

PROVIDER DETAILS	
<b>Name of RTO</b>	<b>Allens Training Pty Ltd</b>
<b>RTO number</b>	<b>90909</b>
<b>Phone number</b>	<b>1300 559 064</b>
<b>Web site</b>	www.allenstraining.com.au
<b>ABN number</b>	63 114 756 857
<b>Registration details</b>	Our scope of training is listed on the National Training Information Service. The link to our registration is <a href="http://www.ntis.gov.au/Default.aspx?RTO/90909">http://www.ntis.gov.au/Default.aspx?RTO/90909</a> . As an RTO we comply with Essential Standards as required by the AQTF.
<b>Rights and Responsibilities</b>	<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 <a href="http://www.allenstraining.com.au/f.ashx/downloads/Student-Agreement-Jan-2nd-2011.pdf">http://www.allenstraining.com.au/f.ashx/downloads/Student-Agreement-Jan-2nd-2011.pdf</a></p>
COURSE INFORMATION	
<b>Unit Code</b>	<b>BCCCM1001C</b>
<b>Unit Title</b>	<b>Follow OH&amp;S Policies and Procedures</b>
<b>Course Outcomes</b>	<p>This unit specifies the competency required to work safely on a civil construction site adhering to OH&amp;S policies and procedures. It includes the minimum criteria for competency assessment. This unit includes emergency procedures, identification of hazards applicable to civil construction workplaces and basic risk assessment.</p> <p>This is not the unit required for entry to working on a construction site. That unit is CPCCOHS1001A Work safely in the construction industry</p>
<b>Duration of course</b>	6 hours
<b>Award Issued</b>	Students who successfully complete this nationally recognised training will be awarded the statement of attainment: BCCCM1001C Follow OH&S Policies and Procedures
<b>Pathways to other qualifications or employment opportunities</b>	Students who successfully completed this qualification may be eligible for entry into further study such as BCCCM 2009B Work in confined space
<b>Where is the training package information located?</b>	A copy of training package information related to this qualification can be found at <a href="http://www.allenstraining.com.au">www.allenstraining.com.au</a>
<b>Language, literacy and numeracy requirements</b>	<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"> <li>• Locate and interpret OHS standards and legislation</li> <li>• Compliance with OHS signs and policies</li> <li>• Communication skills</li> <li>• Reading safety equipment and signs</li> </ul> <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 <a href="http://www.allenstraining.com.au/f.ashx/downloads/ACSFsummaryfinaltoprint2.pdf">http://www.allenstraining.com.au/f.ashx/downloads/ACSFsummaryfinaltoprint2.pdf</a></p>
<b>Pre-requisites</b>	Nil
<b>Student rights</b>	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.
<b>How does legislation affect my training?</b>	This course follows appropriate State or Territory legislation.
<b>Target Audience</b>	For those workers who require training on a civil construction site adhering to OHS policies and procedures
<b>Is there any recognition of my prior learning or experiences (RPL) or recognition of my current competencies?</b>	<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"> <li>1. Provide the qualification based on the material supplied.</li> <li>2. Provide the qualification subject to some form of assessment, but without classroom attendance.</li> <li>3. Provide partial recognition of units of the course and thereby reduce the classroom and assessment process leading to course completion.</li> </ol> <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>
<b>Course fees</b>	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.
<b>Refund Policy</b>	A detailed explanation of our refund policy is contained in the "Student Agreement"
<b>Location of the training</b>	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.
<b>What to bring</b>	<ul style="list-style-type: none"> <li>• Pen and note paper</li> <li>• ID sufficient for 100 points of ID</li> <li>•</li> </ul>
<b>Identifying Special Needs</b>	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.
