





Thank you for your interest in ACTA Group's **RIIRIS402E Carry out the risk management process** (*G2 – Risk Facilitator Training*)! This booklet is provided for your convenience to ensure that you have all the relevant information regarding the course and it's 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

Risk Facilitator training:

RIIRIS402E Carry out the risk management process

Release: 1

Currency: Current

Course Description

This unit provides the skills and knowledge to carry out risk management processes within construction, civil and mining industries. This unit meets the requirements to become a Risk Facilitator as per the *Mining and Quarrying Safety and Health Act* and *Coal Mining Safety and Health Act*. It includes the following criteria:

- Planning, identifying hazards and assessing risk
- Developing and implementing risk controls
- Auditing risk management processes
- Completing records and reports

Target Participants

Target clients for course are individuals undertaking supervisory roles within their jobs.

Client Characteristics

The clients enrolling in this course typically possess a range generic and mine specific skills including:

- Communication skills
- Maths and calculation skills
- · Basic knowledge of safety
- Working safely including managing WHS processes in the workplace
- Experience in their industry

Course Duration

This course typically is run in 1 day.

Course Entry Requirements

Nil Mandatory Requirements

ACTA Group Course Admission Requirements

Participants must:

- Be at least 18 years of age;
- Be able to speak fluent English

In addition to the above, it is also recommended that learners have completed Year 10 with satisfactory passes in English and maths.

Participant Identification Requirements

Minimum identification requirements must be met prior to enrolment:



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

Licencing Requirements

Licencing, legislative and certification requirements that apply to this unit can vary between states, territories and industry sectors. Users must check requirements with relevant body before applying the unit.

Legislative Requirements

The Work Health and Safety Act 2011 is addressed in the learning and assessment resources for this skill set.

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 skill set may go on to complete qualifications from the Resources and Infrastructure Industry Training Package.

Employment Pathways

Employment pathways for this course include:

Supervisor in Mining



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Supervisor in Civil Construction

Credit Transfer

Learners that have completed units of competency from this skill set may be eligible for credit transfer upon production and verification of a Statement of Attainment or qualification and Statement of Results.

Course Requirements / Packaging Rules

Not applicable

Core Units Unit code & name	Pre-requisite / Co-requisite
RIIRIS402E Carry out the risk management process	Nil

Duration and amount of training

This unit is delivered in 1 day or 24 hours consisting of:

Pre-course Study	16 Hours
Theory Training	3 Hours
Practical Training	3 Hours
Theory Assessment	1 Hour
Practical Assessment	1 Hour

Rationale for the amount of training

ACTA Group has taken the following into consideration in determining the amount of training necessary for the target group identified:

- Existing skills and knowledge of the target client
- Delivery mode as a structured classroom based session

Existing skills, knowledge and experience

At the time of enrolment, the existing skills, knowledge and experience of each student will be confirmed through the completion of a suitability check. This will elicit specific skills possessed by each student to enable ACTA Group to confirm that the duration is satisfactory.

Delivery mode

Each student will complete the program through a structured classroom setting with simulated practical components to mimic real work tasks to ensure a robust training and assessment model.

Specific Industry Needs

There are no licensing requirements for this skill set.

Course Organisation & Delivery Modes



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The unit 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 course is predominantly delivered through a combination of:

- Simulated practical activity in the context of the workplace
- Classroom based theory training

Work Placement Arrangements

Not applicable

Assessment Arrangements

Assessment for this skill set is conducted via:

- Theory assessment
- Practical demonstration of skills through simulated arrangements

Assessment Approach / Evidence Gathering Techniques

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

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

- Theory Assessment
- Practical Assessment Observation the learner will participate in simulated activities requiring them to conduct risk and hazard assessments and participate in a simulated incident investigation.

Unit of Competency	ţ	Practical Assessment		
	Theory	Project	Third Party Report	Observation
RIIRIS402E Carry out the risk management process	✓			✓

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 participants, so that potential learning barriers are minimised.

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

Has ensured that training and assessment processes and methods do not disadvantage individual participants; and

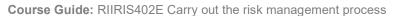


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 Determines the needs of individual participants and provides access to any educational and support services necessary.

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 skill set).

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 skill set 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 the skill set, 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:

Risk management policies,



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- Risk management processes
- Risk management procedures and systems
- Risk assessment form

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 skill set:

- Approved learning resources please refer to the <u>Learner Guide & Trainer & Assessor Guide</u> for each unit of competency for approved learning resources; and
- Approved assessment resources please refer to the <u>Assessment Tool & Trainer & Assessor Guide</u> 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 <u>Personnel Competencies Matrix</u> directly covering the requirements of the units of competency from this skill set.

Please refer to ACTA Group's <u>Register of Trainers and Assessors</u> to note which ACTA Group consultants have completed verification of competency procedures for this course.

Specific Assessor Requirements:

Assessors must meet the requirements as specified by the *Standards for RTOs 2015*. Assessors must hold 3 years industry experience.

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 <u>Validation Policy</u>.

Discussions and feedback from all parties is documented for implementation through ACTA Group's <u>Industry Engagement Report</u> and <u>Continuous Improvement Register</u>.

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 <u>Services Review</u> & 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 <u>Communications Policy</u> and also through the <u>Continuous</u> Improvement Register.



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Appendix 1: Course Schedule

G2 – Risk Facilitator course

Unit of competency/event	Distance based study (hours)	Trainer lead theory training (hours)	Trainer lead practical skills training (hours)	Supervisor led practical skills training (hours)	Study Days
Enrolment, induction	NA	NA	NA	NA	Day 1
RIIRIS402E Carry out the risk management process	16	3	3	NA	Day 1

Appendix 2: Assessment Schedule

G2 - Risk Facilitator course

Unit of competency	Theory assessment (hours)	Practical assessment (hours)	Third party report	Theory & practical assessment at the end of
RIIRIS402E Carry out the risk management process	1	1	NA	Day 1

