



Program Delivery Strategy

Work Site Basics Skill Set

Training Package RII Training Package

- **FBPOPR20474** Carry out manual handling tasks.
- **RIICOM201E** Communicate in the workplace.
- **RIIRIS201E** Conduct local risk control.
- **TLIE2007** Use communication systems.

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

Target Group(s)

These units are appropriate for those working in operational, service and maintenance roles, at worksites within:

Civil construction, Coal mining, Drilling, Extractive industries, and Metalliferous mining

Assessment Environment and Induction

The majority of assessments are expected to take place in the normal workplace of the candidate i.e., construction site, subdivision, Farm.

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 two parts:

Part 1:

A theory/classroom session ending with an examination will need to be completed prior to any practical session being offered.

Theory session will cover the following:

- Pre-start inspections
- WHS regulations
- Manual handling basics
- Safe working procedures
- Methods of communication
- Introduction to toolbox meetings
- Communication breakdown procedures
- Positive communications

- JSA/Risk assessment
- How to identify Risk within a workplace
- Reporting procedures

Practical Tasks: During the training/assessment, you will be required to conduct practical tasks as set by the Trainer. This may include Manual Handling, Risk Assessment and Use of communications equipment.

You will always use correct PPE and work in conjunction with the team.

Practical session covers the following,

- Participate in a toolbox meeting.
- Conduct Risk assessment/JSA.
- Use communications equipment.
- Carry out Manual Handling Tasks.
- Worksite inspections/safety walk

Timings for sessions is dependent on numbers of attendees.

Assessment Instruments/Processes

The only assessment instrument to be used for these units are the ones approved by TST and version controlled.

No assessment instrument is to be used that has not first been authorised and version controlled.

Resources Requirements

1. Short course enrolment form
2. Client learning needs survey
3. Assessment instruments
4. Candidate feedback sheet

Equipment required for training/assessment:

- High Vis shirt or jacket.
- PPE
- Suitable worksite
- Communications equipment (UHF)
- Items for manual handling

Please note: PPE must meet Australian Standards.

Support Arrangements/Other Options for Disadvantaged Groups

The Civil 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 this course 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 these units will hold competency.

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 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.