Student Information Guide

2016

Civil Construction Training & Assessment Services

Industry Recognised Civil Construction Training
Securing your Job opportunities
Get Job Ready

Call 1300 09 49 79
www.civilforcetraining.edu.au
info@civilforcetraining.edu.au

Civil Force Training is a division of Macquarie Commercial College Ltd (ABN 99 005 582 767) a non profit organisation that was established in 1993 and is a National Registered Training Organisation (RTO # 3923) with Australian Skills Quality Authority (ASQA) www.civilforcetraining.edu.au

This training is provided with Victorian & Commonwealth Government Funding. Offer only available to students eligible for government subsidies.Limited Offer.
Welcome to Civil Force Training.

Civil Force Training is a specialist division of Macquarie Commercial College Limited, a non-profit training organisation (CFT). CFT delivers civil construction training, assessment, licensing and accreditation services in civil construction, mining and infrastructure.

CFT delivers a range of civil construction qualifications and professional development in a range of earthmoving plant and civil construction equipment.

This Student Information Guide 2016 applies to all civil construction courses for 2016 year. It contains details of our current policies, procedures and course information so that students have with a comprehensive understanding of us. Any questions relating to our courses or information contained in this document should be addressed directly to our specialist civil construction team.

Mr Stephen Miller

CEO / RTO Manager
Civil Force Training

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info@earthmovingtraining.com.au

Websites:
www.civilforcetraining.edu.au
www.earthmovingtraining.com.au

The content contained in this Student Information Guide is of a general nature and for training purposes only. There is more specific and current information on any of the issues raised by contacting Civil Force Training or visiting our website.
Civil Force Training

CFT is a specialist civil construction division of Macquarie, a nationally accredited vocational education and training (VET) Registered Training Organisation (RTO) with ASQA. Directors and management of Civil Force Training have been directly involved in the civil construction industry for more than 60 years.

CFT delivers to you the skills and knowledge required

- by those entering into the workforce for the first time
- starting a new career after an absence
- retraining for a new job
- upgrading skills
- pathway to further study

CFT specialises in the delivery of civil construction qualifications and licenses in the:

- Civil Construction tickets
- Earthmoving Plant operator tickets for a
  - Excavator
  - Skid Steer Loader (Bobcat)
  - Backhoe Loader
  - Wheeled Front end Loader
  - Dozer
  - Roller
  - Tip Truck
  - Telehandler
  - knuckle boom
- Load Restraint
- Construction Induction Card (White Card)
- Elevated work platform General Construction


2. Bobcat is a registered trademark of its owner.
Civil Force Training delivers civil construction training, assessment, licensing and accreditation services in a range of civil construction industry areas.

**RII30815 Certificate III in Civil Construction Plant Operations**

<table>
<thead>
<tr>
<th>Training Session</th>
<th>Unit Code</th>
<th>Unit Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work in construction industry</td>
<td>RIIBEF201D</td>
<td>Plan and organise work</td>
</tr>
<tr>
<td></td>
<td>RIICOM201D</td>
<td>Communicate in the workplace</td>
</tr>
<tr>
<td></td>
<td>RIIWHS201D</td>
<td>Work safely and follow WHS policies and procedures</td>
</tr>
<tr>
<td></td>
<td>CPCCOHS1001</td>
<td>Work safely in the construction industry</td>
</tr>
<tr>
<td>Civil Construction – Session 1</td>
<td>RIICCM202D</td>
<td>Identify, locate and protect underground services</td>
</tr>
<tr>
<td></td>
<td>RIICCM203D</td>
<td>Read and interpret plans and specifications</td>
</tr>
<tr>
<td></td>
<td>RIICCM205D</td>
<td>Carry out manual excavation</td>
</tr>
<tr>
<td>Civil Construction – Session 2</td>
<td>RIICCM206D</td>
<td>Support plant operations</td>
</tr>
<tr>
<td></td>
<td>RIICCM207D</td>
<td>Spread and compact materials manually</td>
</tr>
<tr>
<td></td>
<td>RIICCM208D</td>
<td>Carry out basic levelling</td>
</tr>
<tr>
<td>General Construction – Session 1</td>
<td>RIICCM201D</td>
<td>Carry out measurements and calculations</td>
</tr>
<tr>
<td></td>
<td>RIISAM203D</td>
<td>Use hand and power tools</td>
</tr>
<tr>
<td></td>
<td>RIISAM204D</td>
<td>Operate small plant and equipment</td>
</tr>
<tr>
<td></td>
<td>RIISAM201D</td>
<td>Handle resources and infrastructure materials and safely dispose of nontoxic materials</td>
</tr>
<tr>
<td></td>
<td>RIIWMG203D</td>
<td>Drain and dewater civil construction site</td>
</tr>
<tr>
<td>Plant Operator</td>
<td>RIIMPO323D</td>
<td>Conduct civil construction dozer operations</td>
</tr>
<tr>
<td></td>
<td>RIIMPO324D</td>
<td>Conduct civil construction grader operations</td>
</tr>
<tr>
<td></td>
<td>RIIVEH304D</td>
<td>Conduct tip truck operations</td>
</tr>
<tr>
<td></td>
<td>RIIMPO315D</td>
<td>Conduct tractor operations</td>
</tr>
<tr>
<td></td>
<td>RIIMPO326D</td>
<td>Conduct civil construction water cart operations</td>
</tr>
</tbody>
</table>

** Additional electives may be included to enhance work employment opportunities in the Civil construction industry.**
RII30915 Certificate III in Civil Construction - Stream 9**

<table>
<thead>
<tr>
<th>Work in construction industry</th>
<th>RIIBEF201D</th>
<th>Plan and organise work</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>RIICOM201D</td>
<td>Communicate in the workplace</td>
</tr>
<tr>
<td></td>
<td>RIIWHS201D</td>
<td>Work safely and follow WHS policies and procedures</td>
</tr>
<tr>
<td></td>
<td>CPCCOH51001</td>
<td>Work safely in the construction industry</td>
</tr>
<tr>
<td>Civil construction - Session 1</td>
<td>RIIICCM202D</td>
<td>Identify, locate and protect underground services</td>
</tr>
<tr>
<td></td>
<td>RIIICCM203D</td>
<td>Read and interpret plans and specifications</td>
</tr>
<tr>
<td></td>
<td>RIIICCM205E</td>
<td>Carry out manual excavation</td>
</tr>
<tr>
<td>Civil construction - Session 2</td>
<td>RIIICCM206D</td>
<td>Support plant operations</td>
</tr>
<tr>
<td></td>
<td>RIIICCM207D</td>
<td>Spread and compact materials manually</td>
</tr>
<tr>
<td></td>
<td>RIIICCM208D</td>
<td>Carry out basic levelling</td>
</tr>
<tr>
<td>General construction - Session 1</td>
<td>RIIICCM201D</td>
<td>Carry out measurements and calculations</td>
</tr>
<tr>
<td></td>
<td>RIISAM203D</td>
<td>Use hand and power tools</td>
</tr>
<tr>
<td></td>
<td>RIISAM204D</td>
<td>Operate small plant and equipment</td>
</tr>
<tr>
<td></td>
<td>RIIICCM211D</td>
<td>Erect and dismantle temporary fencing and gates</td>
</tr>
<tr>
<td>Earthmoving support</td>
<td>RIIICRC306D</td>
<td>Conduct earthworks</td>
</tr>
<tr>
<td></td>
<td>RIIICCM209D</td>
<td>Carry out concrete work</td>
</tr>
<tr>
<td></td>
<td>RIIHAN301D</td>
<td>Operate elevated work platform</td>
</tr>
<tr>
<td>Earthmoving Plant</td>
<td>RIIHAN308E</td>
<td>Load and unload plant</td>
</tr>
<tr>
<td></td>
<td>RIIIMPO318E</td>
<td>Conduct civil construction skid steer loader operations</td>
</tr>
<tr>
<td></td>
<td>RIIIMPO334D</td>
<td>Conduct skid steer loader operations using attachments</td>
</tr>
<tr>
<td></td>
<td>RIIHAN307D</td>
<td>Operate a vehicle loading crane</td>
</tr>
<tr>
<td></td>
<td>RIIHAN309E</td>
<td>Conduct telescopic materials handler operations</td>
</tr>
<tr>
<td></td>
<td>RIIIMPO320E</td>
<td>Conduct civil construction excavator operations</td>
</tr>
<tr>
<td></td>
<td>RIIIMPO317E</td>
<td>Conduct roller operations</td>
</tr>
<tr>
<td></td>
<td>RIIIMPO319D</td>
<td>Conduct backhoe/loader operations</td>
</tr>
<tr>
<td></td>
<td>RIIIMPO321E</td>
<td>Conduct civil construction wheeled front end loader operations</td>
</tr>
<tr>
<td></td>
<td>RIIVEH304D</td>
<td>Conduct tip truck operations</td>
</tr>
<tr>
<td>Drainage Works</td>
<td>RIIICPL302D</td>
<td>Install storm water systems</td>
</tr>
<tr>
<td></td>
<td>RIIICRC301D</td>
<td>Maintain drainage systems</td>
</tr>
<tr>
<td></td>
<td>RIIICPL301D</td>
<td>Install water mains pipelines</td>
</tr>
</tbody>
</table>

