.**

## LEARNING OUTCOMES

- Prepare for workplace emergencies
- Apply command, control and coordinate aspects of workplace emergency procedures
- Control the response to emergency reports, signals and warnings
- Coordinate reports and results of initial emergency response
- Conclude incident

## VOCATIONAL OUTCOMES

Upon successful completion of this course, learners will be able to consider the following job roles:

- Member of an Emergency Control Organisation (ECO)

This Unit is appropriate for those working in:

- Any Organisation



## ENTRY REQUIREMENTS

**Safety Boots** or **Enclosed Footwear**, suitable attire, a pen/pencil. Learners must have completed PUAWER005B Operate as part of an Emergency Control Organisation (ECO).

## DELIVERY AND DURATION

**Chief Warden** is conducted on a regular basis at the Academy and can be delivered on your site upon request. Learners will receive training in both theory and practical activities. Morning tea/coffee and lunch are provided when delivered at TTA.

**Duration:** 6 Hours

**Time:** 8.30am to 2.30pm

## RPL/LEARNINIG PATHWAYS

RPL is not offered. Students who complete this Unit Of Competency may be eligible for entry into further study such as:

PUA20613 Certificate II in Public Safety.





# Emergency Planning Committee Member (EPCM)

PUAWER001B / PUAWER002B / PUAWER003B / PUAWER007B

## COURSE OVERVIEW

*Emergency Planning Committee Member is designed for those persons who are required to design and develop the organisations emergency procedures.*

## LEARNING OUTCOMES

- Initiate a system of emergency response planning
- Ensure emergency control Organisation is in place
- Provide for initiation and control of initial emergency response
- Provide for post initial response activities
- Plan and implement emergency control Organisation training
- Provide advice and support for people in the post response and recovery phase

## VOCATIONAL OUTCOMES

Upon successful completion of this course, learners will be able to consider the following job roles:

- Manager of an Emergency Control Organisation (ECO)

This Unit is appropriate for those working in:

- Any Organisation

## ENTRY REQUIREMENTS

**Safety Boots** or **Enclosed Footwear**, suitable attire, a pen/pencil.

## DELIVERY AND DURATION

**Emergency Planning Committee Member** is open to the public and is conducted upon request. This course can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

**Duration:** 2 Days

**Time:** 8.30am to 4.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. Learners who complete this Unit Of Competency may be eligible for entry into further study such as: PUA20613 Certificate II in Public Safety.



# Initial Response Team Member (IRT)

**PUAWER009B** - Participate as a member of a Workplace Initial Response Team

## COURSE OVERVIEW

*IRT will expose learners to a range of emergency situations including responding to wildfire, search and rescue in a smoke filled structure, live structural fire fighting and rescue. This training includes equipment such as: fire pumps, lay flat hoses, fire extinguishers, SCBA, DSU's, turnout clothing and much more. This training course is commonly called Emergency Response Teams (ERT). **Refresher training is recommended every two (2) years.***

## LEARNING OUTCOMES

- Preparing and responding to workplace emergencies
- Communicate with and compliment other personnel
- Assist with recovery from workplace emergencies

## VOCATIONAL OUTCOMES

Upon successful completion of this course, learners will be able to consider the following job roles:

- Member of a Workplace Emergency Initial Response Team

This Unit is appropriate for those working in:

- Any Organisation

## ENTRY REQUIREMENTS

**Safety Boots**, suitable attire, be **Clean Shaven** as per Australian Standard AS/NZS1715, pen/pencil. Participants should also be medically fit as this course is physically demanding. A change of clothes is recommended.

## DELIVERY AND DURATION

**Initial Response Team Member** is conducted on a frequent basis at the Academy. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

**Duration:** 3 Days

**Time:** 8.30am to 4.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. Students who complete this Unit Of Competency may be eligible for entry into further study such as: PUA20613 Certificate II in Public Safety.



**Responding to structural fire**



**Responding to Wildfire**



# Lead an Initial Response Team (LIRT)

**PUAWER010B** - Lead a Workplace Emergency Initial Response Team

## COURSE OVERVIEW

***Lead an Initial Response Team** covers the competency required to lead a workplace emergency initial response team in the control of workplace emergencies in their early stages prior to the arrival of emergency services or specialist response teams.*

## LEARNING OUTCOMES

- Prepare the team for workplace emergencies
- Coordinate the response to control workplace emergencies
- Communicate with and coordinate personnel
- Lead team's recovery from workplace emergencies

## VOCATIONAL OUTCOMES

Upon successful completion of this course, learners will be able to consider the following job roles:

- Team Leader of a Workplace Emergency Initial Response Team

This Unit is appropriate for those working in:

- Any Organisation

## ENTRY REQUIREMENTS

**Safety Boots, Clean Shaven**, suitable attire, a pen/pencil.

## DELIVERY AND DURATION

**Lead and Initial Response Team** is conducted on a frequent basis at the Academy and is available upon request. Learners will receive training in both practical and theory activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

**Duration:** 2 Days

**Time:** 8.30am to 4.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. Learners who complete this Unit Of Competency may be eligible for entry into further study such as: PUA20613 Certificate II in Public Safety.



# Confined Space Awareness (CSA)

DEFWHS013 - Control Entry to Confined Spaces

## COURSE OVERVIEW

**Confined Space Awareness** covers the competency required to control entry and egress to confined spaces. While exercising the control of entry to confined space may not require the competency to enter confined space, it requires awareness of the legislative requirements and organisational procedures related to confined space entry.

## LEARNING OUTCOMES

- Plan and prepare for control of confined space entry
- Control access and egress to confined space

## VOCATIONAL OUTCOMES

Upon successful completion of this course, learners will be able to consider the following job roles:

- Specialist areas in which confined space entries are undertaken

This Unit is appropriate for those working in:

- Construction
- Manufacturing
- General Trades
- Mining
- Oil and Gas Industry



## ENTRY REQUIREMENTS

**Safety Boots** or **Enclosed Footwear**, suitable attire, a pen/pencil.

## DELIVERY AND DURATION

**Control Entry to confined spaces** is open to the public and is conducted upon request. This course can be delivered on your site or ours. Learners will receive training in both practical and theory activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

**Duration:** 1 Day

**Time:** 8.30am to 4.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. Learners who complete this Unit Of Competency may be eligible for entry into further study such as: DEF43315 Certificate IV Work Health and Safety.



# Operate Breathing Apparatus (SCBA)

MSMWHS216– Operate Breathing Apparatus Open Circuit

## COURSE OVERVIEW

*Operate Self Contained Breathing Apparatus covers the competency that applies to operators who are required to wear breathing apparatus as part of their job – because they are working inside a confined space, with hazardous gases/vapours, in a toxic atmosphere or for other applications requiring the wearing of breathing apparatus. They may also be required to wear it in emergency situations, however this is not the prime focus of this unit.*

**Refresher training is recommended every two (2) years.**

## LEARNING OUTCOMES

- Conduct pre-donning checks and tests on breathing apparatus
- Operate breathing apparatus
- Conclude operations

## VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Specialist job roles which may require the wearing of Breathing Apparatus such as confined space entry and handling of toxic gases..

This Unit is appropriate for those working in:

- Construction and General Trades
- Manufacturing
- Mining, Oil and Gas Industry
- Fumigation Water Industry



## ENTRY REQUIREMENTS

**Safety Boots**, suitable attire, a pen/pencil, clean shaven in accordance with AS/NZS1715

## DELIVERY AND DURATION

**Operate Breathing Apparatus** is open to the public and is conducted upon request. This course can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning tea/coffee are provided when delivered at TTA.

