### PROVIDER DETAILS

<table>
<thead>
<tr>
<th>Name of RTO</th>
<th>Allens Training Pty Ltd</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTO number</td>
<td>90909</td>
</tr>
<tr>
<td>Phone number</td>
<td>1300 559 064</td>
</tr>
<tr>
<td>Web site</td>
<td><a href="http://www.allentraining.com.au">www.allentraining.com.au</a></td>
</tr>
<tr>
<td>ABN number</td>
<td>63 114 756 857</td>
</tr>
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**Registration details**  

### Rights and Responsibilities

This course information sheet is designed to be read in conjunction with the “Student Agreement”. The “Student Agreement” must be read before enrolling into any training course delivered by Allens Training or any of its 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”. This agreement can be viewed and downloaded at [http://www.allentraining.com.au/f.ashx/downloads/Student-Agreement-Jan-2nd-2011.pdf](http://www.allentraining.com.au/f.ashx/downloads/Student-Agreement-Jan-2nd-2011.pdf)

### COURSE INFORMATION

#### Unit Code
RIIOHS202A

#### Unit Title
Enter and Work in Confined Spaces

**Course Outcomes**  
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.

#### Duration of course
Two day course as per industry standards

#### Award Issued
Students who successfully complete this nationally recognised training will be awarded the statement of attainment: RIIOHS202A Enter and Work in Confined Spaces

#### Pathways to other qualifications or employment opportunities
Students who successfully completed this qualification may be eligible for entry into further study such as: Certificate III In Civil Construction (RII30909)

#### Where is the training package information located?

#### Language, literacy and numeracy requirements

Specifically you would need the ability to:
- Read permits, and other safety related documents such as safe work method statements
- Read and understand safety signs
- Read equipment such as oxygen testing equipment


#### 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 course follows appropriate State or Territory legislation.

### Target Audience

The target group will be construction workers requiring training in safely working in confined space at worksites within:

- Civil construction
- Coal mining
- Drilling
- Extractive industries
- Metalliferous mining

People who supervise but do not necessarily 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.

### Is there any recognition of my prior learning or experiences (RPL) or recognition of my current competencies?

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:

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.

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.

### 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 in the classroom and practical skills assessments to be undertaken in a suitably equipped simulated confined space environment. This allows students to develop skills consistent with their job roles in a simulated environment and in a classroom setting.

### What to bring

- Pen and note paper
- ID sufficient for 100 points of ID
- Lunch
- Personal PPE (if the student has personal PPE)

### 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

At any time, assistance is always available by email jim@allenstraining.com.au or phoning the office 02 48228066 and ask for Jim to discuss the levels of assistance available.

Client Supports services are also listed in the “Student Agreement”

### Reasonable adjustment

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.

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.
### Adjustments may include:
- 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.

### Resources required by the trainer to conduct this training

<table>
<thead>
<tr>
<th>Infrastructure requirements</th>
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<tbody>
<tr>
<td>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</td>
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<tr>
<td>All staff involved in delivering the program have access to trainer, assessor and candidate support materials relevant to their areas of delivery and assessment</td>
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<tr>
<td>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</td>
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<tr>
<td>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</td>
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<td>All participants will have a learning resource supplied to them</td>
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<tr>
<td>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</td>
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<thead>
<tr>
<th>Resources required by the trainer to conduct this training</th>
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<tr>
<td>Allens Training has access to all physical resources required to facilitate the course. Training can be in a simulated work environment but preferred at the client site providing adequate resources are available. Students are supplied with all required theory resources. Practical equipment include:</td>
</tr>
</tbody>
</table>

- Harness, lanyards and lifeline and winches
- Tripods, Stands, Self Rescue Equipment
- Respirator apparatus
- Atmospheric testing equipment
- Signs and barricades
- Communication devices
- Extension Pole
- Ventilation Fan
- Safety Cones – Bollards
- Anchor straps
- Barrier Tape
- Air Supply and Breathing Apparatus
- OSR Oxygen Self Rescue (not deployed)
- OSR Oxygen Self Rescue (deployed)
- Gas Monitors
- String for Gas Monitor
- 4:1 Rescue Pulley
- DSU Distress Signalling Unit
- Emergency extraction equipment for an injured worker (stretcher)
- Tagging and lockout equipment
- Escape unit
- Karabiners and Hooks
- Spare rope
- Type 2 Fall Protector
- Vests
- Spreader Bar
- Adjustable lanyard
- Tripod including bottom rope, Stands, Self Rescue Equipment
- Ladders
- Hard Hats
- Gloves
- Face Mask / Goggles
- Mask shield
- Cleaning solution
- Type 1 fall restraint
- Fire Extinguishers
- Lighting and Power Supply, flashlights
- Examples of workplace documents such as:
  - Plans, Risk Assessments, Hazard Registers, Checklists, SOP's, JSA's, MSDS, SWMS's, Entry Permits, Hot work permits, Incident reports etc.
Based on a combination of the written paper, participation in group activities and practical demonstrations/skills assessments, your Trainer/assessor will determine whether you have acquired the competencies required for the unit.

Progressive practical assessments may be undertaken throughout the course.

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 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.

**Conditions**
- This unit must be assessed in the context of the work environment. Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of workplace performance.
- Assessment of this competency requires typical resources normally used in the work environment. Selection and use of resources for particular work sites may differ due to site circumstances.

**Evidence gathering techniques**

The letters on the chart refer to the documented evidence gathering techniques used.

<table>
<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>
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<tbody>
<tr>
<td>Plan and prepare for entering and working in confined spaces</td>
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<tr>
<td>Enter and work in the confined space</td>
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<tr>
<td>Exit confined space</td>
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<tr>
<td>Clean Up</td>
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Key:  
A Demonstration  
B Oral questioning  
C Interview  
D Group scenario  
E Role play  
F Case study  
G Written test  
H 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

Specific knowledge is required to achieve the Performance Criteria of this unit, particularly its application in a variety of circumstances in which the unit may be used. This includes knowledge of the following, as required to enter and work in confined spaces:

- site and equipment safety requirements
- confined space entry and exit procedures, risks and regulations
- air contaminants and toxic gases
- breathing apparatus limitations
- equipment types, characteristics, technical capabilities and limitations
- site isolation and site control responsibilities and authorities
- materials safety data sheets (MSDS)
- project quality requirements
- industry terminology
- state and territory interpretations of a confined space

Essential skills

Specific skills are required to achieve the performance criteria in this unit, particularly for the application in the various circumstances in which this unit may be applied. This includes the ability to carry out the following as required to enter and work in confined spaces:

- apply legislative, organisation and site requirements and procedures
- apply operational, maintenance and basic diagnostic procedures
- apply materials handling methods
- use atmospheric monitoring devices
- interpret JSA's/Safe work method statements