



Operate elevated work platform

RIIHAN301D Operate elevating work platform)

Course Guide

September 2019

 **ACTAGroup**
ADVANCED CERTIFIED TRAINING AUSTRALIA
RTO CODE 45370

Thank you for your interest in the **Operate elevated work platform course**.

This Course Guide is designed to provide you with detailed course information to support deciding about whether this course is the most suitable and appropriate for your career goals and individual needs.

Training Product

RIIHAN301D Operate elevating work platform

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Currency: Superseded

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1 January 2019

Delivery Period

1/01/2019 – 31/12/2020

Course Description

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

This unit is appropriate for those working in operational roles.

Target Participants

ACTA Group key participant target group for this course are individuals seeking work and existing employees in the Resources and Infrastructure Industries.

Course Duration

The standard course duration is two weeks.

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; and
- Have language, literacy and numeracy skills equivalent to ASCF Level 2.

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

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

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

Training Pathways

Pathways for participants considering this course include:

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

After achieving this course, participants may undertake a Certificate II or III qualification in civil construction related fields.



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

Employment Pathways

Employment pathways for this course include:

- Labourer
- Trades Workers
- Construction Workers
- Mining

Credit Arrangements

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

Course Requirements / Packaging Rules / Core and Elective Units

The course has a standalone unit of competency

Unit code & name	Pre-requisite / Co-requisite	Nominal Hours
RIIHAN301D Operate elevating work platform	Nil	40

Course Nominal Hours

Total course nominal hours, depending on the state jurisdiction of delivery and elective units selected, are in the range of **40 hours**.

Nominal hours are an allocation to describe how long a participant who does not hold any of the competencies identified in the relevant units of competency would take to develop all the required skills and knowledge. This nominal duration includes all teaching and learning activities such as guided learning (classes, lectures,

tutorials, online or self-paced study), individual study, research, learning activities in the workplace and assessment activities.

Volume of Learning

ACTA Group has taken into account the need to allow participants to reflect on and absorb the knowledge, to practise the skills in different contexts and to learn to apply the skills and knowledge in the varied environments that the 'real world' offers before being assessed.

The amount of training provided by ACTA Group relates primarily to formal activities including classes and other activities as well as workplace learning.

Implementation Guidance

Range Statement information from the *RII Training Package Companion Volume – Range Statements* has been considered in preparing this strategy approach.

Specific Assessor requirements have been drawn from the Unit of Competency Assessment Requirements and the *RII Training Package Companion Volume*. These are outlined in the Specific Assessor requirements section below.

Specific Industry Needs

There are no licensing requirements for this course. Participants undertaking this training are required to successfully complete a language, literacy and numeracy (LLN) test to demonstrate a reasonable level of English in both written and verbal, at ACSF Level 2, to be able to communicate effectively in the workplace.

Course Organisation & Delivery Modes

ACTA Group has designed a study pathway providing a logical program structure for participants undertaking learning and assessment tasks involving pre-work, face to face workshops and practical sessions.

Delivery Mode	Course Arrangements
Workshops & Skills Development	<ul style="list-style-type: none"> • Pre-reading & activity work (up to 16hours) • 1 x 1 day workshops covering theory and practical components • Up to 2x 1 additional day practical activities with ACTA personnel where needed to build operational skills • Workshops are limited to 6 participants

Contextualisation

ACTA Group may contextualise units of competency to reflect local skill needs. Contextualisation could involve additions or amendments to the unit of competency to suit particular delivery methods, learner profiles, or specific enterprise requirements. Any contextualisation ensures the integrity of the outcome of the unit of competency is maintained.

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 assessment environment is ACTA Group's simulated operate elevating work platform environment. Course delivery including coaching 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 workshop and self-directed study with one-to-one coaching/coaching support, with ACTA Group personnel undertaking the coaching role.

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. Course structure allows participants the flexibility to complete their skill gap learning where they have other commitments.

Work Placement Arrangements

No work placements are applicable.

Assessment Arrangements

The assessment environment is ACTA Group's simulated operate elevating work platform environment. 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.

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, two 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 Assessment Tool for each unit. Information within each Assessment Tool 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.

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.

All Assessment Tasks undertaken by participants with a Not Satisfactory outcome may be re-attempted on two further occasions (maximum three attempts in total).

Assessment Approach / Evidence Gathering Techniques

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

Please refer to the Course Schedule prepared for each course intake 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.

- Observation – Observation/demonstration of the participant’s skills & knowledge via Assessor observation in the work environment and review of work product(s) where applicable.

Unit of Competency	Theory Assessment	Practical Assessment
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Specific Assessor Requirements:

Assessors must meet the requirements as specified by the *Standards for RTOs 2015*. No additional requirements apply.

Assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum of 5 years of current work experience specified below in an Industry sector relevant to the outcomes of the unit.

Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

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 Pre-Enrolment Review 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.