**Duration:** 4 Hours

**Time:** 8.30am to 12.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. This competency forms part of the MSA Training Package. Further details can be found at [www.mskills.com.au](http://www.mskills.com.au) Students who complete this Unit Of Competency may be eligible for entry into further study such as: MSA30116 Certificate III in process manufacturing.







# Hot Work

## Permit Observer (HWPO)

**MSMPER202** - Observe Permit Work

**PUAWER008B** - Confine small workplace emergencies

**MSMPER200** - Work in accordance with an issued permit

### COURSE OVERVIEW

*Hot Work Permit Observer is specifically designed for people who are required to perform hot work, fire watch duties and permit observer duties. Included in this course is the 'Hands on' selection, use and operation of portable fire extinguishers, fire blankets and hose reels.*

### LEARNING OUTCOMES

- Prepare for the job, Control the permit site, Take appropriate action for potential incident, Complete safety observer role
- Apply for permit, Identify the scope of the permit, Prepare for permitted work, Work in accordance with an issued permit, Complete permit(s) to work
- Prepare for emergency situations, Identify and assess the emergency, Safely confine emergencies where possible, Use initial response equipment, Report workplace emergency response

### VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Permit to work Observer
- Fire Watcher or sentry

This Unit is appropriate for those working in:

- Construction and General Trades
- Manufacturing
- Mining, Oil and Gas Industry



### ENTRY REQUIREMENTS

**Safety Boots** or **Enclosed Footwear**, suitable attire, a pen/pencil.

### DELIVERY AND DURATION

**Hot Work Permit Observer** is open to the public and is conducted upon request. This course can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning tea/coffee and lunch are provided when delivered at TTA.

**Duration:** 1 Day

**Time:** 8.30am to 4.30pm

### RPL/LEARNING PATHWAYS

RPL is not offered. This competency forms part of MSA Training Package. Further details can be found at [www.mskills.com.au](http://www.mskills.com.au) Students who complete this Unit Of Competency may be eligible for entry into further study such as: MSA30116 Certificate III in process manufacturing.



# Work Safely With Industrial Chemicals & Materials (INDCHEM)

MEM13003B - Work safely with Industrial Chemicals and Materials

## COURSE OVERVIEW

*Working Safely with Chemicals and Materials* emphasizes the importance of interpreting Safety Data Sheets (SDS) and the different sections within it. Various types of Personal Protective Equipment (PPE), hazards and emergency procedures, are discussed. We encourage learners to bring with them SDS's relating to their own site/organisation.

## LEARNING OUTCOMES

- Use personal protective equipment
- Identify emergency procedures
- Observe safe working practices

## VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Workplaces in which materials and chemicals which are subject to codes and regulations are stored and used.

This Unit is appropriate for those working in:

- Construction and General Trades
- Manufacturing
- Tourism
- Hospitality
- Cleaning
- Warehousing



## ENTRY REQUIREMENTS

Safety Boots or Enclosed Footwear, suitable attire, a pen/pencil.

## DELIVERY AND DURATION

**Work safely with industrial chemicals and materials** is open to the public and is conducted upon request. This course can be delivered on your site or ours. Learners will receive training in both theory and practical. Morning/afternoon tea and lunch are provided when delivered at TTA.

**Duration:** 1 Day      **Time:** 8.30am to 4.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. This competency forms part of MEM05 Metal and Engineering Training Package. Further details can be found at [www.mskills.com.au](http://www.mskills.com.au) Students who complete this Unit Of Competency may be eligible for entry into further study such as: MSA30309 Certificate III in surface preparation and coating application.





# Permit Coordinator (PERMITCO)

MSMWHS201 - Conduct Hazard Analysis

MSMPER300 - Issue Work Permits

## COURSE OVERVIEW

**Permit Coordinator** is specifically designed for people who are required to issue and coordinate permit work. Permits are called clearances by some organisations. This course can incorporate your organisations permit system, risk assessments and equipment.

**The types of permits include:**

• Excavation • Working at heights • Hot work • Confined space • Electrical (HV / LV) • Other permits. Requirements identified on the permit may include testing of atmospheric conditions, ventilation and control measures such as isolation, barriers, tag out/lockout signs, communications, incident response.

**The work permit system includes:**

• Types of permits • Legislative/regulatory/standards framework • Roles and responsibilities of parties under the permit system • Equipment which can and cannot be used for types of permit • Alternative ways of conducting a job • JSEA • Risk Assessment

## LEARNING OUTCOMES

- Access and apply site safety procedures, personal safety measures, operational safety measures, Maintain personal safety for job, Identify and report incidents
- Identify need for work permit, Prepare work site, Raise and issue work permits, Monitor work for compliance, Receive end of day report, Close work permit

## VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Permit Issuer

This Unit is appropriate for those working in:

- Construction
- Manufacturing
- General Trades
- Mining, Oil and Gas Industry



## ENTRY REQUIREMENTS

**Safety Boots** or **Enclosed Footwear**, suitable attire, a pen/pencil.

## DELIVERY AND DURATION

**Permit Coordinator** is open to the public and is conducted upon request. This course can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

**Duration:** 1 Day      **Time:** 8.30am to 4.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. This competency forms part of MSA Training Package. Further details can be found at [www.mskills.com.au](http://www.mskills.com.au)



# Job Safety Environment Analysis (JSEA)

MSMWHS201 - Conduct Hazard Analysis

## COURSE OVERVIEW

*JSEA's are becoming more and more common in industry and as such it is important that those completing them have the knowledge and skills to do so correctly. This might be done as an independent activity in order to identify hazards and the appropriate hazards controls, or it might be done as a part of a broader process, such as identifying and applying for permits required for a specific job.*

## LEARNING OUTCOMES

- Define the context for the hazard analysis
- Identify hazards
- Assess risks
- Control Risks
- Monitor and review risk controls

## VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Supervisory positions
- Part of a workplace safety committee
- Writing JSA's and SWMS

This Unit is appropriate for those working in a operational role at worksites within:

- Civil Construction and Manufacturing
- Mining, Oil and Gas industries
- General Industry and trades
- Hospitality
- Manufacturing
- Retail and commercial

## ENTRY REQUIREMENTS

**Safety Boots** or **Enclosed Footwear**, suitable attire, a pen/pencil.

## DELIVERY AND DURATION

JSEA is open to the public and is conducted upon request. This course can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning tea/coffee are provided when delivered at TTA.

**Duration:** 4 Hours

**Time:** 8.30am to 12.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. This competency forms part of MSA Training Package. For further information refer to the Industry skills council of Australia.



# Risk Assessment Facilitator (RASS)

RIIRIS201D - Conduct Local Risk Control

## COURSE OVERVIEW

**Risk assessment** is an integral part of nearly everything we do today. The aim of this course is to provide learners with the knowledge and skills to identify hazards and apply risk principles and rank these hazards using various types of risk matrixes.

