

CAPABILITY
STATEMENT



23-24

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



**ACTA
GROUP**

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ABOUT US

ACTA GROUP

ACTA Group is an established
Registered Training Organisation (RTO
Code: 45370)

Our primary objective is to assist you
in acquiring a certified foundation
relevant to your specific industry.

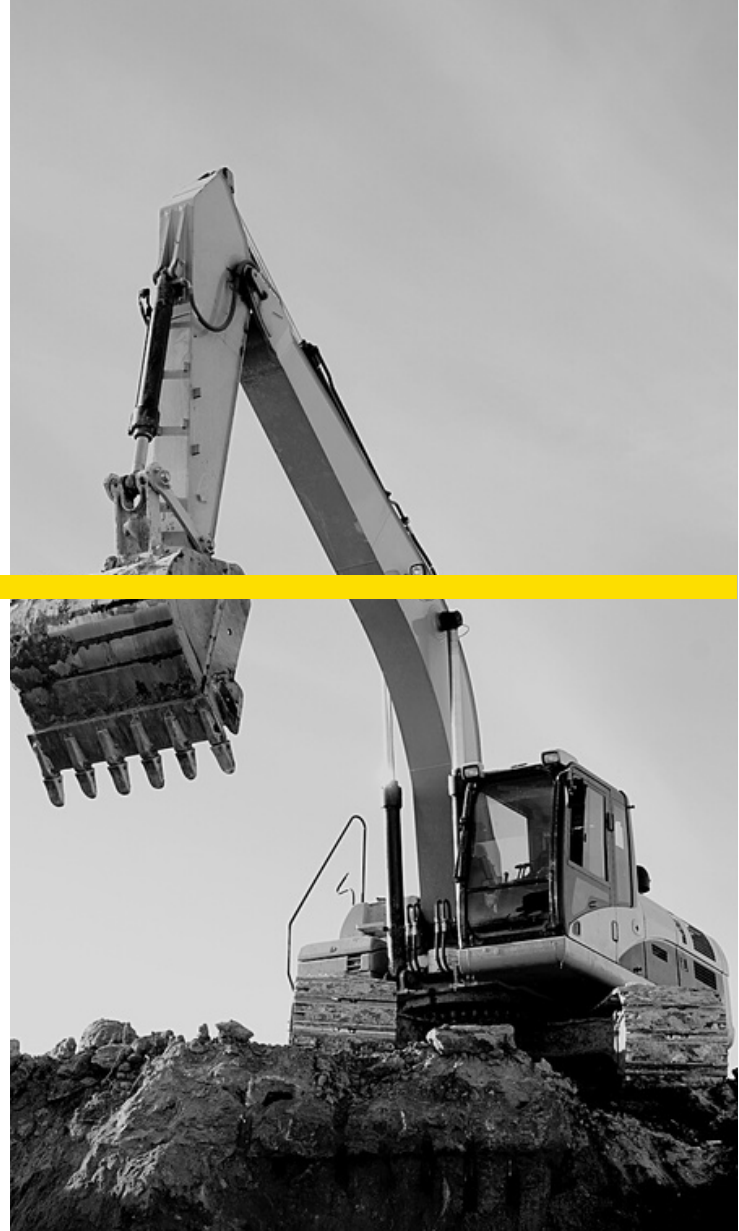
We would like to invite you to
experience our personalised and
unique approach to safety and
training.

We have extensive experience in
training and facilitating courses and
are confident that we can assist you in
achieving your career goals with the
highest level of qualifications that
align with your aspirations.

YOUR ONE STOP SHOP.

ACTA Group is a wholly owned and
operated Australian company.

Our team of dedicated and highly skilled
trainers will guide you through every
step of your training and assessment
process with care and precision.



As a company, we aim to provide an
enhanced and well-documented
training experience to help you attain
the necessary level of certification for
your employment needs. Our goal is to
ensure your success in achieving
advanced qualifications.

At ACTA Group, we prioritise open and
honest communication to ensure a
positive and fulfilling training
experience. We also make it a priority
to consistently meet compliance
standards throughout the entire
training process..

ACTA GROUP

Our Trainers

We have trainers working across Australia who have extensive experience in the Civil Construction, Transport, Emergency Rescue and Mining sectors. These trainers have been selected to join the ACTA Group team due to their dedication and commitment towards safety, learning and competence. As subject matter experts, our trainers teach from experience, demonstrating industry best practices and providing practical contextualised advice. We understand everyday challenges and work towards providing a highly skilled training experience.

Location

Location

Our head office and training facility is located at 4/19 Central Drive, Burleigh Heads QLD 4220. We also have the courses, knowledge and experience to deliver training anywhere across Queensland, New South Wales and Victoria. We are fully flexible in our approach and can provide training when and where needed, offering 24/7 if required. We work with clients to ensure a safe work and training environment, with a flexible approach to work around students' or employers' needs.

Queensland Locations: Burleigh Heads | Brisbane | Toowoomba

New South Wales Locations: Coffs Harbour | Sydney | Northern Rivers

Victoria Locations: Melbourne and surrounding areas

We have state-of-the-art training facilities, equipment and training rooms available for hire at our Burleigh Head office.

We Offer More Than Just Training

As recognised leaders in safety and training solutions, ACTA Group provides world class advisory, partnerships, development and training services. We empower change to give our clients the certainty of knowing their people are equipped with the skill and knowledge they need to be safe.