Legislative Requirements

ACTA Group personnel note the following legislation that impacts on their planning and implementation of delivery approaches in the course area. Specific legislative documents are located at:

<http://www.austlii.edu.au/>

- Fair Work Act 2009 (Cth)
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)
- Anti-Discrimination Act 1991 (Qld)
- Coal Mining Safety and Health Act 1999 (Qld)
- Coal Mining Safety and Health Regulation 2017 (Qld)
- Mining and Quarry Safety and Health Regulation 2017 (Qld)
- Aboriginal Heritage Act 1988
- Development Act 1993
- Environment Protection Act 1993
- Fire and Emergency Services Act 2004
- Australian Standards.
- Site-specific policies and procedures, e.g. Emergency policies and evacuation procedures.
- Codes of Practice

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. Resources approved are listed in the [Competency Mapping](#) documentation.

ACTA Group has reviewed the equipment and facility requirements by conducting an analysis at a unit of competency level to ensure resource requirements are identified are addressed and guarantees that it has access to all equipment required to fully implement the program as each participant is enrolled.

Where unit of competency resources have detailed specifications, these have been noted and addressed. The equipment and facility requirements for this course is identified as follows:

- Policies, procedures, processes and operational manuals
 - site procedures
 - emergency communication procedures
 - JSAs/JSEA/safe work methods
 - identifying and reporting on hazards related to the worksite and work activity
 - applying materials handling methods and using safety data sheets
 - site safety information
 - safety data sheets (SDS)
 - civil construction plan
 - engineering drawings
 - site plans and specifications
 - site drug and alcohol policy
 - site plans
 - emergency meeting points
 - emergency evacuation procedures
 - workplace health and safety
- Signage may include:
 - safety signs
 - hazardous signs
 - warning signs
 - hi-visibility signs
 - danger signs
- Leveling equipment may include:
 - automatic level
 - laser level
 - hand held level
- Worksite communication system may include:
 - two way radio
 - mobile phone
 - email
- Emergency equipment
- Work safely at heights:
 - safety harness
 - lanyards
 - access to various workplace situations at height, including, for example, towers, walkways, scaffolding
 - more than one type of harness
 - more than one type of fall arrest system
- Simulated spaces may be used, but they must be work-like
- Scissor lift:
 - safety harness
 - lanyards
 - operators manual
 - pre start book
- Boom-type elevated work platform:
 - safety harness
 - lanyards
 - operators manual
 - pre start book
- First aid kit may include:
 - bandages
 - blankets
 - burn sheets
 - ice packs
 - splints
 - neck braces
 - cream and washers
 - resuscitation masks
 - gloves
 - tweezers
 - band aids
 - pen and paper

- Personal protective equipment may include:
 - head protection
 - hand protection
 - foot protection
 - eye protection
 - ear protection
 - breathing protection
 - hi-visibility clothing
 - weather protection
- Isolation equipment may include:
 - out of service tags
 - isolators
 - personal locks
 - danger tags
- Worksite safety systems
- Power leads
- Safety switches
- Environmental protection equipment may include:
 - waste management
 - water quality protection
 - noise control
 - vibration control
 - dust management

Learning & Assessment Resources

ACTA Group has carefully chosen and planned the learning resources used to guide participants to ensure they are able to obtain and absorb the required knowledge and skills prior to assessment. These resources provide full coverage of all required areas.

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

- Approved learning resources – please refer to the [Learner Guide & Trainer & Assessor Guide](#) for each unit of competency for approved learning resources; and
- Approved assessment resources – please refer to the [Assessment Tool & Trainer & Assessor Guide](#) for each unit of competency for approved resources.

All learning and assessment materials are available for trainers and participants.

ACTA Group Personnel

All ACTA Group consultants engaged in the delivery and assessment of this program have demonstrated their vocational competency through the ACTA Group verification of competencies procedure and [Personnel Competencies Matrix](#) directly covering the requirements of the training package.

ACTA Group has documented the human resources available to deliver this training product. This ensures suitable trainers and assessors are available. This is recorded at a unit of competency level to ensure any specific requirements are met for each unit and allows efficient deployment of personnel to meet clients' needs. Please refer to ACTA Group's [Register of Trainers and Assessors](#) to note which ACTA Group consultants have completed verification of competency procedures for this course.

Consultative Processes

This training and assessment strategy has been developed through consultation with a range of industry stakeholders and client bodies, and will continue to be, validated through feedback from participants and the industry as the course is implemented, using the validation strategy outlined in the [Validation Policy](#). Discussions and feedback from all parties is documented for implementation through ACTA Group's [Industry Engagement Report](#) and [Continuous Improvement Register](#).

Assessment Validation Process

ACTA Group has an internal assessment validation approach used for all program areas to ensure that the consistency and validity of assessments between ACTA Group Consultants is maintained at a high standard. Validation meetings for this course are scheduled on an annual basis as per ACTA Group's [Services Review & Internal Audit Schedule](#).

Evaluation Processes

ACTA Group's Evaluation Policy used for all program areas is engaged for the regular and timely evaluation of outcomes for the course.

Discussions and feedback from all parties is documented for implementation through ACTA Group's various ACTA Group personnel meetings as per the Communications Policy and also through the Continuous Improvement Register.