## LEARNING OUTCOMES

- Access and apply site safety procedures
- Apply personal safety measures
- Apply operational safety measures
- Maintain personal wellbeing for job, Identify and report incidents
- Basic understanding of AS4360

## VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Supervisory positions
- Part of a workplace safety committee
- Writing JSA's and SWMS

This Unit is appropriate for those working in a operational role at worksites within:

- Civil Construction
- Mining, Oil and Gas industries
- General Industry and trades
- Hospitality
- Retail and commercial



## ENTRY REQUIREMENTS

**Safety Boots** or **Enclosed Footwear**, suitable attire, a pen/pencil.

## DELIVERY AND DURATION

**Risk Assessment Facilitator** is open to the public and is conducted upon request. This course can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning tea/coffee are provided when delivered at TTA.

**Duration:** 4 Hours

**Time:** 8.30am to 12.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. This competency forms part of RII Resources and Infrastructure Industry Training Package. For further information refer to [www.skillsdmc.com.au](http://www.skillsdmc.com.au)



# Isolate and Access Plant (ISOL)

RIISAM202D - Isolate and access plant

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## COURSE OVERVIEW

**Isolate and Access Plant** covers the isolation of plant and equipment in order to make safe and prevent injury to those who might be working on such plant.

## LEARNING OUTCOMES

- Determining plant isolations
- Isolating plant
- Completing permit-to-work forms
- Returning plant to service

## VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Supervisory positions
- Part of a workplace safety committee
- Writing JSA's and SWMS

This Unit is appropriate for those working in a operational role at worksites within:

- Civil Construction
- Mining, Oil and Gas industries
- General Industry and trades
- Hospitality
- Retail and commercial

## ENTRY REQUIREMENTS

**Safety Boots** or **Enclosed Footwear**, suitable attire, a pen/pencil.

## DELIVERY AND DURATION

**Isolate and access plant** is open to the public and is conducted upon request. This course can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning tea/coffee and lunch are provided when delivered at TTA.

**Duration:** 4 Hours

**Time:** 8.30am to 12.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. This competency forms part of RII Resources and Infrastructure Industry Training Package. For further information refer to [www.skillsdmc.com.au](http://www.skillsdmc.com.au)





# Perform Rescue from a live LV panel (LVR) Inc CPR

UETTDRRF06B - Perform rescue from a live LV panel

## COURSE OVERVIEW

**Low Voltage Rescue** covers the performance of rescue procedures from live Low Voltage (LV) apparatus, not including overhead lines and underground cables in the work place. It specifies the mandatory requirements of rescue from a live LV panel and how they apply in the context of transmission, distribution or rail work functions. It encompasses responsibilities for, health, safety and risk management processes at all operative levels and adherence to safety practices as part of the normal way of doing work. Participants will also receive Provide CPR HLTAID001.

**Refresher training is recommended every twelve (12) months.**

## LEARNING OUTCOMES

- Prepare to perform rescue procedures from live LV panel
- Carry out rescue from a live LV panel
- Complete the LV panel rescue procedure

## VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Electricians
- Safety observers
- Member of an emergency response team (ERT)

This Unit is appropriate for those working in a operational role at worksites within:

- Civil Construction
- Mining, Oil and Gas industries
- General Industry and trades

## ENTRY REQUIREMENTS

**Safety Boots** or **Enclosed Footwear**, suitable attire, a pen/pencil.

## DELIVERY AND DURATION

**Perform rescue from a live LV panel** is open to the public and is conducted upon request. This course can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning tea/coffee lunch are provided when delivered at TTA. This course includes Provide CPR HLTAID001

**Duration:** 6 Hours

**Time:** 8.30am to 2.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. This competency forms part of UET12 Transmission, Distribution and Rail Sector Training Package. For further information refer to [www.ee-oz.com.au](http://www.ee-oz.com.au)



# Provide CPR (CPR)

HLTAID001 - Provide Cardio-Pulmonary Resuscitation (CPR)

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## COURSE OVERVIEW

**Provide CPR** gives learners the confidence and skills to provide CPR. Learners practice the skills on an Adult, Child and Baby manikin and use a trainer defibrillator. This course complies with the requirements of the Australian Resuscitation Councils (ARC) Guidelines. The ARC also advises that CPR be refreshed annually.

**Refresher training is recommended every twelve (12) months.**

## LEARNING OUTCOMES

- Respond to signs of an unconscious casualty DRSABCD
- Perform CPR on an Adult, Child and Infant for at least 2 minutes
- Operate and apply an Automated External Defibrillator
- Communicate details of the incident

## VOCATIONAL OUTCOMES

Upon successful completion of this course, participants may be able to consider the following job roles:

- First aider
- Member of an emergency response team
- Safety officer

This Unit is appropriate for those working in any particular job role.



## ENTRY REQUIREMENTS

**Enclosed Footwear**, wear suitable attire and a pen/pencil.

## DELIVERY AND DURATION

**Provide CPR** is conducted twice a month at the Academy and can be delivered on your site upon request. Learners will receive training in both theory and practical. Morning tea/coffee is provided when delivered at TTA.

**Duration:** 4 Hours

**Time:** 8.30am to 12.30pm

## RPL/LEARNER PATHWAYS

RPL is not offered. This competency forms part of HLT Health Training Package.

Further information can be found at [www.cshisc.com.au](http://www.cshisc.com.au) This Unit Of Competency is required in many occupations for example First Aider, Emergency Response Team Member, Child Care Worker etc.





# Provide Basic Emergency Life Support (BASIC FAID)

HLTAID002 - Provide basic emergency life support

## COURSE OVERVIEW

**Provide Basic Emergency Life Support** covers the skills and knowledge required to recognize and respond to life threatening emergencies using basic life support measures only.

**Refresher training is recommended every three (3) years.**

## LEARNING OUTCOMES

- Respond in an emergency situation
- Apply identified first aid procedures
- Communicate details of the incident
- Evaluate own performance

## VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Positions requiring the risk management of anaphylaxis
- First aider

This Unit is appropriate for those working in a operational role at worksites within:

- Any organisation

## ENTRY REQUIREMENTS

**Enclosed Footwear**, wear suitable attire, pen/pencil.

## DELIVERY AND DURATION

**Provide basic emergency life support** is open to the public and can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning/ afternoon tea and lunch are provided when delivered at TTA.

**Duration:** 1 Day

**Time:** 8.30am to 4.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. This Unit of Competency has been taken from the HLT Health Training Package. Further details can be found at [www.cshisc.com.au](http://www.cshisc.com.au) Students who complete this Unit Of Competency may be eligible for further study such as: HLT43015 Certificate IV in Allied Health Assistance.







# Provide First Aid (FAID)

HLTAID003– Provide First Aid

## COURSE OVERVIEW

**Provide First Aid** covers the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance. Often referred to as Senior First Aid / Level 2 first aid. This course also includes CPR.

**Refresher training is recommended every three (3) years.**

## LEARNING OUTCOMES

- Assess the situation
- Apply first aid procedures
- Communicate details of the incident
- Evaluate own performance

## VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Emergency Response Team Member
- First Aider

This Unit is appropriate for those working in:

- General Industry
- Retail
- Hospitality
- Mining
- Construction
- Manufacturing
- Aged Care



## ENTRY REQUIREMENTS

**Enclosed Footwear**, wear suitable attire, a pen/pencil.

## DELIVERY AND DURATION

**Provide First Aid** is conducted once a month at the Academy and can be delivered on your site upon request. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

**Duration:** 2 Days      **Time:** 8.30am to 4.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. This Unit of Competency has been taken from the HLT Health Training Package. Further details can be found at [www.cshisc.com.au](http://www.cshisc.com.au) Students who complete this Unit Of Competency may be eligible for further study such as: HLT43015 Certificate IV in Allied Health Assistance.