We deliver tailored learning solutions that are matched to our client's needs. We are happy to take the time and visit our client's workplace's and craft a program that delivers the best possible value. We provide customised quotes on that program and strive to make it a great training experience.

Partnerships

We build highly-valued business partnerships to provide you with agile and innovated solutions. Our Collaborative approach to problem solving enables us to deliver quality training, allowing you to focus on the bigger picture and getting the job done safely.

Development

We design advanced professional development programs that empowers change. Our custom-made solutions will revolutionise your workforce, enabling personnel to perform at the highest possible standard.



Safe Work

Workplace safety is a priority. Businesses and employees are expected to provide a safe work environment and contribute to an incident free workplace towards safety and health standards. Each workplace has its own level of hazards and risks. If employees remain skilled and trained to practice safe work and feel comfortable, then production is likely to thrive, and fewer people are likely to miss work or be injured.

Our Vision & Values

Our vision is to provide our clients intelligent training, that will enable them to perform their skills to the highest industry standards in their workplace, safely and competently. Our values represent who we are and what we stand for. We hold these values at heart of every decision made.

Integrity

Our integrity has to do with our duty to be socially responsible by demonstrating our responsibility as a corporate citizen when we interact with our customers, associates, and the community at large. Following the guiding principles, building lasting relationships with our customers by offering only those products and services that are appropriate to their needs, providing a fair value, which is in compliance with the laws and regulations.

Flexibility

We can adjust any training to meet individuals' needs to help them achieve the qualifications they need in their workplace, as long as it meets compliance and industry standards for recognised training courses. We have developed flexible training hours, days/nights to suit an individual or company's request.

Communication

Communication is a process of exchanging information among people using written or verbal words, signals, and sounds. Communication is a process of transmitting information and thoughts, visually and verbally between various parts of an organisation and to people outside the organisation such as customers, students, suppliers etc. The primary function of communication is to convey your message or thoughts effectively to the reader/audience, visually or verbally in and around your worksite.

In communication, the receiver of the message should be able to understand your message immediately, and this can be possible only when you communicate your message with simple and familiar words or ensure the communication is easy to see and understand. So, the right choice of communication is very important in and around a worksite.

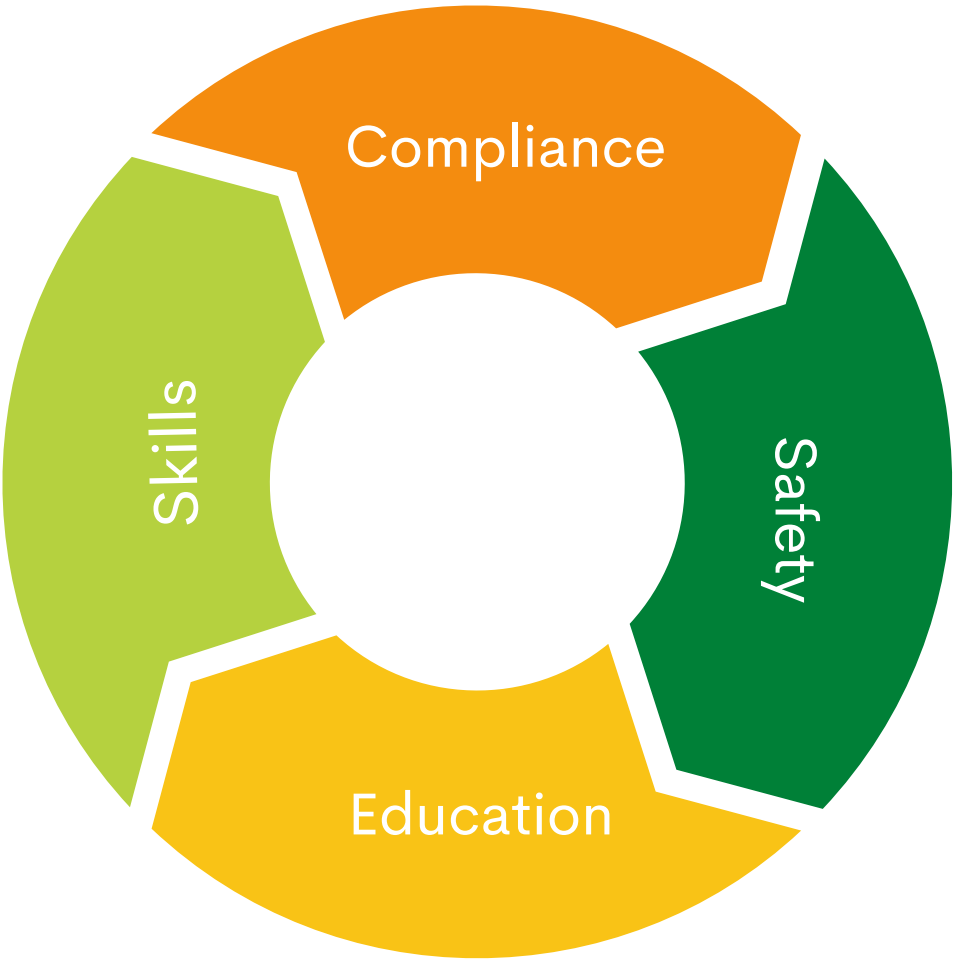
Environmental

Environmental protection is a practice of protecting the natural environment on individual, organisation controlled or governmental levels, for the benefit of both the environment and humans. Due to the pressures of overconsumption, population and technology, the biophysical environment is being degraded, sometimes permanently. This has been recognised, and governments have begun placing restraints on activities that cause environmental degradation.

