



Course Overview and Pre-Enrolment Information

- Manual Handling -

COURSE OVERVIEW

This course covers the skills and knowledge concerned with the workers ability to carry out their work in a safe manner within the health care environment. Topics included in this course are, follow organisations procedures, for a particular task, to minimize risk of injury, utilize and implement strategies as directed to improve workplace organisation.

QUALIFICATION INFORMATION

Upon successful completion of this course, participants will be awarded with the following:

HLTWHS005 – Conduct Manual tasks safely

This unit is nationally recognised and has been taken from the HLT Training Package.

COURSE REQUIREMENTS

One Unit Of Competency is required to complete this course.

Unit Code	Unit Title
HLTWHS005	Conduct manual tasks safely

VOCATIONAL OUTCOMES

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

- First Aider
- Office Administration
- General Duties
- Labourer

This Unit is appropriate for those working in:

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



DELIVERY

This Course is open to the public and conducted over a period of one (1) day. Course dates are available via the website or by contacting our office. Participants will be facilitated in a number of ways including both practical and theory activities. Face to Face training will be under the guidance of one of our qualified and experienced trainers who hold the relevant and up to date qualifications and Vocational Education. Tea/coffee, morning / afternoon tea and lunch are provided when delivered at TTA.

PRE-REQUISITES

This unit does not have any prerequisites.

ENTRY REQUIREMENTS

Participants are required to wear suitable attire and bring with them a pen/pencil.

LEARNING PATHWAYS

Further details can be found at 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.

RECOGNITION OF PRIOR LEARNING / RECOGNITION OF CURRENT COMPETENCY

As this course is of short duration RPL is not offered.

FEES, CHARGES AND REFUNDS

Thurgoona Training Academy does not require payment prior to attending this course. No fee for cancellation will be imposed providing we are notified 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.

STUDENT INFORMATION

If you require special assistance, including language literacy, and numeracy please notify us and support services can be arranged. Students that require any special dietary requirements should contact the Academy prior to commencement of course so alternative arrangements can be made. Students will be supplied with the 'Student Handbook' prior to commencement of training. This handbook provides students with training guidelines. All students have the right to lodge an appeal or complaint in regard to the outcome of this unit. For further information please request a copy of our appeals & complaints procedure via administration. For further information visit our website at: www.thurgoonatraining.com.au



HOW TO APPLY

Complete the attached “Confirmation / Booking form for Attending a Course” and return it to:

Postal address: 4 Bennett Road, Thurgoona NSW 2640
Academy: 137 Williams Road, Thurgoona NSW 2640
Fax: + 61 (02) 6043 3258
Email: office@thurgoonatraining.com.au

Participants are required to bring with them their USI number. Should you not already have your USI please apply for one at www.usi.gov.au

COURSE TIMES

Courses conducted at Thurgoona Training Academy commence at **8.30am** and conclude at approximately **4.30pm** unless specified otherwise. Participants are asked to ensure they arrive ten (10) minutes prior to commencement of the course.

COURSE FEES

The fee for this course is available upon request. This price does not attract GST. Payment options are direct deposit, EFTPOS or cash.

FURTHER INFORMATION

For further information regarding this or any other course please feel free to contact our office. Our office is attended weekdays between the hours of 8am and 5.30pm. Our website has other course information available 24hrs a day and is updated continuously. Our scope of registration can be found at the following address: www.training.gov.au

