



THURGOONA TRAINING ACADEMY

"Being trained means being prepared"

— RTO 91279 —

INFORMATION BOOK 2023

CONFINED SPACE

Entry, Refresher, Rescue and Awareness

FIRE AND EVACUATION

Fire Extinguishers, Warden, Chief Warden and Emergency Response Teams

FIRST AID

CPR, Senior First Aid, Advanced Resuscitation, Occupational First Aid, LVR

HEIGHTS

Work on Roofs, Rescue and Awareness

WORK HEALTH AND SAFETY

White Card, NSW HSR, Committee Member, Overhead Spotters, Chlorine

CONSULTANCY

Risk Assessments, Auditing, Exercise Appraisals

SALES, SERVICE AND HIRE

Confined Space, Heights, Fire and First Aid Equipment

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TABLE OF CONTENTS

The Academy & Our Services:	1-8
Course Dates for 2022:.....	9-12
Construction Induction (White Card):	13
Enter Confined Space:	14
Enter Confined Space Refresher:	15
Confined Space Rescue:	16-17
Work Safely at Heights:	18
Heights Rescue:	19
General Occupancy Emergency Response:	20
Fire Extinguishers:	21-22
Hazardous Substances Spill Response:	23
Warden/Evacuation:	24
Chief Warden:	25
Emergency Planning Committee Member:	26
Emergency Response Team Member:	27
Lead a Facility Emergency Response Team:	28
Confined Space Awareness:	29
Operate Breathing Apparatus:	30
Hot Work & Permit Observer:	31
Permit Coordinator/Issuer:	32
Job Safety Environment Analysis (JSEA):	33
Risk Assessment Facilitator:	34
Isolate and Access Plant:	35
Perform Rescue from a live LV Panel:	36
Overhead Spotters Course Initial	37
Overhead Spotters refresher course	38
Provide CPR:	39
Provide Basic Emergency Life Support:	40
Provide First Aid:	41
Provide First Aid Refresher:	42
Provide First Aid in an Education and Care Setting:	43
Provide First Aid in an Education and Care Setting Refresher:	44
Provide Advanced First Aid:	45
Provide Advanced Resuscitation:	46
Manage First Aid Services and Resources:	47
Provide Occupational First Aid:	48
Anaphylaxis:	49
Asthma:	50
Manual Handling:	51
Fire Safety Officer:	52
Fire Safety Officer Recertification:	53

Work Health Safety Committee Member: -----	54
Operate and control liquified chlorine gas disinfection -----	55
Certificate II in Public Safety (Fire Fighting & Emergency Operations)PUA20613: -----	56
Non Accredited Courses -----	57
HSR (Health Safety Representative Training 5 Day) SafeWork NSW Approved:-----	58
HSR Refresher Training SafeWork NSW Approved:-----	59
Instructors Profile's:	
Paul Jones-----	60
Shawn Jones-----	61
Christopher Johnson-----	62
Andrew Davis-----	63
Adam Elliott-----	64
Stan Zawora-----	65
Mike Frede-----	66
Registration & Contact Details:-----	67
Unique Student Identification Information:-----	68
Course Booking Form:-----	69
Directions to the Academy:-----	70

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Our Mission

“To provide specialised training, consultancy and services to our clients and learners in a professional, respectful, friendly and easy to deal with manner whilst ensuring strong commitment and emphasis on Health, Safety and Welfare”.

We are Committed to:

- *Providing clients and learners with exceptional facilitation which exceeds their expectations and caters for all levels of language, literacy and numeracy and does not discriminate in any way, shape or form*
- *Providing a purpose built training facility with state of the art simulators that ensure learners are instructed and assessed in a realistic, safe and controlled environment*
- *Ensuring our learners are exposed to a wide variety of training scenarios using a varied selection of personal safety and first response equipment from different suppliers and manufacturers to ensure they are confident and above all else, competent*
- *The sales, service and hire of the highest quality, most reliable and cost competitive safety equipment available*
- *Providing a facility for the service of personal safety and first response equipment that meets Australian and International Standards*



Our Vision

“Provide world class training, assessment, sales, service and hire to anyone, anytime, anywhere in the world which exceeds their expectations.

We are committed to this goal and will always go the extra mile to ensure that we are the best at what we do in every way, every day”.

You’re in good company.....

Thurgoona Training Academy’s clients include:





As a Registered Training Organisation (RTO#91279) our core business is to provide our clients/learners with Nationally Recognised Training courses that are compliant with the Australian Skills Quality Authority (ASQA), relevant legislation and Australian Standards.

Owner Paul Jones saw a need for a fire and safety training facility between the capitals, Melbourne and Sydney. Since that time the Academy has increased and broadened its scope of training programs and is now a preferred training supplier to some of the most well known organisations in both Australia and Internationally.

We are a family owned and operated business employing seven knowledgeable and professional trainers/assessors who all hold vocational competencies in their field of delivery. Our head office is located in Thurgoona NSW, and provides a professional and relaxed venue on a large rural property overlooking the distant hills of the Hume Dam and Mount Bogong.

Our purpose built facility includes:

- Three training rooms
- Confined space tunnel system
- 10 metre vertical rescue tower
- Open air Fire Pit
- Compartment Fire Behaviour Training (CFBT) simulator
- Two storey cold smoke evacuation simulator

Clients/learners continuously provide positive unsolicited feedback on our consistent and personalised approach to training and assessment. (Our website has a link to view these testimonials, www.thurgoonatrainng.com.au/testimonials.html).

Upon returning to the workplace learners are able to implement and use the knowledge and skills they received from the training almost immediately. Our courses consist of a mix of both theory and practical activities catering for many different learning styles.

Training programs include:

- Confined Spaces (*awareness, entry and rescue*)
- Work safely at heights including rescue
- First Aid (*beginner, intermediate and advanced*)
- Fire Fighting (*beginner, intermediate and advanced*)
- Work Health & Safety (*HSR and Construction Induction*)
- Emergency Response (*Evacuation and Emergency Response Teams*)
- Chemical Handling
- Manual Handling



Audits, Inspections and Consultancy

As our business grows so too do the needs of our clients, we provide an audit and consultancy service. We have been providing this service for many years to many small and large clients on a fee for service basis.

TRAINING NEEDS ANALYSIS

As well as providing Nationally Recognised Training we also provide our clients with a training needs analysis to identify which competencies align best with their training requirements. We can design and develop training programs utilizing your organisations policies, procedures and documentation.

CONFINED SPACE ASSESSMENTS

Confined spaces more often than not prove difficult to determine whether they constitute a space or not. Our team will provide guidance and a clear determination coupled with a confined space register consisting of photographs and a detailed risk assessment outlining controls to be put in place prior to and during entry. Rescue plans are also a specialty.

EMERGENCY PROCEDURES

Emergency plans and procedures are a requirement under almost all legislation. We provide our clients with a complete package from developing the plans, reviewing them and also providing guidance when implementing them. From site maps to complete manuals we have you covered.

HEIGHT SAFETY ASSESSMENTS

Height hazards are one of the main causes of death in industry today. There are many facets to heights. Our team will come to you and discuss options for controlling your height hazards.

DANGEROUS GOODS

Dangerous goods and hazardous substances are everywhere. Legislation requires that persons be trained to handle these materials not only in the everyday work situation but also in the event of an emergency. From placarding and site maps to a complete audit we will ensure your site is compliant.

WHS/OHS ASSESSMENTS

Work Health and Safety is the cornerstone of any business and history shows that having a healthy and safe workplace increases productivity and morale. Furthermore this results in reduced compensation claims which can be a financial burden on a business. Our consultancy team can provide assistance in development and design of WHS/OHS Systems and provide audits in accordance with AS 4801:2001



Find us on
Facebook





Sales, Service and Hire

We provide a one stop shop for all your safety equipment needs whether it be Confined Space, Heights, Fire Fighting or First Aid.

SALES

We supply quality equipment from some of the worlds most respected brands such as: Draeger, Spanset, MSA, Flamestop and Thermo Fischer to name a few.

We use these products in our training programs exposing our learners to a variety of products.

- All types of harnesses
- Lanyards
- Rope Positioning Devices and Winches
- Tripods
- Gas Detectors
- Fire Fighting equipment
- First Aid equipment
- Low Voltage Rescue Kits



SERVICE

We service what we sell. From gas detector calibrations to winch services we really do have you covered. Our technicians come to your site to conduct the service saving you time and money. We provide our clients with a full service register after each service.

HIRE

Our hire facility provides for the hire of confined space, heights and fire fighting equipment. If you have a need for this equipment for a one off job why not organize to hire it. All equipment is serviced prior to dispatch and hire periods can be as small as an hour or as long as a few months. Whatever your need we are here to help.





Standby Personnel

Maintenance shutdowns and the like require many skilled workers. Thurgoona Training Academy can provide the skilled labour you need to perform such tasks as Confined space entry, standby and rescue, heights, and fire watchers.

LABOUR HIRE

Our skilled labour are just that, skilled and selected specifically for the specialist roles you require to get the job done. We provide labour all across Australia and for many large organisations.

CONFINED SPACE

Our confined space trained personnel hold the relevant units of competency and years of experience as well as First Aid qualifications. All personnel undergo refresher training every two years.

FIRE WATCHERS

Our Fire watchers are highly skilled people who have the knowledge and skills to issue and observe permit work as well as respond to a fire should it occur using a range of hand held fire fighting equipment.





