



CENTRE OF VOCATIONAL EDUCATION



Course in Workplace spotting for service Assets

22325VIC

(Release 1)

Thank you for your interest in the **22325VIC Course in workplace spotting for service Assets**

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: 22325VIC Course in Workplace spotting for Service Assets
- Release Number: 1
- Currency: Current

This course is designed for people currently employed in the construction industry that are wanting to spot for plant and equipment working near electricity

RTO

The Registered Training Organisation supporting this program and issuing the qualification is Centre of Vocational Education Pty Ltd



Centre of Vocational Education Pty Ltd

RTO Code: 21386

www.covetraining.edu.au

www.tradieticketsvictoria.com.au

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03 8773 9000

Please refer to the Centre of Vocational Education Pty Ltd's [Student Handbook](#) available on the Centre of Vocational Education Pty Ltd website for further information.

Target Participants

Centre of Vocational Education Pty Ltd's target group are individuals seeking or currently employed in the construction industry who want to spot for plant and equipment working near electricity and hold:

- A licence to perform high risk work (by WorkSafe Victoria); or
- Competency in the form of Certificates/Statement of attainment from the relevant Training Package/accredited course, for each item of plant the spotter is training to spot for

Location

Seaford:

56 Bardia Ave

Seaford, Victoria 3198

Dandenong:

5 Broadlands Street

Dandenong, Victoria 3175

Thomastown:

1 Lucknow Crescent

Thomastown, Victoria 3074

Derrimut

6/31 Elgar Road

Derrimut, Victoria 3026

Course Duration & Timelines

This course is delivered in the following structure:

- Two-day workshop attendance for theory and practical skills development; 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

Specific Industry / Stakeholder Needs

Centre of Vocational Education Pty Ltd is an accredited training provider with Energy Safe Victoria and WorkSafe Victoria.

Through industry engagement with Energy Safe Victoria and WorkSafe Victoria, all industry-licensing requirements have been identified and implemented for this course.

- Energy Safe Victoria audit on a discretionary basis.

Course Organisation & Delivery Modes

This program will be delivered through classroom delivery.

As part of the classroom based training Centre of Vocational Education Pty Ltd will provide access to appropriate environments for the practical components of the course.

All theory based delivery will occur within the designated classrooms of Centre of Vocational Education Pty Ltd through structured training sessions from a qualified trainer / assessor employed by Centre of Vocational Education Pty Ltd. At these training sessions a qualified trainer will provide the required skills and knowledge as per the unit content and will ensure the learning is imparted.

Pathways for Participants

This purpose of this course is as a Victorian Prerequisite in spotting for workplace assets. There is no further licensing requirements as directed by the State Government. Students will be required to undertake refresher training every three years in order to keep their licence current.

Training Pathways

Participants completing the course may progress to other High Risk Licensing classes.

Participants may also progress to undertake a full qualification in transport, civil construction or related fields at a Certificate II or III level.

These options represent a logical pathway regardless of whether Centre of Vocational Education Pty Ltd offers the courses.

Energy Safety Victoria (ESV) Victoria requires participants to undertake the agreed course (this course) every three years in order to maintain currency.

Employment Pathways

Participants can spot for service assets (for the item of plant that person will be spotting for) in their place of employment.

Course Nominal Hours

Course nominal hours are not relevant for this course.

Course Entry Requirements

Entry into the Course in Workplace Spotting for Service Assets is open to participants who are:

- a minimum of 18 years of age to align with WorkSafe Victoria requirements

and have:

- basic communication, literacy, numeracy skills that are sufficiently well developed for them to participate in the training at the Australian Core Skills Framework (ACSF) Level 2;

And once spotting:

- competency in the form of Certificates/Statement of attainment from the relevant Training Package/accredited course, for each item of plant the spotter is spotting for in compliance with OHS legislative requirements.

And if spotting for High Risk Work:

- A license to perform High Risk Work issued by WorkSafe Victoria, for the item of plant and equipment that person will be spotting for with the exception of a dogger or rigger who can spot for all items of plant and equipment.
- A person holding a Dogging/rigging certificate can after successful completion of the spotters course act as a spotter for all types of plant and equipment.
- For items of plant such as an elevated work platform <11 metres, or a vehicle mounted crane <10 tonne/metres or other plant where there is no licensing requirement, evidence of competency, must be demonstrated to obtain a spotter certificate.

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).

