



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

**Course Guide**

June 2017

Thank you for your interest in the **RII30815 Certificate III in Civil Construction Plant Operations!** 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.

## Training Product

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

Release Number: 1

Currency: Current

## Course Description

This qualification reflects the role of a skilled operator working with civil construction plant, who applies a broad range of skills in a varied work context, using some discretion and judgement and relevant theoretical knowledge. The individual may provide theoretical advice and support a team.

## Target Participants

ACTA Group key participant target group for this course are existing employees in civil construction roles.

Participants must be employed in a role allowing relevant project work to be completed, and study via a workplace supported pathway. Participants may undertake the course via traineeship arrangements.

## Course Duration

The standard course duration is 18 months.

For employees on traineeship arrangements the following jurisdictional durations apply:

State	Traineeship Durations
QLD	<ul style="list-style-type: none"> <li>• 36 months for full-time employees</li> <li>• 54 months for part-time employees</li> </ul>

Participants may complete the program earlier than these timelines through achievement of RPL or credit transfer. Please refer to the ACTA Group Student Handbook for further information.

## Course Entry Requirements

Nil mandatory requirements.

### **ACTA Group Course Admission Requirements**

Participants must:

- Be at least 18 years of age;
- Have completed Year 10 in the Australian school system or equivalent;
- Have language, literacy and numeracy skills equivalent to ASCF Level 3; and
- Be employed in a civil construction role allowing relevant construction work to be completed, and study via a workplace supported pathway.

### **Participant Identification Requirements**

Minimum identification requirements must be met prior to enrolment:

- Provision of the participant's Unique Student Identifier (USI); and
- Provision of Australian legal photo identification for assessment purposes.

### **Licensing Requirements**

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements.

### **Course Fees**

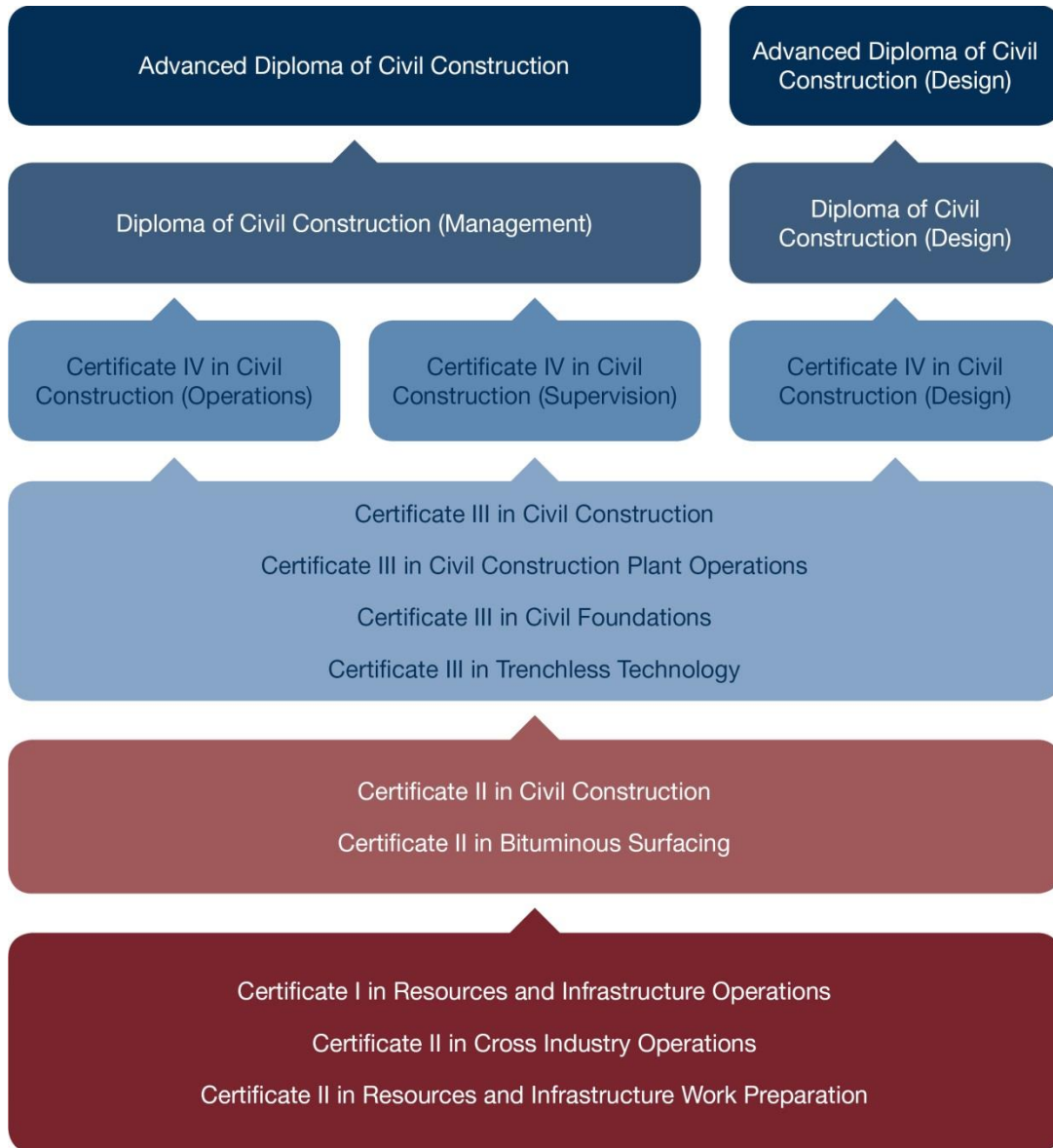
Please refer to ACTA Group's Schedule of Tuition Fees for further information and to determine the course fees for your course engagement: [www.actagroup.com.au](http://www.actagroup.com.au)

