



CAPABILITY STATEMENT

24-25



Welcome to
ACTA Group RTO #45370

ACTA Group is committed to delivering a learning experience that produces beneficial change for both your people and your organisation.

By doing this, we ensure that the training we design and deliver is both appropriate and specific. We aim to develop programs that have measurable effects, not only on your people and their performance but on the bottom line results of the company.

We achieve this by...

- Contextualising the training to suit your business needs and culture.
- Developing a blended program that would bring together classroom based training, online learning, self-reading, pre-course preparation and experiential learning.
- Involve stakeholders, managers, and trainers in workplace projects with the staff to achieve maximum outcomes from programs.
- Providing Accredited Career Pathways for staff to recognise their skills towards nationally recognised qualifications if required.



As a Registered Training Organisation (RTO), ACTA Group is obligated to ensure its ongoing compliance with the Standards for Registered Training Organisations (RTO's) 2015.

Some critical areas for ongoing compliance with these Standards are as follows

- Ensuring our training and assessment are responsive to industry and learner needs;
- Ensuring our business is quality assured;
- Ensuring our business has active governance and administrative processes in place;
- Ensuring our business continually improves its services.



We proudly service clients across Australia



01

City and Metropolitan locations

We provide comprehensive training services to city and metropolitan areas, ensuring that individuals and organisations have access to high-quality education and training. We offer a range of courses that meet the needs of diverse populations.

02

Rural locations

ACTA Group extends its high-quality training services to rural locations, ensuring that individuals and businesses in these areas have access to essential educational resources. By offering a range of courses tailored to the unique needs of rural communities, we support local workforce development and skill enhancement.

ACTA Group is committed to providing equal training opportunities, ensuring that all individuals receive the same high-quality education and support, regardless of whether they live or work.

Welcome To ACTA Group

A Message From Our Managing Director



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I am pleased to announce that, as of early 2024, I have had the honor and privilege of being appointed the Director of ACTA Group, confirming my role as the Director/National Training Coordinator.

As an educator and Director, I focus on promoting positive interactions, a supportive atmosphere, and workplace safety through education and continuous learning.

I am committed to improving our learning programs and actively teaching within the Vocational Education and Training (VET) sector. Our training covers Civil Construction, Transport, Safety, Emergency Rescue, and Mining sectors.

My goal is to create safe, productive environments for staff and learners, ensuring skill enhancement and career development. We promote enthusiasm for learning and aim to provide customers with valuable knowledge and experience.

Our industries are growing, especially post-2020-2023. ACTA Group's growth is essential to meeting industry demands. Since joining ACTA in 2013, I have ensured continuous growth, focusing on the student experience.

Balancing this role with raising my 2.5-year-old son motivates me. As a father, I am driven to build a future for learners of all ages.

Key accomplishments for 2023/24 include:

- Establishing a top-notch compliance department.
- Expanding across state lines and creating personalised training plans.
- Partnering with the Concrete Sawing and Drilling Association Australia (CDSAA).
- Gaining approval to deliver High-Risk Courses in QLD/NSW.
- Reapproval as a Smart and Skilled Provider in NSW.
- Maintaining quality staff and services during rapid expansion.
- Providing exceptional customer service.

I am delighted to welcome new partnerships. We strive to offer the best customer experience with flexible training pathways. Despite changes in the VET sector, we are committed to overcoming challenges together.

Thank you for your support as we continue to grow and excel.

Sean Allman

Managing Director & National Training Coordinator

Company Introduction

Navigating Our Journey

Company History

ACTA Group has grown from a small training organisation into a leading provider of educational services across both urban and rural areas. Over the years, we have expanded our course offerings and adapted to the evolving needs of various industries.



2010

ACTA Group was established as a training service provider offering only 1 short course.

2013

While still only offering 1 short course, ACTA Group partnered with other RTO's and started training in 2 qualifications

2016

Began preparing to embark on the journey to become an RTO.