# Provide First Aid Refresher (FAID REF)

HLTAID003 - Provide First Aid Refresher

## COURSE OVERVIEW

**Provide First Aid Refresher**, refreshes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance.

**Refresher training is recommended every three (3) years.**

## LEARNING OUTCOMES

- Assess the situation
- Apply first aid procedures
- Communicate details of the incident
- Evaluate own performance

## VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Emergency Response Team Member
- First Aider

This Unit is appropriate for those working in:

- General Industry
- Retail
- Hospitality
- Mining, Construction, Manufacturing
- Aged Care



## ENTRY REQUIREMENTS

**Enclosed Footwear**, wear suitable attire and bring with them a pen/pencil. Learners must have previously completed **Provide First Aid** or a **Level Two Senior First Aid** course. Evidence must be supplied prior to attending the course.

## DELIVERY AND DURATION

**Provide First Aid Refresher** is conducted once a month at the Academy and can be delivered on your site upon request. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

**Duration:** 1 Day

**Time:** 8.30am to 4.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. This Unit of Competency has been taken from the HLT Health Training Package. Further details can be found at [www.cshisc.com.au](http://www.cshisc.com.au) Students who complete this Unit Of Competency may be eligible for further study such as: HLT43015 Certificate IV in Allied Health Assistance.



# First Aid in an Education and Care Setting (FAEDU)

**HLTAID004** - Provide an emergency first aid response in an education and care setting

## COURSE OVERVIEW

*First Aid in an Education and Care Setting* describes the skills and knowledge required to provide a first aid response to infants, children and adults. The unit applies to educators and support staff working within an education and care setting who are required to respond to a first aid emergency. This course incorporates **Provide First Aid, Anaphylaxis and Asthma management**.

**Refresher training is recommended every three (3) years, Anaphylaxis and Asthma every 12 months.**

## LEARNING OUTCOMES

- Respond to an emergency situation
- Apply appropriate emergency first aid procedures
- Communicate details of the incident
- Reflect on incident and own performance

## VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Child care
- Primary and secondary school teacher/assistant
- First Aider

This Unit is appropriate for those working in:

- Child Care
- Early Childhood Teaching
- Before and after School Care & Education

## ENTRY REQUIREMENTS

**Enclosed Footwear**, wear suitable attire, pen/pencil.

## DELIVERY AND DURATION

**First aid in an education and care setting** is open to the public and can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

**Duration:** 2 Days      **Time:** 8.30am to 4.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. This Unit of Competency has been taken from the HLT Health Training Package. Further details can be found at [www.cshisc.com.au](http://www.cshisc.com.au) Students who complete this Unit Of Competency may be eligible for further study such as: HLT43015 Certificate IV in Allied Health Assistance.



# First Aid in an Education and Care Setting Refresher (FAEDU ref)

**HLTAID004** - Provide an emergency first aid response in an education and care setting

## COURSE OVERVIEW

*First Aid in an Education and Care Setting* describes the skills and knowledge required to provide a first aid response to infants, children and adults. The unit applies to educators and support staff working within an education and care setting who are required to respond to a first aid emergency. This course incorporates **Provide First Aid, Anaphylaxis and Asthma management**.

**Refresher training is recommended every three (3) years, Anaphylaxis and Asthma every 12 months.**

## LEARNING OUTCOMES

- Respond to an emergency situation
- Apply appropriate emergency first aid procedures
- Communicate details of the incident
- Reflect on incident and own performance

## VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Child care
- Primary and secondary school teacher/assistant
- First Aider

This Unit is appropriate for those working in:

- Child Care
- Early Childhood Teaching
- Before and after School Care & Education

## ENTRY REQUIREMENTS

**Enclosed Footwear**, wear suitable attire, pen/pencil. *Learners must have previously completed HLTAID004. Evidence must be supplied prior to attending the course.*

## DELIVERY AND DURATION

**First aid in an education and care setting** is open to the public and can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

**Duration:** 1 Day      **Time:** 8.30am to 4.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. This Unit of Competency is from the HLT Health Training Package. Further details can be found at [www.cshisc.com.au](http://www.cshisc.com.au)



# Provide Advanced First Aid (ADV FAID)

HLTAID006 - Provide Advanced First Aid

## COURSE OVERVIEW

**Provide Advanced First Aid** covers the skills and knowledge required with the provision of advanced first aid response, life support, management of casualty (s), the incident and other first aiders, until the arrival of medical or other assistance, and provision of support to other providers i.e. incident details, evaluation of the incident.

**Refresher training is recommended every three (3) years.**

## LEARNING OUTCOMES

- Assess the situation
- Manage the casualty (s)
- Coordinate first aid activities until arrival of medical assistance
- Communicate essential incident details
- Evaluate the incident

## VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Emergency Response Team Member
- First Aider

This Unit is appropriate for those working in:

- General Industry, Construction and Manufacturing
- Retail
- Hospitality
- Mining
- Aged Care

## ENTRY REQUIREMENTS

**Enclosed Footwear**, wear suitable attire, pen/pencil.

## DELIVERY AND DURATION

**Provide advanced first aid** is open to the public and can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

**Duration:** 2 Days      **Time:** 8.30am to 4.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. This Unit of Competency has been taken from the HLT Health Training Package. Further details can be found at [www.cshisc.com.au](http://www.cshisc.com.au) Students who complete this Unit Of Competency may be eligible for further study such as: HLT43015 Certificate IV in Allied Health Assistance.



# Provide Advanced Resuscitation (ADV RES)

HLTAID007 - Provide Advanced Resuscitation Techniques

## COURSE OVERVIEW

*Provide Advanced Resuscitation builds on the knowledge and skills of Provide First Aid. It focuses on the use and operation of medical oxygen and associated equipment to patients who require it. This course includes CPR.*

**Refresher training is recommended every twelve (12) months.**

## LEARNING OUTCOMES

- Prepare resuscitation equipment ready for use
- Apply bag and mask resuscitation technique
- Attach and operate an AED
- Administer oxygen
- Operate suction equipment
- Restore and maintain equipment ready for future use



## VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Emergency Response Team Member
- First Aider

This Unit is appropriate for those working in:

- General Industry, Construction and Manufacturing
- Retail
- Hospitality
- Mining
- Aged Care



## ENTRY REQUIREMENTS

**Enclosed Footwear**, wear suitable attire, a pen/pencil.

## DELIVERY AND DURATION

**Provide Advanced Resuscitation** is open to the public and can be delivered on your site or ours. This course is conducted over 4 hours however, if participants do not have a current "Statement of Attainment in CPR" the course duration will be 8 hours, learners will receive training in both theory and practical activities. Morning tea/coffee lunch are provided when delivered at TTA.

## RPL/LEARNING PATHWAYS

RPL is not offered. This Unit of Competency has been taken from the HLT Health Training Package. Further details can be found at [www.cshisc.com.au](http://www.cshisc.com.au) Students who complete this Unit Of Competency may be eligible for further study such as: HLT43015 Certificate IV in Allied Health Assistance.



# Manage First Aid Services and Resources (MNG FAID)

HLTAID008 - Manage First Aid Resources and Services

## COURSE OVERVIEW

**Manage First Aid** covers the skills and knowledge required to address the establishment and maintenance of facilities to enable the provision of appropriate first aid in the workplace.