COURSE DATES FOR 2023

CPCWHS1001

CONSTRUCTION INDUCTION (WHITE CARD) 8:30AM - 3:30PM

DATES:	17, 31	JANUARY
	7, 21	FEBRUARY
	7, 21	MARCH
	4, 18	APRIL
	2, 16, 30	MAY
	13, 20	JUNE
	4, 18	JULY
	1, 15, 29	AUGUST
	12, 26	SEPTEMBER
	10, 24	OCTOBER
	7, 21	NOVEMBER
	5, 19	DECEMBER

RIIWHS202E

CONFINED SPACE ENTRY INCL CPR (3 DAYS) 8:30AM - 4:30PM

DATES:	16, 17, 18	JANUARY
	13, 14, 15	FEBRUARY
	20, 21, 22	MARCH
	17, 18, 19	APRIL
	15, 16, 17	MAY
	19, 20, 21	JUNE
	10, 11, 12	JULY
	7, 8, 9	AUGUST
	4, 5, 6	SEPTEMBER
	16, 17, 18	OCTOBER
	30, 31, 1	OCT/NOV
	27, 28, 29	NOVEMBER
	11, 12, 13	DECEMBER

RIIWHS202E

CONFINED SPACE ENTRY REF 8:30AM - 4:30PM

DATES:	19	JANUARY
	16	FEBRUARY
	23	MARCH
	20	APRIL
	18	MAY
	22	JUNE
	13	JULY
	10	AUGUST
	7	SEPTEMBER
	5 AND 19	OCTOBER
	2 AND 30	NOVEMBER
	14	DECEMBER



RIIWHS204E

**WORK SAFELY AT HEIGHTS
8:30AM - 4:30PM**

DATES:

25	JANUARY
8 AND 16	FEBRUARY
8 AND 29	MARCH
12	APRIL
3 AND 24	MAY
7 AND 28	JUNE
19	JULY
9 AND 30	AUGUST
20	SEPTEMBER
11	OCTOBER
1 AND 22	NOVEMBER
13	DECEMBER

PUAFER008

**FIRE EXTINGUISHERS
8:30AM - 10:30AM**

DATES:

8	FEBRUARY
13	APRIL
22	JUNE
23	AUGUST
12	OCTOBER

PUAFER005/8

**WARDEN - FIRE & EVACUATION PROCEDURES
8:30AM - 4:30PM**

DATES:

9	FEBRUARY
16	MARCH
20	APRIL
11	MAY
8	JUNE
6 AND 26	JULY
31	AUGUST
28	SEPTEMBER
26	OCTOBER
23	NOVEMBER
14	DECEMBER

PUAFER006

**CHIEF WARDEN
8:30AM - 2:30PM**

DATES:

17	MARCH
12	MAY
7	JULY
1	SEPTEMBER
27	OCTOBER
15	NOVEMBER

PUAFER009

**INITIAL RESPONSE TEAM MEMBER
(3 DAYS) 8:30AM - 4:30PM**

DATES:

8, 9 AND 10	MAY
24, 25 AND 26	JULY
4, 5 AND 6	OCTOBER



UETDRMP007

**Low VOLTAGE RESCUE (LVR) Inc CPR
8.30AM - 2.30PM.**

DATES

15 FEBRUARY
30 MARCH
25 MAY
20 JUNE
21 SEPTEMBER
15 NOVEMBER
1 DECEMBER

HLTAID009

**PROVIDE CPR
8.30AM - 12.30PM MORNING**

DATES

16, 23 JANUARY
13, 20 FEBRUARY
20, 27 MARCH
17 APRIL
1, 15, 22 MAY
13, 19 JUNE
10, 17 JULY
7, 14 AUGUST
4, 11 SEPTEMBER
9, 16, 30 OCTOBER
6, 27 NOVEMBER
4, 11 DECEMBER

HLTAID011

**PROVIDE FIRST AID INC. CPR
(2 DAYS) 8:30AM - 4:30PM**

DATES:

23-24 JANUARY
21-22 FEBRUARY
27-28 MARCH
1-2 MAY
22-23 MAY
13-14 JUNE
17-18 JULY
14-15 AUGUST
11-12 SEPTEMBER
9-10 OCTOBER
6-7 NOVEMBER
4-5 DECEMBER

HLTAID011

**PROVIDE FIRST AID INC. CPR (REFRESHER)
8:30AM - 4:30PM**

DATES:

25 JANUARY
22 FEBRUARY
29 MARCH
26 APRIL
3 AND 24 MAY
15 JUNE
19 JULY
16 AUGUST
13 SEPTEMBER
11 OCTOBER
8 NOVEMBER
6 DECEMBER



HLTAID015

ADVANCED RESUSCITATION AND OXYGEN THERAPY

8.30AM - 4.30PM

DATES

5 APRIL
8 AUGUST

UETDREL006

Work safely in the vicinity of live electrical apparatus as a non-electrical worker

8.30AM - 4.30PM

9 MARCH
6 JUNE
5 JULY
6 SEPTEMBER
6 DECEMBER

HLTSS00068

OCCUPATIONAL FIRST AID

8.30AM - 4.30PM

DATES

TBA

FSO

FIRE SAFETY OFFICER

(3 DAYS) 8.30AM - 4.30PM

DATES

30, 31 MAY AND 1 JUNE

NSW HSR

HEALTH & SAFETY REPRESENTATIVES TRAINING (NSW) (5 DAYS) 9.00AM TO 4.00PM

DATES:

7, 8, 9, 13, 14 MARCH
10, 11, 12, 17, 18 JULY
18, 19, 20, 25, 26 SEPTEMBER

NSW HSR REF

HEALTH & SAFETY REPRESENTATIVE REFRESHER TRAINING (NSW) (1 DAY) 9.00AM TO 4.30PM

DATES:

23 MARCH
29 JUNE
19 OCTOBER



Prepare to work safely in the Construction Industry (CIC)

CPCWHS1001 - Prepare to Work safely in the construction industry

COURSE OVERVIEW

Construction Induction Card is a requirement for those working within the construction industry. This course is designed to give persons working in the construction industry a basic overview of legislation, hazards, communication pathways and incident response activities. It has been designed so that all persons working within the industry have a basic underpinning knowledge of the above mentioned.

LEARNING OUTCOMES

- WHS legislative requirements
- Construction hazards and control measures
- WHS communication and reporting processes
- WHS incident response procedures



VOCATIONAL OUTCOMES

This Unit is appropriate for those:

- Carrying out construction work, including site managers, supervisors, surveyors, laborers and trades persons.
- Who access operational construction zones unaccompanied or not directly supervised by an inducted person, and
- Whose employment causes them to routinely enter operational construction zones.

ENTRY REQUIREMENTS

All learners are to provide 100 points of Evidence Of Identity (EOI) on the day of training, and will not be permitted to proceed with training unless this is supplied. All learners must wear suitable attire and bring with them a pen/pencil.

DELIVERY AND DURATION

Construction Induction Card is conducted every second Tuesday at the Academy and can be delivered on your site upon request. Conducted over **Six (6) hours** learners will receive training in both practical and theory activities. **Morning** tea/coffee and lunch are provided when delivered at TTA.

Duration: 6 hours **Time:** 8.30am to 3.30pm

RPL

RPL is not offered. Further information can be found by visiting www.cpsisc.com.au General Induction to Construction Card training is required for persons who undertake work tasks within any of the sectors within the construction industry.



Confined Space Entry (CSE)

RIIWHS202E - Enter and Work in Confined Spaces

COURSE OVERVIEW

Confined Space Entry covers all aspects of entering and working in confined spaces. Learners are instructed in the safe entry, work and exit of confined spaces having regard to the legislative and operational requirements. We cater for both **Vertical** and **Horizontal** entries.

This course is suitable for persons entering, persons on stand-by and persons issuing permits, and includes the use of Gas Detection equipment, Self Contained Breathing Apparatus SCBA, Harnesses, ascent (descent) devices etc. Confined space entry includes Provide cardiopulmonary resuscitation (CPR).

Refresher training is recommended every two (2) years.

LEARNING OUTCOMES

- Plan and prepare for entering and working in confined spaces
- Enter and work in the confined space
- Exit confined space
- Clean up

VOCATIONAL OUTCOMES

This Unit is appropriate for those working in a operational role at worksites within:

- Civil Construction
- Mining, Oil and Gas Industries
- General Industry and Trades

ENTRY REQUIREMENTS

Safety Boots or **Enclosed Footwear**, wear suitable attire, **Clean shaven** as per Australian Standard AS/NZS1715, pen or pencil.

DELIVERY AND DURATION

Confined space entry is conducted every month at the Academy and can be delivered on your site upon request. Conducted over **Three (3) days** learners will receive training in both practical and theory activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

Duration: 3 days **Time:** 8.30am to 4.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. This competency forms part of RII Resources and Infrastructure Industry Training Package. Further information can be found at www.skillsdmc.com.au



“Confined Space Entry at Thurgoona Training Academy”



Confined Space Refresher (CSR)

RIIWH5202E - Enter and Work in Confined Spaces Refresher

COURSE OVERVIEW

Confined Space Refresher is designed to refresh the knowledge and skills of learners who have previously completed the Initial Confined Space Entry course. It is recommended that learners complete this course every two years to ensure they maintain their competencies and keep up to date with changes in legislation, technology and equipment.

Refresher training is recommended every two (2) years.

LEARNING OUTCOMES

- Plan and prepare for entering and working in confined spaces
- Enter and work in the confined space
- Exit confined space
- Clean up



VOCATIONAL OUTCOMES

Upon successful completion of this course, learners will be able to consider the following job roles:

- Work in specialist areas where confined space entry may be required.