## Training Pathways

Pathways for participants considering this course include:

- Certificate II in construction or other industry related qualifications; and
- Direct entry.

After achieving this qualification, participants may undertake a Certificate IV, Diploma or higher qualification in civil construction related fields. This may include generic, technical or supervisory course streams.



These qualifications represent a logical pathway regardless of whether ACTA Group offers the qualifications.

## Employment Pathways

Employment pathways for this course include:

- Construction Worker.
- Plant Operator.
- Mobile Plant Operator.

## Credit Arrangements

There are no fixed credit agreements in place with any other institution for participants completing this qualification.

## Course Requirements

The following provides the packaging rules for this qualification, followed by the list of relevant units of competency.

### Total number of units = 19

- **14 core units** plus
- **5 elective units**, of which:
  - at least one (1) must be chosen from Group A below.
  - at least two (2) must be chosen from Group B below.
  - no more than two (2) may be chosen from Group C below.

### Core Units

- RIIBEF201D Plan and organise work
- RIICCM201D Carry out measurements and calculations
- RIICCM202D Identify, locate and protect underground services
- RIICCM203D Read and interpret plans and specifications
- RIICCM205E Carry out manual excavation
- RIICCM206D Support plant operations
- RIICCM207D Spread and compact materials manually
- RIICCM208D Carry out basic levelling
- RIICOM201D Communicate in the workplace
- RIISAM201D Handle resources and infrastructure materials and safely dispose of non toxic materials
- RIISAM203D Use hand and power tools
- RIISAM204D Operate small plant and equipment
- RIIWHS201D Work safely and follow WHS policies and procedures
- RIIWMG203D Drain and dewater civil construction site

### Elective Units

#### Group A

- RIIMPO318E Conduct civil construction skid steer loader operations
- RIIMPO320E Conduct civil construction excavator operations

#### Group B

- RIIMPO317E Conduct roller operations
- RIIMPO326D Conduct civil construction water cart operations

#### Group C

- RIIRIS201D Conduct local risk control

The elective unit options listed represent the only approved elective unit options offered that have been selected and approved for delivery by ACTA Group. This is a reduced list from the qualification packaging rules specified electives list.

Elective units selected are relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

## Course Organisation & Delivery Modes

While a recommended Course Schedule is provided (Refer Appendix One), the course units of competency can be studied in any order, with exact program schedules negotiated with participants and documented in the Training Plan. ACTA Group personnel recommend a study pathway providing a logical program structure for participants undertaking learning and assessment tasks.

The delivery model with a ACTA Group personnel mentor facilitates the opportunity to negotiate program structures with participants, utilising ACTA Group Training Plan. This negotiated pathway allows participants to align the learning program to their individual and organisational needs.

