

Student-Course Information	
Registration details	Vocational Education and Training Accreditation Board (VETAB) Registered Training Organisation number 90909 and ABN 63 114 756 857
Contact details	Phone 1300 559 064
Course name and code	BCCCM2009B Work in Confined Spaces
What will I receive following the course	A4 Statement of attainment and a plastic card
Type	<input type="checkbox"/> Qualification <input type="checkbox"/> Accredited Course <input checked="" type="checkbox"/> Unit of Competency
What Training Package does this course/unit come from	Civil Construction Industry BCC03
Partial completion	Certificate III in Civil Construction
How long is the course	The course can be completed over 16 hours
Is there a need to re-fresh this training on a yearly/three yearly cycle	It is recommended training
Course purpose and Vocational outcomes of this course/unit	This unit specifies the competency required to work in a confined space (enclosed or partially enclosed) for the purpose of carrying out work or inspections. It includes the minimum criteria for competency assessment. This unit includes entry and exit procedures, assessment of associated risks and how to operate safely in a confined space which is at atmospheric pressure during occupancy.
Is there a course/unit that I must complete prior to this training course? This is called a Pre-requisite	BCCCM100C Follow OH&S policies and procedures The pre requisite for the confined spaces courses is put in place to ensure that the students have a satisfactory knowledge of OH&S practices and procedures before attending the course. While the "BCCCM100C Follow OH&S policies and procedures" course is the listed pre requisite course, evidence can also be shown in the form of a whitecard qualification and/or industry experience. On the day of the course students will be required to complete a 10 questions RPL document to outline their previous experience and knowledge.
If I complete the pre-requisite at the same time of this course, the additional time would be	BCCCM1001C Follow OH&S policies and procedures 7 hours of additional training if the student does not have the pre-requisite. RPL is also available for this unit.

<p>Course fees</p>	<p>This course may be delivered by way of partnership arrangements with your trainer. The course fee will be paid direct to the trainer (the partner organisation). This course is usually arranged by the employer of a workgroup and the employer can be invoiced for the training. If the employer does not arrange the training, or the employer does not agree to fund the training, training fees must be paid by the individual students direct to the trainer. All partners will be required to meet minimum resource and facility requirements and course fees are available at the time of enrolment.</p>
<p>Where will the training be conducted?</p>	<p>The training required by the target group requires training either at the employer's workplace so that they can develop skills consistent with their job description in their own employment practice, at a simulated workplace or in a classroom. A flexible learning strategy incorporating On line learning programs may be utilised where appropriate. This information will be made available at the time of enrolment.</p>
<p>Induction procedures</p>	<p>A formal induction will be conducted at the start of your Course. The following is an outline of what is covered during this induction -</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Details of emergency procedures, emergency wardens, first aid, accident/injury reporting, security and occupational health and safety <input checked="" type="checkbox"/> Discussion of building access <input checked="" type="checkbox"/> Assessment information <input checked="" type="checkbox"/> All students have a copy of or have sighted the Student Handbook <input checked="" type="checkbox"/> Framework of the program , outcomes <input checked="" type="checkbox"/> Outline of course information and course delivery <input checked="" type="checkbox"/> Provides information on break times <input checked="" type="checkbox"/> Role of trainers <input checked="" type="checkbox"/> Recognition of prior learning – what is it, how to apply, procedures undertaken <input checked="" type="checkbox"/> Completion time frames <input checked="" type="checkbox"/> Facilities and equipment, amenities, refreshment areas <input checked="" type="checkbox"/> Messages <input checked="" type="checkbox"/> Contacting trainers <input checked="" type="checkbox"/> Classroom behaviour.