This Unit is appropriate for those working in a operational role at worksites within:

- Civil Construction
- Mining
- Drilling
- Extractive Industries
- General Industry and Trades

ENTRY REQUIREMENTS

Safety Boots or **Enclosed Footwear**, wear suitable attire, **Clean Shaven** as per Australian Standard AS/NZS1715, pen/pencil. **Participants must have previously completed the full Enter and Work in Confined Spaces course and provide evidence prior to attending the course.**

DELIVERY AND DURATION

Confined space refresher is conducted every month at the Academy and can be delivered on your site upon request. Learners will receive training in both practical and theory activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

Duration: 1 Day **Time:** 8.30am to 4.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. This competency forms part of RII Resources and Infrastructure Industry Training Package. Further information can be found at www.skillsdmc.com.au



Confined Space Rescue (CSR)

PUASAR022 - Participate in a rescue operation

COURSE OVERVIEW

Confined Space Rescue is designed specifically for people who may be required to rescue a worker from an enclosed or partially enclosed space. It does not cover the competency required for technical confined space rescue. During the course learners will be exposed to a variety of situations and will use a wide selection of rescue equipment.

LEARNING OUTCOMES

- Prepare and respond to rescue
- Participate in assessing the rescue scene
- Perform rescue from confined space
- Conclude rescue operations

VOCATIONAL OUTCOMES

Upon successful completion of this course, learners will be able to consider the following job roles:

- Work in specialist areas where confined space work may be required.

This Unit is appropriate for those working in a operational role at worksites within:

- Civil Construction
- Mining
- Drilling
- Extractive Industries
- General Industry and Trades

ENTRY REQUIREMENTS

Safety Boots or **Enclosed Footwear**, wear suitable attire, **Clean Shaven** as per Australian Standard AS/NZS1715, hard hat and pen/pencil. **Learners must have completed a Full Confined Space entry course and have HLTAID010—Provide basic emergency life support. Evidence to be provided at time of booking.**

DELIVERY AND DURATION

Confined space rescue is open to the public and is conducted upon request. This course can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

Duration: 1 Day **Time:** 8.30am to 4.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. Learners who complete this Unit Of Competency may be eligible for entry into further study such as: PUA20619 Certificate II in Public Safety.





Confined Space Rescue (UCSR)

PUASAR025—Undertake Confined Space Rescue

PAGE
17

COURSE OVERVIEW

This unit of competency involves the skills and knowledge required to undertake rescues in confined spaces as a member of a single organisation or team involving multiple organisations.

The unit is applicable to a range of confined space rescue situations undertaken by personnel from the emergency services, volunteer organisations and/or organisations where confined space work is performed. Permits may be required to perform work in a confined space in various jurisdictions.

LEARNING OUTCOMES

- Prepare for confined space rescue operation
- Assess and manage confined space rescue
- Determine location and condition of casualties
- Gain entry to confined space
- Remove casualties
- Conclude rescue operations

VOCATIONAL OUTCOMES

Upon successful completion of this course, learners will be able to consider the following job roles:

- Work in specialist areas where confined space work may be required.

This Unit is appropriate for those working in a operational role at worksites within:

- Civil Construction
- Mining / Drilling / Extractive Industries
- Emergency response team member
- General Industry and Trades

ENTRY REQUIREMENTS

Safety Boots or **Enclosed Footwear**, wear suitable attire, **Clean Shaven** as per Australian Standard AS/NZS1715, hard hat and pen/pencil. **Learners must have completed a Full Confined Space entry course and have HLTAID010—Provide basic emergency life support. Evidence to be provided at time of booking.**

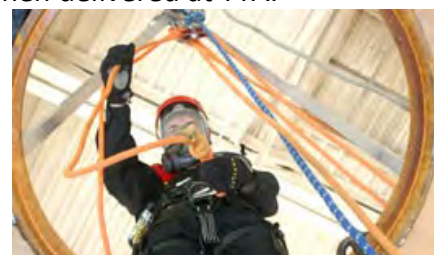
DELIVERY AND DURATION

Confined space rescue is open to the public and is conducted upon request. This course can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

Duration: 1 Day **Time:** 8.30am to 4.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. Learners who complete this Unit Of Competency may be eligible for entry into further study such as: PUA20619 Certificate II in Public Safety.





Work Safely at Heights (WSAH)

RIIWHS204E - Work Safely at Heights

COURSE OVERVIEW

Work Safely at Heights is designed for persons conducting work at heights. Work safely at heights includes identifying work requirements, hazard I.D., risk assessment, associated equipment such as; Harnesses, lifelines, ropes, knots, type 1-2-3 fall arrest devices, rescue plans etc.

Refresher training is recommended every two (2) years.

LEARNING OUTCOMES

- Identify work requirements
- Identify work procedures and instructions for the task
- Access and install equipment
- Perform work at heights
- Clean up work area

VOCATIONAL OUTCOMES

Upon successful completion of this course, learners will be able to consider the following job roles:

- Work in specialist areas where height work may be required.

This Unit is appropriate for those working in a operational role at worksites within:

- Civil Construction
- Mining
- Drilling
- Extractive Industries
- General Industry and Trades



ENTRY REQUIREMENTS

Safety Boots or **Enclosed Footwear**, wear suitable attire, pen/pencil.

DELIVERY AND DURATION

Work Safely at Heights is conducted every month at the Academy and can be delivered on your site upon request. Learners will receive training in both practical and theory activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

Duration: 1 Day **Time:** 8.30am to 4.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. This competency forms part of RII Resources and Infrastructure Industry Training Package. Further information can be found at www.skillsdmc.com.au



Heights Rescue (HRES)

PUASAR022 - Participate in a rescue operation

COURSE OVERVIEW

Heights Rescue is designed specifically for those persons who may be required to rescue a worker from a fall or who may be suspended utilising a pre-rigged system. It does not cover the competency required for technical rope rescue.

LEARNING OUTCOMES

- Prepare and respond to rescue
- Participate in assessing the rescue scene
- Perform rescue
- Conclude rescue operations

VOCATIONAL OUTCOMES

Upon successful completion of this course, learners will be able to consider the following job roles:

- Work in specialist areas where height work may be required.

This Unit is appropriate for those working in a operational role at worksites within:

- Civil Construction
- Mining
- Drilling
- Extractive Industries
- General Industry and Trades

ENTRY REQUIREMENTS

Safety Boots or **Enclosed Footwear**, suitable attire, hard hat, pen/pencil. Learners must have completed a **full heights course and have HLTAID010—Provide basic emergency life support. Evidence to be provided at time of booking.**

DELIVERY AND DURATION

Heights Rescue is open to the public and is conducted upon request. This course can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

Duration: 1 Day **Time:** 8.30am to 4.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. Students who complete this Unit Of Competency may be eligible for entry into further study such as: PUA20619 Certificate II in Public Safety.





General Occupancy (GENOCC)

PUAFER001 and PUAFER004

COURSE OVERVIEW

General Occupancy introduces learners to emergencies that may occur in facilities and the equipment used to prevent, protect and combat these emergencies. This course is considered as an introduction to Facility Emergency Response.

LEARNING OUTCOMES

- Worker responsibilities
- Emergencies that may occur within the organization including AS3745 Code Colours
- Identify, monitor and report situations that could lead to facility emergencies
- Identify, report and correct situations that could prevent facility emergencies from being handled safely
- Prepare, Report and Respond to emergency situations
- Evacuate from an endangered work area

VOCATIONAL OUTCOMES

Upon successful completion of this course, learners will be able to consider the following job roles:

- Member of an Emergency Control Organisation (ECO)
- Site compliance

This Unit is appropriate for those working in:

- Any Organisation

ENTRY REQUIREMENTS

Safety Boots or **Enclosed Footwear**, suitable attire and bring with them a pen/pencil.

DELIVERY AND DURATION

General Occupancy is open to the public and is conducted upon request. This course can be delivered on your site or ours. Conducted over **Four (4) hours**, learners will receive training in both theory and practical activities. Tea/coffee are provided when delivered at TTA.

Duration: 4 Hours

Time: 8.30am to 12.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. Students who complete this Unit Of Competency may be eligible for entry into further study such as: PUA20619 Certificate II in Public Safety.



Fire Extinguishers (F/EXT)

PUAFER008 - Confine small emergencies in facilities

COURSE OVERVIEW

Fire Extinguishers provides learners with the skills to confine small fires by using a nearby fire extinguisher, fire hose reel or fire blanket. Learners will be introduced to the Australian Code Colours' for emergencies as defined by AS/NZS3745.

Refresher training is recommended every two (2) years.

LEARNING OUTCOMES

- Prepare, identify, assess and report emergency situations
- Safely confine fire/emergencies where possible
- Chemistry of fire
- Fire fighting agents, equipment and procedures
- Practical **"HANDS ON"** use of initial response (first attack firefighting) equipment including Fire extinguishers, Fire blankets and hose reels

VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Member of an Emergency Control Organisation (ECO)

This Unit is appropriate for those working in:

- Any Organisation

ENTRY REQUIREMENTS

Safety Boots or Enclosed Footwear, suitable attire, pen/pencil.

DELIVERY AND DURATION

Fire Extinguishers is conducted on request at the Academy and can be delivered on your site upon request. Learners will receive both theory and **"HANDS ON"** practical fire fighting activities. Tea/coffee are provided when delivered at TTA.

Duration: 2 Hours

Time: 8.30am to 10.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. Learners who complete this Unit Of Competency may be eligible for entry into further study such as: PUA20619 Certificate II in Public Safety.