Delivery Mode	Course Arrangements
Standard course duration	<p>Participants should expect to undertake approximately 41 hours study &amp; course activities per unit (10 hours per week) for the standard duration of the course. It is noted that there is large variation between units in study requirements – please refer to the Course Schedule for further information.</p> <p>Participants are engaged with ACTA Group personnel for on-the-job individual coaching sessions and assessment activities on at least an eight weekly basis – on average for 18 hours over the duration of the program. These mentoring sessions are undertaken at times negotiated with each workplace.</p>
Traineeships	<p>Participants should expect to undertake approximately 41 hours study &amp; course activities per unit (average 3 - 5 hours per week depending on traineeship duration).</p> <p>It is noted that there is large variation between units in study requirements – please refer to the Course Schedule for further information.</p> <p>Participants are engaged with ACTA Group personnel for on-the-job individual coaching sessions and assessment activities on at least an eight weekly basis – on average for 18 hours over the duration of the program. These mentoring sessions are undertaken at times negotiated with each workplace.</p>

### RPL / Credit Transfer

ACTA Group's Participant Advice and Selection Policy outlines in detail a process to be followed for granting Recognition of Prior Learning and Credit Transfer. This is supported with RPL Resources available for all course units.

Participants must apply for RPL or Credit Transfer 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 participant.

### Schedule and Sequencing

The course is available for open enrolment throughout the year.

### Delivery Arrangements

The delivery environment is a real workplace. Through course delivery, all participants operate in a workplace environment involving civil construction work.

Course delivery including mentoring activities typically occurs during weekdays and standard working hours. Weekend or out of standard hours' sessions may however be negotiated on a client by client basis.

The delivery approaches used are self-directed study with one-to-one coaching/mentoring support, with ACTA Group personnel undertaking the mentoring role in conjunction with the participant's workplace supervisor. It is noted that primary training activities are undertaken by the workplace supervisor in cases where the participant is engaged in traineeship arrangements.

As the learning topics are a mix of theory and practical content, this approach is most suitable to provide the individual, customised program required for participants.

These flexible delivery options are offered to participants, recognising the fact that the target group for the delivery of this course is employed participants. Flexible delivery options include the use of blended and/or self-paced materials to allow participants the flexibility to complete their skill gap learning where they have other commitments.

### Work Placement Arrangements

No work placements are applicable.

Participation in this course is only open to participants employed, with access to civil construction work, studying via a workplace supported program.

### Assessment Arrangements

A range of assessment environments are involved in the assessment of participant's competency. Theory assessments are employed as a part of summative assessment, along with practical assessments where workplace application of all competencies can be observed by the ACTA Group Assessor, and confirmed by an employer supervisor via a Third Party Report. For on-the-job assessment observations, the Assessor organises to visit the participant on-site at a mutually convenient time.

Recognition documentation and applications is available for all units of competency for those participants who have extensive experience in the unit areas. RPL applications will be offered and processed as per ACTA Group's Participant Advice and Selection Policy.

At all times, the assessment approaches planned will be compliant with ACTA Group's Assessment Policy, and when implemented will meet the Code of Conduct requirements. All assessment approaches used are compliant with the requirements of the Assessment Guidelines from the national Training Package.

For each unit of competency (and each element within the unit), a range of evidence will be collected as per the evidence gathering techniques below. It is a requirement that all assessments maintain at a minimum, three types of appropriate evidence to verify the participant's competence for each element within a unit, which address the performance criteria requirements of the elements. At least one of these evidence pieces is a form of direct evidence (it should be noted that evidence pieces may overlap elements and units within the course). Please refer to the Assessment Approaches section below for a summary of approaches used in each unit. Detailed information on assessment tasks and requirements are contained within the Learner Guide for each unit.

All assessment workbooks are aligned directly with the course the following ways:

- Meets Unit, Element & Performance Criteria requirements;
- Covers the Range of Conditions and Foundation Skills;
- Covers all Knowledge Evidence and Performance Evidence; and
- Covers Assessment Conditions as listed in each individual unit of competency documentation.