2018

ACTA Group achieved a significant milestone by obtaining its RTO accreditation. This accomplishment underscored our commitment to delivering high-quality training and education services in compliance with rigorous industry standards.

20-22

ACTA Group saw significant growth and formed strategic partnerships. We achieved accreditation from TMR for traffic training and became the only RTO to deliver Cert III in concrete sawing and drilling.

These milestones expanded our service offerings and reinforced our commitment to excellence in regulatory compliance and education.

23-24

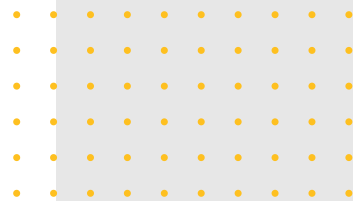
ACTA Group expanded its offerings to include 13 qualifications and secured accreditation as a high-risk training provider in Queensland and a training service provider for SafeWork NSW in Traffic.

Additionally, we successfully secured funding through Smart and Skilled NSW, further enhancing our ability to deliver comprehensive and quality training programs.

These achievements highlight our commitment to excellence and our mission to empower learners across diverse industries.

Our Services

From Strategy to Success



At ACTA Group, we believe that the path to success begins with a well-defined strategy

Our training programs are designed to equip businesses with the knowledge and skills needed to excel in their industries.

From the initial planning stages to successful implementation, ACTA Group is dedicated to supporting our students and clients every step of the way, empowering them to achieve their goals efficiently and effectively.



Our Services

We offer more than just training...



Subject Matter Experts

We work towards providing a highly skilled training experience



Partnerships

We build highly valued business partnerships and innovated solutions



Development & Advice

We provide advanced professional development that empowers change.

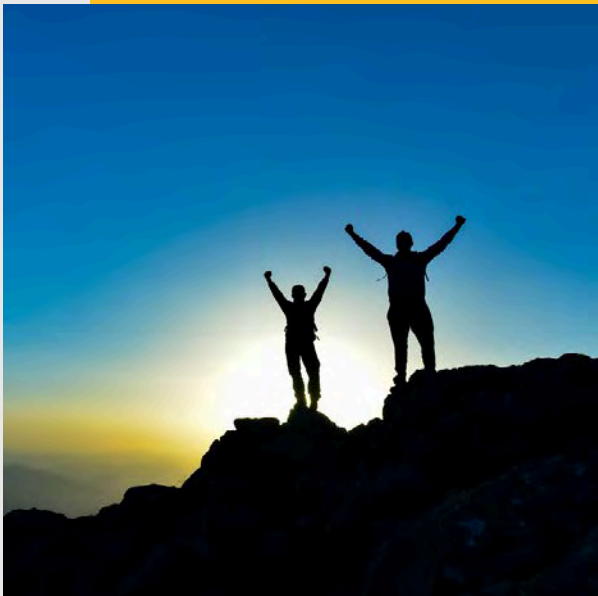


Flexibility

ACTA Group offers flexible training solutions tailored to your needs

Company Value

Ensuring Student Success



Mastering the Craft of learning

At ACTA Group, our primary focus and goal is to ensure that our students complete and finish any courses or qualifications they start.

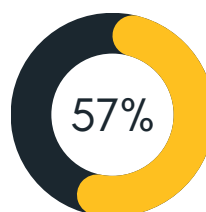
We are committed to providing comprehensive support, from personalised guidance and mentoring to flexible learning options that cater to individual needs.

Our dedicated team of trainers and assessors work closely with students to help them overcome challenges and stay on track.

By fostering a supportive and encouraging learning environment, we empower our students to achieve their educational and professional goals, ensuring they successfully reach the finish line.

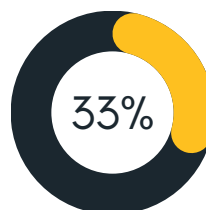
3500K
Enrolments 23-24

*Learners enrolled between July 2023 to June 2024



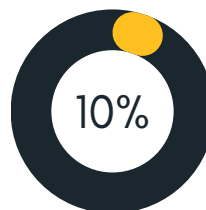
Online Learning

100% online easy assessable, self paced online refreshers.