Fire Extinguishers (F/EXT)

CPPFES2005 - Demonstrate First Attack
Fire Fighting Equipment

COURSE OVERVIEW

This unit of competency specifies the outcomes required to demonstrate the use of portable fire extinguishers, fire hose reels and fire blankets. This course provides learners with the skills to use a fire extinguisher, fire hose reel or fire blanket.

Refresher training is recommended every two (2) years.

LEARNING OUTCOMES

- Demonstrate correct use of portable fire extinguishers to extinguish simulated fires
- Chemistry of fire
- Fire fighting agents, equipment and procedures
- Practical **"HANDS ON"** use of initial response (first attack firefighting) equipment including Fire extinguishers, Fire blankets and hose reels

VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Member of an Emergency Control Organisation (ECO)

This Unit is appropriate for those working in:

- Any Organisation

ENTRY REQUIREMENTS

Safety Boots or **Enclosed Footwear**, suitable attire, pen/pencil.

DELIVERY AND DURATION

Fire Extinguishers is conducted on request at the Academy and can be delivered on your site upon request. Learners will receive both theory and **"HANDS ON"** practical fire fighting activities. Tea/coffee are provided when delivered at TTA.

Duration: 2 Hours

Time: 8.30am to 10.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. Learners who complete this Unit Of Competency may be eligible for entry into further study such as: PUA20619 Certificate II in Public Safety.





Hazardous Substances Spill Response (HAZSR)

PUAFER008 - Confine small emergencies in facilities

COURSE OVERVIEW

Hazardous Substances Spill Response is designed specifically for the handling and control of small spills or leaks of hazardous materials. Learners will receive hands on use of spill control equipment and PPE.

LEARNING OUTCOMES

- Prepare for emergency situations
- Identification and assessment of the substance, spill and situation
- Safely confine emergencies where possible
- Use initial response spill equipment
- Correctly dispose of contaminated spill absorbent
- Report workplace emergency response

VOCATIONAL OUTCOMES

Upon successful completion of this course, learners will be able to consider the following job roles:

- Member of an Emergency Control Organisation (ECO)

This Unit is appropriate for those working in:

- Any Organisation

ENTRY REQUIREMENTS

Safety Boots or Enclosed Footwear, suitable attire, a pen/pencil.

DELIVERY AND DURATION

Hazardous Substances Spill Response is conducted on request at the Academy and can be delivered on your site upon request. Learners will receive training in both theory and practical activities. Tea/coffee is provided when delivered at TTA.

Duration: 2 hours

Time: 8.30am to 10.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. Students who complete this Unit Of Competency may be eligible for entry into further study such as: PUA20619 Certificate II in Public Safety.





Warden/Evacuation (WARD)

PUAFER005 - Operate as part of an emergency control organisation

PUAFER008 - Confine small emergencies in facilities

COURSE OVERVIEW

Warden/Evacuation training provides learners with skills and knowledge to respond and control a variety of incidents such as: Fire, Disaster, Bomb Threat, Medical Emergency, External Emergency, Robbery – threats of intimidation and violence and Evacuation. Learners will be involved in many practical activities during the day including evacuation from a smoke filled room (a favorite with most who complete the course) and “Hands on” fire extinguisher use.

Refresher training is recommended every two (2) years.

LEARNING OUTCOMES

Respond to the following emergencies:

- Fire
- Disaster
- Bomb Threat
- Medical
- External Emergencies
- Robbery
- Evacuation



VOCATIONAL OUTCOMES

Upon successful completion of this course, learners will be able to consider the following job roles:

- Emergency Response Team Member (ECO)
- Warden

This Unit is appropriate for those working in:

- Any Organisation

ENTRY REQUIREMENTS

Safety Boots or **Enclosed Footwear**, suitable attire, a pen/pencil.

DELIVERY AND DURATION

Our **Warden/Evacuation** course is conducted once a month at the Academy and can be delivered on your site upon request. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

Duration: 1 Day **Time:** 8.30am to 4.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. Students who complete this Unit Of Competency may be eligible for entry into further study such as:

PUA20619 Certificate II in Public Safety.





Chief Warden (C/WARD)

PUAFER006 -

Lead an Emergency Control Organisation

COURSE OVERVIEW

Chief Warden is for those who will be in command and control of an emergency situation. Topics covered in this course include, Locate and identify fire safety systems, check and monitor the status of fire safety systems.

Learners will interactively control a Fire Indicator Panel (FIP) and an Emergency Warning Intercommunication System (EWIS) pictured below.

Refresher training is recommended every two (2) years.

LEARNING OUTCOMES

- Prepare for emergencies in facilities
- Apply command, control and coordinate aspects of facility emergency procedures
- Control the response to emergency reports, signals and warnings
- Coordinate reports and results of initial emergency response
- Conclude incident

VOCATIONAL OUTCOMES

Upon successful completion of this course, learners will be able to consider the following job roles:

- Member of an Emergency Control Organisation (ECO)

This Unit is appropriate for those working in:

- Any Organisation



ENTRY REQUIREMENTS

Safety Boots or **Enclosed Footwear**, suitable attire, a pen/pencil. **Learners must have completed PUAFER005 Operate as part of an Emergency Control Organisation (ECO).**

DELIVERY AND DURATION

Chief Warden is conducted on a regular basis at the Academy and can be delivered on your site upon request. Learners will receive training in both theory and practical activities. Morning tea/coffee and lunch are provided when delivered at TTA.

Duration: 6 Hours

Time: 8.30am to 2.30pm

RPL/LEARNINIG PATHWAYS

RPL is not offered. Students who complete this Unit Of Competency may be eligible for entry into further study such as:

PUA20619 Certificate II in Public Safety.





Emergency Planning Committee Member (EPCM)

PUAFER001 / PUAFER002 / PUAFER003 / PUAFER007

COURSE OVERVIEW

Emergency Planning Committee Member is designed for those persons who are required to design and develop the organisations emergency procedures.

LEARNING OUTCOMES

- Initiate a system of emergency response planning
- Ensure emergency control Organisation is in place
- Provide for initiation and control of initial emergency response
- Provide for post initial response activities
- Plan and implement emergency control Organisation training
- Provide advice and support for people in the post response and recovery phase

VOCATIONAL OUTCOMES

Upon successful completion of this course, learners will be able to consider the following job roles:

- Manager of an Emergency Control Organisation (ECO)

This Unit is appropriate for those working in:

- Any Organisation

ENTRY REQUIREMENTS

Safety Boots or **Enclosed Footwear**, suitable attire, a pen/pencil.

DELIVERY AND DURATION

Emergency Planning Committee Member is open to the public and is conducted upon request. This course can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

Duration: 2 Days

Time: 8.30am to 4.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. Learners who complete this Unit Of Competency may be eligible for entry into further study such as: PUA20619 Certificate II in Public Safety.



Emergency Response Team Member (ERT)

PUAFER009 - Participate as a member of a Facility Emergency Response Team

COURSE OVERVIEW

ERT will expose learners to a range of emergency situations including responding to wildfire, search and rescue in a smoke filled structure, live structural fire fighting and rescue. This training includes equipment such as: fire pumps, lay flat hoses, fire extinguishers, SCBA, DSU's, turnout clothing and much more.

Refresher training is recommended every two (2) years.

LEARNING OUTCOMES

- Preparing and responding to facility emergencies
- Communicate with and compliment other personnel
- Assist with recovery from emergencies in facilities

VOCATIONAL OUTCOMES

Upon successful completion of this course, learners will be able to consider the following job roles:

- Member of an Emergency Response Team

This Unit is appropriate for those working in:

- Any Organisation

ENTRY REQUIREMENTS

Safety Boots, suitable attire, be **Clean Shaven** as per Australian Standard AS/NZS1715, pen/pencil. Participants should also be medically fit as this course is physically demanding. A change of clothes is recommended.

DELIVERY AND DURATION

Emergency Response Team Member is conducted on a frequent basis at the Academy. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

Duration: 3 Days

Time: 8.30am to 4.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. Students who complete this Unit Of Competency may be eligible for entry into further study such as: PUA20619 Certificate II in Public Safety.



Responding to structural fire



Responding to Wildfire



Lead a Facility Emergency Response Team (LERT)

PUAFER010 - Lead a Facility Emergency Response Team

COURSE OVERVIEW

Lead a facility Emergency Response Team covers the competency required to lead a workplace emergency initial response team in the control of emergencies in their early stages prior to the arrival of emergency services or specialist response teams.

LEARNING OUTCOMES

- Prepare the team for emergencies in facilities
- Coordinate the response to control emergencies in facilities
- Communicate with and coordinate personnel
- Lead team's recovery from emergencies in facilities

VOCATIONAL OUTCOMES

Upon successful completion of this course, learners will be able to consider the following job roles:

- Team Leader of a facility Emergency Response Team

This Unit is appropriate for those working in:

- Any Organisation

ENTRY REQUIREMENTS

PUAFER009 - Participate as a member of a Facility Emergency Team. Evidence must be provided prior to attendance. **Safety Boots, Clean Shaven**, suitable attire, a pen/pencil.

DELIVERY AND DURATION

Lead an Emergency Response Team is conducted on a frequent basis at the Academy and is available upon request. Learners will receive training in both practical and theory activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

Duration: 2 Days

Time: 8.30am to 4.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. Learners who complete this Unit Of Competency may be eligible for entry into further study such as: PUA20619 Certificate II in Public Safety.