Since the 1960s, activity of environmental movements has created awareness of the various environmental problems. There is no agreement on the extent of the environmental impact of human activity and even scientific dishonesty occurs, so protection measures are occasionally debated. We work through open discussions to meet environmental demands of local laws and legislations.

Respect

As a company we will respect each individual's ability to learn and succeed with regards for their feelings, wishes, or rights of themselves plus others.



A Message from our CEO

Dear Friends,

I hope this message finds you well.

As the CEO of ACTA Group, I am thrilled to share with you some exciting developments and insights into our journey of growth and partnership building.

Over the years, ACTA Group has been privileged to collaborate with remarkable partners like you who share our vision and values. Your unwavering support and commitment have been instrumental in our success, and we are immensely grateful for the trust you have placed in us.

Our dedication to fostering meaningful partnerships remains stronger than ever. In 2023, we are embarking on a strategic expansion that seeks to forge even deeper connections with organisations and individuals who align with our mission. We believe that together, we can achieve remarkable outcomes and drive positive change in the industries we serve.

ACTA Group's growth story is a testament to our collective efforts. We have witnessed significant transformations, from quadrupling our workforce to expanding our presence nationally and diversifying our course offerings. However, we view these achievements not as destinations but as milestones on a continuous journey of progress.

As we look to the future, our commitment to excellence, integrity, and transparency remains steadfast. Our focus on delivering exceptional training services, meeting the evolving needs of our learners, clients, and employees, and fostering innovation continues to guide our path forward.

In the coming months and years, we are eager to explore new avenues of collaboration, innovation, and growth. We firmly believe that the most exciting chapters of ACTA Group's story are yet to be written, and we are excited to write them together with you.

Thank you for being an integral part of our journey. Your partnership is invaluable, and we look forward to achieving greater heights together.

Ash Humphries - Chief Executive Officer



A Message from our Training Coordinator

Greetings,

In my role as an educator and leader, my primary focus revolves around nurturing interaction, fostering positivity, and ensuring safety. I am committed to continuous learning and actively participate in teaching and sharing my expertise within the Vocational Education and Training sector. This encompasses a wide range of training areas, including Civil Construction, Transport, Emergency Rescue and Mining sectors.

The cornerstone of maintaining a safe and productive work environment lies in cultivating the right mindset and a genuine enthusiasm for learning. As the famous quote by Bruce Lee goes, "knowing is not enough, we must apply, and willing is not enough, we must do!"

Each day presents new hurdles, challenges, and opportunities for growth, learning, and building. This applies not only to my personal development but also to fostering an exceptional team here at ACTA Group.

My career journey began in Construction at the age of 16 and evolved into sales and marketing, where I managed a company with over 60 employees. In 2008, I embarked on a significant shift into the Mining Industry. This transition led me to become a Trainer and Assessor, equipping me with skills and knowledge aligned with the highest global safety standards.

In 2013, during my downtime between rosters, we created ACTA Group. This endeavour was inspired by insights from industry experts seeking a different approach. I believed that the safety standards I could introduce to the Civil Construction realm would be instrumental in shaping ACTA Group into the respected Registered Training Organisation it is today.

In 2018, ACTA Group achieved official registration, driven by the aspiration to deliver a level of service and standards surpassing the norm. I committed myself fully to ACTA Group, stepping away from the mining sector in 2020, and I have never looked back.

Those familiar with the VET sector understand its unique challenges. I find inspiration in these challenges, viewing them as integral to our journey. My thirst for learning is unending, and I am dedicated to personal growth. My ultimate goal is to elevate ACTA Group into a registered training organisation that guarantees development, growth, and expansion. This journey aligns with the industry's expectations and demands across Australia.

I take immense pride in recent company achievements, including:

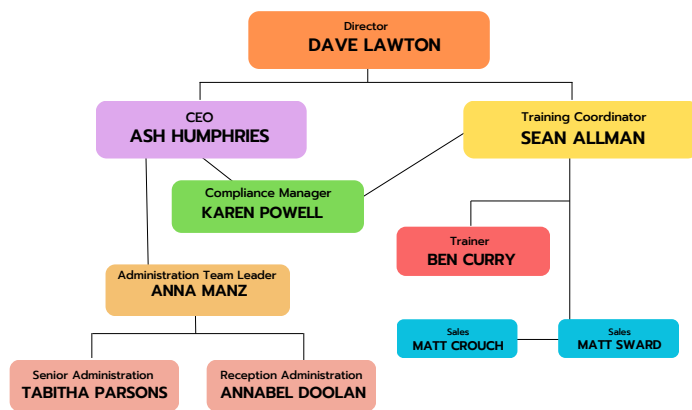
- The depth of knowledge and diversity within our team, which we continuously cultivate.
- Our collective drive as we expand across multiple states, embracing the learning process along the way.
- ACTA Group's exceptional performance and results throughout our national expansion.
- The creation and approval of the 22574VIC Certificate III in Concrete Sawing and Drilling, a qualification developed in close collaboration with the Concrete Sawing and Drilling Association Australia (CSDAA).
- The high-quality skills training and assessments provided by our esteemed trainers.
- Our transition from a Fee for Service RTO to securing funding pathways enables students to access enriching career pathways tailored to their individual needs.
- Our commitment to assisting industries by providing placements, employment avenues, and careers in demand across Civil, Construction, Transport, and Mining training domains.
- Lastly, my personal growth as a new father in a dynamic world brimming with possibilities, dreams, and experiences.