<b>Support services</b>	<p>At any time, assistance is always available by email <a href="mailto:jim@allenstraining.com.au">jim@allenstraining.com.au</a> or phoning the office 0248228066 and ask for Jim to discuss the levels of assistance available.</p> <p>Client Supports services are also listed in the "Student Agreement"</p>
<b>Reasonable adjustment</b>	<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> <p><b>Adjustments may include:</b></p> <ul style="list-style-type: none"> <li>• Modifying educational premises. For example, making ramps, modifying toilets and ensuring that classes are in rooms accessible to the person with a disability.</li> <li>• Modifying or providing equipment. For example, lowering lab benches, enlarging computer screens, providing specific computer software or an audio loop system.</li> <li>• Changing assessment procedures. For example, allowing for alternative examination methods</li> </ul>

	<p>such as oral exams, or allowing additional time for someone else to write an exam for a person with a disability.</p> <ul style="list-style-type: none"> <li>• Changing course delivery. For example, providing study notes or research materials in different formats or providing a sign language interpreter for a deaf person.”</li> </ul>																																																						
<p><b>Infrastructure requirements</b></p>	<ul style="list-style-type: none"> <li>☑ 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</li> <li>☑ All staff involved in delivering the program have access to trainer, assessor and candidate support materials relevant to their areas of delivery and assessment</li> <li>☑ 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</li> <li>☑ 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</li> <li>☑ All participants will have a learning resource supplied to them</li> <li>☑ 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</li> </ul>																																																						
<p><b>Resources required by the trainer to conduct this training</b></p>	<ul style="list-style-type: none"> <li>☑ Tools and equipment are to include but not be limited to first aid kits, and personal protective equipment</li> <li>☑ Communication equipment</li> <li>☑ Information sources such as legislations, MSDS sheets, SWP, relevant standards, codes of practice</li> </ul>																																																						
<p><b>Assessments methods explained</b></p>	<ul style="list-style-type: none"> <li>☑ Written paper for every unit short answer/multiple choice questions. The pass mark is 75%.</li> <li>☑ Group activities and questioning</li> <li>☑ Practical demonstrations/skills assessments.</li> </ul> <p>Based on a combination of the written paper, group activities and practical demonstrations/skills assessments, your Trainer/assessor will determine whether you have acquired the competencies required for each unit</p> <p><b>Progressive practical assessments that include:</b></p> <ul style="list-style-type: none"> <li>• <b>Two risk hazard and risk assessments</b></li> </ul> <p><b>Multiple choice quiz</b> question paper</p> <p><b>Oral questioning throughout the course</b></p>																																																						
<p><b>Summative assessment</b></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><b>Formative assessment</b></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><b>Evidence required to demonstrate competency in this unit</b></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>																																																						
<p><b>Evidence gathering techniques</b></p>	<p>The letters on the chart refer to the documented evidence gathering techniques used</p> <table border="1" data-bbox="391 1758 1460 2049"> <thead> <tr> <th>Program area</th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> </tr> </thead> <tbody> <tr> <td>OHS considerations and hazard identifications</td> <td>☑</td> <td>☑</td> <td></td> <td>☑</td> <td>☑</td> <td></td> <td>☑</td> <td></td> </tr> <tr> <td>Hazards and risk</td> <td>☑</td> <td>☑</td> <td></td> <td>☑</td> <td>☑</td> <td></td> <td>☑</td> <td></td> </tr> <tr> <td>Follow emergency procedures</td> <td>☑</td> <td>☑</td> <td></td> <td>☑</td> <td>☑</td> <td></td> <td>☑</td> <td></td> </tr> <tr> <td>Safe work practices</td> <td>☑</td> <td>☑</td> <td></td> <td>☑</td> <td>☑</td> <td></td> <td>☑</td> <td></td> </tr> <tr> <td colspan="9">                     Key: <b>A</b> Demonstration      <b>C</b> Interview      <b>E</b> Role play      <b>G</b> Written test  <b>B</b> Oral questioning      <b>D</b> Group scenario      <b>F</b> Case study      <b>H</b> Pre course work book                 </td> </tr> </tbody> </table>	Program area	A	B	C	D	E	F	G	H	OHS considerations and hazard identifications	☑	☑		☑	☑		☑		Hazards and risk	☑	☑		☑	☑		☑		Follow emergency procedures	☑	☑		☑	☑		☑		Safe work practices	☑	☑		☑	☑		☑		Key: <b>A</b> Demonstration <b>C</b> Interview <b>E</b> Role play <b>G</b> Written test <b>B</b> Oral questioning <b>D</b> Group scenario <b>F</b> Case study <b>H</b> Pre course work book								
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<b>Assessing the evidence</b>	<p>Assess the evidence gathered against the unit of competency being assessed. Each learner must submit a completed:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Student Enrolment and Assessment Record (records the final assessment result)</li> </ul>
<b>Employability Skills</b>	<p>The required outcomes described in this unit of competency contain applicable facets of Employability Skills</p> <p>The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements</p>
<b>Essential knowledge</b>	<ul style="list-style-type: none"> <li>• Commonwealth and/or State/Territory OHS legislation</li> <li>• Civil construction worksite hazards</li> <li>• Site and equipment safety requirements</li> <li>• Personal protective equipment and clothing</li> <li>• Worksite Signage</li> <li>• Accidents and injuries</li> <li>• Company procedures</li> <li>• Regulations</li> <li>• OH&amp;S policies and procedures</li> <li>• Induction procedures</li> <li>• Emergency response and evacuation procedures</li> <li>• Materials Safety Data Sheets and materials handling methods</li> <li>• Quality assurance systems and standards</li> <li>• Communication devices</li> <li>• Civil Construction Terminology</li> <li>• JSA's/Safe work method statement</li> <li>•</li> </ul>
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>• Location, interpretation and application of relevant information, standards and specifications</li> <li>• Compliance with OH&amp;S regulations and State/Territory legislation applicable to workplace operations</li> <li>• Compliance with organisational policies and procedures including quality assurance requirements</li> <li>• Undertake two separate basic risk assessment activities which include, hazard identification, assessment of the risk(s) and the implementation of control measures.</li> <li>• Participation in a simulated workplace accident in accordance with organisational policies and procedures</li> <li>• Participation in a simulated workplace fire incident in accordance with organisational policies and procedures</li> <li>• Evacuation of a site through simulated response to an emergency complying with workplace procedures</li> <li>• Safe and effective operational use of tools, plant and equipment</li> <li>• Communication and working effectively and safely with others</li> </ul>