Confined Space Awareness (CSA)

DEFWHS013 - Control Entry to Confined Spaces

COURSE OVERVIEW

Confined Space Awareness covers the competency required to control entry and egress to confined spaces. While exercising the control of entry to confined space may not require the competency to enter confined space, it requires awareness of the legislative requirements and organisational procedures related to confined space entry.

LEARNING OUTCOMES

- Plan and prepare for control of confined space entry
- Control access and egress to confined space

VOCATIONAL OUTCOMES

Upon successful completion of this course, learners will be able to consider the following job roles:

- Specialist areas in which confined space entries are undertaken

This Unit is appropriate for those working in:

- Construction
- Manufacturing
- General Trades
- Mining
- Oil and Gas Industry



ENTRY REQUIREMENTS

Safety Boots or **Enclosed Footwear**, suitable attire, a pen/pencil.

DELIVERY AND DURATION

Control Entry to confined spaces is open to the public and is conducted upon request. This course can be delivered on your site or ours. Learners will receive training in both practical and theory activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

Duration: 1 Day

Time: 8.30am to 4.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. Learners who complete this Unit Of Competency may be eligible for entry into further study such as: DEF43315 Certificate IV Work Health and Safety.



Operate Breathing Apparatus (SCBA)

MSMWHS216– Operate Breathing Apparatus

COURSE OVERVIEW

Operate Self Contained Breathing Apparatus covers the competency that applies to operators who are required to wear breathing apparatus as part of their job – because they are working inside a confined space, with hazardous gases/vapours, in a toxic atmosphere or for other applications requiring the wearing of breathing apparatus. They may also be required to wear it in emergency situations, however this is not the prime focus of this unit.

Refresher training is recommended every two (2) years.

LEARNING OUTCOMES

- Conduct pre-donning checks and tests on breathing apparatus
- Operate breathing apparatus
- Conclude operations

VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Specialist job roles which may require the wearing of Breathing Apparatus such as confined space entry and handling of toxic gases..

This Unit is appropriate for those working in:

- Construction and General Trades
- Manufacturing
- Mining, Oil and Gas Industry
- Fumigation Water Industry



ENTRY REQUIREMENTS

Safety Boots, suitable attire, a pen/pencil, clean shaven in accordance with AS/NZS1715

DELIVERY AND DURATION

Operate Breathing Apparatus is open to the public and is conducted upon request. This course can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning tea/coffee are provided when delivered at TTA.

Duration: 4 Hours

Time: 8.30am to 12.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. This competency forms part of the MSA Training Package. Further details can be found at www.mskills.com.au Students who complete this Unit Of Competency may be eligible for entry into further study such as: MSA30116 Certificate III in process manufacturing.



Hot Work

Permit Observer (HWPO)

MSMPER202 - Observe Permit Work
PUAFER008 - Confine small emergencies in facilities
MSMPER200 - Work in accordance with an issued permit

COURSE OVERVIEW

Hot Work Permit Observer is specifically designed for people who are required to perform hot work, fire watch duties and permit observer duties. Included in this course is the 'Hands on' selection, use and operation of portable fire extinguishers, fire blankets and hose reels.

LEARNING OUTCOMES

- Prepare for the job, Control the permit site, Take appropriate action for potential incident, Complete safety observer role
- Apply for permit, Identify the scope of the permit, Prepare for permitted work, Work in accordance with an issued permit, Complete permit(s) to work
- Prepare for emergency situations, Identify and assess the emergency, Safely confine emergencies where possible, Use initial response equipment, Report workplace emergency response

VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Permit to work Observer
- Fire Watcher or sentry

This Unit is appropriate for those working in:

- Construction and General Trades
- Manufacturing
- Mining, Oil and Gas Industry



ENTRY REQUIREMENTS

Safety Boots or **Enclosed Footwear**, suitable attire, a pen/pencil.

DELIVERY AND DURATION

Hot Work Permit Observer is open to the public and is conducted upon request. This course can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning tea/coffee and lunch are provided when delivered at TTA.

Duration: 1 Day **Time:** 8.30am to 4.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. This competency forms part of MSA Training Package. Further details can be found at www.mskills.com.au Students who complete this Unit Of Competency may be eligible for entry into further study such as: MSA30116 Certificate III in process manufacturing.



Permit Coordinator (PERMITCO)

MSMWHS201 - Conduct Hazard Analysis

MSMPER300 - Issue Work Permits

COURSE OVERVIEW

Permit Coordinator is specifically designed for people who are required to issue and coordinate permit work. Permits are called clearances by some organisations. This course can incorporate your organisations permit system, risk assessments and equipment.

The types of permits include:

• Excavation • Working at heights • Hot work • Confined space • Electrical (HV / LV) • Other permits. Requirements identified on the permit may include testing of atmospheric conditions, ventilation and control measures such as isolation, barriers, tag out/lockout signs, communications, incident response.

The work permit system includes:

• Types of permits • Legislative/regulatory/standards framework • Roles and responsibilities of parties under the permit system • Equipment which can and cannot be used for types of permit • Alternative ways of conducting a job • JSEA • Risk Assessment

LEARNING OUTCOMES

- Access and apply site safety procedures, personal safety measures, operational safety measures, Maintain personal safety for job, Identify and report incidents
- Identify need for work permit, Prepare work site, Raise and issue work permits, Monitor work for compliance, Receive end of day report, Close work permit

VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Permit Issuer

This Unit is appropriate for those working in:

- Construction
- Manufacturing
- General Trades
- Mining, Oil and Gas Industry



ENTRY REQUIREMENTS

Safety Boots or **Enclosed Footwear**, suitable attire, a pen/pencil.

DELIVERY AND DURATION

Permit Coordinator is open to the public and is conducted upon request. This course can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

Duration: 1 Day **Time:** 8.30am to 4.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. This competency forms part of MSA Training Package. Further details can be found at www.mskills.com.au



Job Safety Environment Analysis (JSEA)

MSMWHS201 - Conduct Hazard Analysis

COURSE OVERVIEW

JSEA's are becoming more and more common in industry and as such it is important that those completing them have the knowledge and skills to do so correctly. This might be done as an independent activity in order to identify hazards and the appropriate hazards controls, or it might be done as a part of a broader process, such as identifying and applying for permits required for a specific job.

LEARNING OUTCOMES

- Define the context for the hazard analysis
- Identify hazards
- Assess risks
- Control Risks
- Monitor and review risk controls

VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Supervisory positions
- Part of a workplace safety committee
- Writing JSA's and SWMS

This Unit is appropriate for those working in a operational role at worksites within:

- Civil Construction and Manufacturing
- Mining, Oil and Gas industries
- General Industry and trades
- Hospitality
- Manufacturing
- Retail and commercial

ENTRY REQUIREMENTS

Safety Boots or Enclosed Footwear, suitable attire, a pen/pencil.

DELIVERY AND DURATION

JSEA is open to the public and is conducted upon request. This course can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning tea/coffee are provided when delivered at TTA.

Duration: 4 Hours

Time: 8.30am to 12.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. This competency forms part of MSA Training Package. For further information refer to the Industry skills council of Australia.



Risk Assessment Facilitator (RASS)

RIIRIS201E - Conduct Local Risk Control

COURSE OVERVIEW

Risk assessment is an integral part of nearly everything we do today. The aim of this course is to provide learners with the knowledge and skills to identify hazards and apply risk principles and rank these hazards using various types of risk matrixes.

LEARNING OUTCOMES

- Access and apply site safety procedures
- Apply personal safety measures
- Apply operational safety measures
- Maintain personal wellbeing for job, Identify and report incidents
- Basic understanding of AS4360

VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Supervisory positions
- Part of a workplace safety committee
- Writing JSA's and SWMS

This Unit is appropriate for those working in a operational role at worksites within:

- Civil Construction
- Mining, Oil and Gas industries
- General Industry and trades
- Hospitality
- Retail and commercial



ENTRY REQUIREMENTS

Safety Boots or **Enclosed Footwear**, suitable attire, a pen/pencil.

DELIVERY AND DURATION

Risk Assessment Facilitator is open to the public and is conducted upon request. This course can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning tea/coffee are provided when delivered at TTA.

Duration: 4 Hours

Time: 8.30am to 12.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. This competency forms part of RII Resources and Infrastructure Industry Training Package. For further information refer to www.skillsdmc.com.au



Isolate and Access Plant (ISOL)

RIISAM202E- Isolate and access plant

COURSE OVERVIEW

Isolate and Access Plant covers the isolation of plant and equipment in order to make safe and prevent injury to those who might be working on such plant.

LEARNING OUTCOMES

- Determining plant isolations
- Isolating plant
- Completing permit-to-work forms
- Returning plant to service

VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Supervisory positions
- Part of a workplace safety committee
- Writing JSA's and SWMS

This Unit is appropriate for those working in a operational role at worksites within:

- Civil Construction
- Mining, Oil and Gas industries
- General Industry and trades
- Hospitality
- Retail and commercial

ENTRY REQUIREMENTS

Safety Boots or **Enclosed Footwear**, suitable attire, a pen/pencil.

DELIVERY AND DURATION

Isolate and access plant is open to the public and is conducted upon request. This course can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning tea/coffee and lunch are provided when delivered at TTA.