It is my aspiration that your engagement with ACTA Group will consistently meet and exceed your expectations. I am resolute in my dedication to listen, learn, and adapt to various viewpoints and ideas. Our mission is to provide the finest service, training, and experience achievable for any RTO.

I extend my gratitude for your ongoing partnership and eagerly anticipate the opportunity to collaborate with you once again.

Sean Allman
Training Coordinator





Meet Our Industry Experts

Ash Humphries - Chief Executive Officer

Ash has been with ACTA Group for over 7 years and is very passionate about the industry. Ash is responsible for all of ACTA Group's business ventures and will work with you to meet your training delivery goals. She is vigilant with compliance and strives to provide strength and guidance to ACTA employees and stakeholders alike.

Sean Allman - Training Coordinator

Sean, our exceptional Training Coordinator! With a passion for education and a wealth of experience, Sean plays a pivotal role in ensuring the success of our RTO. Sean is the go-to person for planning and organising training sessions. He works closely with trainers and facilitators to develop engaging and impactful courses that cater to diverse learning needs.

Anna Manz - Operations Administrator/Team Leader

Anna has joined ACTA Group in 2022 and brought drive and passion along with her. Anna is highly educated in what it takes to run a successful RTO, and we love watching her shine. Anna prides herself in developing and fostering new and existing relationships with stakeholders in the VET industry.

Tabitha Parsons - Traffic Co-ordinator/Senior Administration

Tabitha is our Senior Administrator and Traffic course extraordinaire. Tab prides herself in keeping up with the fast paced changes in the RTO industry. She has extensive knowledge of traffic training requirements across New South Wales and Queensland. With her proactive attitude and problem-solving abilities, Tabitha consistently finds innovative ways to streamline processes, boost productivity, and support the team in achieving their goals.

Annabel Dolan - Administration Reception

Annabel is the centre point of ACTA Group. She is a breath of fresh air and strives to ensure she meets the needs of clients as our first point of contact. We enjoy Annabel's friendly and positive "can do" attitude when she is dealing with students, stakeholders and other ACTA Group team members.

Karen Powell - Compliance Manager

Karen is our dedicated Compliance Manager, whose expertise in the VET (Vocational Education and Training) industry is truly unmatched. With a wealth of knowledge and experience, Karen plays a pivotal role in ensuring that our organisation adheres to all the necessary regulations, policies, and guidelines.

Ben Curry - Trainer & Assessor

Ben is a dedicated trainer and assessor in traffic, emergency, and civil matters. With a passion for safety and expertise in these crucial fields, Ben is a seasoned professional with a wealth of experience. Having worked extensively in traffic management, emergency response, and civil projects, Ben brings a practical and hands-on approach to training.

Matt Sward - Sales

Matt is the principal point of contact between ACTA Group and its customers. Matt ensures current Learners and Clients have the right products and services. He remains up to date with the latest VET knowledge to deliver the high level of service ACTA Group strives to achieve.

Matt Crouch - Business Development NSW

Matt plays an indispensable role in upholding positive customer relationships within the heart of New South Wales. His responsibilities encompass the pivotal tasks of ensuring that our clients and learners have unfettered access to the precise products and services they need. Matt is also deeply committed to staying well-versed in the ever-evolving realm of VET knowledge, ensuring that he remains an unwavering source of expertise.



Subject Matter Experts

Our experts are an important factor amongst industry, to ensure they remain current and compliant with ongoing personal development, demonstrating industry skills and the best practice in providing adequate training and relevant knowledge or advice. Combined with over 15 years' experience in the Civil Construction, Transport, Emergency Rescue and Mining sectors, they understand the challenges employers face and are well trained to provide a professional and meaningful experience.

ACTA Group deliver a tailored learning experience to meet industry demands of our clients. Onsite, virtual and classroom training options crafted to deliver the best training experience at a customised price that's fair and competitive.

We have trainers working across Australia which have extensive industry experience in the civil construction, emergency response and mining sectors who have been selected to join the ACTA Group team because of their dedication and commitment towards safety, learning and competence. As subject matter experts, our trainers speak from experience, demonstrating industry best practice and providing practical contextualised advice. We understand every day challenges and work towards providing a highly skilled training experience.

Management Systems

Managing, collecting, and obtaining knowledge and practical evidence is an important factor as an RTO. We offer an industry-leading, quality management system to which we hold high standards, leading with integrity towards compliance and pride ourselves on meeting industry standards to ensure we don't take shortcuts or ever put our students or clients at risk of non-compliance.

Accreditation

ACTA Group is an established Registered Training Organisation (RTO Code: 45370). We take pride in meeting all the standards of the Australian Skills Quality Authority (ASQA), and the VET Quality Framework (VQF)

<https://www.asqa.gov.au/about/asqa/key-legislation/vet-quality-framework>

The VET Quality Framework is comprised of:

- **Standards for Registered Training Organisations 2015**—standards to ensure nationally consistent, high-quality training and assessment across Australia's VET system
- **Fit and Proper Person Requirement 2023**—which specifies the suitability requirements of individuals involved in the operation of a registered training organisation.
- **Financial Viability Risk Assessment Requirements 2011**—which relate to training organisations' ability to meet financial viability requirements
- **National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020** - which sets out the requirement for providers to supply ASQA with data upon request, and to submit quality indicator data annually
- **Australian Qualifications Framework**—which is the national policy for regulated qualifications in Australian education and training.