All specific resources for each unit of competency are listed within ACTA Group's Learner Guide for each unit. Information within each Learner Guide includes:

- Specific assessment resources required;
- Assessment methods available to be used;
- Plan for and timing of assessment; and
- Any adjustments that may be needed to cater for different participant characteristics.

ACTA Group's Training Plan is completed with all participants noting unit assessment timelines for each unit specific to each participant.

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

### Assessment Approach / Evidence Gathering Techniques

Please refer to the Learner Guide, Assessment Tool & Trainer & Assessor Guide for each unit of competency for further information on exact evidence requirements.

Please refer to the Course Assessment Schedule for individual student assessment dates.

Assessments for all units include the three main assessment approaches as noted below:

- Theory Assessment – Questioning in verbal and/or written form.
- Practical Assessment – including:
  - Project work– Creating and providing work product(s) and questioning/explanation where required.

- Third Party Report – Workplace Supervisor confirming via Observation & Third Party Report that participant's skills & knowledge are satisfactory and meet organisational / industry context.
- Observation – Observation/demonstration of the participant's skills & knowledge via Assessor observation in the work environment and review of work product(s) where applicable.

### **Educational & Support Services**

Access and equity relates to the approaches used to make sure training and assessment practices consider and respond to the individual needs of learners, so that potential learning barriers are minimised.

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

- 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.

Access and equity issues have been addressed in various ways including:

- Modifying assessment processes and techniques for learners who are located at a distance from a campus location;
- Checking that materials are culturally appropriate for learners and amending, as necessary; and
- Making sure that activities and assessments are suitable for the language, literacy and numeracy skill levels of learners (while meeting the requirements of the unit of competency).

ACTA Group's [Training Plan](#) is completed with all clients prior to enrolment to identify any individual need, resource requirements, delivery unit schedule and support options for clients.

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

Please refer to ACTA Group's [Access & Equity Policy](#) 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 ACTA Group to meet their specific individual needs.

Reasonable adjustments to the way in which evidence of performance is gathered (e.g. in terms of the information to be provided to the participant and the type of evidence to be collected from the participant) 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)

Where a participant requests or is identified as requiring reasonable adjustment to the training and assessment process a detailed training and assessment plan including timetables, notes regarding the required adjustments, and any related communications regarding the adjustments must be maintained in the participant file.

Please refer to ACTA Group's [Access & Equity Policy](#) for further information.

### **Licensing Requirements**

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements.

### **Infrastructure, Equipment & Physical Resources**

All ACTA Group personnel involved in the delivery of this course have direct access to the current version of the Training Package and Training and Assessment Resources as listed.

All ACTA Group personnel involved in the delivery of this course have direct access a range of training and assessment resources that incorporate special needs and reasonable adjustment procedures.

Where an external location is to be used, a Workplace Resources Checklist is completed by a ACTA Group representative to ensure the venue has the required facilities and equipment.

## Unit Outlines

### RIIBEF201D Plan and organise work

This unit describes a participant's skills and knowledge required to plan and organise work in the Resources and Infrastructure Industries.

### RIICCM201D Carry out measurements and calculations

This unit describes a participant's skills and knowledge required to carry out measurements and calculations in Civil Construction.

### RIICCM202D Identify, locate and protect underground services

This unit describes a participant's skills and knowledge required to identify, locate and protect underground services in Civil Construction.

### RIICCM203D Read and interpret plans and specifications

This unit describes a participant's skills and knowledge required to read and interpret plans and specifications in Civil Construction.

### RIICCM205E Carry out manual excavation

This unit describes a participant's skills and knowledge required to carry out manual excavation in Civil construction.

### RIICCM206D Support plant operations

This unit describes a participant's skills and knowledge required to support plant operations in Civil construction. This unit is appropriate for those working in an assistant role.

### RIICCM207D Spread and compact materials manually

This unit describes a participant's skills and knowledge required to spread and compact materials manually in Civil construction.

### RIICCM208D Carry out basic levelling

This unit describes a participant's skills and knowledge required to carry out basic levelling in Civil construction.

### RIICOM201D Communicate in the workplace

This unit describes a participant's skills and knowledge required to communicate in the workplace within the Resources and Infrastructure Industries. This unit is appropriate for those working in operational roles.