Duration: 4 Hours

Time: 8.30am to 12.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. This competency forms part of RII Resources and Infrastructure Industry Training Package. For further information refer to www.skillsdmc.com.au





Perform Rescue from a live LV panel (LVR) Inc CPR

UETDRMP007 - Perform rescue from a live LV panel

COURSE OVERVIEW

Low Voltage Rescue covers the performance of rescue procedures from live Low Voltage (LV) apparatus, not including overhead lines and underground cables in the work place. It specifies the mandatory requirements of rescue from a live LV panel and how they apply in the context of transmission, distribution or rail work functions. It encompasses responsibilities for, health, safety and risk management processes at all operative levels and adherence to safety practices as part of the normal way of doing work. Participants will also receive HLTAID009 Provide Cardiopulmonary Resuscitation (CPR).

Refresher training is recommended every twelve (12) months.

LEARNING OUTCOMES

- Prepare to perform rescue procedures from live LV panel
- Carry out rescue from a live LV panel
- Complete the LV panel rescue procedure

VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Electricians
- Safety observers
- Member of an emergency response team (ERT)

This Unit is appropriate for those working in a operational role at worksites within:

- Civil Construction
- Mining, Oil and Gas industries
- General Industry and trades



ENTRY REQUIREMENTS

Safety Boots or **Enclosed Footwear**, suitable attire, a pen/pencil.

DELIVERY AND DURATION

Perform rescue from a live LV panel is open to the public and is conducted upon request. This course can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning tea/coffee lunch are provided when delivered at TTA. This course includes HLTAID009 Provide Cardiopulmonary resuscitation.

Duration: 6 Hours

Time: 8.30am to 2.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. This competency forms part of Transmission, Distribution and Rail Sector Training Package. For further information refer to www.ee-oz.com.au



Overhead Spotters Course

UETDREL006 - Work Safely in the vicinity of Live Electrical Apparatus As A Non-electrical Worker

COURSE OVERVIEW

This unit covers compliance with working safely up to the defined safe approach distance (SAD) near energised electrical apparatus, including electrical powerlines, for non-electrical workers.

It includes work functions that may be performed, such as vegetation control, scaffolding, rigging, painting and/or any other activity that requires working safely and complying with requirements and/or established procedures near live electrical apparatus by a non-electrical worker. The defined safe working zone is that so defined by relevant state or territory regulatory agencies/bodies, local government legislation, industry bi-partite bodies, guidelines/codes of practices or other related requirements for safe work and access near live electrical and mechanical apparatus.

Refresher training is recommended every twelve (12) months.

LEARNING OUTCOMES

- Prepare to work safely near live electrical apparatus as a non-electrical worker
- Carry out work safely near live electrical apparatus as a non-electrical worker
- Complete work safely near live electrical apparatus as a non-electrical worker

VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Electricians
- Safety observers

This Unit is appropriate for those working in a operational role at worksites within:

- Civil Construction
- Mining, Oil and Gas industries
- General Industry and trades
- Councils



ENTRY REQUIREMENTS

Safety Boots or **Enclosed Footwear**, suitable attire, a pen/pencil.

DELIVERY AND DURATION

Overhead spotters course is open to the public and is conducted upon request. This course can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning/afternoon tea/coffee lunch are provided when delivered at TTA.

Duration: 1 day **Time:** 8.30am to 4.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. This competency forms part of UET12 Transmission, Distribution and Rail Sector Training Package. For further information refer to www.ee-oz.com.au



Overhead Spotters Refresher Course

UETDREL006 - Work Safely in the vicinity of Live Electrical Apparatus As A Non-electrical Worker

COURSE OVERVIEW

This refresher course covers compliance with working safely up to the defined safe approach distance (SAD) near energised electrical apparatus, including electrical powerlines, for non-electrical workers.

Refresher training is recommended every twelve (12) months.

LEARNING OUTCOMES

- Prepare to work safely near live electrical apparatus as a non-electrical worker
- Carry out work safely near live electrical apparatus as a non-electrical worker
- Complete work safely near live electrical apparatus as a non-electrical worker

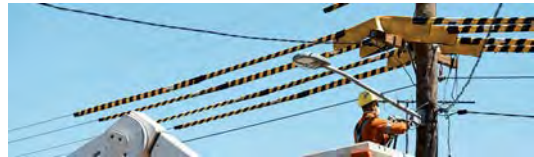
VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Electricians
- Safety observers

This Unit is appropriate for those working in a operational role at worksites within:

- Civil Construction
- Mining, Oil and Gas industries
- General Industry and trades
- Councils



ENTRY REQUIREMENTS

To be eligible for this course participants must have previously completed the initial 2 day course and bring with them evidence of having done so. **Safety Boots** or **Enclosed Footwear**, suitable attire, a pen/pencil.

DELIVERY AND DURATION

Overhead spotters refresher course is open to the public and is conducted upon request. This course can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning/afternoon tea/coffee lunch are provided when delivered at TTA.

Duration: 1 day **Time:** 8.30am to 4.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. This competency forms part of UET12 Transmission, Distribution and Rail Sector Training Package. For further information refer to www.ee-oz.com.au



Provide CPR (CPR)

HLTAID009 - Provide Cardiopulmonary Resuscitation (CPR)

COURSE OVERVIEW

Provide CPR gives learners the confidence and skills to provide CPR. Learners practice the skills on an Adult, Child and Baby manikin and use a trainer defibrillator. This course complies with the requirements of the Australian Resuscitation Councils (ARC) Guidelines. The ARC also advises that CPR be refreshed annually.

Refresher training is required every twelve (12) months.

LEARNING OUTCOMES

- Respond to signs of an unconscious casualty DRSABCD
- Perform CPR on an Adult, Child and Infant for at least 2 minutes
- Operate and apply an Automated External Defibrillator
- Communicate details of the incident

VOCATIONAL OUTCOMES

Upon successful completion of this course, participants may be able to consider the following job roles:

- First aider
- Member of an emergency response team
- Safety officer

This Unit is appropriate for those working in any particular job role.



ENTRY REQUIREMENTS

Enclosed Footwear, wear suitable attire and a pen/pencil.

DELIVERY AND DURATION

Provide CPR is conducted twice a month at the Academy and can be delivered on your site upon request. Learners will receive training in both theory and practical. Morning tea/coffee is provided when delivered at TTA.

Duration: 4 Hours

Time: 8.30am to 12.30pm

RPL/LEARNER PATHWAYS

RPL is not offered. This competency forms part of HLT Health Training Package. Further information can be found at www.cshisc.com.au This Unit Of Competency is required in many occupations for example First Aider, Emergency Response Team Member, Child Care Worker etc.





Provide Basic Emergency Life Support (BASIC FAID)

HLTAID010 - Provide basic emergency life support

COURSE OVERVIEW

Provide Basic Emergency Life Support covers the skills and knowledge required to recognize and respond to life threatening emergencies using basic life support measures only.

Refresher training is recommended every three (3) years.

LEARNING OUTCOMES

- Respond in an emergency situation
- Apply identified first aid procedures
- Communicate details of the incident
- Evaluate own performance

VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Positions requiring the risk management of anaphylaxis
- First aider

This Unit is appropriate for those working in a operational role at worksites within:

- Any organisation

ENTRY REQUIREMENTS

Enclosed Footwear, wear suitable attire, pen/pencil.

DELIVERY AND DURATION

Provide basic emergency life support is open to the public and can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning/ afternoon tea and lunch are provided when delivered at TTA.

Duration: 1 Day **Time:** 8.30am to 4.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. This Unit of Competency has been taken from the HLT Health Training Package. Further details can be found at www.cshisc.com.au Students who complete this Unit Of Competency may be eligible for further study such as: HLT43015 Certificate IV in Allied Health Assistance.





Provide First Aid (FAID)

HLTAID011– Provide First Aid

COURSE OVERVIEW

Provide First Aid covers the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance. Often referred to as Senior First Aid / Level 2 first aid. This course also includes HLTAID009 Provide cardiopulmonary resuscitation (CPR).

Refresher training is recommended every three (3) years.

LEARNING OUTCOMES

- Assess the situation
- Apply first aid procedures
- Communicate details of the incident
- Evaluate own performance

VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Emergency Response Team Member
- First Aider

This Unit is appropriate for those working in:

- General Industry
- Retail
- Hospitality
- Mining
- Construction
- Manufacturing
- Aged Care



ENTRY REQUIREMENTS

Enclosed Footwear, wear suitable attire, a pen/pencil.

DELIVERY AND DURATION

Provide First Aid is conducted once a month at the Academy and can be delivered on your site upon request. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

Duration: 2 Days **Time:** 8.30am to 4.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. This Unit of Competency has been taken from the HLT Health Training Package. Further details can be found at www.cshisc.com.au Students who complete this Unit Of Competency may be eligible for further study such as: HLT43015 Certificate IV in Allied Health Assistance.



Provide First Aid Refresher (FAID REF)

HLTAID011 - Provide First Aid Refresher

COURSE OVERVIEW

Provide First Aid Refresher, refreshes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance.

Refresher training is recommended every three (3) years.

LEARNING OUTCOMES

- Assess the situation
- Apply first aid procedures
- Communicate details of the incident
- Evaluate own performance

VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Emergency Response Team Member
- First Aider

This Unit is appropriate for those working in:

- General Industry
- Retail
- Hospitality
- Mining, Construction, Manufacturing
- Aged Care



ENTRY REQUIREMENTS

Enclosed Footwear, wear suitable attire and bring with them a pen/pencil. Learners must have previously completed **Provide First Aid** or a **Level Two Senior First Aid** course. Evidence must be supplied prior to attending the course.

DELIVERY AND DURATION

Provide First Aid Refresher is conducted once a month at the Academy and can be delivered on your site upon request. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

Duration: 1 Day **Time:** 8.30am to 4.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. This Unit of Competency has been taken from the HLT Health Training Package. Further details can be found at www.cshisc.com.au Students who complete this Unit Of Competency may be eligible for further study such as: HLT43015 Certificate IV in Allied Health Assistance.