** Additional electives may be included to enhance work employment opportunities in the Civil construction industry.
### RII30115 Certificate III in Surface Extraction Operations**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>RIIENV201D</td>
<td>Identify and assess environmental and heritage concerns</td>
</tr>
<tr>
<td>RIIISR301D</td>
<td>Apply risk management processes</td>
</tr>
<tr>
<td>RIIWHS201D</td>
<td>Work safely and follow WHS policies and procedures</td>
</tr>
<tr>
<td>RIIROM301D</td>
<td>Communicate information</td>
</tr>
<tr>
<td>RIIQUA201D</td>
<td>Maintain and monitor site quality standards</td>
</tr>
<tr>
<td>RIIMEX301D</td>
<td>Assess ground conditions</td>
</tr>
<tr>
<td>RIIMP0304D</td>
<td>Conduct wheel loader operations</td>
</tr>
<tr>
<td>RIIPRO301D</td>
<td>Conduct crushing and screening plant operations</td>
</tr>
<tr>
<td>RIISRM04D</td>
<td>Maintain stockpiles</td>
</tr>
<tr>
<td>RIISRM01D</td>
<td>Blend stock pile materials</td>
</tr>
<tr>
<td>RIIRAN301D</td>
<td>Operate elevating work platforms</td>
</tr>
<tr>
<td>RIIVEH304D</td>
<td>Conduct tip truck operations</td>
</tr>
<tr>
<td>RIIMP0323D</td>
<td>Conduct civil construction dozer operations</td>
</tr>
</tbody>
</table>

** Additional electives may be included to enhance work employment opportunities in the Civil construction industry.
Quality System & Compliance

Civil Force Training has a quality system that includes policies, procedures, forms and management practices that ensure we meet the highest quality standards. All marketing materials for our courses and training are conducted ethically and accurately to ensure students receive our services that satisfies the Training Package requirements and for training services for those that is within our scope of registration.

Civil Force Training has management systems in these areas

- Student enrolments
- Attendance & completion
- Delivery & assessment
- Issue of qualifications
- Dispute resolution
- Marketing
- Student feedback & outcomes

Our graduates are industry recognised as they possess the skills and knowledge to add value to any organisation. Our Quality Assurance and Continuous Improvement Policy ensure our courses are of the highest quality in terms of theory, industry practice and skills requirements.

Civil Force Training as an RTO is required to comply with the VET 2016 Standards and NVR registered training organisation standards (SNR) that cover

- Marketing - ensuring VET courses are marketed with the appropriate integrity, accuracy and professionalism so that they are accurate and in accordance to the Industry Training Packages and only for the specific courses on scope
- Insurance - Having suitable insurance for public liability, professional indemnity and worksafe insurance
- Communication - Communicate to Victorian and Commonwealth Education and Training authorities of changes to management or governance
- Access - Provide access to Victorian and Commonwealth Education and Training authorities to our student and management records and offices
- Disclosure - Provide details of course and unit of competency completions to Victorian and Commonwealth Education and Training authorities
- Dispute Resolution - Resolve complaints with students equitably

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3 Civil Force maintains systems for, recording and archiving student enrolment applications and assessments, attendance, completion, assessment outcomes, RPL and issue of qualifications and statements of attainments.

4 Resources and Infrastructure Industry Training Package (Version 4).

5 Without misleading, vague or ambiguous information.
In the event that Civil Force Training ceases operations a digital copy of all records of student results will be sent to the ASQA within 30 days of ceasing operations for archiving. CFT accepts that not satisfying obligation and conditions of registration or other regulatory requirements may result in its registration as an NVR being suspended or withdrawn.

Civil Force Training has a duty of care to provide for the health, safety and welfare of all staff, students and visitors to their training centres. All individuals are required to wear steel capped boots and protective clothing when located on CFT training centres.

All individuals at CFT training centres are required by OHS regulations to

- Follow relevant OHS policies and procedures
- act in a professional, responsible manner
- disclose and report any actual or potential material hazards to CTF staff
- obey and follow any reasonable request from CFT staff
- not undertake conduct or fail to act in any manner that could reasonably be expected or place themselves or others in a position that their health or safety could be at risk or potential for risk

The failure of any of these aspects of OHS should be brought to the attention of CFT staff that may result in disciplinary proceedings including the removal, suspensions or exclusion from the training activities being provided as well as removal from training centre. All staff and visitors undertake induction training where you are provided with information concerning, OHS, including emergencies or what to do in the case of injures and where first aid is required. Civil Force Training ensures that it minimises its impact on the environment so that all energy and natural resources are utilised efficiently and waste and pollution is minimised.

(visit www.worksafe.vic.gov.au)
Government Funding 2016 - Yes

Civil Force Training, in 2016, has civil construction courses available either as full fee or with Government funding under the Victorian Training Guarantee (see Higher Education and Skills Group (Skills Victoria) for eligible students. Skills Victoria funding is not a loan. This training is provided with Victorian & Commonwealth Government Funding. Offer only available to students eligible for government subsides. Limited Offer. Terms and Conditions apply. Our civil courses include the

RII30815 Certificate III in Civil Construction Plant Operations
RII30915 Certificate III in Civil Construction
RII30115 Certificate III in Surface Extraction Operations.

Push
The program Unique Supervised hours (PUSH) must always reflect the unique hours of supervised training and assessment that will occur during the program. (Please see PUSH pages in back of Student Information Guide)

Please contact Civil Force Training Career Advisors for further information about determining your Government Funding eligibility for our courses by.

Telephone  1300 09 49 79
Email          info@civilforcetraining.edu.au

If you are eligible for Government Funding your cost to undertake our civil construction courses may be less than $50. Please see the fees section to determine your contribution required under Government Funding

The Victorian Training Guarantee (VTG) is a Government initiative providing subsidized training for eligible individuals who wish to obtain a Certificate IV, Diploma or Advanced Diploma qualification. It is funded with Victorian and Commonwealth Government Funding. We organize everything on behalf of the student and the process is simple and easy.

How many Government subsidised courses can I commence in 2016? An individual is eligible to commence a maximum of two government subsidised courses per calendar year. Who is an ‘eligible individual’?

An eligible individual is a person who meets all three criteria below:

1. Are you a citizen or permanent resident?
2. Courses must be completed by an individual physically located in Victoria.
3. Are you upskilling - that is, are you seeking to enrol in a nationally recognised qualification that is at a higher level than the highest qualification you have previously completed?

EXAMPLE: Simon is an Australian citizen, who is living in Victoria and has completed a Certificate IV in Accounting in 2010. As a result, he is eligible to enrol in a Government subsidised Diploma (or higher) qualification, however he is eligible to Government subsidised training at the Advanced Diploma level.

Important note: for people under 20 years of age, this restriction does not apply. If Simon was under 20*, he would be eligible to study any Certificate, Diploma or Advanced Diploma course.

