CPCWHS1001
Prepare to work safely in the construction industry
Course Guide

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ACTAGroup
ADVANCED CERTIFIED TRAINING AUSTRALIA
RTO CODE 45370

Thank you for your interest in ACTA Group's **CPCWHS1001 Prepare to work safely in the construction industry!** This booklet is provided for your convenience to ensure that you have all the relevant information regarding the course and its delivery, so that you are able to make an informed decision surrounding the suitability of this unit for your individual and employability requirements.

Training Product

CPCWHS1001 Prepare to work safely in the construction industry

Release: 1

Currency: Current

Course Description

This unit of competency will provide learners with the skills and knowledge necessary to ensure that the act and work safely in the construction industry. This unit of competency is the minimum health and safety requirement necessary to enter and work in construction. This course includes:

- Identifying and orally reporting common construction hazards
- Understanding basic risk control measures
- Identifying procedures for responding to potential incidents and emergencies
- Correctly selecting and fitting common personal protective equipment

Target Participants

This unit of competency is open to anyone seeking to gain a 'white card' to enable them to enter and work on a construction site. Generally speaking, these are individuals seeking their first white card and potentially entering the construction industry for the first time.

Client Characteristics

The clients enrolling in this course typically possess basic generic skills including:

- Communication skills
- Maths and calculation skills
- Basic knowledge of safety

Course Duration

This unit of competency is typically delivered in one day or 6 hours

Course Entry Requirements

Nil mandatory requirements.

ACTA Group Course Admission Requirements

Participants must:

- Be at least 15 years of age.
- Be able to speak fluent English
- Have completed Year 10 in the Australian school system or equivalent; and
- Have language, literacy and numeracy skills equivalent to ASCF Level 1.

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.

Licencing Requirements

Licensing, legislative, regulatory and certification requirements that apply to this unit of competency can vary between states, territories, and industry sectors. As a general rule, the Work Health and Safety Act 2011 is observed throughout the duration of this unit of competency.

However, learners successfully completing this unit of competency will be issued with a Work Health Safety Queensland issued 'White Card'.

Legislative Requirements

The Work Health and Safety Act 2011 is addressed in the learning and assessment resources for this unit of competency.

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
- Agricultural and Veterinary Products (control and use) Chemicals Act 2002
- Dangerous Substances Act 1979
- Development Act 1993
- Environment Protection Act 1993
- Environment Protection and Biodiversity Conservation Act 1999 (Commonwealth)
- Fire and Emergency Services Act 2004
- Heritage Places Act 1993
- National Parks and Wildlife Act 1972
- Native Vegetation Act 1991
- Natural Resources Management Act 2004
- Organizational requirements, policies and procedures, e.g. Workplace relations and sick leave requirements.
- Australian Standards.
- Site-specific policies and procedures, e.g. Emergency policies and evacuation procedures.
- Manufacturers' guidelines and vehicle specifications, e.g. pre-start checklists, service requirements, vehicle operations manuals, operating limits.
- Codes of Practice

Training Pathways

Learners successfully completing this unit of competency may go on to complete trade qualifications from the Construction Plumbing and Services (CPC) Training Package.

Employment Pathways

Learners successfully completing this unit of competency will also have met the minimum standard necessary to enter and work in a construction site.

Credit Transfer

Not applicable

Course Requirements / Packaging Rules

Not applicable

Core Units

Unit code & name	Pre-requisite / Co-requisite
CPCWHS1001 Prepare to work safely in the construction industry	Nil

Duration and amount of training

This unit of competency is delivered in 6 hours consisting of:

Theory Training	**2.5 Hours**
Practical Training	**0.5 Hours**
Theory Assessment	**0.5 Hours**
Practical Assessment	**0.5 Hours**

Rationale for the amount of training

Not applicable

Specific Industry Needs

There are no licensing requirements for this course. However, this unit of competency meets the minimum requirement to enter and work on a construction site.

Course Organisation & Delivery Modes

The unit of competency is only delivered via a traditional classroom method of training.