## LEARNING OUTCOMES

- Establish a workplace first aid facility
- Manage a first aid facility
- Manage workplace first aid records
- Evaluate the provision of first aid in the workplace

## VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Emergency Response Team Member
- Occupational Nurse
- First Aider

This Unit is appropriate for those working in:

- General Industry, Construction and Manufacturing
- Retail
- Hospitality
- Mining
- Aged Care

## ENTRY REQUIREMENTS

**Enclosed Footwear**, wear suitable attire, a pen/pencil.

## DELIVERY AND DURATION

**Manage First Aid** is open to the public and can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning tea/coffee lunch are provided when delivered at TTA.

**Duration:** 1 Day      **Time:** 8.30am to 4.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. This Unit of Competency has been taken from the HLT Health Training Package. Further details can be found at [www.cshisc.com.au](http://www.cshisc.com.au) Students who complete this Unit Of Competency may be eligible for further study such as: HLT43015 Certificate IV in Allied Health Assistance.



# Occupational First Aid (occ FAID)

HLTSS00027 - Occupational First Aid

## COURSE OVERVIEW

*Occupational First Aid provides a set of skills to establish, maintain and facilitate the provision of appropriate first aid in a workplace environment, including the skills to provide an emergency first aid response in the event of an emergency.*

**Refresher training is recommended every three (3) years.**

## LEARNING OUTCOMES

- HLTAID006 - Provide advanced first aid
- HLTAID007 - Provide advanced resuscitation
- HLTAID008 - Manage first aid services and resources

## VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- First Aider
- Occupational Nurse
- Emergency response member

This Unit is appropriate for those working in:

- Industry, Retail, Hospitality, Mining, Construction, Manufacturing, Aged Care

## ENTRY REQUIREMENTS

**Safety Boots** or **Enclosed Footwear**, wear suitable attire, pen/pencil.

## DELIVERY AND DURATION

**Occupational First Aid** can be delivered on your site or ours upon request. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

**Duration:** 4 Days      **Time:** 8.30am to 4.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. This Unit of Competency has been taken from the HLT Health Training Package. Further details can be found at [www.cshisc.com.au](http://www.cshisc.com.au) Students who complete this Unit Of Competency may be eligible for further study such as: HLT43015 Certificate IV in Allied Health Assistance.







# Anaphylaxis (ANA)

22300VIC - Course in first aid management of anaphylaxis

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## COURSE OVERVIEW

*Anaphylaxis is an accredited course designed for participants to acquire skills and knowledge in risk management and the management of anaphylaxis. It includes: Legal aspects of First Aid, Aspects of Infection control, Allergies vs anaphylaxis vs intolerance, causes and recognition of anaphylaxis, management of anaphylaxis and the development of risk minimisation and management strategies.*

**Refresher training is recommended every twelve (12) months.**

## LEARNING OUTCOMES

- VU20800 - Provide first aid management of anaphylaxis
- VU20801 - Develop risk minimisation and risk management strategies for anaphylaxis

## VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Positions requiring the risk management of anaphylaxis
- First aider
- Child care worker

This Unit is appropriate for those working in operational roles in:

- General industry
- Construction
- Child care
- Aged care
- Retail

## ENTRY REQUIREMENTS

**Enclosed Footwear**, wear suitable attire, pen/pencil.

## DELIVERY AND DURATION

**Anaphylaxis** is open to the public and can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning tea/coffee are provided when delivered at TTA.

**Duration:** 4 Hours

**Time:** 8.30am to 12.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. Further information can be found at

<http://Trainingsupport.skills.vic.gov.au>





# Asthma Management (Asthma)

22282VIC - Course in the management of asthma risks and emergencies in the workplace

## COURSE OVERVIEW

**Asthma Management** is an accredited course designed for participants to acquire skills and knowledge to be able to provide asthma related first aid interventions in the workplace. This course is designed for the management of emergency asthma situations rather than the day-to-day management of Asthma.

**Refresher training is recommended every twelve (12) months.**

## LEARNING OUTCOMES

- VU21658 - Manage Asthma risks and Emergencies in the workplace

## VOCATIONAL OUTCOMES

Upon successful completion of this course, participants may be able to consider the following job roles:

- Positions requiring the risk management of anaphylaxis
- First aider

This Unit is appropriate for those working in operational roles in:

- Teachers
- Child care workers
- Aged care workers
- Disability workers
- Sports coaches
- Youth workers
- Designated first aiders/first aid officers

## ENTRY REQUIREMENTS

**Enclosed Footwear**, wear suitable attire, pen/pencil.

## DELIVERY AND DURATION

**Asthma** is open to the public and can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning tea/coffee are provided when delivered at TTA.

**Duration:** 4 Hours

**Time:** 8.30am to 12.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. Further information can be found at

<http://www.education.vic.gov.au>



# Manual Handling (MAN HAN)

HLTWHS005 - Conduct Manual Tasks Safely

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## COURSE OVERVIEW

**Manual Handling** covers the skills and knowledge required for workers involved in Manual Handling tasks.

## LEARNING OUTCOMES

- Follow Organisation procedures, for a particular task, to minimise risk of injury
- Utilise and implement strategies as directed to improve workplace organisations

## VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- First Aider
- Office Administration
- General Duties
- Health Care and Aged care workers

This Unit is appropriate for those working in:

- General Industry
- Retail
- Hospitality
- Mining
- Construction
- Manufacturing
- Aged Care



## ENTRY REQUIREMENTS

**Safety Boots** or **Enclosed Footwear**, wear suitable attire, pen/pencil.

## DELIVERY AND DURATION

**Manual Handling** is conducted on a frequent basis at the Academy and can be delivered on your site upon request. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

**Duration:** 1 Day      **Time:** 8.30am to 4.30pm

## RPL/LEARNING PATHWAYS

RPL is not offered. This Unit of Competency has been taken from the HLT Health Training Package. Further details can be found at [www.cshisc.com.au](http://www.cshisc.com.au) Students who complete this Unit Of Competency may be eligible for further study such as: HLT43015 Certificate IV in Allied Health Assistance.



# Fire Safety Officer (FSO)

## COURSE OVERVIEW

**Fire Safety Officer:** This Course is a compilation of 6 units of competency taken from the Public Safety Training Package to meet the requirements of NSW Health, for people to perform the role of Fire Safety Officer (FSO).

## LEARNING OUTCOMES

Upon Successful completion of this course, participants will be awarded with the following: Fire Safety Officer Certificate which is the compilation of the following Units of Competency as aligned to the requirements of NSW Health.

**PUAWER001B** Identify, prevent and report workplace situations

**PUAWRR002B** - Ensure workplace emergency prevention procedures, systems and processes are implemented

**PUAWER004B**- Respond to workplace emergencies

**PUAWER005B** - Operate as part of an emergency control organisation

**PUAWER006B**- Lead an emergency control organisation

**PUAWER008B** - Confine small workplace emergencies

*These 6 units of competency are Nationally Recognised and have been taken from the Public Safety Training Package*

## VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Fire Safety Officer

This course is appropriate for those working in the Health Industry:

## ENTRY REQUIREMENTS

Participants are required to wear suitable attire including closed in footwear and bring with them their USI number prior to undertaking this training. Information can be found at [www.usi.gov.au](http://www.usi.gov.au).

## DELIVERY AND DURATION

This course is open to the public and can be delivered on your site or at the Academy. Learners will receive both practical and theory activities. Morning/afternoon tea and lunch is provided when delivered at TTA.