* Please note: Age is the age of the eligible individual as at 1st January in the year in which they are commencing the course.

This training is provided with Victorian & Commonwealth Government Funding. Offer only available to students eligible for government subsides. Limited Offer. Terms and Conditions apply.
Student Obligations

Civil Force Training students are responsible for:

- attending classes & reading all necessary learner resources including manuals, equipment manuals, learning tools and other training information
- informing trainers of any prior skills and/or knowledge they possess and require (recognition of prior learning) (RPL)
- attending all training sessions required on time and be prepared for class (no late comers are allowed)
- informing trainers that you are ready for assessment at the scheduled times or arrange alternative assessment dates
- submitting all assessment tasks
- ensuring all assessment work that is submitted is the student's own work
- ensuring that all evidence of participation and notes are retained in the student's portfolio and presented for assessment
- raising any concerns regarding the course or training sessions conducted with the trainer
- providing course feedback to us and the relevant government departments as required for audit and compliance purposes
- following all conduct site rules as outlined herein and as instructed by Civil Force Trainers and as displayed on signs and posters
- students should not undertake any conduct that is inappropriate and it would reduce or prevent the learning process or health and well-being of the individual and those around them
- participating in course evaluations and provide feedback to relevant Government authorities and departments, both state and federal in a timely manner as required for audit or compliance purposes
- following all job or other site rules as displayed or instructed by trainers or related authorized parties

Student Code of Conduct

Civil Force provides a positive learning environment so that no person is discriminated against or treated unfairly. No behaviour shall be tolerated that impairs the learning and assessment process for any student or in any way to bring CFT's reputation into disrepute. Our Code of Conduct is based on the following principles:

1. All students shall act appropriately and not engage in any activity that impairs the learning process
2. Ensure no behavioural problems arise or are dealt with professionally that include:
   a. respect the rights of all individuals within our community
   b. conduct themselves in a manner that enhances the learning environment
   c. use Civil Force property and equipment appropriately and with authorized access
   d. ensure all assessments and learning is undertaken honestly and original work
   e. obey all relevant regulations (e.g., OHS< WHS, Privacy, Access and Equity, Special Needs etc.)
   f. not engage in inappropriate behaviour that includes
      i. failure to comply with reasonable instructions
ii. cause physical or emotional assaults or intimidations, threats or harm to any individuals
iii. reckless conduct that disturbs the learning experience
iv. act in an unlawful manner with the relevant Criminal Acts and Codes
v. contrary to Civil Force Access and Equity Policy
vi. distribute or display obscene or offensive language, acts or gestures
vii. partake in any distribution, sale, consumption or use of alcohol or drugs or influenced thereof

g. discussion and mediation shall be used prior to other means being used, in the event that this is not possible then the following shall occur
   i. Civil Force manager may direct a student to be excluded from the relevant class or site area
   ii. If the activity is criminal then law enforcement officers may be called and notified
   iii. All relevant information shall be made available and disclosed to the appropriate authorities

Students subject to the above concerns have access to the general student grievance policy and procedures and may file a complaint about any perceived bias and can appeal any decision in regards to this code which must be in writing and with the RTO Manager. All reports of misconduct or inappropriate activity shall be kept on the student file. **Inappropriate Conduct** means and includes any anti-social, disruptive or unreasonable behaviour by students that includes:

- Non-compliance with any reasonable direction by a staff member of CFT
- Grossly negligent damage, removal or interference with property or assets of CFT
- Any physical or verbal assault
- Intentional conduct that disturbs the normal learning environment
- Possession, Use or distribution of banned substances or illicit drugs
- Obscene or offensive language or gestures
- Consumption of alcohol or under the influence thereof

In the event that **Inappropriate Conduct** occurs/arises every reasonable opportunity shall be undertaken to resolve the matter by the issue of an explanation and potential solution prior to any resolution being performed. Any penalties and actions undertaken where a breach of the code has occurred can range from excluding the student from specific class or work areas, however if it appears that criminal activity has occurred all relevant third parties shall be notified and all relevant evidence shall be provided to these authorities. Internally students shall be recorded on file and shall be referred to our relevant appeals policies and procedures (“Grievance Procedures”). All Appeals must be in writing by email to the RTO Manager. (see Complaints & Appeals Policies and Procedures).

**Selection of Students**

Civil Force Training conducts at enrolment an induction program to students commencing training. Enrolment of students will be conducted at all times in an ethical and responsible manner and be consistent with the requirements of the curriculum/training package. CFT shall ensure that the student application and selection processes are clear and ambiguous to ensure compliance with access and equity principles.
Civil Force Training - Obligations to Students

Civil Force Training shall deliver:

• a safe and friendly classroom and skills learning environment
• training and assessment schedule in accordance to your Training Plan
• the relevant and appropriate unit(s) of competency details on your personalised Training Plan
• respect to your values
• obey all relevant regulations impacting the learning environment
• opportunities to practice the skills and knowledge required in a practical setting
• record training and assessment outcomes and any retraining and assessment required
• establish work tasks, mentorship and assistance to help achieve competency
• feedback on progress and any shortfalls
• Results and review of assessment process after assessment
• Information regarding the all relevant policies and procedures

Access and Equity - Equal Opportunity – Anti Discrimination.
All students regardless of background or abilities are encouraged to participate in training programs. Students shall be treated fairly and individually interviewed. They shall not be exposed to discrimination in the training environment and/or in the workplace.

Our access and equity practices apply to students, prospective students, general public, employers and other participants. Civil Force Training acts in accordance to Anti-Discrimination (www.humanrightscommission.vic.gov.au) & (www.humanrights.gov.au) and Sexual Harassment regulations.

Privacy (Refer to Privacy & Records management Policy & Procedure)
All student information will be kept strictly confidential as per the requirements of the Privacy Act and will not be released to anyone, other than the student, without the student’s express permission. However, common with many commercial websites and business operations, the Company may also collect aggregated information which tells us about you.

For example, we may collect information about the date, time and duration of visits and which pages of the Websites are most commonly accessed. This information is used by us to help to administer and improve the Websites. If you provide your Assessment Booklet (or other information eg, resume) to the Company, we may only make this available to the members of the CFT or our authorised Agents only by a reference number and not your name. Personal information collected about you will be used in the course of CFT business. Certain personal information may be required by the Victorian Skills Commission or the ASQA before you can be issued with a Nationally Accredited Qualification.

The Victorian Freedom of Information Act 1982 provides you with the right to request information held by training providers (visit www.foi.vic.gov.au). If your personal details change during the course please email CFT. You have the right to access the personal information recorded at any time and provide and necessary corrections.
**Enrolment session including initial sign-up meeting and Personalised Training Plan**

**Initial Interview**

Prior to enrolment and commencement of training, prospective students attend an enrolment session. The purpose of this initial interview session is to allow:

- Prospective students to receive information and ask questions about the training
- CFT to assess a prospective student’s eligibility to commence training
- Special needs or learning assistance to be assessed
- Development and signing of an individual Training Plan.

**Information provided to students**

CFT will provide accurate, relevant and up-to-date information to students prior to course commencement that includes, but not be limited to:

- Certificate / Qualification that shall be issued to the student in a timely fashion on completion or partial completion of the course
- Competencies to be achieved during the training
- Assessment procedures
- Arrangement for Recognition of Prior Learning (RPL) and any credit transfer
- Complaints and appeals procedure
- Student support services
- Fees and costs involves in undertaking training
- Fee refund policy

All students receive confirmation of course dates via letter, SMS and confirmation telephone calls. Records of these communications are documented in the Student Management System.

Students shall need to familiarise themselves with the contents of this guide and any other pre-course materials and to sign the enrolment form indicating they are aware the details on this form may be used for statistical reporting.
Individual Training Plan

Each student will have an individual Training Plan developed upon enrolment. This plan will list the competency units to be achieved as well as assessment tasks and dates for completion. This plan is a working document and will be continually reviewed during the training program. You can re-negotiate any aspect of the plan.