First Aid in an Education and Care Setting (FAEDU)

HLTAID012 - Provide first aid in an education and care setting

COURSE OVERVIEW

First Aid in an Education and Care Setting describes the skills and knowledge required to provide a first aid response to infants, children and adults. The unit applies to educators and support staff working within an education and care setting who are required to respond to a first aid emergency. This course incorporates **Provide First Aid, Anaphylaxis and Asthma management**.

Refresher training is recommended every three (3) years, Anaphylaxis and Asthma every 12 months.

LEARNING OUTCOMES

- Respond to an emergency situation
- Apply appropriate emergency first aid procedures
- Communicate details of the incident
- Reflect on incident and own performance

VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Child care
- Primary and secondary school teacher/assistant
- First Aider

This Unit is appropriate for those working in:

- Child Care
- Early Childhood Teaching
- Before and after School Care & Education

ENTRY REQUIREMENTS

Enclosed Footwear, wear suitable attire, pen/pencil.

DELIVERY AND DURATION

First aid in an education and care setting is open to the public and can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

Duration: 2 Days **Time:** 8.30am to 4.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. This Unit of Competency has been taken from the HLT Health Training Package. Further details can be found at www.cshisc.com.au Students who complete this Unit Of Competency may be eligible for further study such as: HLT43015 Certificate IV in Allied Health Assistance.



First Aid in an Education and Care Setting Refresher (FAEDU ref)

HLTAID012 - Provide first aid in an education and care setting

COURSE OVERVIEW

First Aid in an Education and Care Setting describes the skills and knowledge required to provide a first aid response to infants, children and adults. The unit applies to educators and support staff working within an education and care setting who are required to respond to a first aid emergency. This course incorporates **Provide First Aid, Anaphylaxis and Asthma management**.

Refresher training is recommended every three (3) years, Anaphylaxis and Asthma every 12 months.

LEARNING OUTCOMES

- Respond to an emergency situation
- Apply appropriate emergency first aid procedures
- Communicate details of the incident
- Reflect on incident and own performance

VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Child care
- Primary and secondary school teacher/assistant
- First Aider

This Unit is appropriate for those working in:

- Child Care
- Early Childhood Teaching
- Before and after School Care & Education

ENTRY REQUIREMENTS

Enclosed Footwear, wear suitable attire, pen/pencil. **Learners must have previously completed HLTAID012. Evidence must be supplied prior to attending the course.**

DELIVERY AND DURATION

First aid in an education and care setting is open to the public and can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

Duration: 1 Day **Time:** 8.30am to 4.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. This Unit of Competency is from the HLT Health Training Package. Further details can be found at www.cshisc.com.au



Provide Advanced First Aid (ADV FAID)

HLTAID014 - Provide Advanced First Aid

COURSE OVERVIEW

Provide Advanced First Aid covers the skills and knowledge required with the provision of advanced first aid response, life support, management of casualty (s), the incident and other first aiders, until the arrival of medical or other assistance, and provision of support to other providers i.e. incident details, evaluation of the incident.

Refresher training is recommended every three (3) years.

LEARNING OUTCOMES

- Assess the situation
- Manage the casualty (s)
- Coordinate first aid activities until arrival of medical assistance
- Communicate essential incident details
- Evaluate the incident

VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Emergency Response Team Member
- First Aider

This Unit is appropriate for those working in:

- General Industry, Construction and Manufacturing
- Retail
- Hospitality
- Mining
- Aged Care

ENTRY REQUIREMENTS

Enclosed Footwear, wear suitable attire, pen/pencil.

DELIVERY AND DURATION

Provide advanced first aid is open to the public and can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

Duration: 2 Days **Time:** 8.30am to 4.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. This Unit of Competency has been taken from the HLT Health Training Package. Further details can be found at www.cshisc.com.au Students who complete this Unit Of Competency may be eligible for further study such as: HLT43015 Certificate IV in Allied Health Assistance.



Provide Advanced Resuscitation (ADV RES)

HLTAID015 - Provide Advanced Resuscitation and Oxygen Therapy

COURSE OVERVIEW

Provide Advanced Resuscitation builds on the knowledge and skills of Provide First Aid. It focuses on the use and operation of medical oxygen and associated equipment to patients who require it. This course includes HLTAID009 Provide cardiopulmonary resuscitation.

Refresher training is recommended every twelve (12) months.

LEARNING OUTCOMES

- Prepare resuscitation equipment ready for use
- Apply bag and mask resuscitation technique
- Attach and operate an AED
- Administer oxygen
- Operate suction equipment
- Restore and maintain equipment ready for future use

VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Emergency Response Team Member
- First Aider

This Unit is appropriate for those working in:

- General Industry, Construction and Manufacturing
- Retail
- Hospitality
- Mining
- Aged Care



ENTRY REQUIREMENTS

Pre-requisite for entry into this course is HLTAID011 Provide First Aid. Evidence is required prior to enrolment. Enclosed Footwear, wear suitable attire, a pen/pencil.

DELIVERY AND DURATION

Provide Advanced Resuscitation is open to the public and can be delivered on your site or ours. This course is conducted over 4 hours however, if participants do not have a current "Statement of Attainment in CPR" the course duration will be 8 hours, learners will receive training in both theory and practical activities. Morning tea/coffee lunch are provided when delivered at TTA.

RPL/LEARNING PATHWAYS

RPL is not offered. This Unit of Competency has been taken from the HLT Health Training Package. Further details can be found at www.cshisc.com.au Students who complete this Unit Of Competency may be eligible for further study such as: HLT43015 Certificate IV in Allied Health Assistance.



Manage First Aid Services and Resources (MNG FAID)

HLTAID016 - Manage First Aid Resources and Services

COURSE OVERVIEW

Manage First Aid covers the skills and knowledge required to address the establishment and maintenance of facilities to enable the provision of appropriate first aid in the workplace.

LEARNING OUTCOMES

- Establish a workplace first aid facility
- Manage a first aid facility
- Manage workplace first aid records
- Evaluate the provision of first aid in the workplace

VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Emergency Response Team Member
- Occupational Nurse
- First Aider

This Unit is appropriate for those working in:

- General Industry, Construction and Manufacturing
- Retail
- Hospitality
- Mining
- Aged Care

ENTRY REQUIREMENTS

Enclosed Footwear, wear suitable attire, a pen/pencil.

DELIVERY AND DURATION

Manage First Aid is open to the public and can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning tea/coffee lunch are provided when delivered at TTA.

Duration: 1 Day **Time:** 8.30am to 4.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. This Unit of Competency has been taken from the HLT Health Training Package. Further details can be found at www.cshisc.com.au Students who complete this Unit Of Competency may be eligible for further study such as: HLT43015 Certificate IV in Allied Health Assistance.



Occupational First Aid (occ FAID)

HLTSS00068 - Occupational First Aid

COURSE OVERVIEW

Occupational First Aid provides a set of skills to establish, maintain and facilitate the provision of appropriate first aid in a workplace environment, including the skills to provide an emergency first aid response in the event of an emergency.

Refresher training is recommended every three (3) years.

LEARNING OUTCOMES

- HLTAID014 - Provide advanced first aid
- HLTAID015 - Provide advanced resuscitation and oxygen therapy
- HLTAID016 - Manage first aid services and resources
- HLTAID011 - Provide First Aid

VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- First Aider
- Occupational Nurse
- Emergency response member

This Unit is appropriate for those working in:

- Industry, Retail, Hospitality, Mining, Construction, Manufacturing, Aged Care

ENTRY REQUIREMENTS

Safety Boots or **Enclosed Footwear**, wear suitable attire, pen/pencil.

DELIVERY AND DURATION

Occupational First Aid can be delivered on your site or ours upon request. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

Duration: 4 Days **Time:** 8.30am to 4.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. This Unit of Competency has been taken from the HLT Health Training Package. Further details can be found at www.cshisc.com.au Students who complete this Unit Of Competency may be eligible for further study such as: HLT43015 Certificate IV in Allied Health Assistance.





Anaphylaxis (ANA)

22300VIC - Course in first aid management of anaphylaxis

COURSE OVERVIEW

Anaphylaxis is an accredited course designed for participants to acquire skills and knowledge in risk management and the management of anaphylaxis. It includes: Legal aspects of First Aid, Aspects of Infection control, Allergies vs anaphylaxis vs intolerance, causes and recognition of anaphylaxis, management of anaphylaxis and the development of risk minimisation and management strategies.

Refresher training is recommended every twelve (12) months.

LEARNING OUTCOMES

- VU21800 - Provide first aid management of anaphylaxis
- VU21801 - Develop risk minimisation and risk management strategies for anaphylaxis

VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Positions requiring the risk management of anaphylaxis
- First aider
- Child care worker

This Unit is appropriate for those working in operational roles in:

- General industry
- Construction
- Child care
- Aged care
- Retail

ENTRY REQUIREMENTS

Enclosed Footwear, wear suitable attire, pen/pencil.

DELIVERY AND DURATION

Anaphylaxis is open to the public and can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning tea/coffee are provided when delivered at TTA.

Duration: 4 Hours

Time: 8.30am to 12.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. Further information can be found at

<http://Trainingsupport.skills.vic.gov.au>





Asthma Management (Asthma)

22282VIC - Course in the management of asthma risks and emergencies in the workplace

COURSE OVERVIEW

Asthma Management is an accredited course designed for participants to acquire skills and knowledge to be able to provide asthma related first aid interventions in the workplace. This course is designed for the management of emergency asthma situations rather than the day-to-day management of Asthma.