**Duration:** 3 Days      **Time:** 8.30am to 4.30pm

## RPL/LEARNING PATHWAYS

Participants that attain this qualification may be interested in further training such as: Fire Safety Manager. Further details can be found in Section 13 Appendix 2 of the Policy Directive of NSW Health. RPL & RCC is offered for this course.



# Fire Safety Officer Recertification

## (FSO recert)

### COURSE OVERVIEW

*This recertification Course will provide participants with the theoretical and practical knowledge and skills to maintain their current competency as a Fire Safety Officer, which is a requirement by NSW Health to undertake this training every 3 years*

### LEARNING OUTCOMES

Upon Successful completion of this course, participants will be awarded with the following: Fire Safety Officer Certificate which is the compilation of the following Units of Competency as aligned to the requirements of NSW Health.

- PUAWER001B** Identify, prevent and report workplace situations
  - PUAWRR002B** - Ensure workplace emergency prevention procedures, systems and processes are implemented
  - PUAWER004B**- Respond to workplace emergencies
  - PUAWER005B** - Operate as part of an emergency control organisation
  - PUAWER006B**- Lead an emergency control organisation
  - PUAWER008B** - Confine small workplace emergencies
- These 6 units of competency are Nationally Recognised and have been taken from the Public Safety Training Package*

### VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Fire Safety Officer

### ENTRY REQUIREMENTS/ PRE-REQUISITIES

Participants must provide evidence of completing the initial FSO Course and are required to wear suitable attire including closed in footwear and bring with them their USI number prior to undertaking this training. Information can be found at [www.usi.gov.au](http://www.usi.gov.au).

### DELIVERY AND DURATION

This course is open to the public and can be delivered on your site or at the Academy. Learners will receive both theory and practical activities. Morning/afternoon tea and lunch is provided when delivered at TTA. .

**Duration:** 1 Day      **Time:** 8.30am to 4.30pm

### RPL/LEARNING PATHWAYS

Participants that attain this qualification may be interested in further training such as: Fire Safety Manager.  
Further details can be found in Section 13 Appendix 2 of the Policy Directive of NSW Health.



# Work Health Safety

## Committee Member (WHSCM)

**PUAOHS001C** - Follow defined Occupational Health & Safety Policies & Procedures

### COURSE OVERVIEW

***Work Health Safety Committee Member** covers the competency for applying general Work Health Safety requirements when working in the usual workplace environment, excluding emergency incidents. This course is relevant to persons wishing to undertake a position on a Work Health Safety Committee.*

### LEARNING OUTCOMES

- Follow workplace procedures for hazard identification and risk control
- Contribute to participative arrangements for the management of WHS

### VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Work Health Safety Committee Member

This Unit is appropriate for those working in:

- Construction and Manufacturing
- General Trades
- Mining, Oil and Gas Industry
- Health and aged care
- Retail and commercial



### ENTRY REQUIREMENTS

**Enclosed Footwear**, wear suitable attire and bring with them a pen/pencil.

### DELIVERY AND DURATION

Work Health and Safety Committee Member is open to the public and is conducted upon request. This course can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

**Duration:** 1 Day      **Time:** 8.30am to 4.30pm

### RPL/LEARNING PATHWAYS

RPL is not offered. This unit is based on the national guidelines for integrating Occupational Health and Safety competencies into National Industry Competency Standards.



# Certificate II in Fire Fighting

(PUA20613) - Certificate II in Public Safety

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## COURSE OVERVIEW

*Certificate II in Fire Fighting is suitable for emergency response team members, fire fighters and individuals responsible for public safety including production workers, maintenance staff, managers and supervisors. This qualification will provide participants with the practical knowledge and skills to apply a wide variety of fire fighting and emergency response techniques. This certificate is made up of eleven units; eight core and three elective.*

## LEARNING OUTCOMES

- PUAEQU001B** - Prepare, maintain and test response equipment
- PUAFIR203B** - Respond to urban fire
- PUAFIR207B** - Operate Breathing Apparatus open circuit
- PUAFIR215B** - Prevent Injury
- PUAOPE013A** - Operate communications systems and equipment
- PUASAR022A** - Participate in a rescue operation
- PUATEA001B** - Work in a team
- HLTAID002** - Provide basic emergency life support

### Electives

- PUACOM001C** - Communicate in the workplace
- PUALAW001B** - Protect and preserve incident scene
- PUAFIR218** - Respond to isolated structure fire
- PUAOHS001C** - Follow defined occupational health and safety policies and procedures
- PUAFIR206B** - Check installed fire safety systems
- PUAFIR204B** - Respond to wildfire

## VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Emergency Response Team member
- Volunteer in Emergency Services
- Mines rescue

This course is appropriate for those working in:

- Emergency Services, mining and general industry

## ENTRY REQUIREMENTS

**Safety Boots** or **Enclosed Footwear**, wear suitable attire, pen/pencil.

## DELIVERY AND DURATION

Certificate II Public Safety is open to the public and is conducted upon request. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

## RPL/LEARNING PATHWAYS

RPL is not offered. Further study may be undertaken upon completion in certificate III in Public Safety.





# Non Accredited Courses

In addition to our National Units of Competency and Certificate courses we also offer non accredited training courses. Some of these courses are approved by SafeWork NSW however they do not align to any National Units of Competency.

- Health and Safety Representative 5 Day Course
- Health and Safety Representative Refresher Course 1 Day

In addition to the above we are able to develop, design and deliver site specific courses according to the organisations requirements. These courses may include:

- Site Inductions
- Permit to Work
- Isolation Training
- Bushfire preparedness
- Various PPE training including:
  - Harnesses
  - Respiratory Protection (including Breathing Apparatus)
  - Gas Detection
- Manual Handling Awareness



# SafeWork NSW approved Health Safety Representative course 5 days

## COURSE OVERVIEW

*This course is for Health and Safety Representatives (HSR) that have been elected to represent a workgroup(s) for their workplace under the Work, Health and Safety Act.*

*It aims to provide participants with the knowledge and skills necessary to apply the principles of workplace WHS consultation as an integral part of effective WHS management system (WHSMS).*

*This course is an approved Safework NSW Course and meets the requirements of Safework NSW training package. Participants will need to complete all topics as set out in the course guide provided by Safework NSW.*

## LEARNING OUTCOMES

- Work Health and Safety framework
- Consultation, representation and participation
- Role of the HSR in issue resolution and minimizing risks
- Inspections
- Notifiable incidents and incident investigation
- Provisional Improvement Notices (PINs)
- Ceasing Unsafe Work

## VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Health and Safety Representative

This course is appropriate for those working in:

- General Industry
- Retail, Hospitality and Aged Care
- Mining, Construction, Manufacturing

## ENTRY REQUIREMENTS

**Enclosed Footwear**, suitable attire and bring with them a pen/pencil.

## DELIVERY AND DURATION

**NSW WHS Rep** is conducted on a frequent basis at the Academy and can be delivered on your site upon request. Conducted over **Five (5) days**, learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

## RPL/LEARNING PATHWAYS

RPL is not offered. Students who complete this course may be eligible for further study in . WHS certificate IV BSB41415. Further details can be found at [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au)



# SafeWork NSW approved Health and Safety Representative Refresher

## COURSE OVERVIEW

*This course is for Health and Safety Representatives (HSR) that have been elected to represent a workgroup(s) for their workplace under the Work, Health and Safety Act.*

*It aims to refresh participants knowledge and skills when applying the principles of workplace consultation as an integral part of an effective Safety Management Systems (SMS).*

*This course is an approved Safework NSW Course and meets the requirements of Safework NSW training package. Participants will need to complete all topics as set out in the course guide provided by Safework NSW.*

## LEARNING OUTCOMES

- Work Health and Safety framework
- Consultation, representation and participation
- Role of the HSR in issue resolution and minimizing risks
- Inspections
- Notifiable incidents and incident investigation
- Provisional Improvement Notices (PINs)
- Ceasing Unsafe Work

## VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Health and Safety Representative

This course is appropriate for those working in:

- General Industry, Retail, Hospitality, Aged Care
- Mining, Construction, Manufacturing

## ENTRY REQUIREMENTS

**Enclosed Footwear**, suitable attire and bring with them a pen/pencil. Participants must have previously completed the Five (5) day HSR course. Evidence to be provided.

