



# Course Overview and Pre-Enrolment Information - Permit Issuer / Coordinator -

## COURSE OVERVIEW

This course is specifically designed for people who are required to issue and coordinate permit work. This competency covers the issue of any and all work permits. 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

## QUALIFICATION INFORMATION

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

MSMWHS201 – Conduct Hazard Analysis (MSA Manufacturing Training Package)

MSMPER300 – Issue Work Permits (MSA Manufacturing Training Package)

MSMPER202 – Observe Permit Work (MSA Manufacturing Training Package)

## COURSE REQUIREMENTS

Three Units Of Competency are required to complete this course

Unit Code	Unit Title
MSMWHS201	Conduct hazard analysis
MSMPER300	Issue Work Permits
MSMPER202	Observe Permit Work

## 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



## **DELIVERY**

This Course is open to the public and is available upon request. This course is conducted over one (1) day. 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.

## **PREREQUISITES / CO-REQUISITES**

This course does not contain any prerequisites.

## **ENTRY REQUIREMENTS**

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

## **LEARNING PATHWAYS**

Students who complete these Units Of Competency may be eligible for entry into further study such as: MSA30116 Certificate III in Process Manufacturing.

## **RECOGNITION OF PRIOR LEARNING / RECOGNITION OF CURRENT COMPETENCY**

Due the short nature of this course, 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](http://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](mailto: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](http://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](http://www.training.gov.au)