RPL / Credit Transfer

Not applicable

Enrolment patterns

The course is available for open enrolment throughout the year.

Delivery Arrangements

The unit of competency is predominantly delivered through a combination of:

- Classroom theory learning where the learner will be provided conceptual theoretical training related directly to working safely in the construction industry including:
  - Risk management and hazard on a construction site
  - Personal protective equipment
  - Duty of care as it relates to workers and PCBUs
  - Potential construction incidents and incident response
  - General safe work practices
  - Signs, symbols and other safety information

Work Placement Arrangements

Not applicable

Assessment Arrangements

Assessment for this unit of competency is conducted via:

- Verbal assessment requiring the learner to provide explanations relating to risks and hazards, fire and emergency procedures, the meaning of safety signs and symbols, workplace documentation including SDS, JSEA and SWMS
- Practical demonstration of the learner checking and correctly fitting personal protective equipment

Assessment Approach / Evidence Gathering Techniques

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

Assessments for the unit includes the two main assessment approaches as noted below:

- Theory Assessment – Verbal questioning – the learner will be asked to provide explanations on the topics outlined above. Response will be documented by the assessor and compared to the marking guide to confirm adequacy and sufficiency
  - Practical Assessment – Observation – the learner will be required to check and fit a range of personal protective equipment including eye protection, hearing protection, hard hat and high visibility vest

Unit of Competency	Theory Assessment	Practical Assessment		
		Project	Third Party Report	Observation
CPCWHS1001 Prepare to work safely in the construction industry	✓			✓

Educational & Support Services

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

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

- Has ensured that training and assessment processes and methods do not disadvantage individual participants; and
- Determines the needs of individual participants 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 participants who are located at a distance from a campus location.
- Checking that materials are culturally appropriate for participants and amending, as necessary; and
- Making sure that activities and assessments are suitable for the language, literacy and numeracy skill levels of participants (while meeting the requirements of the unit of competency).

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.

Infrastructure, Equipment & Physical Resources

All ACTA Group personnel involved in the delivery of this unit of competency 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 all necessary training and assessment resources that incorporate special needs and reasonable adjustment procedures.

ACTA Group has reviewed the equipment and facility requirements for each unit of competency, 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.

The following equipment and resources will be made available for all learners:

- Signs including:
  - Safety signs
  - Emergency signs
  - Mandatory signs
  - Warning signs
  - Regulatory signs
  - Pre-cautionary signs
  - Hazard signs
  - Various safety symbols
- Personal protective equipment including:
  - Eye protection
  - Hearing protection
  - Hard hat
  - Hand protection
  - High visibility vests
- Fire safety equipment imagery including:
  - Fire blankets
  - Firefighting equipment
  - Hose reel
- Job safety and environment analysis
- SDS
- SWMS
- Risk assessment and hazard assessment checklists
- WHS Act and regulation

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.

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 units of competency from this unit of competency.

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.

Specific Assessor Requirements:

As a minimum, assessors must satisfy the assessor requirements in the Standards for Registered Training Organisations (RTOs) current at the time of assessment.
Assessors must hold the unit CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry, or its successor.

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.

Appendix 1: Course Schedule

CPCWHS1001 Prepare to work safely in the construction industry

Unit of competency/event	Distance based study (hours)	Trainer led theory training (hours)	Trainer led practical skills training (hours)	Supervisor led practical skills training (hours)	Study Days
Enrolment, induction	NA	NA	NA	NA	Day 1
CPCWHS1001 Prepare to work safely in the construction industry	NA	2.5	0.5	NA	Day 1
TOTAL Hours	**NA**	**2.5**	**0.5**	**NA**	

Appendix 2: Assessment Schedule

CPCWHS1001 Prepare to work safely in the construction industry

Unit of competency	Theory assessment (hours)	Practical assessment (hours)	Third party report	Theory & practical assessment at the end of
CPCWHS1001 Prepare to work safely in the construction industry	0.5	0.5	NA	Day 1
TOTAL Hours	**0.5**	**0.5**	**NA**	