To enhance the training delivered in our courses, CFT uses the newest version of ‘Units of Competency’ available under the Training Package (subject to our Policy). From time to time slight changes to units of competency are implemented.

You will be required to sign a statement that you understand that the unit version/s in your original enrolment or Training Plan may not reflect the latest versions and that you authorise CFT to include the newest version available in your training.

Please visit training.gov.au as this is the official National Register of VET in Australia and is the authoritative source of information on Training Packages, Qualifications and Accredited Courses, Units of Competency, Skill Sets and Registered Training Organisations. Please visit http://training.gov.au for more information.

Pre-training overview

MCC Pre-training review includes an assessment of current competencies (including language, literacy and numeracy skills, assessment of competencies previous required and proposed learning strategies)

MCC shall outline the process it undertakes to ensure that Recognition of Prior Learning (RPL) is assessed prior to structured training commencing. This also includes undertaking a language, literacy and numeracy (LLN) assessment through a range of suitable question to ensure the appropriate course is recommended, give you level of LLN.

MCC ensure that the qualification in which the student is enrolling is the most appropriate training option by conducting a series of questions during the pre-training review including:

- What is your ideal job
- what do you want to work as,
- what do you do now,
- what study would you like to do to get there,
- Have you applied for jobs in this area

If you have any further question regarding the suitability of a course, prior to your interview and pre-training review, please contact MCC
**Literacy, language & numeracy (LLN) and special needs**

CFT is committed to mentoring and assisting students with different background and abilities to succeed in completing their desired course.

A student’s individual needs will be assessed prior to training. Requirements such as alternative formats, adaptive technology and adjustments for other disabilities will be identified and provided where practicable. If you require any special mentoring or assistance such as literacy or numeracy help, disability access or other physical or learning needs, please inform your trainer.

Some training courses demand a high level of literacy and numeracy to successfully complete. Please discuss any concerns about the levels required for specific training programs and work projects with CFT staff.

**Recognition of prior learning (RPL)**

Recognition of prior learning RPL is the formal acknowledgement of your competency regardless of how, where or when the learning occurred. This recognition of your experience and skills to be considered for recognition may have been gained through:

- Formal or informal training and education
- Work experience
- General life experience
- Or any combination of the above.

CFT objective is to ensure that an individual’s prior learning is recognised and used towards a Nationally Accredited Qualification. If you enrol and request RPL for any units of competency, an interview will be conducted with your trainer where they will outline what is required to be demonstrated for each unit of competency and how your previous experience and informal training match the criteria. They will also suggest types of evidence that could be used to support your competence. This will provide you with the opportunity to assess your acquired knowledge and skills and determine whether you are able to submit sufficient evidence for all the outlined competencies. If you decide to proceed with your RPL application your trainer will then develop an RPL plan. Further visits to your workplace or attendance at one of our training facilities may also be required if the full range of performance criteria is not evidenced via RPL*.
These documents are examples of RPL evidence that could be provided to support a RPL application:

- A certified copy of your qualification/s
- A copy of your resume (cross referenced to the relevant unit(s) performance and knowledge criteria)
- Verification from your current employer on official letterhead stating your involvement in relevant tasks
- Documented evidence of your current work including samples as requested.

A successful application for RPL may provide you with units leading to a full or part qualification and avoid duplication of training. Indicative fees of $500, non-refundable deposit, plus $50 per unit, plus $100 per hour will be applied for applicants requesting this service. (see the Statement of Fees)

**Recognition Pathway (Refer to Policy & Procedure)**

CFT is aware that many people working in the Civil Construction Industry have gained the knowledge and skills from their previous experience. CFT consider formally recognising this through a process known as (Recognition of Prior Learning) or simply RPL.

If you would like to apply for RPL for a particular unit of study, then you must supply evidence of your prior skills and knowledge needed to achieve the standard of competency required. In addition, you must also demonstrate the currency of those skills and knowledge.

Briefly, the RPL process is as follows:

1. Download the RPL application form from our website
2. Complete and submit the following:
   - a. RPL Application form
   - b. Self-assessment for skills and knowledge
   - c. Evidence of prior skills and knowledge
   - d. Evidence of currency of prior skills and knowledge
   - e. RPL application
   - f. Upon receipt of the above mentioned items, an interview will be arranged with you.
3. Upon completion of the assessment of your RPL application, you will be advised of the outcome. The success of your application is not guaranteed.

**Credit Transfer (Recognition of qualifications from other RTOs)**

For credit transfer you must provide formal qualifications that may include certificates, Statements of Attainment and other forms of qualifications. Provided these documents have a corresponding unit code the credit transfer will be granted. If competency for an old unit of study was previously achieved that is not part of the new Training Package course then Credit Transfer shall not be available. If you have any questions regarding the Recognition pathways available including the RPL Process or eligibility for Credit Transfer. CFT shall recognise all Australian Quality Framework (AQF) qualifications and Statement of Attainment issued by any other registered training organisation. In order to be awarded a Credit Transfer the qualification and/or Statement of Attainment must relate to the same Training Package and have exactly the same unit code/s of the course you are enrolling in.
You will need to produce an original copy of your qualification and/or Statement of Attainment. Providing the unit codes match exactly you will be awarded a Credit Transfer for this Unit of Competency. A copy of the qualification and/or Statement of Attainment will be retained on your file. If your qualification and/or Statement of Attainment relates to an earlier Training Package you may wish to apply for RPL as above.

**Student submitting their Own Work – Avoiding Plagiarism**  
*(Refer to Policy)*

This policy sets out the minimum behaviour standards IBI requires of students insofar as Academic Misconduct and Plagiarism and Collusion. Academic Misconduct refers to behaviour that may:

- Disrupt the learning environment,
- Be inappropriate towards a staff member or other student,
- Involve dishonesty or helping others to gain an unfair advantage in assessments,
- Contradicts the Assessment Policies and Procedures set out in this guide,
- Result in misadventure during an examination,
- Plagiarism content from material not referenced in the bibliography,
- Copy another student’s work, or
- Involve lodging work completed by another person under your name.

You are not to represent someone else’s idea’s work as your own such as:

- Not referencing other people’s work
- Copies or substantially copies another student’s work as your own
- Substantially paraphrasing the course materials in your assessments

You are not to undertake any behaviour that purposely undermines a fair and just assessment system including:

- The submission of an assessment that has already been submitted
- Unauthorised access to assessment resources or inappropriate help from another person in relation to assessments

The above policies apply to all students that have undertaken study previously, as well as current and future students. Plagiarism is defined as stealing and passing off the ideas and words of another as your own. This source may be written, oral or electronic, and includes copying/pasting from books, periodicals, journals, newspapers, the Internet and the retrieval of research papers from the Internet. If you are suspected of plagiarism and after investigation the RTO Manager reasonably believes, based upon evidence that you are guilty of plagiarism then the following penalties may be applied, depending on the nature and extent of the plagiarism or cheating.

**Students can be requested by CFT to:**

- Resubmit assessment work
- Be reassessed or
- Excluded from assessment.

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6 Course fees are GST free (please see our Fees and Charges Policy and Procedure)  
7 Administration fees for courses under GST are inclusive of GST (please see our Fees and Charges Policy and Procedure)
Full Fees – Government Fees - Concessions and refunds

Government subsidised training fee

Where government funding applies, CFT will levy fees in line with the Ministerial Directive ‘Victorian Training Guarantee Guidelines’ about fees’ that take into account whether you are a government funded concession student or a government funded non concession student and a full fee student.

Please see Civil Force Training Indicative Government Subsidise Student Tuition Fee Schedule. CFT charges an enrolment administration for government subsidised courses. Thus civil construction course fees shown below are subject to change:

For all Full or Part Qualification courses CFT charge:

- Standard fee of $50 per enrolment
- Concession fee* is 20% of the standard enrolment fee (per enrolment) (ie $10).

Concessions

If you hold any off the following concession cards then you are entitled to be charged a concessionary rate for the qualification enrolling in in accordance to the Victorian Training Guarantee.