Face to Face Courses

Designed to provide participants with practical, hands-on training



Qualification

Providing participants with valuable, industry-relevant skills and knowledge in Certificate III and IVs

A Message from Our CEO

As we reflect on our journey at ACTA Group, I am delighted to share some exciting updates and insights into our path forward in 2024-2025.



Over the years, we've been fortunate to collaborate with exceptional partners like you who share our vision and values. Your unwavering support has been pivotal in our success, and we are deeply grateful for the trust you continue to place in us.

At ACTA Group, our commitment to fostering meaningful partnerships remains stronger than ever. In the upcoming year, we are focused on significant growth initiatives aimed at forging deeper connections with organisations and individuals aligned with our mission. Central to this effort is our dedication to empowering women in construction, an area where diversity and inclusion are crucial for industry progress.

Our journey is marked by transformative milestones, from expanding our team with top talent to enhancing our training offerings and national presence. These achievements are not just markers of progress but catalysts for our ongoing commitment to excellence, integrity, and transparency.

Looking ahead, we are excited about the opportunities to innovate and collaborate further. We believe that by building an amazing team and embracing diversity in all its forms, we can write new chapters of success together. Your continued partnership is invaluable as we strive to achieve greater heights and make a lasting impact in the industries we serve.

Thank you for being an integral part of our journey.

Here's to a year of growth, empowerment, and building a brighter future together.

Ash Humphries
Chief Executive Officer

Company Value

Our Team

The ACTA Group team is a dedicated and diverse group of professionals committed to providing exceptional training and courses in Civil Construction, Mining, Traffic, Safety, and Business.

Our administrative staff ensures seamless operations and student support, while our experienced trainers bring industry expertise and hands-on knowledge to the classroom.

The compliance team meticulously oversees adherence to RTO standards and regulations, ensuring the highest quality of education, while our management team strategically guides the organisation, fostering a culture of excellence and continuous improvement.



Sean Allman
Director



Ash Humphries
CEO



Sarah Dicker
Compliance Manager



Tabitha Parsons
Admin Team Leader



Annabel Dolan
Traffic Administration



Zoe Taylor
Student Administration



Richard Hunt
Trainer & Assessor



Wayne Josie
Trainer & Assessor



Brock Hunter
Trainer & Assessor



People Evaluation

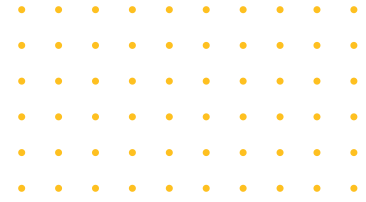
Together, we are devoted to helping our students achieve their educational and career goals through comprehensive, industry-relevant training programs.

WORKING AT HEIGHTS
MINING CIVIL
ELEVATED WORK
SURFACE EXTRACTION
TICKETS
PLATFORM
STANDARD II
ON SITE
TRAFFIC CONTROLLER
INDUCTIONS
TRAINING
RII MACHINE
TICKETS



ACTAGroup
ADVANCED CERTIFIED TRAINING AUSTRALIA
One Stop Shop Delivering Courses Into
Safety, Mining, Construction, Civil
4/19 Central Div, Burleigh Heads
07 5593 8268 | ABN 74 000 8909
Monday 8 am - 5 pm
Tuesday 8 am - 5 pm
Wednesday 8 am - 5 pm
Thursday 8 am - 5 pm
Friday 8 am - 5 pm

Our Services
**Specialised Qualifications &
Short Courses**



 High Risk Forklift	 High Risk Basic Scaffolding	 Cert III Concrete Sawing and Drilling	 Traffic Controller
 Implement Traffic Management Plans	 Standard 11 Induction - Surface and Underground	 High Risk EWP 11+ Metres	 White Card
 RII Machine Courses	 Cert IV Leadership and Management	 Cert IV Work Place health and Safety	 VOCs Specialised Equipment and Machines

At ACTA Group, we excel through rigorous training, a steadfast focus on safety, and an unwavering commitment to quality.