ACTA Group RTO 45370 currency can be viewed at <https://training.gov.au/Organisation/Details/45370>
We ensure we are regularly audited by external accrediting and regulatory bodies and any non-compliance issues identified are immediately rectified to ensure currency across the board.

Privacy

We always protect privacy and intellectual property. We do not disclose commercially sensitive information or details about your operations to any other party.

ACTA Group fully comply with the Australian Privacy Principles:
<https://www.oaic.gov.au/privacy/australian-privacy-principles/>

This enables us to deliver training for clients with even the most stringent privacy requirements.

We keep full records of learning for individuals, in compliance with the

Standards for Registered Training Organisations (RTOs) 2015

Continuous Improvement

Our staff undergo a range of personal development benchmarks to ensure they remain current and compliant in the VET industry to ensure we always provide exceptional safety and an advanced training experience.

After each course, our trainers will complete an assessment, identifying any issue or opportunities for improvement. Our students are asked to provide feedback after each course is conducted. We take all feedback seriously in aiming to always grow and improve with current times, technology and address ways we can make your training experience better to suit our quality management system.

ACTA Group Training Scope

We add Units of Competency and Qualifications to our accredited training scope as required. Our current accreditation scope can be viewed at <https://training.gov.au/Organisation/Details/45370>

Developments & Advice

ACTA Group can provide educated advice and leadership towards business performance and safety expectations. Our experts industry knowledge enables us to develop and implement current customised training solutions towards safety in the Civil Construction and Mining industry.

We pride ourselves in building highly valued business partnerships with innovative solutions. Our approach to problem solving enables us to deliver quality training, allowing you to focus on the bigger picture in running your business.

ACTA Group provide advanced professional development programs that encourage change, performance and growth that will revolutionise your workplace, enabling your staff to perform at their peak standards

SERVICE SCHEDULE 23-24

Mining & Civil Short Courses

		Cost	Duration
RIIWS204E	Work safely at heights	\$250	1 Day
RIIWS202E	Enter and work in confined spaces	\$250	1 Day
RIIHAN301E	Operate elevated work platform	\$350	1 Day
Standard 11 Surface	Standard 11 Generic Surface Induction	\$649	2 Days
Standard 11 Surface - Offsite	Standard 11 Generic Surface Induction	\$749	2 Days
Standard 11 Underground	Standard 11 Underground Induction	\$849	3 Days
Standard 11 Underground - Offsite	Standard 11 Underground Induction	\$949	3 Days
G1,G8,G9	Supervisors Course G1,G8,G9	\$649	2 Days
G1,G8,G9 - Offsite	Supervisors Course G1,G8,G9	\$749	2 Days
G2 Risk Facilitator	G2 Risk Facilitator course	\$495	1 Day
CPCWHS1001 (White Card)	Prepare to work safely in the construction industry	\$120	1 Day
HLTAID011	Provide First Aid	\$160	1 Day
RIIVEH201E	Operate light vehicle	\$299	1 Day
RIIVEH305E	Operate and maintain a four wheel drive	\$299	1 Day
RIIGOV401E	Apply, monitor and report on compliance	\$650	1 Day
RIIQUA201E	Maintain and monitor site quality standards	\$299	1 Day
RIIRIS402E	Carry out the risk management process	\$495	1 Day
RIIERR203E	Escape from hazardous situations unaided	\$350	1 Day
RIIRIS201E	Conduct local risk control	\$299	1 Day
RIIRTM203E	Work as a safety observer spotter	\$299	1 Day
RIICCM202E	Identify, locate and protect underground services	\$299	1 Day
RIICOM201E	Communicate in the workplace	\$299	1 Day
RIISAM204E	Operate small plant and equip	\$299	1 Day

Machine/Plant Operation Courses

		Cost	RPL Fee	Duration
RIIMPO318F	Conduct civil construction skid steer operations	\$1450	\$570	1-3 Days
RIIMPO320F	Conduct civil construction excavator operations	\$1450	\$570	1-3 Days
RIIMPO326E	Conduct water vehicle operations	\$880	\$350	1 Day
RIIHAN309F	Conduct telescopic materials handler operations	\$650	\$260	1 Day
RIIMPO337E	Conduct articulated haul truck operations	\$1450	\$570	1-3 Days
RIIMPO321F	Conduct civil construction wheeled front end loader operations	\$1450	\$570	1-3 Days
RIIMPO317F	Conduct civil construction roller operations	\$1450	\$570	1-3 Days
RIIMPO206D	Conduct bulk water truck operations	\$1450	\$570	1-3 Days
RIIMPO301E	Conduct hydraulic excavator operations	\$1450	\$570	1-3 Days

*Prices subject to change throughout the year - Appropriate travel costs may be added to course prices

