

## 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 web site <a href="http://www.training.gov.au">www.training.gov.au</a> . Our registration number is 90909. A direct link can be located <a href="#">here</a> .
<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>CPCCOHS1001A:</b>
<b>Unit Title</b>	<b>Work safely in the construction industry</b>
<b>Residential status</b>	The NSW White card course (CPCCOHS1001A: Work safely in the construction industry) can only be completed by those students who have a NSW residential address.
<b>Age restriction</b>	You must be over 14 years of age to complete this course
<b>Proof of ID requirements</b>	<ol style="list-style-type: none"> <li>To be able to complete this course you must have a residential address in NSW.</li> <li>You must be able to provide 100 points of ID on the day before you commence the course. Failure to produce the 100 points of ID, you will not be able to commence the training on the day.</li> </ol> <p><b>This is a NSW WorkCover regulation and there are no exceptions on the day.</b></p> <p><b>The proof of identity requirements can be found at</b>  <a href="http://www.allenstraining.com.au/f.ashx/evidence_of_identity_information_sheet_employers_participants_2097.pdf">http://www.allenstraining.com.au/f.ashx/evidence_of_identity_information_sheet_employers_participants_2097.pdf</a></p>
<b>Exemptions</b>	There are some exceptions that can be applied for, but these must be applied to Allens Training at least 7 days prior to the course, as we are required to submit the exception to WorkCover NSW. Please note that this is not an automatic acceptance from WorkCover but reasonable requests are considered.
<b>Course Outcomes</b>	<p>This unit of competency specifies the outcomes required to undertake Occupational Health and Safety (OHS) induction training within the construction industry.</p> <p>It requires the ability to demonstrate personal awareness of OHS legislative requirements, and the basic principles of risk management and prevention of injury and illness in the construction industry.</p> <p>Licensing requirements will apply to this unit of competency depending on the regulatory requirements of each jurisdiction.</p>
<b>Duration of course</b>	<p>7 hours</p> <p>6 hours face to face training</p> <p>30 minutes approximately for assessments</p> <p>30 minutes for lunch</p>
<b>Award Issued</b>	<p>If you have successfully completed the training course you will be issued with a WorkCover Statement of Training (SOT) current for a period of 30 days. The SOT will be issued on the <b>day of training</b> and allows you to work immediately on a construction site.</p> <p>Allens Training will issue you a statement of attainment CPCCOHS1001A: Work safely in the construction industry. You will receive this in the mail within <b>14 days</b> of the course</p> <p>WorkCover NSW will issue you a NSW Construction Induction card. (NSW White Card) You will receive in the mail</p>

	from WorkCover NSW to the NSW residential address you supplied. This may take up to 30 days.
<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: CPCC10107 Certificate I in Construction
<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/courses/construction-industry/nsw-work-safely-in-the-construction-industry.aspx">http://www.allenstraining.com.au/courses/construction-industry/nsw-work-safely-in-the-construction-industry.aspx</a>
<b>Language, literacy and numeracy requirements</b>	Language, literacy and numeracy requirements are needed to undertake this course. Specifically you would need the ability to: <ul style="list-style-type: none"> <li>• Read safety signs</li> <li>• Communicate hazards when found</li> <li>• Ask questions and relay information to others</li> <li>• Be able to discuss risk management techniques</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>	Must live in and have a NSW residential address.
<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 NSW legislation.
<b>Target Audience</b>	The unit CPCCOHS1001A Work safely in the construction industry is designed to meet OHS regulatory authority requirements for OHS induction and must be achieved before access to any building and construction work site.  The target group will be others entering construction site who require training in safely working in construction sites.
<b>Is there any recognition of my prior learning or experiences (RPL) or recognition of my current competencies?</b>	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.  The outcome may be that we can: <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>• Lunch</li> </ul>
<b>Identifying Special Needs</b>	<p>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.</p>
<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 such as oral exams, or allowing additional time for someone else to write an exam for a person with a disability.</li> <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>
<b>Infrastructure requirements</b>	<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>
<b>Resources required by the trainer to conduct this training</b>	<ul style="list-style-type: none"> <li>☑ Workplace location or simulated workplace</li> <li>☑ Materials relevant to following OH&amp;S policies and procedures, including PPE samples</li> <li>☑ Sample documentation required to record and report hazards.</li> <li>☑ Sample safety signs and symbols these are also listed in the student manual.</li> <li>☑ Equipment appropriate to following OH&amp;S policies and procedures</li> <li>☑ Specifications and work instructions</li> <li>☑ Relevant Commonwealth, State and/or Territory Legislation.</li> <li>☑ Code of practice, return to work forms</li> </ul>
<b>Assessments methods explained</b>	<ul style="list-style-type: none"> <li>☑ Written paper. The pass mark is 75%.</li> <li>☑ Group activities and questioning</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>

**Progressive practical assessments that include:** 2 practical risk assessment

**Multiple choice quiz**

40 true and false question paper

**Oral questioning throughout the course**

The CPSISC mandated assessment form is used in this course

**Summative assessment**

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

**Formative assessment**

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

**Evidence required to demonstrate competency in this unit**

This unit is most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions

**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
Identify OHS requirements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Identify construction hazards & control measures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Communication requirements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Identify OHS incident response procedures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Knowledge of safe work practices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
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								

**Assessing the evidence**

Assess the evidence gathered against the unit of competency being assessed. Each learner must submit a completed:

- 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**

Required knowledge for this unit is:

applicable Commonwealth, State or Territory OHS legislation, regulations, standards, codes of practice and industry standards/guidance notes relevant to own work, role and responsibilities

basic principles of risk management and assessment for construction work

common construction hazards

common construction safety signage and its meanings

general construction emergency response and evacuation procedures

general construction work activities that require licenses, tickets or certificates of competency

general first aid response requirements

general procedures for raising OHS issues

general procedures for reporting OHS hazards, accidents, incidents, emergencies, injuries, near misses and dangerous occurrences

general procedures for responding to hazards, incidents and injuries

general workers' compensation and injury management requirements

OHS hierarchy of controls

OHS responsibilities and rights of duty holders, including:

persons in control of construction work/projects  
employers and self-employed persons  
supervisors  
employees  
designers  
inspectors  
manufacturers and suppliers  
own responsibilities to comply with safe work practices relating to:  
housekeeping  
identification of hazards  
preventing bullying or harassment

- smoking
- use of amenities
- use of drugs and alcohol
- role of OHS committees and representatives
- types of common personal protective equipment and fire safety equipment
- types of OHS information and documentation.

**Essential skills**

Required skills for this unit are:

- communication skills to:
  - clarify OHS legislative requirements
  - verbally report construction hazards and risks
  - ask effective questions
  - relay information to others
  - discuss OHS issues and information
- comprehension skills to:
  - explain the basic OHS legislative requirements which will be applicable to own work
  - explain the meaning of safety signs and symbols
  - identify common construction hazards
  - discuss the basic principles of risk management.