<p>Occupational health and safety of our students</p>	<p>Allens Training is committed to providing a safe and healthy work environment for its staff, students, contractors (such as trainers) and visitors. Allens encourages all workplace participants to regard accident prevention and working safely as a collective and individual responsibility.</p> <p>Allens Training recognises its corporate responsibility under the AOHS Acts and regulations. Students as well as trainers and assessors share a dual responsibility for ensuring the health and safety of staff, students, contractors and visitors. In fulfilling this responsibility, trainers have a duty to provide and maintain, as far as practicable, a learning environment that is safe and without risk to health.</p> <p>This includes to:</p> <ul style="list-style-type: none"> • Provide and maintain safe equipment and systems of work. • Provide, monitor and maintain systems for safe use, handling, storage and transportation of equipment and substances. • Maintain the workplace in a safe and healthy condition. • Provide adequate facilities to protect the welfare of all employees and students. • Provide information, training and supervision for all staff and contractors, helping them to integrate OHS into their work areas and roles. • Provide information, where relevant, to students, allowing them to learn in a safe and healthy manner. • Check OHS system compliance via ongoing auditing. • Integrate continuous improvement into the training - OHS performance. <p>Occupation Health & Safety Act can be found at www.legislation.nsw.gov.au</p>
<p>Is there any recognition of my prior learning or experiences (RPL) or recognition of my current competencies</p>	<p>If you have completed courses in a related field you may be able to take advantage of a facility called “RPL” or “Recognition of Prior Learning”. This means that account may be taken of related qualifications to satisfy some or all of the course requirements. Evidence considered for assessment is the RPL Application Form plus a wide range of supporting evidence. If further evidence is required then this is negotiated with the candidate. The process may include a further interview, written assignment, workplace assessment, and collection of other material.</p> <p>The outcome may be that we can:</p> <ol style="list-style-type: none"> 1. Provide the qualification based on the material supplied. 2. Provide the qualification subject to some form of assessment, but without classroom attendance. 3. Provide partial recognition of units of the course and thereby reduce the classroom and assessment process leading to course completion. <p>Fees will be charged for the RPL service and will be discussed when you approach Allen’s Training to determine the requirements that will need to be supplied.</p>

<p>Who would be the target audience for this course?</p>	<p>The target group will be construction workers requiring training in safely working in confined space,</p> <p>People who supervise but do not necessary enter confined spaces need to be aware of the risks and equipment checks that need to be in place to adequately protect people under their control</p>
<p>What does reasonable adjustment mean to the student</p>	<p>If a person with a disability meets essential entry requirements, the RTO must make changes or "reasonable adjustments" necessary for that person to perform their course-work.</p> <p>In most situations, the student with a disability will be able to tell the RTO what he or she needs to be able to study. If necessary, the RTO should also seek advice from disability areas within government departments or organisations that represent or provide services to people with a disability.</p> <p>Adjustments may include:</p> <ul style="list-style-type: none"> • Modifying educational premises. For example, making ramps, modifying toilets and ensuring that classes are in rooms accessible to the person with a disability. • Modifying or providing equipment. For example, lowering lab benches, enlarging computer screens, providing specific computer software or an audio loop system. • Changing assessment procedures. For example, allowing for alternative examination methods such as oral exams, or allowing additional time for someone else to write an exam for a person with a disability. • Changing course delivery. For example, providing study notes or research materials in different formats or providing a sign language interpreter for a deaf person.
<p>Physical disability</p>	<p>A person with a disability has the right to study at an educational institution in the same way as any other student.</p> <p>The <i>Disability Discrimination Act (DDA) 1992</i> makes it illegal for an educational authority to discriminate against persons with a disability. A registered training organisation (RTO) may not prejudice and must offer people with a disability the same educational opportunities as everyone else.</p> <p>The DDA protects people with a disability against discrimination in education, such as:</p> <p>Admission:</p> <ul style="list-style-type: none"> • Refusal or failure to accept an application for admission from a person with a disability • Accepting a person with a disability as a student on less favourable terms or conditions than others. For example, asking a person with a disability to pay higher fees. <p>Access:</p> <ul style="list-style-type: none"> • Denying or limiting access to people with a disability. For example, delivering lectures in an inaccessible format, inaccessible student facilities. • Subjecting a person with a disability to any other detriment such as discriminatory selection criteria.

