



Program Delivery Strategy

TLI10

Training Package TLI Transport and Logistics Training Package

Name of the Unit: **TLILIC0005:** Licence to operate a boom-type elevating work platform (boom length 11 meters or more)

Assessor: All training/assessment will be conducted by **Ricky Midson**

Target Group(s)

This unit is aimed at anyone with a need to safely operate an item of high risk plant as part of their work or private activities.

Assessment Environment and Induction

The majority of assessments are expected to take place in the normal workplace of the candidate i.e. Warehouse, construction site, subdivision. Due to the nature of the training we may also access private areas away from the normal work zone to conduct the training as some worksites may not be adequate or meet the regulators requirement for assessment.

Candidates will be offered the opportunity of participating in an on-site induction where the program delivery strategy will be explained including flexible learning/training options and assessment approaches

Assessment Modes/Approaches Suitable for the Target Group

The assessment/training will be in four parts:

Part 1:

Explain the training and assessment process then enrol the candidate into the training program and issue all learning material and information as required for the unit. Training on start-up and shut down processes and safety aspects around the machine, harnesses etc. are conducted by assessor.

Part 2:

If training is to be conducted by a licenced employee, Assess the person conducting the training to make sure that they have the suitable qualifications and experience, inform the person of the requirement and key areas for training.

Part 3:

A trial theory assessment is booked and conducted to make sure that the candidate comprehends the learning material and getting time to study.

Part 4:

Book the final assessment and run it as per the regulators requirements.

Assessment Instruments/Processes

Only assessment instruments issued by the state regulator for the High-Risk Unit:

TLILIC0005: Licence to operate a boom-type elevating work platform (boom length 11 meters or more) may be used for the assessment process.

Resources Requirements

1. Learning Materials (easy guide series)
2. Short course enrolment form
3. Log Book
4. Client learning needs survey
5. Assessment instruments
6. Candidate feedback sheet

Required Equipment

- Suitable office area or training room to conduct theory assessment
- PPE (Hi-Vis, Helmet, Safety Boots, Gloves if required)
- Suitable and mechanically sound Elevating Work Platform (fitted with a compliance plate) with a reach of over 11m
- Safety Harnesses and Lanyards for personnel
- Clear area to set-up and operate EWP to full extent of operation
- Barricades, tape and signs to restrict access to the area
- Suitable area to conduct the theory assessment
- Tools, fuel, oil etc. for pre-start (as per manufacturers requirements)

Support Arrangements/Other Options for Disadvantaged Groups

The Transport industry attracts candidates who sometimes have low literacy and language skills. The assessment/delivery process described above acknowledges this and reflects an approach where these people will not be disadvantaged.

Candidates are asked to indicate if they are disadvantaged or have low reading/literacy skills at the enrolment stage. However, from our experience to date, most tend to not publicly acknowledge this problem. If an assessor/trainer finds that a candidate may be disadvantaged in some way, then special efforts should be made to support the candidate. File notes outlining the approach adopted should also be recorded on the candidate's file.

In general, where a candidate has a reading difficulty, and does not wish to participate in a literacy/language support program, then the assessor/trainer should diplomatically and sensitively support the candidate by not requiring the candidate to read lengthy or complex documents without assistance. Only oral assessments should be used and all documents that the candidate needs to sign should be either read first or left with the candidate for later collection. In this way, the candidate can seek support from a relative, friend, or work colleague without undue embarrassment.

Quality Indicators/Feedback/Moderation and Subsequent Action

As these units will normally be conducted as a standalone unit, a candidate feedback sheet will be offered to all participants to complete and provide feedback about the course, location, material and the assessor.

For large groups from the one employer we will also seek feedback from the employer in the way of a phone call or course feedback sheet.

All feedback will be monitored and followed up by the general manager.

Staff Professional Development

All Training Services Tasmania staff involved in the delivery of the units will be required to maintain a log book to keep record of their time utilising each piece of equipment. All staff shall be required to maintain their currency as needed.

Responsible Behaviour

Training Services Tasmania has an assessor–candidate relationships policy which broadly outlines the responsible behaviour required of both the trainer/assessor and candidate while training/assessment is undertaken. A copy of this policy is available to any candidate who wishes to see it.

Training Services Tasmania's staffs has a responsibility to behave in an ethical and objective manner and candidates are also obliged to respond by providing all of the information that is requested by the trainer. No candidate should act in an irresponsible manner while training is being undertaken, as it may endanger the trainee, work colleagues and/or the trainer.

If the behaviour of either the trainee or the trainer is considered by either party to be inappropriate, that behaviour will be reported to either the trainee's supervisor or the trainer's manager. Appropriate action would then follow from the relevant organisation and may result in disciplinary procedures.

Authorisation

Name Ricky Midson
 General Manager