

| PROVIDER DETAILS | |
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| Name of RTO | Allens Training Pty Ltd |
| RTO number | 90909 |
| Phone number | 1300 559 064 |
| Web site | www.allenstraining.com.au |
| ABN number | 63 114 756 857 |
| Registration details | Our scope of training is listed on the National Training Information Service. The link to our registration is http://www.ntis.gov.au/Default.aspx?RTO/90909 . As an RTO we comply with Essential Standards as required by the AQTF. |
| Rights and Responsibilities | <p>This course information sheet is designed be read in conjunction with the “Student Agreement”</p> <p>The “Student Agreement” must be read before enrolling into any training course delivered by Allens Training or any of it’s partner organisations. It is a condition of enrolment that you and we agree to abide by the terms and conditions outlined in the “Student Agreement”</p> <p>This agreement can be viewed and downloaded at</p> <p>http://www.allenstraining.com.au/f.ashx/downloads/Student-Agreement-Jan-2nd-2011.pdf</p> |
| COURSE INFORMATION | |
| Unit Code | HLTHSE204B |
| Unit Title | Follow Safe Manual Handling Practices |
| Course Outcomes | This unit is concerned with the workers ability to carry out their work in a safe manner within the health care environment. Work will usually be performed within a prescribed range of functions involving known routines and procedures |
| Duration of course | <p>Initial course 4 hours</p> <p>These courses provide for delivery in a variety of modes including:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> classroom delivery <input checked="" type="checkbox"/> workplace training and/or simulated workplace <p>Strategies should be selected to reflect the nature of the elements and performance criteria and the needs of the participants. Some areas of content may be common to more than one element and therefore integration may be appropriate. An appropriate mix of knowledge and skills development is important</p> <p>Refresher course from 2 to 4 hours</p> |
| Award Issued | Students who successfully complete this nationally recognised training will be awarded the statement of attainment: HLTHSE204B Follow Safe Manual Handling Practices |
| Pathways to other qualifications or employment opportunities | <p>Students who successfully completed this qualification may be eligible for entry into further study such as:</p> <p>Cert II in Health Support Services HLT21207 or</p> <p>Certificate IV in Occupational Health and safety</p> |
| Where is the training package information located? | <p>A copy of training package information related to this qualification can be found at:</p> <p>http://www.allenstraining.com.au/courses/occupational-health-and-safety/follow-safe-manual-handling-practices.aspx</p> |
| Language and literacy requirements | <p>Language, literacy and numeracy requirements are needed to undertake this course.</p> <p>Specifically you would need the ability to:</p> <ul style="list-style-type: none"> • Follow workplace policies and procedures in relation to pacing and scheduling of tasks • Access and understand Legislative requirements and best practice approaches to OHS • Use reading and writing skills required to fulfil job roles in a safe manner and as specified by organisation/service <p>Further detailed information can be obtained from the “Australian Core Skills Framework” - a copy of this document is available by clicking on the link http://www.allenstraining.com.au/f.ashx/downloads/ACSFsummaryfinaltoprint2.pdf</p> |

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| Pre-requisites | Nil |
| Student rights | A detailed description in the student agreement concerning your rights and responsibilities is available on our website. This important information should be read prior to the course. An example of some of the information that is contained in this document include our refund policy, complaints procedures, who to talk to concerning issues raised during the class, assessments information and guarantees. |
| How does legislation affect my training? | This unit is based on the <i>National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards</i> , <i>National Code of Practice for Manual Handling 1990</i> , <i>An Employer's Guide to the Manual Tasks Advisory Standard 2000</i> , <i>National Standard for Manual Handling (1990)</i> , <i>Occupational Health and Safety (Manual Handling) Regulations 1988</i> , Workcover publications |
| Target Audience | Those students who have a manual handling element in their workplace, eg nursing staff, aged care workers, store person, packers |
| Is there any recognition of my prior learning or experiences (RPL) or recognition of my current competencies? | <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, even if they are issued by another Registered Training Organisation, 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> |
| Course fees | 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. |
| Refund Policy | A detailed explanation of our refund policy is contained in the "Student Agreement" |
| Location of the training | 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. |
| What to bring | <ul style="list-style-type: none"> • Lunch if applicable • Pen and note paper • ID sufficient for 100 points of ID |
| Identifying Special Needs | Person(s) participating in training may have special needs. Where these needs are identified through the enrolment process the trainer will explore the options available to them to support the learner through the training program. Candidates with special needs may include those with language, literacy and/or numeracy problems, disabilities, and anxious or inexperienced candidates. |
| Support services | <p>At any time, assistance is always available by email jim@allenstraining.com.au or phoning the office 0248228066 and ask for Jim to discuss the levels of assistance available.</p> <p>Client Support services are also listed in the "Student Agreement"</p> |
| Reasonable adjustment | <p>As an example, 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> |

