



COVE
TRAINING



Load and unload plant
RIIHAN308F
(Release 1)

Thank you for your interest in the **RIIHAN308F – Load and unload plant**. This Course Guide is designed to provide you with detailed course information to support making a decision about whether this course is the most suitable and appropriate for your career goals and individual needs.

Course Details

- Training Package: RII: Resources and Infrastructure Industry Training Package
- Unit Code: RIIHAN308F
- Release Number: 1
- Currency: Current

This unit describes a participant's skills and knowledge required to operate an elevating work platform in the Resources and Infrastructure Industries

This unit is appropriate for those working in operational roles.

It includes planning and preparing, loading plant, and unloading plant.

RTO

The Registered Training Organisation supporting this program and issuing the qualification is Cove Training



Cove Training

RTO Code: 21386

www.covetraining.edu.au

info@covetraining.edu.au

03 8773 9000

Please refer to the Cove Training's [Student Handbook](#) available on the Cove Training website for further information.

Target Participants

This course is designed for students who want to develop new skills and increase their employment prospects in the Civil Construction Industry. Students will often be referred to COVE Training by a job seeker agency/ job network.

Students may include those working in entry level operational roles, at worksites within:

- Civil construction
- Coal mining
- Drilling
- Extractive industries
- Metalliferous mining and may also include:
- Job seekers with relevant skills and no formal qualifications or
- Those wishing to enter the civil construction industry

Location

Seaford:

56 Bardia Ave
Seaford, Victoria 3198

Dandenong:

5 Broadlands Street
Dandenong, Victoria 3175

Course Duration & Timelines

The course is delivered via a 1-day workshop including assessment. Participants may complete the program earlier than these timelines through achievement of RPL or credit transfer.

Specific Industry / Stakeholder Needs

Cove Training is an accredited training provider with WorkSafe Victoria.

Through industry engagement with Civil Contractors companies, industry expectations have been addressed in implementing the course. Specific industry needs include:

- Identification requirements;
- Mandated minimum course duration; and
- Mandated course resources used for delivery and assessment.

Depending on the industry area where course delivery occurs, Cove Training will customise delivery activities for workplaces to support industry licensing requirements or the specific employer needs for employees undertaking the course.

Participants should note that this course and related occupations require a reasonable level of English as it is important that graduates are able to communicate effectively in Australian workplaces. As such, minimum entry requirements for English ability have been specified.

Course Organisation & Delivery Modes

The course contains 1 unit of competency.

This course is delivered in the following structure:

- One-day workshop attendance for further theory and practical skills development including:
 - PowerPoint presentations;
 - Practical activities;
 - Simulated drills; and
- Course assessment.

Individual coaching sessions are available for participants in cases where additional support is required for either practical skills development or theory coverage.

This program is to be delivered in a classroom based environment and in a realistic work environment at the RTO's site (to provide access to appropriate environments for the practical components of the course).

The realistic work environment typically reflects:

- The use of full scale equipment
- Performing tasks similar to those performed in the workplace
- Performing tasks within the same timelines that would be expected in the workplace
- Performing in a range of weather situations, including wet, dry, windy, and calm conditions

The following resources are available and utilised when planning and implementing this course:

- The Learning Resource Group- learning resources (customised); including
 - Learner Guide;
 - Activity Book; and
 - Trainer & Assessor Guide.
- The Learning Resource Group- assessment resources (customised):
 - Unit assessment tool.

All theory based delivery will occur within designated classrooms through structured training sessions from a qualified Trainer / Assessor employed by the RTO. At these training sessions, a qualified Trainer/ Assessor

will provide the required skills and knowledge as per the unit content and will ensure the learning is imparted. The Trainer/Assessor will have designated session plans to reference to ensure the learning content is provided consistently to all students.

During the class time, the trainer will work through the activity books to assist students learning. The trainer will be conducting informal formative assessment of a student's progress by monitoring the activity book and participation. This formative assessment procedure will indicate the student's readiness to undertake the summative assessment.