This training product has the following specific participant identification requirements for an application for enrolment to be accepted:

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

If participants do not have a USI they can create one at www.usi.gov.au or ask Centre of Vocational Education Pty Ltd for assistance.

Licensing Requirements

This course applies to spotting for service assets that is carried out in accordance with Energy Safe Victoria requirements and regulations.

Being awarded this unit of competency is a necessary requirement to obtain a Spotters Registration Card but is only one of several criteria.

Prospective applicants should check with Energy Safe Victoria for other criteria, such as:

- Minimum age of 18 years – set by Energy Safe Victoria and aligns with high risk work licensing requirements;
- A current competency to "Provide First Aid" (HLTAID003) or equivalent competency;
- Hold a current competency to "Provide Cardiopulmonary Resuscitation" (HLTAID001) or equivalent competency;
- A trained Dogman / Rigger may spot for any plant or equipment (without holding a ticket or demonstrate competence and experience for that item of plant);
- Hold a current Certificate of Competency or ticket for the item of plant that person will be spotting for; or

Are licensed to perform High Risk Work (issued by WorkSafe Victoria), for the item of plant that person will be spotting for.

Participant Resources, Texts, Materials, Equipment Requirements

All resources listed below will be available for trainers and students. Students will be informed of their resource requirements prior to enrolment

- **VU21936 Observe for the safe operation of plant and equipment around overhead and underground assets**
- **HLTAID003 Provide First Aid**

Equipment

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

VU21936 Observe for the safe operation of plant and equipment around overhead and underground assets

Classroom requirements:

- Tables and chairs (for a maximum of 20 students)
- Data projectors
- Computers/laptops
- Whiteboard
- Materials for note taking
- TV / DVD player
- Educational aids/signage, posters

Practical requirements:

- Suitable plant and equipment (such as a boom-type elevating work platform) in a safe condition and complying relevant Australian Standards.
- Signage.
- Logbook, records, handbook and/or operating manuals.

- Relevant workplace procedures and standards for operating equipment, including:
 - Approved codes of practice and guidance.
 - Relevant Australian and international technical standards.
 - Manufacturer guidelines (instructions, specifications or checklists) for the purpose of Performance Assessment.
 - Relevant industry standards and operating procedures (where applicable).
 - Safe work method statements (SWMS), as required.
 - Required personal protective equipment (PPE) for the purpose of Performance Assessment.

HLTAID003 Provide First Aid

Practical requirements:

- Ventilating mannequins (when teaching AED, mannequins with full torso)
 - AED trainers/defibrillator
 - Face masks/shields
 - Fully stocked first aid kit
 - Triangular bandages for every 2 people
 - Splinting materials
- Barrier devices
 - Latex-free gloves
 - CRCS first aid kits for show and use
 - Epinephrine auto-injector
 - Metered Dose Inhaler and Spacer
 - Bag-Valve-Mark (BVM), for health care provider
 - Alcohol swabs
 - Cleaning supplies

Fees

Course tuition fees are outlined below:

\$250.00 per student.

Support Services

The design and content of this training product supports equitable access and progression for all learners. Centre of Vocational Education Pty Ltd:

- 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.

Participants are asked to identify their individual needs, but are sometimes reluctant to do so. Centre of Vocational Education Pty Ltd personnel monitor the progress of all participants and their readiness for assessment as they progress through their course.

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

Assessment methods may include more than one of 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

Workplace Spotting assessment is conducted in a working zone in accordance with Victorian arrangements. If the working zone is located at a 'live' site, assessment should continue in all weather conditions unless the safety of the candidate or others could be compromised.

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)

Centre of Vocational Education Pty Ltd must check with each state issuing authority for regulatory spotter requirements to establish where competency exists if presented with evidence from another state or territory in Australia and the extent to which prior learning or competence can be recognised.

Recognition and automatic credit is granted if a participant has a Statement of Attainment for the unit of competency *VU20834 Observe for the safe operation of plant and equipment overhead and underground assets*.

Reasonable Adjustment

There may be times and situations in which a participant may require 'reasonable adjustment' of the training and assessment methods implemented by Centre of Vocational Education Pty Ltd 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 Centre of Vocational Education Pty Ltd's *Student Handbook*.

Next Steps!

Thank you again for your interest in this course program. Please contact Centre of Vocational Education Pty Ltd on 8773 9000 or info@covetraining.edu.au , info@tradieticketsvictoria.edu.au to commence the application process!

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