SERVICE SCHEDULE 24-25

Mining & Civil Short Courses			
		Cost	Duration
RIIWHS204E	Work safely at heights	\$250	1 Day
RIIWHS202E	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) QLD	Prepare to work safely in the construction industry	\$135	1 Day
CPCWHS1001 (White Card) NSW	Prepare to work safely in the construction industry	\$149	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			
*All Machine courses require pre course learning		Cost	Duration
RIIMPO318F	Conduct civil construction skid steer operations	\$799	1 Day
RIIMPO320F	Conduct civil construction excavator operations	\$799	1 Day
RIIMPO326E	Conduct water vehicle operations	\$799	1 Day
RIIHAN309F	Conduct telescopic materials handler operations	\$650	1 Day
RIIMPO338E	Conduct rigid haul truck operations	\$999	1 Day
RIIMPO337E	Conduct articulated haul truck operations	\$799	1 Day

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 traffic control devices	\$299	1 Day
RIIRTM301E	Operate truck or trailer mounted attenuators	\$650	1 Day
NSW Traffic Management Courses		Cost	Duration
TCR- RIIS00054 Traffic Controller Skill Set	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 - RIIS00055 Traffic Management Implementer Skill Set	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	3 Days
RIIWS206	Control traffic with portable traffic control devices and temporary traffic signs	\$299	1 Day
RIIWS303	Position, set up and program portable traffic control devices	\$650	3 Days

Online Refresher Courses			
		Cost	Duration
RIIWHS204E	Work safely at heights	\$190	Self paced
RIIWHS202E	Enter and work in confined spaces	\$190	Self paced
RIIHAN301E	Operate elevated work platform	\$190	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 fighting equipment	\$119	1 Day
HLTAID009	Provide cardiopulmonary resuscitation	\$69	1 Day
HLTAID011	Provide first aid	\$120	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

Specialised Accredited Courses				
		Cost	RPL Fee	Duration
22574VIC	Certificate III in concrete sawing and drilling	\$9500	\$4000	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

Qualifications		Cost	RPL Fee	Duration
RII10115	Certificate I in Resources and Infrastructure Operations	\$1350	\$960	3 Days
RI20120	Certificate II in Resources and Infrastructure Work Preparation	\$4050	\$1400	4 Days
RII20220	Certificate II in Surface Extraction Operations	\$2025	\$1440	10 Days
RII20720	Certificate II in Civil Construction	\$7200	\$2560	10 Days
RII30820	Certificate III in Civil Construction Plant Operations	\$5320	\$2090	24 Months
RII30920	Certificate III in Civil Construction	\$10350	\$4000	24 Months
RII30120	Certificate III in Surface Extraction Operations	\$5850	\$2080	24 Months
TLI31222	Cert III in Driving Operations	\$4200	\$1680	24 Months
BSB40520	Certificate IV in Leadership and Management	\$5400	Nil	18 Months
BSB41419	Certificate IV in Work Health and Safety	\$4500	Nil	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





Partnerships





More Information About Us



Discover ACTA Group, a leading provider of comprehensive training solutions. With a commitment to excellence and regulatory compliance, we offer a diverse range of qualifications across industries such as Civil Construction, Mining, Traffic Management, Safety, and Business.

Accredited as a high-risk training provider in Queensland, we pride ourselves on delivering tailored programs that meet industry standards and empower our clients for success.

Backed by strategic partnerships and funding support from Smart and Skilled NSW, ACTA Group continues to expand its footprint nationally, ensuring that learners receive the highest quality education to achieve their professional goals.

Contact Us :



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