## DELIVERY AND DURATION

This Course is conducted on a frequent basis at the Academy and can be delivered on your site upon request. Conducted over **One (1) day**, learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch is provided when delivered at TTA.

## RPL/LEARNING PATHWAYS

RPL is not offered. This course is a Safework NSW approved course. Further details can be found at [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au) Students who complete this course may be eligible for further study in WHS certificate IV BSB41415.

# Audits, Inspections and Consultancy

*As our business grows and so too do our clients needs, we provide an audit and consultancy service. We have been providing this service for many years to many small and large clients on a fee for service basis.*

## TRAINING

*As well as providing Nationally Recognised Training we also provide our clients with a training needs analysis to identify which competencies align best with their training requirements. We can design and develop training programs utilizing your organisations policies, procedures and documentation.*

## CONFINED SPACES

*Confined spaces more often than not prove difficult to determine whether they constitute a space or not. Our team will provide guidance and a clear determination coupled with a confined space register consisting of photographs and a detailed risk assessment outlining controls to be put in place prior to and during entry. Rescue plans are also a specialty.*

## EMERGENCY PROCEDURES

*Emergency plans and procedures are a requirement under almost all legislation. We provide our clients with a complete package from developing the plans, reviewing them and also providing guidance when implementing them. From site maps to complete manuals we have you covered.*

## HEIGHT SAFETY

*Height hazards are one of the main causes of death in industry today. There are many facets to heights. Our team will come to you and discuss options for controlling your height hazards as well as developing a solution, rescue plans and sales of height equipment*

## DANGEROUS GOODS

*Dangerous goods and hazardous substances are everywhere. Legislation requires that persons be trained to handle these materials not only in the everyday work situation but also in the event of an emergency. From placarding and site maps to a complete audit we will ensure your site is compliant.*

## WHS/OHS

*Work Health and Safety is the cornerstone of any business and history shows that having a healthy and safe workplace increases productivity and morale. Furthermore this results in reduced compensation claims which can be a financial burden on a business. Our consultancy team can provide assistance in development and design of WHS/OHS Systems and provide audits in accordance with AS 4801:2001*

# Sales, Service and Hire

We provide a one stop shop for all your safety equipment needs whether it be Confined Space, Heights, Fire Fighting or First Aid.

## SALES

We supply quality equipment from some of the worlds most respected brands such as: Draeger, Spanset, MSA, Flamestop and Thermo Fischer to name a few. We use these products in our training programs exposing our learners to a variety of products.

- All types of harnesses
- Lanyards
- Rope Positioning Devices and Winches
- Tripods
- Gas Detectors
- Fire Fighting equipment
- First Aid equipment

## SERVICE

We service what we sell. From gas detector calibrations to winch services we really do have you covered. Our technicians come to your site to conduct the service saving you time and money. We provide our clients with a full service register after each service.

## HIRE

Our hire facility provides for the hire of confined space, heights and fire fighting equipment. If you have a need for this equipment for a one off job why not organize to hire it. All equipment is serviced prior to dispatch and hire periods can be as small as an hour or as long as a few months. Whatever your need we are here to help.

# Standby Personnel

Maintenance shutdowns and the like require many skilled workers. Thurgoona Training Academy can provide the skilled labour you need to perform such tasks as Confined space entry, standby and rescue, heights, and fire watchers.

## LABOUR HIRE

Our skilled labour are just that, skilled and selected specifically for the specialist roles you require to get the job done. We provide labour all across Australia and for many large organisations.

## CONFINED SPACE

Our confined space trained personnel hold the relevant units of competency and years of experience as well as First Aid qualifications. All personnel undergo refresher training every two years.

## FIRE WATCHERS

Our Fire watchers are highly skilled people who have the knowledge and skills to issue and observe permit work as well as respond to a fire should it occur using a range of hand held fire fighting equipment.



# Chief Executive Officer (CEO)

## PAUL JONES

Paul has been based in the fire protection, fire fighting and safety industry for more than twenty five years and is qualified as a fire protection engineer. Paul has also undertaken studies in human behaviour, business management.

Prior to establishing Thurgoona Training Academy in 1994, Paul was actively engaged in and conducted fire drills, rescue and emergency procedures on oil rigs in Bass Strait.

Furthermore, Paul was actively engaged in extensive training for many major organisations and the following lists just a few of these: Esso at Longford, Shell Refinery – Corio Bay, Pilkington ICI – Dandenong, Alcoa – Geelong, Australian Defence Force – Bandiana, State Electricity Commission of Victoria, G.M.H – Fishermen’s Bend, Ford Motor Company – Broadmeadows & Geelong, Major Hospitals in Melbourne & Tasmania.

Paul acted in the capacity of consultant to the Victorian Police Arson Squad and the National Safety Council for several years. Paul is an associate plus member for the Australian Fire Protection Association.

***Paul’s qualifications include:***

- Certificate IV in Training and Assessment TAE40110
- TAELLN411 - Address adult language, literacy and numeracy skills
- Certificate IV in Occupational Health and Safety
- Certificate II in Public Safety Fire Fighting and Emergency Operations PUA20601
- Occupational First Aid
- Advanced Resuscitation Techniques
- Cardio-Pulmonary Resuscitation
- Emergency Initial Response
- Fire Fighting including Wildfire/Urban Fire and Initial Response
- Confined Space Entry
- Risk Management
- Self Contained Breathing Apparatus
- Emergency Procedures
- Construction Induction
- Lead Auditor
- Safe Handling Of Chlorine
- WHS Consultation



# RTO Manager: SHAWN JONES

Shawn has been based in the fire and safety industry for the past 12 years, he has worked with numerous industries and organisations developing Confined Space Procedures, Risk Management Systems and conducting site audits.

Shawn is an active member of the New South Wales Rural Fire Service.

***Shawn's qualifications include:***

- Certificate IV in Training and Assessment TAE40110
- TAELN411 - Address adult language, literacy and numeracy skills
- Occupational First Aid
- Advanced Resuscitation Techniques
- Cardio-Pulmonary Resuscitation
- Fire Fighting including Wildfire/Urban Fire and Initial Response
- Confined Space Entry
- Emergency Procedures
- Occupational Health and Safety
- Return to Work Coordinator
- Work Safely at Heights
- Operate Breathing Apparatus Open and Closed Circuit
- Construction Induction
- Safe Handling of Industrial Chemicals and Materials
- Safe Handling of Chlorine
- Risk Management
- Manual Handling
- WHS Consultation





# Instructor/Assessor: JOHN WILLIAMS

John has spent time in many corporate organisations training & consulting across several areas Including Learning & Development, Risk Management and business areas.