Trainers will use a PowerPoint presentation during the theory delivery to give learners an extra medium to maximise learning and comprehension.

As part of this course students will also be required to undertake practical activities related to the course content. These practical activities will be undertaken in an appropriately simulated environment free of OHS hazards.

Pathways for Participants

Training Pathways

Participants are not expected to have any prior training background before entering the course.

Participants completing the course may progress to other High Risk Licensing classes or may undertake a full qualification in related fields at a Certificate II or III level.

These options represent a logical pathway regardless of whether Cove Training offers the courses.

Employment Pathways

Participants are typically seeking employment in a wide variety of occupations across the resources and infrastructure industries, and may include:

- Civil construction worker
- Coal miner
- Driller or Plant/machine operator
- Extractive industries workers, i.e. oil, gas, and mining resources
- Metalliferous mining roles

Course Nominal Hours

All Cove Training delivery of this course meets the minimum 20 hours' duration.

Course Entry Requirements

There are no mandatory requirements for participants to commence this program.

Cove Training Course Admission Requirements

Participants must:

Cove Training has the following admission requirements:

- Students are to be over 15 years of age.
- Students must attend the scheduled workshop sessions.
- Must have Language, literacy and numeracy skills at ACSF Level 1.

Language literacy and numeracy assessment (LLN)

To work in a business environment, participants must demonstrate suitable LLN skills which are assessed when applying for enrolment. The assessment relates to the Australian Core Skills Framework (ACSF) and is a required part of applying for enrolment.

Selection criteria takes into account various factors when deciding upon which participants will be offered places in the course including;

- The participants' needs and desired outcomes;
- The ability and commitment of the participant to complete the course;
- Eligibility requirements listed in the national Training Package;
- Participants existing ability in the ACSF core skills - learning, reading, writing, oral communication and numeracy;
- Any areas where participants may need additional support (e.g. if they have low English levels) and to identify whether participants' physical attributes may influence their ability to complete the training and assessment (e.g. if heavy lifting is required).

The following specific participant identification requirements for an application for enrolment to be accepted include:

- Unique Student Identifier; and
- Photo identification to verify identity and Victoria residence for assessment purposes

If participants do not have a USI they can create one at www.usi.gov.au or ask Cove Training for assistance.

Licensing Requirements

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Participant Resources, Texts, Materials, Equipment Requirements

All resources will be provided to the student.

The following resources are the prescribed texts required for this qualification. The trainer will provide additional learning material where gaps are identified in either the student's underpinning knowledge or the training resources.

- The Learning Resource Group- learning resources (customised); including
 - Learner Guide;
 - Activity Book; and
 - Trainer & Assessor Guide.
- The Learning Resource Group- assessment resources (customised):
 - Unit assessment tool.

Equipment

The equipment and facility requirements for this course is identified as follows:

Classroom requirements:

- Tables and chairs (for a maximum of 8 students)
- Data projector
- Computer/laptop
- Whiteboard
- Materials for note taking

Practical requirements:

- 'real' or simulated working environment including:
- Float or trailer to load and unload from
- Plant which may include:
 - o Excavators
 - o Skid steer
 - o Forklift
- Equipment which must include:
 - o Over centre tensioner or "dog"
 - o Ratchet Straps
 - o Winch Straps
 - o UHF radios
- Appropriate PPE including:
 - o Head protection
 - o foot protection – steel capped, rubber soled or steel capped rubber boots
 - o high visibility vest
 - o dust protection (eyes or breathing)
 - o protection from the elements.
 - o UV protection
 - o sun glare protection
 - o whistle.
 - o Other PPE deemed necessary to perform job tasks.