Concessions are available to people in the following groups:

- Commonwealth Health Care Card holders and their dependent children and dependent partners
- Pensioner Concession Card holders and their dependent children and dependent partners
- Veteran’s Gold Card holders, but not their dependants.

To secure a concession, the person enrolling must either be the concession cardholder or be able to demonstrate that they are a dependant of the cardholder.

Under an Indigenous Completions Initiative concessions are also available to Indigenous trainees. Concessions are granted on the subsidised portion of the qualification. Students requiring additional training/assessment will need to meet the additional costs out-with the concession arrangement

Full fee costs

CFT offer courses to fee paying students who are not eligible for funding support, please see website. Please refer to our current pricelist (available on request) and also discuss your thoughts and opinions with our Career Advisors & Business development team for details of current discounts and pricing. Victorian Training Guarantee Funding is provided with Victorian & Commonwealth Government Funding. Offer only available to students eligible for government subsides. Limited Offer. Terms and Conditions apply
Funded Learners* (columns a – c)

This document sets out the approximate value of the funding being paid by the Victorian Government via the Victorian Training Guarantee (VTG) for eligible learners. Details of any enrolment fees are also included.

Full Fee Paying Learners* (column d)

Fee for Service (FFS) costs for non-funded learners can also be calculated using this document. All funding values & enrolment fees are subject to final approval.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Nominal Hours</th>
<th>Funded Value (x $5p/h)</th>
<th>Selected Course Value ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>a</td>
<td>b</td>
<td>c</td>
</tr>
<tr>
<td>Full Certificate Civil</td>
<td>1230</td>
<td>6150</td>
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<tr>
<td>Civil Construction Induction Card (White Card)</td>
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<td>Plant Operator</td>
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<td>Plant* Excavator</td>
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<tr>
<td>Plant* Roller</td>
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<td>Plant* Tip Truck</td>
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<tr>
<td>Plant* Dozer</td>
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<tr>
<td>Earthmoving Plan</td>
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<td></td>
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</tbody>
</table>

*Include once if individual machine(s) are selected

Approximate Funding Value $  
Enrolment Fee (your contribution) $

Learner Name | Learner Signature | RTO Delegate Name | Delegate Signature | Date |
---|-------------------|-------------------|---------------------|------|

Civil Force Training is a division of Macquarie Commercial College Ltd (ABN 99 005 582 767) a non profit organisation that was established in 1993 and is a National Registered Training Organisation (RTO # 3923) with Australian Skills Quality Authority (ASQA) www.civilforcetraining.edu.au
Maximum Advance Payments

In accordance with SNR if a Course Fee payable by a student is in excess of $2,500, then CFT require payment of a deposit of $1,000 (at enrolment) and then a $1,500 payment post enrolment (upon commencement of the course) with the remainder (balance) being paid by the Student prior to completion date.

Student course cancellation or Failure to attend

If a student is unable to attend a training session it is expected that they will make every effort to advise CFT as soon as practicable. Note, unless otherwise notified CFT training sessions commence at 8.00 am. Where possible, students will be rebooked into another training session. If government funding is applicable this will be applied accordingly. Please note that once the government funding threshold has been reached students will be required to pay for training. Our current pricelist is available on request.

CFT recognises the need to make reasonable adjustments to meet individual student needs; however, students who continually fail to attend will have their enrolment cancelled. If you need to speak confidentially to someone about your individual needs please contact your trainer/case manager.

Refunds

Requests for full or partial refunds must be initiated via completion and submission of Refund Request form. All refund applications must be approved by one of the following (prior to submission to finance):

- Senior Manager
- Branch Manager
- Administration Supervisor.

All refunds are subject to final authorisation prior to a repayment being made.

Fees will be refunded in full where:

- CFT cancels a course (& an alternate course is not available)
- Our course is not provided in full due to a sanction imposed by a government regulator
- Long term illness or disability prevents a student from taking up the course
- If there is a death of a close family member (parent, sibling, spouse or child) of the student (& an alternate course is not available)
- In the case of special or extenuating circumstances including political, civil or natural events.

A student who withdraws or defers from a course for whatever reason after the commencement of a course shall not be eligible for a refund for that course except for the reasons outlined above. Students wishing to withdraw from a civil construction course who give 48 hours’ written notice (from the scheduled start time of the course) will receive a full refund of fees paid and received. CFT shall arrange for another course, or part of a course, to be provided to the student at no additional cost to the student as an alternative to providing a refund. Where the student agrees to this arrangement, CFT will not be liable to refund the money owed for the original enrolment.
Assessment

CFT assessments\(^6\) meet the requirements of the endorsed components of the relevant Training Packages. CFT ensures that all assessments:

- are declared in advance and are transparent and accessible
- comply with the Assessment Guidelines included in the applicable nationally endorsed Training Package
- comply with the principles of validity, reliability, fairness and flexibility
- provide for students to be informed of the context and purpose of the assessment and the assessment process
- where relevant, focus on the application of knowledge and skills to the standard of performance required in the workplace
- involve the evaluation of sufficient evidence to enable judgements to be made about whether competency has been attained
- provide for feedback to the student about the outcomes of the assessment process and guidance on future options
- are equitable for all persons, taking into account cultural and linguistic needs
- provide for reassessment on appeal
- are validated to ensure consistency in the interpretation of evidence.

Feedback

CFT continuously improves the quality of training and assessment it is extremely useful to receive feedback from students. Review will be undertaken during training and an Evaluation Form will be provided for you to complete.

A part of our continuous improvement process, CFT conducts surveys students quarterly that are conducted in February, May, August and November of each year. If your training does not fall within a survey period and you would like to provide additional feedback, please request a CFT Student Feedback form which is available from your trainer or admin. CFT is audited by the State and Federal Training Authorities and you can offer your genuine feedback should you be contacted by a representative from one of these training authorities. Do not be concerned by this contact as a random sample of clients is selected for a brief telephone audit.

CFT is required to participate in the National Student Outcomes Survey, managed by the National Centre for Vocational Education and Research (NCVER). Please be advised that as a student you may receive a survey.

Please be assured that any evaluation of services is confidential and only used for the purposes of improving the quality of our service to students.

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\(^6\) (including RPL)
Certificates and Qualifications
Certification documentation issued

All CFT students that complete a program of learning that leads to the award of an AQF qualification are entitled to receive the following certification documentation on award of the qualification:

- a testamur, and
- a record of results

A testamur is an official certification document that confirms that a qualification has been awarded to an individual.

A Record of Results is a record of all learning leading to an AQF qualification or an accredited unit in which a student is enrolled.

Partial completion of a qualification

A Statement of Attainment recognises that students do not always study an entire AQF qualification. If you choose to complete only a single unit (units of competency) you are entitled to receive a Statement of Attainment. In addition a record of results may also be issued. If further units are achieved at a later date through re-enrolment in a course then further SOA or and the full qualification shall be issued.

Information appearing on certification documentation

All CFT Testamurs and Statement of Attainment will include at a minimum, the following:

- CFT’s name and logo
- CFT’s national provider number
- the full legal name of the person receiving the certification documentation
- the awarded AQF qualification by its full title (testamurs only)
- a list of all units of competency achieved, identified by their full title
- certificate number
- date of issue
- signature of CFT’s authorised delegate signatory
- NRT logo
- AQF logo (testamurs only).

Provision of replacement testamurs, records of results, Statements of Attainment and CFT produced cards

A student may make application for a replacement testamur, record of results, Statement of Attainment or CFT produced card if the documentation has been lost, damaged or destroyed.

An applicant for replacement certification documentation must provide proof of identity and pay an administration fee to cover the search for verification of data and the printing of the new documentation. This fee is currently $50.00.
Complaints and Appeals processes

Complaints

CFT is committed to:

- Providing Due process to all students
- Ethical and responsible management
- Transparency in its decision-making process
- A visible, accessible and fair complaints process.

Interactions between staff and students are many and varied. CFT recognises that critical feedback is part of the continuous improvement process so that the quality of education and training is enhanced. If a student feels they have experienced unreasonable treatment, disadvantage or distress that needs to be resolved.