### RIISAM201D Handle resources and infrastructure materials and safely dispose of non toxic materials

This unit describes a participant's skills and knowledge required to handle resources and infrastructure materials and safely dispose of nontoxic materials in the Resources and Infrastructure Industry.

### RIISAM203D Use hand and power tools

This unit describes a participant's skills and knowledge required to use hand and power tools in the Resources and Infrastructure Industry.

### RIISAM204D Operate small plant and equipment

This unit describes a participant's skills and knowledge required to operate small plant and equipment in the Resources and Infrastructure Industry.



### RIIWHS201D Work safely and follow WHS policies and procedures

This unit describes a participant's skills and knowledge required to work safely and follow WHS policies and procedures in the Resources and Infrastructure Industries.

### RIIWMG203D Drain and dewater civil construction site

This unit develops a participant's skills and knowledge required to drain and dewater civil construction sites in Civil construction.

### RIIMPO318E Conduct civil construction skid steer loader operations

This unit describes the skills and knowledge required to conduct civil construction skid steer loader operations in civil construction.

### RIIMPO320E Conduct civil construction excavator operations

This unit describes a participant's skills and knowledge required to conduct civil construction excavator operations in Civil construction.

### RIIMPO317E Conduct roller operations

This unit describes a participant's skills and knowledge required to conduct roller operations in Civil construction.

### RIIMPO326D Conduct civil construction water cart operations

This unit describes a participant's skills and knowledge required to conduct civil construction water cart operations in Civil construction.

### RIIRIS201D Conduct local risk control

This unit describes a participant's skills and knowledge required to conduct local risk control in the Resources and Infrastructure Industries.

## Next Steps!

Thank you again for your interest in this course program. Please contact ACTA Group's Participant Support team on 1300 011 144 or [info@actagroup.com.au](mailto:info@actagroup.com.au) to commence the application process!

## Appendix 1: Course Schedule

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

<b>Cluster</b>	<b>Study Weeks</b>
RIIWHS201D Work safely and follow WHS policies and procedures RIIBEF201D Plan and organise work RIICOM201D Communicate in the workplace RIISAM203D Use hand and power tools	Weeks 1 - 12
RIICCM205E Carry out manual excavation RIICCM206D Support plant operations RIIMPO318E Conduct civil construction skid steer loader operations	Weeks 13 - 26
RIICCM207D Spread and compact materials manually RIICCM202D Identify, locate and protect underground services RIIMPO320E Conduct civil construction excavator operations	Weeks 27 - 39
RIISAM204D Operate small plant and equipment RIISAM201D Handle resources and infrastructure materials and safely dispose of non toxic materials RIIMPO326D Conduct civil construction water cart operations	Weeks 40 - 52
RIIWMG203D Drain and dewater civil construction site RIICCM201D Carry out measurements and calculations RIIMPO317E Conduct roller operations	Weeks 53 - 65
RIICCM203D Read and interpret plans and specifications RIICCM208D Carry out basic levelling RIIRIS201D Conduct local risk control	Weeks 66 - 78

## Appendix 2: Assessment Schedule

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

<b>Cluster</b>	<b>Theory &amp; Practical Assessment Due</b>
RIIWHS201D Work safely and follow WHS policies and procedures	Week 4
RIIBEF201D Plan and organise work	Week 12
RIICOM201D Communicate in the workplace	
RIISAM203D Use hand and power tools	
RIICCM205E Carry out manual excavation RIICCM206D Support plant operations	Week 20
RIIMPO318E Conduct civil construction skid steer loader operations	Week 28
RIICCM207D Spread and compact materials manually	Week 28
RIICCM202D Identify, locate and protect underground services	Week 36
RIIMPO320E Conduct civil construction excavator operations	Week 44
RIISAM204D Operate small plant and equipment RIISAM201D Handle resources and infrastructure materials and safely dispose of non toxic materials	Week 44
RIIMPO326D Conduct civil construction water cart operations	Week 52
RIIWMG203D Drain and dewater civil construction site RIICCM201D Carry out measurements and calculations	Week 60
RIIMPO317E Conduct roller operations	Week 68
RIICCM203D Read and interpret plans and specifications	Week 68
RIICCM208D Carry out basic levelling RIIRIS201D Conduct local risk control	Week 78