SERVICE SCHEDULE 23-24

QLD Traffic Management Courses		Cost	Duration
L1/Traffic Control	RIIWS205E Control traffic with a stop slow bat RIICOM201E Communicate in the workplace RIIWS201E Work safely and follow WHS policies and procedures	\$499	1 Day
L2/Traffic Management Implementation	RIIWS302E Implement traffic management plans RIIRIS301E Apply risk management processes	\$375	1 Day
L1/ Traffic Control & L2/ Traffic Management Implementer Combined Package	RIIWS205E - Control Traffic with a stop slow bat RIICOM201E Communicate in the workplace RIIWS201E Work safely and follow WHS policies and procedures RIIWS302E Implement traffic management plans RIIRIS301E Apply risk management processes	\$749	2 Days
Refresher Traffic Control	RIIWS205E Control traffic with a stop slow bat RIICOM201E Communicate in the workplace RIIWS201E Work safely and follow WHS policies and procedures	\$299	1 Day
Refresher Traffic Management Implementer	RIIWS302E Implement traffic management plans RIIRIS301E Apply risk management processes	\$250	1 Day
RIIWS206	Control traffic with portable traffic control devices and temporary traffic signs	\$299	1 Day
RIIWS303	Position, set up and program portable	\$299	1 Day
RIIRTM301E	Operate truck or Tractor mounted attenuator	\$650	1 Day
NSW Traffic Management Courses		Cost	Duration
TCR – Traffic Control	RIIWS205E - Control traffic with a stop slow bat RIICOM201E Communicate in the workplace RIIWS201E Work safely and follow WHS policies and procedures RIIWS206 Control traffic with portable traffic control devices and temporary traffic signs	\$350	1 Day
IMP - Traffic Management Implementer	RIIWS302E Implement traffic management plans RIIRIS301E Apply risk management processes RIIWS201E Work safely and follow WHS policies and procedures RIICOM201E Communicate in the workplace RIIWS303 Position, set up and program portable traffic control devices	\$450	1 Day
TCR - Traffic Control & IMP - Traffic Management Implementer Combined Package	RIIWS205E - Control traffic with a stop slow bat RIICOM201E Communicate in the workplace RIIWS201E Work safely and follow WHS policies and procedures RIIWS206 Control traffic with portable traffic control devices and temporary traffic signs RIIWS302E Implement traffic management plans RIIRIS301E Apply risk management processes RIIWS303 Position, set up and program portable traffic control devices	From \$599	2 Days
RIIWS206	Control traffic with portable traffic control devices and temporary traffic signs	\$299	1 Day
RIIWS303	Operate truck or Tractor mounted attenuator	\$650	3 Days

*Prices subject to change throughout the year - Appropriate travel costs may be added to course prices

SERVICE SCHEDULE 23-24

Online Refresher Courses		Cost	Duration
RIIWH204E	Work safely at heights	\$189	Self paced
RIIWH202E	Enter and work in confined spaces	\$189	Self paced
RIIHAN301E	Operate elevated work platform	\$189	Self paced
Standard 11 Surface	Standard 11 Generic Surface Induction	\$350	Self paced
Standard 11 Underground	Standard 11 Generic Underground Induction	\$450	Self paced
G1, G8, G9	Supervisor Course G1, G8, G9	\$350	Self Paced

Emergency Rescue Course		Cost	Duration
LVR/CPR	UETDRRF004 Perform rescue from a Live LV Panel HLTAID009 Provide Cardiopulmonary Resuscitation	\$199	1 Day
CPPFES2005	Demonstrate first attack fire	\$120	1 Day
HLTAID009	Provide cardiopulmonary resuscitation	\$69	1 Day
HLTAID011	Provide first aid	\$120	1 Day
PUASAR022	Participate in a rescue operation	\$499	1 Day
PUASAR032	Undertake vertical rescue	\$699	1 Day
UETDREL006 Electrical Spotter	Work safely in the vicinity of live electrical apparatus as a non-electrical worker	\$225	1 Day
UETDRMP009	Perform tower rescue	\$495	1 Day
UETDRMP004	Perform elevated work platform controlled descent escape	\$399	1 Day
UETDRMP005	Perform elevated work platform rescue	\$399	1 Day
*PUASAR022 - Prerequisite HLTAID011 Provide first aid			
*PUASAR032 - Prerequisite PUASAR022 Participate in a rescue operation & HLTAID011 Provide first aid			

Specialised Accredited Courses		Cost	RPL Fee	Duration
22574VIC	Certificate III in concrete sawing and drilling	\$6399	\$2500	24 Months

High Risk Courses		Cost	Duration
TLILIC0005	Licence to operate a boom-type elevating work platform (boom length 11 metres or more)	\$699	3 Days
	*Cluster with RIIHAN301E Operate elevated work platform & TLID3035 Operate a boom type elevating work platform	\$849	4 Days
TLICLIC0003	Licence to operate a forklift truck	\$550	3 Days
CPCCLSF2001	Licence to erect, alter and dismantle scaffolding basic level	\$1299	5 Days

*Prices subject to change throughout the year - Appropriate travel costs may be added to course prices

SERVICE SCHEDULE 23-24

Qualifications		Cost	RPL Fee	Duration
RII10115	Certificate I in Resources and Infrastructure Operations	\$1680	\$670	3 Days
RII20120	Certificate II in Resources and Infrastructure Work Preparation	\$2499	\$999	4 Days
RII20220	Certificate II in Surface Extraction Operations	\$2499	\$999	10 Days
RII20720	Certificate II in Civil Construction	\$2499	\$999	10 Days
RII30820	Certificate III in Civil Construction Plant Operations	\$5320	\$2090	24 Months
RII30920	Certificate III in Civil Construction	\$6999	\$2799	24 Months
RII30120	Certificate III in Surface Extraction Operations	\$3640	\$1450	24 Months
RII30719	Certificate III in Emergency Response and Rescue	\$5500	\$2200	24 Months
TLI31222	Cert III in Driving Operations	\$4200	\$1680	24 Months
BSB40520	Certificate IV in Leadership and Management	\$3360	\$1850	18 Months
BSB41419	Certificate IV in Work Health and Safety	\$2800	\$1650	18 Months



Certificate II in Resources and Infrastructure Work Preparation

Government Subsidised Training (NSW). This training is subsidised by the NSW Government for eligible students. You may be eligible for a Smart and Skilled subsidised training place if you: have left school and live or work in NSW and are an Australian citizen or a permanent resident or humanitarian visa holder or a New Zealand citizen or an Aboriginal or Torres Strait Islander who lives in an approved border area. You will be required to submit evidence of your circumstances as part of your application. Please refer to the Smart and Skilled Student Eligibility Policy.