Relevant compliance documentation including:

- Legislation including:
 - o Occupational Health and Safety Act 2004 (Vic).
 - o Occupational Health and Safety Regulations 2017 (Vic).
 - o The National Standard for Construction Work [NOHSC: 1016 (2005)]
 - o Australian Workplace Safety Standards Act 2005 (Cth).
 - o Company Policy and Procedures
 - o Employment and workplace relations legislation
 - o Equal Employment Opportunity and Disability Discrimination legislation
 - o Graphical instructions, signage, work schedules/plans/specifications, load tables, tie-down instructions and charts and Safety Data Sheets (SDS)
 - o Safe work procedures related to the loading and unloading of plant items from floats or trailers

Fees

Course tuition fees are outlined below:

\$250 per student if enrolling online

\$295 per student if enrolling through the Cove Booking Office

Support Services

The design and content of this training product supports equitable access and progression for all learners. Cove Training:

- Has ensured that training and assessment processes and methods do not disadvantage individual learners; and
- Determines the needs of individual learners and provides access to any educational and support services necessary.

Delivery materials and methods may be adapted for the special needs of clients. Some examples may include enlarging print materials for vision requirements, provision of ICT equipment and support, accessing interpreter services or using individual delivery methods. A range of support services, including LL&N training, may be accessed as required for participant needs.

Assessment Arrangements

It is a requirement that all assessments maintain at a minimum, two types of appropriate evidence to verify the candidate's competence. Assessment methods could include the following:

- practical assessment
- oral questioning
- written test
- work-based activities
- simulated project based activity

The assessment process will include the gathering of evidence to demonstrate the student's competence.

The Trainer will ensure all assessments are conducted in appropriate environments that are free from any OHS hazards. Where assessment includes practical skills to be demonstrated, the RTO will ensure the suitability and safety of required simulated environments.

Assessment will occur after delivery of the Unit of Competency has taken place. As this is a competency based program, assessment continues throughout the program until the student either achieves competency in the assessment tasks or a further training need is identified and addressed.

Assessors, when deeming a candidate competent, must have judged evidence collected to also have met the requirement of the Dimensions of Competency and be certain that the candidate can consistently apply and transfer the skills and knowledge covered into new work situations.

Assessors are required to meet the requirements of the Standards for RTOs 2015.

No other specific unit or course requirements apply.

Recognition of Prior Learning (RPL) and Credit Transfer (CT)

COVE has a 'Recognition of Prior Learning and Credit Transfer Policy and Procedure' which outlines in detail a process to be followed for granting recognition and credit transfer. This is supported through the RPL guidelines for this qualification which focus specifically on all units.

Students must apply for RPL prior to or immediately after formal enrolment but prior to the commencement of the delivery of the units. Any RPL's granted must be accepted and signed off by the student.

RPL Assessment material is available to enable the Trainers/ Assessors to gain a clear understanding of the student's knowledge, skills and experience, thus enabling an objective assessment of the applicant's current competency to be made.

Please refer to Cove Training's *Student Handbook* for further information.

Reasonable Adjustment

There may be times and situations in which a participant may require 'reasonable adjustment' of the training and assessment methods implemented by Cove Training to meet their specific individual needs. These individual participant needs may include (but not limited to):

- Disability;
- Temporary or permanent injury (i.e. back injury, broken leg/arm); or
- Sight or hearing impairments.

Reasonable adjustments to the way in which evidence of performance is gathered (e.g. in terms of the information to be provided to the candidate and the type of evidence to be collected from the candidate) can only occur where the adjustments do not alter the expected performance standards for learning and assessment.

The reasonable adjustments to the training and assessment process may include a variety of modifications to the methods of delivery and assessment to assist the participant undertake the course. The adjustments may include actions such as:

- Assistance in the form of the training location to allow easier access
- Accessing relevant equipment or aids to assist the participant adjustments to the assessment methods to cater for any special needs (without effecting the integrity of the outcome)

Course Specific Withdrawal Information

No specific withdrawal requirements are relevant for this course.

For general information about the grounds on which the participant's enrolment may be deferred, suspended or cancelled, please refer to Cove Training's *Student Handbook*.

Next Steps!

Thank you again for your interest in this course program. Please contact Cove Training on 8773 9000 or info@covetraining.edu.au to commence the application process!

Centre of Vocational Education
Trading as Cove Training

8773 9000

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