CENTRE OF VOCATIONAL EDUCATION

Prepare to work safely in the construction industry

CPCCWHS1001

(Release 1)

Thank you for your interest in the **CPCCWHS1001 - Prepare to work safely in the construction industry** 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: Construction, Plumbing and Services Training package
- Unit Code: CPCCWHS1001
- Release Number: 1
- Currency: Current
- Delivery: 'real-time' online delivery

This qualification reflects the role of individuals who wish to work in the Construction Industry.

This may include students from:

- People registered with Job Recruitment Agency, to assist with employment options
- People wishing to gain skills to support entry into the construction Industry
- Owners Builders seeking registration with the Victorian Builders Authority

This unit of competency specifies the mandatory work health and safety training required prior to undertaking construction work. The unit requires the person to demonstrate personal awareness and knowledge of health and safety legislative requirements in order to work safely and prevent injury or harm to self and others. It covers identifying and orally reporting common construction hazards, understanding basic risk control measures, and identifying procedures for responding to potential incidents and emergencies. It also covers correctly selecting and fitting common personal protective equipment (PPE) used for construction work.

This unit meets the general construction induction training requirements of:

- Part 1.1 Definitions and Part 6.5 of the Model Work Health and Safety Regulations;
- Division 11 of Part 3 of the Occupational Safety and Health Regulations 1996 for Western Australia; and
- Division 3 of Part 5.1 of the Occupational Health and Safety Regulations 2017 for Victoria.

It is expected that site-specific induction training will be conducted prior to conducting construction work.

Licensing, legislative, regulatory or certification requirements apply to this unit. Relevant work health and safety state and territory regulatory authorities should be consulted to confirm jurisdictional requirements.

RTO

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

CENTRE OF VOCATIONAL EDUCATION

Centre of Vocational Education Pty Ltd
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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

This course is designed for students who want to develop new skills and increase their employment prospects in the Construction Industry. Students will often be referred to Centre of Vocational Education Pty Ltd by a job seeker agency/ job network.

Students may include:

- People wishing to gain skills to support entry into the Construction Industry.
- Job seekers
- Long term unemployed
- Learners facing barriers to employment
- Owner Builders

Location

Seaford:	**Dandenong:**	**Thomastown:**	**Derrimut**
56 Bardia Ave	5 Broadlands Street	1 Lucknow Crescent	6/31 Elgar Road
Seaford, Victoria 3198	Dandenong, Victoria 3175	Thomastown, Victoria 3074	Derrimut, Victoria 3026

Course Duration & Timelines

The course is delivered via a 6 hour online workshop including assessment over 1 day. 6 student contact hours are a requirement of Worksafe Victoria. This course is delivered in real time through an online learning platform 'Big blue Button'

Specific Industry / Stakeholder Needs

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

Through industry engagement with WorkSafe Victoria all industry licensing requirements have been identified and implemented for this 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, Centre of Vocational Education Pty Ltd will customise delivery activities for workplaces to support industry licensing requirements or the specific employer needs for employees undertaking the course. This will be conducted on a need's basis depending on the cohort.

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 which may include:
    - PowerPoint presentations;
    - Practical activities;
    - Simulated drills; and
- Course assessment.
- The workshop and assessment are conducted in real-time using 'Big blue Button'

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

Delivery of course material will be delivered via online utilising Big Blue Button and be facilitator led. The maximum class size shall not exceed (11) eleven participants.

A Theory Assessment will be undertaken by each participant in real time. Practical Assessment will be conducted on a one to one basis with the facilitator and participant in a separate 'break-out' (private room.)

The participant will be practically assessed and demonstrate the correct fitting of (PPE) Personal Protective Equipment and asked oral questions.

Participants will need to be able to access Firefox or Chrome web browsers to access Big Blue Button for delivery of the course material.

It is recommended that participants use a desktop or laptop with video and speaker capabilities, however mobile devices can also be used.

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 Resources Group resources (customised); including
  - Learner Guide;
  - Trainer & Assessor Guide.
- The Learning Resources Group assessment resources (customised):
  - Unit assessment tool.

Prior to the commencement of the facilitated online delivery session, each participant will be provided with a hard copy learning resource via mail (if the course is booked with seven day lead time). If booked less than seven days before the course commences each participant will be required to print these themselves. Instructions and links for this can be found on the Confirmation of Booking.