*Prices subject to change throughout the year - Appropriate travel costs may be added to course prices



22574VIC Certificate III in Concrete Sawing and Drilling



Certificate III in Concrete Sawing and Drilling provides an accredited training program and vocational outcomes for a person employed as a plant and equipment operator for the sawing, drilling, coring and deconstruction of concrete structures within the construction industry.

The identified cohort represents people with some work experience in the industry and those from allied trades. The Cert III course provides a pathway for either initial or further skill building and skill recognition. Participants are expected to have knowledge of the building and construction industry prior to enrolling into the course.

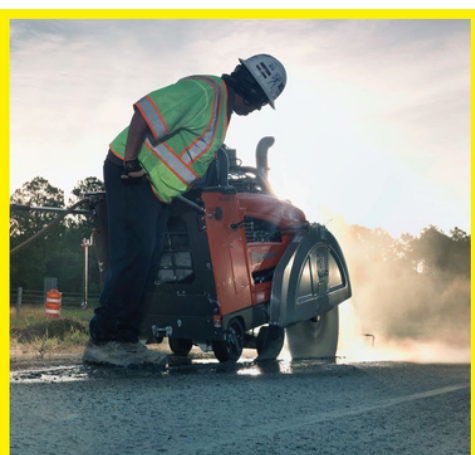
ACTA Group was successfully granted accreditation to deliver this course on the 6th of September, 2022.



ACTA Group has worked alongside **Concrete Sawing and Drilling Association Australia (CSDAA)** to develop this Nationally accredited course to meet industry expectations and help learners/operators obtain accreditation for their skills and knowledge.

Concrete Sawing and Drilling are paramount skills needed for industry and local government bodies to meet their contractual requirements around projects, plans and development.

Ask us how we can work with you to secure the staff you need or the placement and training that will get the job done sufficiently, safely, and compliant.



Packing rules for - **22574VIC Certificate III in Concrete Sawing and Drilling**

Total number of units = 19

- **13 core units plus**
- **6 elective units**

In accordance with the accredited course document, all electives shown must contribute to a valid, industry-supported vocational outcome and must support the job role and overall integrity of the AQF level of the qualification and should not duplicate the outcomes of the core units of competency



Traffic Management

The Traffic Management industry is an important platform providing safe road works and controls to allow transport a pathway to proceed efficiently and productively while keeping the public and our environment safe.

Traffic management is vital in developing a civil infrastructure plan while creating jobs locally and interstate to help Australia continue to grow.

Currency, competency, and safety are key factors that Traffic Management companies seek when looking to employ new staff. This demonstrates the importance of obtaining the skills or qualifications required to operate plant or undergo Traffic Management roles across Australia.

Certificate III in Traffic Management is ideal for companies who tender for projects with specific requirements for skilled operators. It's a great pathway for staff/students to step into the Civil Construction industry and obtain skills and competencies.

Current growth has seen an extremely high interest from employers seeking skilled operators both short and long term.

Traffic Management is paramount for industry and local government bodies to meet their contractual requirements around projects, plans and development.

Ask us how we can work with you to secure the staff you need or the placement and training that will get the job done sufficiently, safely, and compliant.



ACTA Group is a proud member of
The Traffic Management Association of Australia (TMAA)



High Risk Courses



Acta Group is a provider of High Risk training courses designed to equip individuals with the skills and knowledge required to excel in high-risk work environments. Our commitment to safety, quality, and excellence has made us a trusted partner for organisations and individuals seeking to enhance their capabilities in areas such as Elevated Work Platforms (EWPs) above 11 meters, forklift operation, and basic scaffolding. With a focus on practical training, industry-specific expertise, and compliance with relevant regulations, Acta Group is your partner in elevating workplace safety and competence.

High-Risk Courses Offered:

TLILIC0005 - Licence to operate a boom-type elevating work platform (boom length 11 metres or more)

Acta Group offers comprehensive training programs for individuals and organisations that need to operate Elevated Work Platforms (EWPs) at heights exceeding 11 meters. Our courses cover the safe operation, maintenance, and inspection of EWPs, ensuring that participants are equipped with the skills to work confidently at elevated heights. We focus on theory, practical exercises, and safety protocols to minimize risks associated with high-altitude work.



TLILIC0003 - Licence to operate a forklift truck

Operating a forklift requires skill and precision to ensure safety and efficiency in various industrial and warehouse settings.

Acta Group's forklift training programs are designed to provide participants with the knowledge and hands-on experience needed to operate forklifts safely and effectively. Our courses cover forklift operation techniques, load handling, maintenance, and safety measures in compliance with industry standards.