All students are entitled to due process which includes a right to a fair hearing. We ensure this occurs, the following has been determined:

- If a student believed they have not been fairly treated, their first approach should be to discuss their concerns with their trainer
- The trainer should note their concerns and assist the student to resolve them
- If the student is unable to approach the trainer because the problem exists between the student and trainer, or because the problem is of a personal nature, the student should speak to the Branch Manager
- All student complaints will be documented using the Student Complaints Form. Complainants will have access to this documentation
- If the student makes a formal complaint in writing, the complaint will be viewed by CFT RTO Manager (or nominee) within five (5) business days of receipt and a response will be forwarded to the student within a further ten (10) business days notifying of result and/or any further action
- If the complaint is found to be unsubstantiated, the matter will be closed and considered resolved
- If the complaint is found to be substantiated, CFT will take appropriate action to ensure that the issue raised does not recur
- Should the matter be unresolved, the student should contact the General Manager in order or reach a resolution
- Should the matter still remain unresolved, CFT’s CEO may appoint an independent arbitrator to review the dispute.

It is the responsibility of the student to discuss any complaints with CFT personnel before taking the complaint outside of the organisation. All concerns will be handled in the strictest confidence and, if necessary, the student will be referred to expert help outside the organisation. No information or documentation that the student has provided will be handed over to an outside organisation without their permission.

The lodging of a complaint will not affect a student’s ability to continue studying or receiving other services they are eligible for from CFT.
Assessment Decision Appeals  
*(see Appeals Procedure and Process)*

Should you have any concerns about the assessment process or your results you can ask for a review, and you also have a right of appeal.

- Stage 1 – Informal procedures
- Stage 2 – Formal Procedure
- Stage 3 – Appealing a complaints decision
- Stages 4 - External arbitration

**Step 1 - Discuss any concerns with your trainer or the Training Manager.**

An appeal provides a formal opportunity for a student to have an academic decision reassessed. Any appeal regarding an assessment will be treated ethically and investigated thoroughly and dealt with according to the merits of the appeal.

**Step 2 -** Appeals must be lodged and submitted in writing using *Student Assessment Appeal Form* within twenty-one (21) business days of the assessment to the Training Manager.

If you are not satisfied with the way your complaint has been handled then contact the Australian Skills Quality Authority (ASQA).

**ASQA can deal with complaints about:**

- the information provided to you by CFT about the course/s you are interested in
- the delivery and assessment of the training you have received
- the qualifications you have or have not been issued.

*If you are unsatisfied with the decision of any formal complaint which cannot be followed up with ASQA please contact the RTO Manager who will advise you of the options for accessing assistance from an independent authority.*
Course Delivery & Student Resources

Course Delivery Options

Civil Force Training is only available to students in a classroom and on-site delivery mode, either the student’s employers or at our own Skills Training centres (see below). Our Classroom Workshops are designed to provide hands on assistance and guidance through the course and are conducted in an environment that promotes discussion and sharing of ideas leading to genuine learning outcomes. It is expected that participants study and work through their Learning Manuals before attending the workshops, bringing with them the main issues that they would like to discuss. Students may select from a range of classroom workshops that are scheduled and published on the Civil Force website. There is no limit to the number of times a student can attend the same workshop. Classroom Schedule is subject to student numbers, please visit the website for current information.

Classroom Workshops

Students can decide to undertake our Classroom Workshops on a face-to-face basis. Our Classroom Workshop option is a value-added learning tool and is a skill-based program moderated by Facilitators responsible for delivering and assessing knowledge and skills. Our interactive classroom based Classroom Workshops are the fastest way to help achieve and complete the Assessment Booklet in a tutorial environment. Our Trainers are skilled at making the classroom experience interactive, providing real life examples to stimulate interest.

Civil Skills Training Centers

Our Training Centers provide a variety of classroom situations for theory training and simulated practical training areas for hands on practical skills practice in a closely controlled and supervised environment. Our Skills Training Centers are located in:

- Geelong

  106 Fyans Street Geelong 3220
  132 Point Henry Road, Geelong, VIC, 3220
Student Resource Requirements

All students are required to wear steel capped boots, high visibility (hi-vis) clothing / vest during all training that is conducted in class, all other training may also require helmet, glass, ear muffs and other protective clothing or equipment.

Students are required to complete a number of Activities each hour to apply and are assessed by an Assessor as to the knowledge and skills gained. Activities are generally assessed during the Course to provide you with timely feedback. If you are deemed ‘not yet competent (“NYC”)’ in an Activity and/or Unit of Competency, You will be provided with personal coaching and given the opportunity to resubmit the Activity. If you are deemed ‘not yet competent (“NYC”)’ in an Activity and/or Unit of Competency, written feedback will be sent back to You to provide with the opportunity to resubmit the Activity. A Statement of Attainment will be awarded once You are deemed competent in all Course Activities.

National Recognition

All of our courses are nationally recognised. National recognition means recognition by an RTO of the AQF qualifications and statements of attainment issued by all other RTOs, thereby enabling national recognition of the qualifications and statements of attainment issued to any person. Recognition by each state and territory’s registering body of the training organisations registered by any other state or territory’s registering body and of its registration decisions. Recognition by all state and territory course-accrediting bodies and registering bodies of each other’s accredited courses and accreditation decisions.

If you cannot provide evidence of the currency of your skills and knowledge in your nominated units, depending upon the assessment of your application, you may be offered an “Assessment-Only RPL” wherein you can complete the assessment tasks for your nominated units from the comfort of your own home without the need to attend classes. In such a case you will not be provided any learning manuals and are encouraged to research various sources of regulations.

- Start by reviewing the units of study in your chosen course.
- Select the units you are comfortable with in terms of your knowledge and experience in.
- Assessments for the specific units you nominate shall be sent to you
- You will have 30 days to complete each unit selected
- Marking of your submissions will occur within 4 days of submission
- You shall be informed whether you have been assessed as “Competent” or “Not yet competent”
- There are no opportunities to resubmit RPL assessments.
- If you are marked competent, then you will receive a transcript of your results.

Standard Enrolment Period means

Certificate Courses 12 months
Replacement Manuals and Certificates

A replacement fee of $100 per Course Manual ($400 for complete course) and a $50 per Certificate will be charged and $10 for any CD Rom or Flash Drive requested. This fee is due and payable prior to the delivery of the replacement item in question.

If express postal delivery for Course Manuals or Certificates is required by a Student an additional fee of $50 shall be payable. Electronic unprintable certified versions of a Student’s qualification Certificates are available (in certain circumstances at an additional cost of $50).

<table>
<thead>
<tr>
<th>Summary of Charges (inclusive of postage &amp; handling)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-enrolment/Extension Charge</td>
</tr>
<tr>
<td>Request for accessing personal information</td>
</tr>
<tr>
<td>Replacement of Course Material</td>
</tr>
<tr>
<td>Re-issue of qualifications or Statement of Attainment</td>
</tr>
</tbody>
</table>

Welfare and Guidance

CFT recognises that a significant aspect of quality of training programs relies on effective support and management of student and staff welfare. Considering this, CFT is committed to providing both students and staff with adequate access to:

- Educational, vocational, and personal counselling services;
- Guidance and support with financial requirements specifically related to training and education;
- Information relating to OH&S, equal employment opportunity and anti-discrimination policies as is appropriate and relevant; and
- In the event that required support extends beyond CFT’s capabilities. CFT will source/give referral information for relevant organisations that supply required support services.
**Legislative & Regulatory Requirements**

*(Refer to CFT Compliance with Legislation Policy & Procedure)*

CFT abides by the following legislative requirements;

- 2016 VET Standards
- Australian Skills Quality Authority (ASQA) (formerly VRQA);
- Skills Victoria compliance obligations (Service Agreement 2014)
- ASIC Act and Regulations;
- Corporations Act and Regulations;
- Occupational Health and Safety Act (2004) and supporting legislation;
- Privacy Act 1988 (Commonwealth);
- Anti-Discrimination Act and VET Act;
- Federal Privacy Act (1988); and
- Standards for National VET Regulator (NVR) issued by Australian Skills Quality Authority (ASQA) (formerly AQTF 2010 Standards)

CFT owns and/or licenses all the Intellectual Property rights to all training Content and Materials retaining full copyright (all rights reserved) in Australia. No part of our training services, including Content, Materials, Activities, Assessment Materials and the Student Information Guide may be transmitted in any form or by any means, or copied or reproduced in any form or by any means (whether graphic, electronic or mechanical, including photocopying, printing, recording, or storing in an information retrieval system) without the prior written permission of CFT.