John is a current member of VIC SES with over 13 years operational experience. John has a keen interest in Emergency Incident Management and training across rescue and emergency response.

***John's qualifications include:***

- Certificate IV in Training & Assessment TAE40110
- TAELN411 - Address adult language, literacy and numeracy skills
- Bachelor of Business (Marketing)
- Grad Dip Vocational Education & Training
- Certificate IV Electrical Trades
- Certificate IV Electronic Engineering
- Certificate II Public Safety (SES Rescue)
- Workplace Occupational Health Safety
- Confined Space Entry
- Work Safely at Heights
- Cardio Pulmonary Resuscitation
- Construction Induction
- Provide First Aid (Level 2)



# Instructor/Assessor:

## GLENN McCARTHY

Prior to joining TTA, Glenn has spent 12 years in far North Queensland as a Dive Instructor facilitating open water to instructor level, first aid and rescue. Prior to this Glenn spent time in the construction industry in various roles.

***Glenn's qualifications include:***

- Certificate IV in Training and Assessment TAE40110
- TAELN411 - Address adult language, literacy and numeracy skills
- Provide Advanced Resuscitation Techniques
- Provide Advanced First Aid
- Provide Cardio Pulmonary Resuscitation
- Remote First Aid
- Confined Space Entry
- Work Safely at Heights
- Construction Induction
- Diving all Levels
- Elements of shipboard safety
- In-water Rescues
- Self-Contained Breathing Apparatus
- Jeweller
- Diploma in Gemmology



# Instructor/Assessor: Stuart Arney

As a returning employee of Thurgoona Training Academy Stuart has a vast range of knowledge and experience in the delivery of safety training across a variety of industries. Previous roles have provided him with skills in the following areas of workplace safety systems.

***Stuart's qualifications include:***

- Certificate IV in Training and Assessment TAE40110
- Diploma of Work Health and Safety
- ICAM Lead Investigation (Incident Investigation)
- Lead Auditor Work Health and Safety Management Systems
- Construction Induction
- Safe Working at Heights
- Confined Space Entry
- Cardio Pulmonary Resuscitation
- Provide Senior First Aid
- Participate in a rescue operation



# REGISTRATION/CONTACT DETAILS

To Register for any of our courses, or if you would like further Information please contact our office or visit our website.

Alternatively please complete the “*Course Booking Form*” and return it to:

**ACADEMY ADDRESS:**

THURGOONA TRAINING ACADEMY  
137 WILLIAMS ROAD, THURGOONA NSW AUSTRALIA 2640  
(SEE MAP PAGE 66)

**POSTAL ADDRESS:**

THURGOONA TRAINING ACADEMY  
4 BENNETT ROAD, THURGOONA NSW AUSTRALIA 2640

**PHONE:**

+61 (02) 6043 1306

**FAX:**

+61 (02) 6043 3258

**EMAIL:**

[office@thurgoonatrainning.com.au](mailto:office@thurgoonatrainning.com.au)

**WEBSITE:**

[www.thurgoonatrainning.com.au](http://www.thurgoonatrainning.com.au)

## **UNIQUE STUDENT IDENTIFICATION NUMBERS**

Important Information for Learners. Since 1st 2015 all students enrolling in Nationally Accredited training are required to provide the training organisation with their Unique Student Identification Number (USI). To apply for a USI or check if you have one please follow this link: [www.usi.gov.au](http://www.usi.gov.au)

***Registered Training Organisations (RTO's) cannot issue Statement of Attainments or Qualifications unless the student has provided a USI.***

## **FEES, CHARGES AND REFUNDS:**

Thurgoona Training Academy does not require payment prior to attending a course. With the exception of CPCCWHS1001 Prepare to work safely in the construction industry, full payment is required prior to the commencement of training. No fee for cancellation will be imposed providing notification is given in writing seven calendar days prior to the course commencement. Cancellation received 48 hours prior to the course will be subject to a 15% administration fee and a non attendance without notification will be subject to 50% of the course fee.

## **CLIENT SUPPORT INFORMATION:**

If you require special assistance, including language literacy, and numeracy please notify our office and support services can be arranged. Our students handbook is available from our office and on our website.



Find us on  
**Facebook**





**Academy Address:**

137 Williams Road,  
Thurgoona NSW 2640

**RTO91279**

P: +61 0260 431 306 F: +61 0260 433 258  
www.thurgoonatraining.com.au E: office@thurgoonatraining.com.au

**Postal Address:**

4 Bennett Road,  
Thurgoona NSW 2640

Please complete and return this form prior to the course date, to ensure your position. You will be contacted confirming your position.

Course:	<input type="text"/>	Course Date:	<input type="text"/>
Company:	<input type="text"/>		
Contact Name:	<input type="text"/>		
Position Held:	<input type="text"/>		
Business Address:	<input type="text"/>		
Postal Address:	<input type="text"/>		
Email Address:	<input type="text"/>		
Accounts Email:	<input type="text"/>		
Phone #:	<input type="text"/>	Fax #:	<input type="text"/>
		Mobile #:	<input type="text"/>

I, the above, authorise this training and agree to the terms and conditions outlined herein.

Signature:	<input type="text"/>	Date:	<input type="text"/>	Purchase Order #	<input type="text"/>
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Since the 1st of January 2015 learners are required to supply RTO's with their USI number. Without a verified USI number, RTO's cannot issue a certificate. If not already supplied go to [www.usi.gov.au](http://www.usi.gov.au) and create a USI.

Please list the Given and Surnames of your organisation's participants below. (P = Participant, M = Mobile #)  
(Please note mobile numbers help us to ensure persons can be contacted the day before the training is to be conducted)

P1	<input type="text"/>	M	<input type="text"/>	P2	<input type="text"/>	M	<input type="text"/>
P3	<input type="text"/>	M	<input type="text"/>	P4	<input type="text"/>	M	<input type="text"/>
P5	<input type="text"/>	M	<input type="text"/>	P6	<input type="text"/>	M	<input type="text"/>
P7	<input type="text"/>	M	<input type="text"/>	P8	<input type="text"/>	M	<input type="text"/>
P9	<input type="text"/>	M	<input type="text"/>	P10	<input type="text"/>	M	<input type="text"/>
P11	<input type="text"/>	M	<input type="text"/>	P12	<input type="text"/>	M	<input type="text"/>

**Payment Options**

<b>Invoice:</b> Please attach your company	<b>Cheque:</b> Please attach to this form.	<b>Direct Deposit:</b> Hume Bank
<input type="checkbox"/> purchase order (if applicable) or fax it	<input type="checkbox"/> Alternatively, we can send you a	<input type="checkbox"/> BSB 640 000
to +61 0260 433 258	remittance to attach your cheque to.	Account # 5578 8959

No fee for cancellation will be imposed providing notification is given in writing seven calendar days prior to course commencement. Cancellation received 48hrs prior to the course will be subject to a 15% administration fee and a non attendance without notification will be subject to 50% of the total course fee. With the exception of CPCCWHS1001 Prepare to work safely in the construction industry, full payment is required prior to the commencement of training.

**Office Use Only**

<input type="checkbox"/> Confirmation email sent	<input type="checkbox"/> Invoice sent	<input type="checkbox"/> Payment received
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## Directions to the Academy

# THURGOONA TRAINING ACADEMY