<p>Access to student support:</p>	<p>Our clinical advisor is available either by email, jim@allenstraining.com.au or by phoning 1300 559 064. Assistance can also be available by contacting your Instructor.</p>
<p>Academic and Vocational Counselling</p>	<p>Students may receive academic or vocational counselling from the trainer or other qualified person. The trainer monitors the student's progress and intervenes to provide counselling or support and where needed refers the student on to the general manager, program manager or other qualified person, depending on the nature of the problem.</p>
<p>Personal Counselling</p>	<p>Any student showing signs of distress or discomfort is to be approached by the staff member who noticed and offered support. Support may take the form of advice, referral to the General Manager, or other qualified person, depending on the nature of the problem.</p>
<p>Language, Literacy and Numeracy Support</p>	<p>Students needing language, literacy and numeracy (LLN) support are identified on application. In most cases, LLN support can be provided. Where only a low level of support is needed, the program manager may arrange for the student to receive extra-curricular assistance from the trainer or other staff member. Where extensive support is needed, specialised LLN classes may be set up. This will attract a fee. Where an applicant's LLN deficiency will clearly inhibit achievement of learning outcomes and the applicant refuses LLN support, enrolment may be declined.</p>
<p>Where to go for additional support</p>	<p>If you feel that you have any problems with literacy and numeracy, we can arrange contact support units are:</p> <p>The Adult Literacy Information Office (TAFE NSW) Phone 131601 or Centrelink Literacy & Numeracy Training Phone 132850 or Southern Region Community College 1300 655 296 who have a certificate in General Education for Adults, which is a literacy program for adults to gain skills for employment and further training opportunities. They offer, one on one or small groups, with confidentiality assured.</p>

<p>Appeals and complaints</p>	<p>All students have the right to express a concern or problem they may be experiencing when undergoing training. If you have a concern and wish to lodge a complaint, initially make a formal or informal approach to your trainer/assessor, or to the Office Manager. At any time you may phone 1300 559 064 and press 5 and request assistance from the welfare officer.</p> <p>The complaint procedures are as follows:</p> <ol style="list-style-type: none"> 1. All complaints must be made in writing and addressed to the Complaint Officer – Complaints to be initially assessed by Manager who will then make the decision in regard to the response required and the personnel responsible for replying. 2. In cases where complaints require further consultation, or assessment, the complaint will be directed to the General Manager –All complaints must be responded to in writing within in 24 hours of receipt <p>All grievances will be treated with confidentiality and will in no way be detrimental to the initiator.</p>
<p>Refund policy</p>	<p>Following receipt of any pre course study material, there is a service charge for non-attendance to the course. There are no exit fees for substitution of another date.</p>
<p>Lost or damage certificates</p>	<p>Lost certificates can be replaced on request. Fees apply for this replacement; currently this fee is \$11. An application form is located on our web site for requesting a replacement. The link is http://www.allenstraining.com.au/Documents.aspx</p> <p>You should allow a minimum of 7 working days to receive the replacement certificate.</p>
<p>What is in the course (course content)</p>	
<p>Practical skills assessments to be undertaken by the student. There is a requirement for Safe preparation, entry and exit is performed applying all appropriate approval and testing procedures for a minimum of three different confined space projects</p> <p>Workplace scenarios incorporated into Practical Skills assessments. Practical studies will be used (tailored to the workplace for on site courses) to enable participants to demonstrate their understanding of the application of the policies and procedures.</p> <p>The training required by the target group requires training at the employer's workplace so that they can develop skills consistent with their job description in their own employment practice.</p> <p>The course can be completed over 16 hours.</p>	

How will I be assessed in this course

Written paper – comprisingshort answer/multiple choice questions. The pass mark will be 75%.

Group activities and questioning

Practical demonstrations

Based on group activities and practical demonstrations, your Trainer/assessor will determine whether you have acquired the following competencies:

This is a short description of the training package and the fine detail concerning the course:

	Element and Performance Criteria -	Range Statement
1	<p>Plan and prepare</p> <p>1.1 Work instructions, including plans, specifications, quality requirements and operational details relevant to the tasks are obtained, confirmed and applied to the allotted task</p> <p>1.2 Safety requirements are obtained from the site safety plan and organisational policies and procedures, confirmed and applied to the allotted task</p>	<p>Confined space work permits are to include but not be limited to location of work, duration of work, size of work crew, atmospheric testing requirements, personal protective equipment, hot work, stand-by personnel and rescue arrangements, other precautions (signs, barriers) and authorisation</p> <p>Risks associated with confined spaces may include but not be limited to restricted means of entry and exit, atmosphere which contains potentially harmful levels of contaminant, unsafe oxygen levels or engulfment</p> <p>Hazards and risks may include but not be limited to fires, underground services, excavations, traffic, hazardous materials, contaminated atmosphere and toxic gases</p> <p>Personal protective equipment is to include that prescribed under legislation, regulation and workplace policies and practices</p> <p>Safe work procedures or equivalent related to working in confined spaces</p> <p>Regulatory/legislative requirements pertaining to working in confined spaces</p> <p>Manufacturers' specifications and instructions Organisation work specifications and requirements.</p> <p>Instructions issued by authorised organisational or external personnel</p> <p>Relevant Australian Standards</p>