All Student records are the property of CFT only. The requirements of the Privacy Act will be strictly adhered to. Licensees for whom Students are authorised representatives to provide financial services may gain access to any student’s file but only with the full prior permission from the relevant student.

**Government Funding 2016 (Victorian Training Guarantee)**

Please visit the Skills Victoria (SV) website for further information concerning the Securing Jobs for your Future – Skills for Victoria. (Check our websites for latest information). SV eligibility criteria are confirmed by sighting original identification documentation and place of abode) [www.education.vic.gov.au/training/learners/vet/pages/funding.aspx](http://www.education.vic.gov.au/training/learners/vet/pages/funding.aspx)

**Step 1 - What is your citizenship/residency status?**

To be eligible you must be either:

- an Australian citizen
- an Australian Permanent Resident (holder of a permanent visa)
- a holder of a Special Category Visa (sub-class 444, New Zealand citizen)
- an East Timorese asylum seeker, or
- a holder of a Temporary Protection Visa.

Step 2 - What course are you seeking entry to?

All courses that are Skills Victoria funded or Co-Funded by CFT or related party require you must either be:

i. Under the age of 20 years\textsuperscript{8} on 1 January in the year you want to commence your course; or

ii. Seeking enrolment in a course accredited at a higher level than the highest VET qualification you already hold.

iii. You have not commenced or not be scheduled to commence more than two Victorian Government subsidised courses in 2014 (excluding courses in the Foundation Skills Category); &

iv. Not be currently enrolled in two or more VIC Government subsidised courses (excl. Foundation Skills Category).

Victoria - Skill for Victoria service agreement plus

i. eligibility criteria for Victorian Training Guarantee (refer Enrolment Policy & Procedure)

ii. evidence of Eligibility and Student Declaration (refer Enrolment Policy & Procedure)

All Skills Victoria Students have either 6 months (certificates) or 12 months (Diplomas) to complete the Course enrolled in starting from the Commencement Date unless you have not successfully submitted over 50% of your Assessment Booklets, then the period shall be 6 months. An further extension of 6 months or 12 months is available but shall require the additional payment of $50 for SV funded students or for full fee students $495 and/or evidence of participation or substantial completion of at least 50% of the enrolled Course (unless otherwise agreed to).

Disclaimer

CFT and related entities and representatives are not responsible for the results of any action taken by the student and/or their licensee for whom the student is an authorised representative to provide financial services, on the basis of any information in the training materials, nor for any errors and/or omissions. CFT expressly disclaims all and any liability to any persons or corporations in respect of anything and any consequences of anything done or omitted to be done by the student (or any person either undertaking or being involved with facilitating the training materials on behalf of the student.

It is the licensee’s responsibility (for whom the student is an authorised representative to provide financial services) to ensure that the student acts within the boundaries of their authorisations and the legal requirements of the Corporations Act and Corporation Regulations for all actions undertaken, including the provision of all financial services to any persons or corporations (which includes providing general and/or personal financial product advice).

\textsuperscript{8} That is, 19 years of age or younger (Please visit Skills Victoria (Higher Education and Skills Group) website for the latest criteria
Course Duration, Deferring, Suspending or Cancelling/Withdrawal of an Enrolment

CFT’s standard course duration is 12 months for a certificate course which may be extended in certain circumstances subject to the following CFT policies & procedures:

- Completion within Expected Duration
- Monitoring Course Progress
- Deferring, Suspending or Cancelling a Student’s Enrolment
- Complaints and Appeals
- Fees and Charges Policy

A student wishing to defer an enrolment must do so prior to the commencement of the course. Students must complete an ‘Application to Defer, Suspend or Cancel Enrolment’ and submit to the Administration Section. (refer to Deferring, cancel/withdraw Suspending or Cancelling of Student’s Enrolment Appendix 1). Students wishing to their enrolment must submit an Application to Defer, Suspend or Cancel Enrolment to the Administration Section. (see Deferring, Suspending or Cancelling of Student’s Enrolment Appendix 1). CFT is able to defer an enrolment, suspend (or temporarily suspend) or cancel/withdraw a student’s enrolment.

17. How to Enrol

To complete your enrolment please send all completed enrolment applications by either:

By Hand or Post / Mail

all completed student enrolment forms to

106 Fyans Street Geelong 3220
132 Point Henry Road, Geelong, VIC, 3220

To Download a Student Enrolment Form and other information

Websites: www.civilforcetraining.edu.au

Email: info@civilforcetraining.edu.au

Phone 1300 09 49 79
Fax: (03) 5224 2100
# Victorian Training Guarantee – ELIGIBILITY CRITERIA (2014)

## UPSKILLS

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<thead>
<tr>
<th>Requirement</th>
<th>Taking into account</th>
<th>But not taking into account</th>
<th>Why?</th>
<th>Not applicable to</th>
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<tbody>
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<td>‘UPSKILLING’ Students must seek a qualification at a higher level than...</td>
<td>Qualification(s) the student has already completed (including qualifications that were not government subsidised)</td>
<td>• Completed VCE/VCAL, International Baccalaureate and senior secondary certificates from other Australian jurisdictions &lt;br&gt; • Completed Foundation Skills courses &lt;br&gt; • VET certificates completed as part of a senior secondary qualification &lt;br&gt; • Courses with the titles ‘Course in...’ &amp; ‘Overseas qualifications not formally deemed equivalent.'</td>
<td>To encourage individuals to obtain progressively higher skills.</td>
<td>• Persons under 20 years of age &lt;br&gt; • Persons seeking to enrol in Foundation Skills courses, unless they hold a Diploma or above (issued by an Australian higher education provider) or are in the Commonwealth ‘Skills for Education and Employment’ program &lt;br&gt; • Persons seeking to enrol in an Apprenticeship; and &lt;br&gt; • Persons seeking to enrol in VCE/VCAL.</td>
</tr>
</tbody>
</table>

## LIMITATIONS

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<tbody>
<tr>
<td>‘2 in a year’ The student may make a maximum of...</td>
<td>2</td>
<td>Commencements (government subsidised)</td>
<td>In a calendar year.</td>
<td>The limitation applies regardless of the level of the commencements.</td>
<td>• Qualifications listed on the Approved Pre-Apprenticeship and Pathway qualifications list for individuals seeking to enrol in an Apprenticeship.</td>
<td>To maximise course completions and encourage students to make informed decisions about their training and employment opportunities.</td>
</tr>
<tr>
<td>‘2 at level’ The student may make a maximum of...</td>
<td>2</td>
<td>Commencements (government subsidised)</td>
<td>Across the lifetime of the student</td>
<td>• At each level of the AQF; &lt;br&gt; • In the ‘Courses in’ category, which are not mapped to the AQF</td>
<td>• Foundation Skills courses; VCE/VCAL; and &lt;br&gt; • VET certificates completed as part of a senior secondary qualification.</td>
<td>To encourage individuals to obtain progressively higher skills.</td>
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<td>‘2 at a time’ The student may be undertaking a maximum of...</td>
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<td>Courses (Government subsidised)</td>
<td>At any one time.</td>
<td>The limitation applies regardless of the level of the commencements.</td>
<td>• Qualifications listed on the Approved Pre-Apprenticeship and Pathway qualifications list for individuals seeking to enrol in an Apprenticeship.</td>
<td>To maximise course completions and encourage students to make informed decisions about their training and employment opportunities.</td>
</tr>
</tbody>
</table>

## OTHER INITIATIVES

**Initiative** | **Citizenship/residency** | **Upskilling** | **‘2 in a year’** | **2 at a time’** | **‘2 at level’** |
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<td>Workers in Transition</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Automotive Supply Chain Training Initiative</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Asylum Seekers and Victims of Human Trafficking</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Young People Transitioning from Care</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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## EXAMPLES

**EXAMPLE 1 – Student under the age of 20**

- Peter is 18 and has completed two Certificate III level qualifications under government subsidy. Both were commenced in this calendar year.
  - Mohammed wants to do another Certificate III.
  - Peter is exempted from the upskilling requirement (because he is under 20), but the ‘2 at level’ limit means he cannot commence another Certificate III under government subsidy; he has also already commenced two qualifications this year. From next calendar year, he may undertake further training at Certificate IV level or higher, or Certificate II level or lower (as he will still be under 20).