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| | <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>Infrastructure requirements</p> | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> All staff involved in the delivery and assessment of this unit, have direct access to the current version of the relevant training package, including the appropriate units of competency, assessment guidelines and qualification structure. See internal Intranet access <input checked="" type="checkbox"/> All staff involved in delivering the program have access to trainer, assessor and candidate support materials relevant to their areas of delivery and assessment <input checked="" type="checkbox"/> All staff will have access to continuing training. An annual conference day is held for all staff, with extra training sessions available on request should the need arise <input checked="" type="checkbox"/> The RTO has access to staff and training/assessment resources to meet the requirements of candidates with special needs and has an assessment process that is capable of supporting reasonable adjustment procedures <input checked="" type="checkbox"/> All participants will have a learning resource supplied to them <input checked="" type="checkbox"/> Fully equipped training room (should include but not be limited to: whiteboard, computer for power point presentations, VCR/DVD player) must be available for each course. We have reviewed the equipment required to conduct this course |
| <p>Resources required by the trainer to conduct this training</p> | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Boxes <input checked="" type="checkbox"/> Workplace manual handling equipment <input checked="" type="checkbox"/> Workplace policies and procedures (samples may include hazard identification procedures, emergency, fire and accident procedures, job procedures and work instructions) |
| <p>Assessments methods explained</p> | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Written paper for every unit short answer/multiple choice questions. The pass mark is 75%. <input checked="" type="checkbox"/> Group activities and questioning <input checked="" type="checkbox"/> Practical demonstrations/skills assessments <p>Based on a combination of the written paper, progressive group activities and practical demonstrations/skills assessments, your Trainer/assessor will determine whether you have acquired the competencies required for the unit</p> <p>Progressive practical assessments that include:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Apply lifting, lowering and transfer techniques <input checked="" type="checkbox"/> Apply safe handling practices and other safety procedures <input checked="" type="checkbox"/> Implement practices to prevent or minimise risk <input checked="" type="checkbox"/> Demonstrate correct use of equipment <input checked="" type="checkbox"/> Identify, assess, and report hazards and risks in the workplace both indoors and outdoors <p>Multiple choice quiz 20 question multi choice question paper</p> <p>Oral questioning throughout the course</p> |
| <p>Summative assessment</p> | <p>A summative assessment occurs at the end of the training and assesses a whole of course approach a measure of accountability or what has been learnt after the learning process has taken place e.g. formal test or final practical assessment</p> |
| <p>Formative assessment</p> | <p>Formative assessments occurs during the course when content is being taught and learned and should continue throughout the period of learning and is not meant to assign competency</p> |
| <p>Evidence required to demonstrate competency in this unit</p> | <p>This unit is most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions</p> |

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| Evidence gathering techniques | The letters on the chart refer to the documented evidence gathering techniques used | | | | | | | | | |
| | Program area | A | B | C | D | E | F | G | H | |
| | OHS considerations and hazard identifications | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | |
| | Follow procedures to reduce risks | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | |
| | Implement strategies to improve the workplace | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | |
| Key: A Demonstration C Interview E Role play G Written test B Oral questioning D Group scenario F Case study H Pre course work book | | | | | | | | | | |
| Assessing the evidence | Assess the evidence gathered against the unit of competency being assessed. Each learner requires: <input checked="" type="checkbox"/> Student Enrolment and Assessment Record (records the final assessment result) | | | | | | | | | |
| Employability Skills | The required outcomes described in this unit of competency contain applicable facets of Employability Skills The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements | | | | | | | | | |
| Essential knowledge | <ul style="list-style-type: none"> • Significant hazards in the workplace both indoors and outdoors • Location and use of safety equipment such as fire extinguishers and emergency units and alarms • Workplace procedures that apply to fire, accidents and emergency situations • Potential hazards in the workplace and the risks/potential risks of certain behaviours, layouts/features • Legislative requirements and best practice approaches to OHS • Rights and obligations of employees and employers regarding OHS • Reporting mechanisms required for workplace injury and compensation claims | | | | | | | | | |
| Essential skills | Ability to: <ul style="list-style-type: none"> • Apply lifting, lowering and transfer techniques of manual handling • Implement practices to prevent or minimise risk • Apply safe handling practices and other safety procedures • Demonstrate correct use of equipment according to manufacturers' specifications • Use reading and writing skills required to fulfil job roles in a safe manner and as specified by organisation/service. The level of skill may include the ability to: <ul style="list-style-type: none"> - understand symbols used in OHS signs - read workplace safety pamphlets or procedure manuals - read labels and handling chemicals such as cleaning fluids - understand that literacy support is available in the workplace and may range from having access to support or assistance from expert/mentor/supervisor, to having no communication supports available. Literacy may be required in English or a community language depending on the language used in pamphlets or workplace manuals • Use oral communication skills required to fulfil job roles in a safe manner and as specified by the organisation/service. Assessors should look for skills in: <ul style="list-style-type: none"> - asking questions - providing clear information - listening to and understanding workplace instructions - clarifying workplace instructions when necessary • Recognise that service/organisation may require competence in English or a community language, depending on client group | | | | | | | | | |