<p>1.3 Authorisation (entry permit) to enter the confined space is obtained in accordance with regulatory requirements</p>	<p>Confined spaces may include but not be limited to culverts, storm water systems, access chambers, gully pits, live or inactive sewer mains, environmental traps and tanks, trenches, box girders and bridge voids</p> <p>Quality requirements may include but not limited to dimensions, tolerances, standards of work and material standards as detailed in the project drawings, specifications and project documentation to meet client satisfaction</p> <p>Statutory/Regulatory Authorities may include Federal, State and Local Authorities</p>
<p>1.4 Emergency response procedure is confirmed with the stand-by person</p>	<p>Safe operating procedures are to include but not be limited to recognising and preventing hazards associated with working in confined spaces, working in proximity to others, worksite visitors and the public</p>
<p>1.5 Signage and barrier requirements are identified and obtained from the project plan and implemented</p>	<p>Safety signs and symbols are to include but not be limited to hazard identification, site safety, directional, traffic and warning signs and symbols</p>
<p>1.6 Tools and equipment selected to carry out tasks are consistent with the requirements of the job, checked for serviceability and any faults are rectified or reported</p>	<p>Tools and equipment are to include but not limited to: harness and lifeline, respirator apparatus, atmospheric testing equipment, signs, barricades, communication devices, tools and equipment relevant to the work to be performed</p> <p>Respiratory protection devices are to include but not be limited to air purifying respirators and may include self contained compressed air breathing apparatus, supplied airline breathing apparatus and escape breathing apparatus and atmospheric monitoring devices</p>
<p>1.7 Environmental protection requirements are identified from the project environmental management plan, confirmed and applied to the allotted task</p>	<p>Environmental requirements are to include but are not limited to organisational/project environmental management plan, waste management, water quality protection, noise, vibration, dust and clean-up management</p>
<p>1.8 Rescue equipment as required by the entry permit is positioned close to the point of entry</p>	<p>OH&S requirements are to be in accordance with State or Territory legislation and regulations, organisational safety policies and procedures, and project safety plan. This may include protective clothing and equipment, use of tools and equipment, workplace environment and safety, handling of materials, use of fire fighting equipment, use of first aid equipment, hazard control and hazardous materials and substances</p>

2	Enter and work in the confined space	
	2.1 Access cover is removed or opened as required	
	2.2 Confined space is entered according to agreed procedure	Planning and preparation is to include but not be limited to worksite inspection, equipment defect identification, assessment of conditions and hazards and determination of work requirements
	2.3 Atmosphere is tested and monitored for harmful elements in accordance with organisations procedures	Information sources may include but not be limited to verbal or written and graphical instructions, signage, work schedules/plans/specifications, work bulletins, charts and hand drawings, memos, maps, material safety data sheets (MSDS) and diagrams or sketches
	2.4 Communication is maintained with the stand-by person	Communications are to include but not limited to verbal instructions and fault reporting and may include two way radio, hand signals, mobile phone, site specific instructions, written instructions or instructions related to job/task
	2.5 Designated work in confined space complies with entry permit requirements	Signage may include but not be limited to site safety signage, temporary signage for the benefit of motorists and pedestrians and barricades
	2.6 Allocated entry time is monitored and adhered to	
3	Exit confined space	Appropriate personnel to be contacted in case of an emergency, accident, fire or to report a risk are designated safety officers, determined by the enterprise, who have undertaken specific safety response training, supervisors, managers or other senior personnel
	3.1 Confined space is exited according to agreed procedure	
	3.2 Tools, equipment and materials are recovered from the confined space	Tools and equipment are to include but not limited to harness and lifeline, respirator apparatus, atmospheric testing equipment, signs, barricades, communication devices, tools and equipment relevant to the work to be performed
	3.3 Access cover is replaced or closed as required	
	3.4 Tagging and lock-out procedures are applied as required	
	3.5 Confined space entry log is completed	
4	Clean up	
	4.1 Work area is cleared and materials disposed of or recycled in accordance with project environmental management plan	
	4.2 Tools and equipment are cleaned, checked, maintained and stored in accordance with manufacturers' recommendations and standard work practices	

	<p>4.3 Barriers and signs are removed, cleaned and stored</p>	<p>Signage may include but not be limited to site safety signage, temporary signage for the benefit of motorists and pedestrians and barricades</p>
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