**EXAMPLE 2 – Commencements that were not government subsidised**

Mary is 23 and has previously commenced two Certificate III qualifications, of which she completed one. Only one of Mary’s two previous commencements was under government subsidy. Stefan is now seeking to enrol in a further Certificate III level qualification.

Mary is eligible to enrol in any qualification at Certificate IV level or above or one Certificate III level Apprenticeship (the ‘2 at level’ limit has not been reached because only one of Stefan’s previous commencements was government subsidised, and people seeking to enrol in an Apprenticeship are exempt from the upskilling requirement).

- If Mary was under 20 years, she could commence any Certificate III level qualification- not just an Apprenticeship- because people under 20 are exempt from the upskilling requirement.
# Push - RII30115 Certificate III in Surface Extraction

The Program Unique Supervised Hours (PUSH) must always reflect the unique hours of supervised training and assessment that will occur during the program. Note that this data element differs from the Nominal Hours or Scheduled Hours. Intensity means that the number of Program Unique Supervised Hours divided by the duration of the course or qualification, being a measure of the concentration of training and assessment delivered from the student's perspective. (see Statistical Guidelines) (Note unique hours a student is engaged with an instructor the time taken to undertake assessment task activity on their own. Do not include unsupervised hours e.g. self-paced study).

<table>
<thead>
<tr>
<th>RII30115 Certificate III in Surface Extraction</th>
<th>Nominal Hours</th>
<th>Program Unique Supervised Hours (PUSH)</th>
<th>Self Paced Hours</th>
<th>Total Program Hours</th>
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<tbody>
<tr>
<td>#</td>
<td>Unit of Competency</td>
<td>Total Nominal</td>
<td>Face to Face Classroom</td>
<td>Work Based with RTO Trainer</td>
</tr>
<tr>
<td>1</td>
<td>RIIENV201D Identify and assess environmental and heritage concerns</td>
<td>20</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>RIIRIS301D Apply risk management processes</td>
<td>40</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>RIIWHS201D Work safely and follow WHS policies and procedures</td>
<td>20</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>RIIICOM301D Communicate information</td>
<td>30</td>
<td>3</td>
<td>1.5</td>
</tr>
<tr>
<td>5</td>
<td>RIQUA201D Maintain and monitor site quality standards</td>
<td>20</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>RIIMEX301D Assess ground conditions</td>
<td>20</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>RIIMPO304D Conduct wheel loader operation</td>
<td>40</td>
<td>4</td>
<td>2</td>
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<td>8</td>
<td>RIIPRO301D Conduct crushing and screening plant operations</td>
<td>50</td>
<td>5</td>
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<tr>
<td>9</td>
<td>RIISRM504D Maintain stockpiles</td>
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<td>10</td>
<td>RIISRM501D Blend stock pile materials</td>
<td>20</td>
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<td>11</td>
<td>RIHAN301D Operate elevated work platform</td>
<td>40</td>
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<td>2</td>
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<tr>
<td>12</td>
<td>RIIVEH304D Conduct tip truck operations</td>
<td>50</td>
<td>6</td>
<td>3</td>
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<tr>
<td>13</td>
<td>RIIMPO223D Conduct civil construction dozer operations</td>
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<td>24</td>
<td>12</td>
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<tr>
<td><strong>Total</strong></td>
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Push - RII30915 Certificate III in Civil Construction (General Stream 9)

Push
The Program Unique Supervised Hours (PUSH) must always reflect the unique hours of supervised training and assessment that will occur during the program. Note that this data element differs from the Nominal Hours or Scheduled Hours. Intensity means that the number of Program Unique Supervised Hours divided by the duration of the course or qualification, being a measure of the concentration of training and assessment delivered from the students perspective. (see Statistical Guidelines) (Note Unique hours a student is engaged with an instructor the time taken to undertake assessment task activity on their own. Do not include unsupervised hours e.g. self-paced study)

<table>
<thead>
<tr>
<th>#</th>
<th>Unit of Competency</th>
<th>Nominal Hours</th>
<th>Face to Face Classroom</th>
<th>Work Based with RTQ Trainer</th>
<th>Assessment</th>
<th>Total PUSH Hours</th>
<th>Self Paced Work Book Exercises</th>
<th>Research &amp; Reading</th>
<th>Total Program Hours</th>
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<tr>
<td>1</td>
<td>RII02101D Plan and organise work</td>
<td>20</td>
<td>2</td>
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<td>4</td>
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<td>2</td>
<td>RII02102D Carry out measurements and calculations</td>
<td>20</td>
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<td>3</td>
<td>RII02103D Maintain site records</td>
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<td>4</td>
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<td>5</td>
<td>BS06005D Support operational plan</td>
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<td>6</td>
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<td>RII02114D Conduct civil construction using front and loader operations</td>
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<td>RII02115D Conduct earthworks</td>
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<td>16</td>
<td>80</td>
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<td>17</td>
<td>RII02116D Carry out concrete work</td>
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<td>RII02117D Operate Elevating Work Platform</td>
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<td>80</td>
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<td>RII02123D Conduct civil construction skid steer loader operations using attachments</td>
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<td>RII02124D Operate vehicle loading crane</td>
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Push - RII30815 Certificate III in Civil Construction Plant Operations

Push
The Program Unique Supervised Hours (PUSH) must always reflect the unique hours of supervised training and assessment that will occur during the program. Note that this data element differs from the Nominal Hours or Scheduled Hours. Intensity means that the number of Program Unique Supervised Hours divided by the duration of the course or qualification, being a measure of the concentration of training and assessment delivered from the students perspective. (see Statistical Guidelines) (Note Unique hours a student is engaged with an instructor: the time taken to undertake assessment tasks activity on their own. Do not include unsupervised hours e.g. self-paced study)

<table>
<thead>
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<th>#</th>
<th>Unit of Competency</th>
<th>Total Nominal</th>
<th>Face to Face Classroom</th>
<th>Work Based with RTO Trainer</th>
<th>Assessment</th>
<th>Total PUSH Hours</th>
<th>Self Paced Work Book Exercises</th>
<th>Research &amp; Reading</th>
<th>Total Program Hours</th>
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<tr>
<td>1</td>
<td>RIUDEF201D Plan and organise work</td>
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<tr>
<td>2</td>
<td>RIUCCM201D Carry out measurements and calculations</td>
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<td>1</td>
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<td>3</td>
<td>RIUCCM202D Identify, locate and protect underground services</td>
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<td>9.6</td>
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<td>9</td>
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<td>1</td>
<td>1</td>
<td>4</td>
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<td>4</td>
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<td>RIISAM201D Handle resources and infrastructure materials and safely dispose of nontoxic materials</td>
<td>16</td>
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<td>0.8</td>
<td>3.2</td>
<td>9.6</td>
<td>3.2</td>
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<tr>
<td>11</td>
<td>RIISAM203D Use hand and power tools</td>
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<td>8</td>
<td>4</td>
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<td>16</td>
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<td>4</td>
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<tr>
<td>13</td>
<td>RIUWSH201D Work safely and follow WHS policies and procedures</td>
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<tr>
<td>15</td>
<td>RIIMPD323D Conduct civil construction dozer operations</td>
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<td>RIIMPD319D Conduct backhoe/loader operations</td>
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<td>120</td>
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