Each participant is required to provide their own Personal Protective Equipment (PPE) to complete the practical demonstration assessment including:

- Eye protection (AS 1337)
- Hearing protection (AS 1270)
- Hard hat (AS 1801)
- High Visibility Vest. Must comply with AS/NZS 4602.1 – High visibility safety garments class day/night and AS/NZS 1906.4 – Retroreflective materials & High Visibility materials for safety garments

You can order these from:

- Bunnings online or instore (Click and collect or online during
- RSEA online or instore (Open during Stage 4 COVID Restrictions)
- Or most workwear outlets (You will need to check each individual store during Stage 4 COVID Restrictions)

All theory based delivery will occur 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 activities to assist students learning. The trainer will be conducting informal formative assessment of a student's progress by monitoring the activity worksheet 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 the learner's own environment and be hazard free

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 High Risk Licensing classes or may undertake a full qualification in transport, warehousing 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.

Employment Pathways

Participants are typically seeking employment in a wide variety of occupations across industry sectors, such as:

- Labourer
- Concreting
- Gardening
- Plumbing
- Pipe layer
- Maintenance
- Builder

Course Nominal Hours

As per WorkSafe Victoria requirements, all Centre of Vocational Education Pty Ltd delivery of this course meets the minimum 6 hours' duration.

Course Entry Requirements

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

Centre of Vocational Education Pty Ltd Course Admission Requirements

Participants must:

Centre of Vocational Education Pty Ltd has the following admission requirements:

- Students are to be over 15 years of age.
- Students must attend the scheduled workshop session.
- 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 as per WorkSafe Victoria identification standards as follows:
- Passport (Australian Passport current or expired within the last two years, but not cancelled, International Passport must be current)
- Drivers Licence – Australian with photo, must be current
- Drivers Learners Permit – Australian with a photo, must be current
- Boat Operators Licence - Australian with a photo, must be current
- Firearm Licence – Victorian with photo, must be current. (Can Accept interstate Firearms licence as long as it contains a photo and is current)
- Licence to Perform High Risk Work or equivalent photo certificate of competency that is current, not expired
- State, Territory or Federal Government Employee ID card with photo
- Other Australian Government Issued ID card with photo
- Photo identity card issued by a Tertiary Education Institution, must be current
- Keypass ID card with phot, must be current
- Consumer Affairs Victoria Proof of Age Card with photo

The documents listed above are examples of documents that can be used as proof of identity. Other documents may be used as long as the document provides proof of the participant's full name as well as a photo.

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

Licensing requirements will apply to this unit of competency depending on the regulatory requirements of each jurisdiction.

For the Victorian region, all people performing construction work **require proof** that they have completed a general OHS construction induction for the industry as mandated by WorkSafe Victoria.

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.

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

Equipment

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

Online requirements:

- Computer/laptop or mobile device (the device used must have camera/video capabilities and speakers/audio output)
- Chrome or Firefox web browser installed
- Materials for note taking (e.g. pens, notebooks/paper)
- Suitable environment i.e. home office, desk, workspace area.

Practical requirements participants:

- Computer/laptop or mobile device (the device used must have camera/video capabilities and speakers/audio output)
- Chrome or Firefox web browser installed
- Eye protection (AS 1337)
- Hearing protection (AS 1270)
- Hard hat (AS 1801)
- High Visibility Vest. Must comply with AS/NZS 4602.1 – High visibility safety garments class day/night and AS/NZS 1906.4 – Retroreflective materials & High Visibility materials for safety garments

Practical requirements trainer and assessor:

- Aprons
- Arm guards
- Eye protection
- Gloves
- Hard hat
- Hearing protection
- High visibility retro reflective vests
- Foot protection
- Respiratory protection
- Safety footwear
- UV protective clothing and sunscreen.
- Protective, well-fitting clothing
- Breathing apparatus
- Fire blankets
- Firefighting equipment.
- Emergency information signs (e.g. exits, equipment and first aid)
- Fire signs (e.g. location of fire alarms and firefighting equipment)
- Hazard signs (e.g. danger and warning)
- Regulatory signs (e.g. prohibition, mandatory and limitation or restriction)
- Safety tags and lockout (e.g. danger tags, out of service tags).

Fees

Course tuition fees are outlined below:

$200.00 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.

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 will include the following:

- practical assessment
- oral questioning
- online theoretical test

- 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)

Centre of Vocational Education Pty Ltd 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 Centre of Vocational Education Pty Ltd.'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 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!

Centre of Vocational Education
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