CPCCLSF2001 Licence to erect, alter and dismantle scaffolding basic level

Scaffolding is an essential component in many construction and maintenance activities. Acta Group offers a basic scaffolding course that equips participants with the fundamentals of erecting and dismantling scaffolding structures safely and efficiently. Our training emphasises the use of appropriate equipment, understanding scaffold design and load capacities, and adherence to safety regulations to ensure a secure working environment.



NSW Smart and Skilled Funded Training



NSW Smart and Skilled provides eligible **NSW** students with subsidised training up to and including Certificate III, as well as government funding for higher-level courses (Certificate IV and above) in targeted priority areas.

The focus of **NSW Smart and Skilled** is getting people into the workforce by helping them improve language, literacy and numeracy, as well as gain specific job skills.

ACTA Group have been approved to offer the following qualification under the **Smart and Skilled Entitlement Full Qualifications Program**.

Certificate II in Resources and Infrastructure Work Preparation.

This qualification is available in the Central West and Sydney Regions.

You are eligible if you are:

- 15 years old or over
- No longer in secondary education
- Living or working in NSW (or Aboriginal or Torres Strait Islander person living in specific NSW border areas)
- An Australian citizen, Australian permanent resident, Australian humanitarian visa holder or New Zealand citizen

ACTA Group can also access training support through the **NSW Smart and Skilled Targeted Priorities Prevocational and Partial Qualifications (TPPPQ) Program**. This training is subsidised by the NSW Government.

This allows ACTA Group to customise a suite of training skill bundles to enable your employees to gain the immediate skills they need.

Through the **TPPPQ Program***, ACTA Group will customise an accredited skill bundle drawn from its accredited qualifications on scope that addresses the skill needs of your:

- New recruits/starters, including trainees
- Existing employees and/or
- Supervisors, leaders.

Please contact ACTA Group on **1300 011 144** to check your eligibility.

For more information on **NSW Smart and Skilled**, please visit www.nsw.gov.au/education-andtraining/vocational/funding.



Traineeships & Apprenticeships

School Leavers | New to Industry | Job Seekers

ACTA Group know the hunger for School leavers, New to industry employees and Job seekers looking to dive into the rapid growing industry of Civil Construction.

With infrastructure and growth across QLD, NSW and VIC, we have connected with industry experts engaging and communicating around current and future projects. This strongly supports the importance of the VET sector being involved in training for employers and employees. Demands from employers for skilled workers who are safe, competent and hold currency to perform work to the Australian standards are at a all time high.

We have focused on our **NEW** training packages involving Cert I & II in Resources and Infrastructure and Civil Construction. We provide bridging pathways for students and companies to conduct training with us and offer the opportunity of employment on completion or new windows of employment with stakeholders seeking skilled staff.

Ask us now how we can help!

Course recommendations

- **Rll10115 Cert I in Resources and Infrastructure Operations**
- **Rll20120 Cert II in Resources and Infrastructure Work Preparation**
- **Rll20720 Certificate II in Civil Construction**





Statement of Commitment to Child Safety

ACTA Group is a National Registered Training Organisation (RTO) that provides a child safe culture by supporting children and young people, their parents, guardians, families and communities, and by ensuring all staff, including volunteers who work at ACTA Group, are committed to safeguarding children and young people.

Our Commitment to children and young people

- **Child abuse** is not tolerated and must not happen
- The **best interests** of the child and their protection from harm is paramount
- Children's **rights** are understood and respected
- Encouraging children to '**have a say**' and participate in all relevant organizational activities where possible, especially on issues that are important to them
- Promoting the cultural safety, participation and empowerment of all **Aboriginal and Torres Strait Islander** children
- Promoting the cultural safety, participation and empowerment of children with culturally and/or **linguistically** diverse backgrounds
- All **concerns**, whether raised by adults or children, are treated seriously and acted upon immediately

Our commitment to parents, guardians, families and communities

- ACTA Group follows all child safe requirements, including the **Child Safe Standards**
- Should a student be placed in a position of harm or at risk of harm, the CEO and Child Safety Officer will meet with the parent/guardian as soon as practical to determine the range of internal and external support that may be required

Our commitment to being a child safe, nationally recognised training organisation

- ACTA Group is committed to providing ongoing **training and professional** development to all staff and volunteers on child safety and wellbeing
- ACTA Group takes all reasonable steps to ensure the personnel employed by our organization are suitable and have an appropriate Working With Children Check (**WWCC**)
- Reporting any form of abuse is **mandatory** and encouraged
- ACTA Group has appointed a **Child Safety Officer** for its organisational operations
- ACTA Group will review the Duty of Care (Including Child Safety Code of Conduct) Policy and Procedure and the Statement of Commitment to Child Safety **annually**



COMPANY

DETAILS



Company Name: ACTA Group Pty Ltd

Trading Name: ACTA Group

RTO Number: 45370

ABN: 78 618 920 317

Head Office: 4/19 Central Drive, Burleigh Heads, QLD 4220

Telephone: 1300 011 144

Email: info@actagroup.com.au

Website: actagroup.com.au

Queensland Locations: Burleigh Heads, Gold Coast | Salisbury, Brisbane | Glenvale, Toowoomba | Mt St John, Townsville

New South Wales Locations: Nth Boambee Valley, Coffs Harbour | Seven Hills, Ingleburn, Linfield, Sydney | Northern Rivers (Tweed, Lismore)

Victoria Locations: Tullamarine, and surrounding areas





YOUR ONE STOP SHOP.