Refresher training is recommended every twelve (12) months.

LEARNING OUTCOMES

- VU21658 - Manage Asthma risks and Emergencies in the workplace

VOCATIONAL OUTCOMES

Upon successful completion of this course, participants may be able to consider the following job roles:

- Positions requiring the risk management of anaphylaxis
- First aider

This Unit is appropriate for those working in operational roles in:

- Teachers
- Child care workers
- Aged care workers
- Disability workers
- Sports coaches
- Youth workers
- Designated first aiders/first aid officers

ENTRY REQUIREMENTS

Enclosed Footwear, wear suitable attire, pen/pencil.

DELIVERY AND DURATION

Asthma is open to the public and can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning tea/coffee are provided when delivered at TTA.

Duration: 4 Hours

Time: 8.30am to 12.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. Further information can be found at

<http://www.education.vic.gov.au>



Manual Handling (MAN HAN)

HLTWHS005 - Conduct Manual Tasks Safely

COURSE OVERVIEW

Manual Handling covers the skills and knowledge required for workers involved in Manual Handling tasks.

LEARNING OUTCOMES

- Follow Organisation procedures, for a particular task, to minimise risk of injury
- Utilise and implement strategies as directed to improve workplace organisations

VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- First Aider
- Office Administration
- General Duties
- Health Care and Aged care workers

This Unit is appropriate for those working in:

- General Industry
- Retail
- Hospitality
- Mining
- Construction
- Manufacturing
- Aged Care

ENTRY REQUIREMENTS

Safety Boots or **Enclosed Footwear**, wear suitable attire, pen/pencil.

DELIVERY AND DURATION

Manual Handling is conducted on a frequent basis at the Academy and can be delivered on your site upon request. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

Duration: 1 Day **Time:** 8.30am to 4.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. This Unit of Competency has been taken from the HLT Health Training Package. Further details can be found at www.cshisc.com.au Students who complete this Unit Of Competency may be eligible for further study such as: HLT43015 Certificate IV in Allied Health Assistance.



Fire Safety Officer (FSO)

COURSE OVERVIEW

Fire Safety Officer: This Course is a compilation of 6 units of competency taken from the Public Safety Training Package to meet the requirements of NSW Health, for people to perform the role of Fire Safety Officer (FSO).

LEARNING OUTCOMES

Upon Successful completion of this course, participants will be awarded with the following: Fire Safety Officer Certificate which is the compilation of the following Units of Competency as aligned to the requirements of NSW Health.

PUAFER001	Identify, prevent and report potential facility emergency situations
PUAFER002	Ensure facility emergency prevention procedures, systems and processes are implemented
PUAFER004	Respond to facility emergencies
PUAFER005	Operate as part of an emergency control organisation
PUAFER006	Lead an emergency control organisation
PUAFER008	Confine small emergencies in a facility

These 6 units of competency are Nationally Recognised and have been taken from the Public Safety Training Package

VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Fire Safety Officer

This course is appropriate for those working in the Health Industry:

ENTRY REQUIREMENTS

Participants are required to wear suitable attire including closed in footwear and bring with them their USI number prior to undertaking this training. Information can be found at www.usi.gov.au.

DELIVERY AND DURATION

This course is open to the public and can be delivered on your site or at the Academy. Learners will receive both practical and theory activities. Morning/afternoon tea and lunch is provided when delivered at TTA.

Duration: 3 Days **Time:** 8.30am to 4.30pm

RPL/LEARNING PATHWAYS

Participants that attain this qualification may be interested in further training such as: Fire Safety Manager. Further details can be found in Section 13 Appendix 2 of the Policy Directive of NSW Health. RPL & RCC is offered for this course.



Fire Safety Officer Recertification

(FSO recert)

COURSE OVERVIEW

This recertification Course will provide participants with the theoretical and practical knowledge and skills to maintain their current competency as a Fire Safety Officer, which is a requirement by NSW Health to undertake this training every 3 years

LEARNING OUTCOMES

Upon Successful completion of this course, participants will be awarded with the following: Fire Safety Officer Certificate which is the compilation of the following Units of Competency as aligned to the requirements of NSW Health.

PUAFER001	Identify, prevent and report potential facility emergency situations
PUAFRR002	Ensure facility emergency prevention procedures, systems and processes are implemented
PUAFER004	Respond to facility emergencies
PUAFER005	Operate as part of an emergency control organisation
PUAFER006	Lead an emergency control organisation
PUAFER008	Confine small emergencies in facilities

These 6 units of competency are Nationally Recognised and have been taken from the Public Safety Training Package

VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Fire Safety Officer

ENTRY REQUIREMENTS/ PRE-REQUISITIES

Participants must provide evidence of completing the initial FSO Course and are required to wear suitable attire including closed in footwear and bring with them their USI number prior to undertaking this training. Information can be found at www.usi.gov.au.

DELIVERY AND DURATION

This course is open to the public and can be delivered on your site or at the Academy. Learners will receive both theory and practical activities. Morning/afternoon tea and lunch is provided when delivered at TTA. .

Duration: 1 Day **Time:** 8.30am to 4.30pm

RPL/LEARNING PATHWAYS

Participants that attain this qualification may be interested in further training such as: Fire Safety Manager.

Further details can be found in Section 13 Appendix 2 of the Policy Directive of NSW Health.



Work Health Safety Committee Member (WHSCM)

PUAWHS001 - Follow defined Work Health & Safety Policies & Procedures

COURSE OVERVIEW

Work Health Safety Committee Member covers the competency for applying general Work Health Safety requirements when working in the usual workplace environment, excluding emergency incidents. This course is relevant to persons wishing to undertake a position on a Work Health Safety Committee.

LEARNING OUTCOMES

- Follow workplace procedures for hazard identification and risk control
- Contribute to participative arrangements for the management of WHS

VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Work Health Safety Committee Member

This Unit is appropriate for those working in:

- Construction and Manufacturing
- General Trades
- Mining, Oil and Gas Industry
- Health and aged care
- Retail and commercial



ENTRY REQUIREMENTS

Enclosed Footwear, wear suitable attire and bring with them a pen/pencil.

DELIVERY AND DURATION

Work Health and Safety Committee Member is open to the public and is conducted upon request. This course can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

Duration: 1 Day **Time:** 8.30am to 4.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. This unit is based on the national guidelines for integrating Occupational Health and Safety competencies into National Industry Competency Standards.



Monitor and operate Liquified Chlorine Gas Disinfection processes (SHC)

NWPTRT007 - Monitor and operate liquified chlorine gas disinfection processes

COURSE OVERVIEW

This unit describes the skills required to monitor and operate liquified chlorine gas disinfection systems and report on process quality control whilst working safely. This includes being able to demonstrate correct use of self-contained breathing apparatus as per MSMWHS216—Operate Breathing Apparatus.

This unit applies to those working as operational staff with specific responsibility for disconnecting and connecting liquified chlorine gas containers in water and wastewater treatment plants.

LEARNING OUTCOMES

- Prepare to work with liquified chlorine gas
- Perform liquified chlorine gas container changeover procedures
- Monitor process performance
- Complete documentation
- Conduct pre-donning checks on SCBA
- Wear SCBA
- Conclude SCBA operations

VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Operational member at a water / waste water treatment plant

This Unit is appropriate for those working in:

- Water treatment
- Sewer
- Swimming pools
- Pulp and Paper Manufacturing
- Councils



ENTRY REQUIREMENTS

Pre-requisite unit: MSMWHS216—Operate breathing apparatus. Enclosed Footwear, wear suitable attire, clean shaven as per AS/NZS 1715 and bring with them a pen/pencil.

DELIVERY AND DURATION

Work safely with Chlorine is open to the public and is conducted upon request. This course can be delivered on your site or ours. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

Duration: 1 Day **Time:** 8.30am to 4.30pm

RPL/LEARNING PATHWAYS

RPL is not offered. This unit is taken from the NWP training package.



Certificate II in Fire Fighting

(PUA20619) - Certificate II in Public Safety

COURSE OVERVIEW

Certificate II in Fire Fighting is suitable for emergency response team members, fire fighters and individuals responsible for public safety including production workers, maintenance staff, managers and supervisors. This qualification will provide participants with the practical knowledge and skills to apply a wide variety of fire fighting and emergency response techniques. This certificate is made up of eleven units; eight core and three elective.

LEARNING OUTCOMES

PUAEQU001	Prepare, maintain and test response equipment
PUAFIR203	Respond to urban fire
PUAFIR207	Operate Breathing Apparatus open circuit
PUAFIR210	Prevent Injury
PUAOPE013	Operate communications systems and equipment
PUASAR022	Participate in a rescue operation
PUATEA001	Work in a team
HLTAID002	Provide basic emergency life support

Electives

PUACOM001	<i>Communicate in the workplace</i>
PUALAW001	<i>Protect and preserve incident scene</i>
PUAFIR220	<i>Respond to isolated structure fire</i>
PUAWHS001	<i>Follow defined occupational health and safety policies and procedures</i>
PUAFIR206	<i>Check installed fire safety systems</i>
PUAFIR204	<i>Respond to wildfire</i>

VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Emergency Response Team member
- Volunteer in Emergency Services
- Mines rescue

This course is appropriate for those working in:

- Emergency Services, mining and general industry

ENTRY REQUIREMENTS

Safety Boots or **Enclosed Footwear**, wear suitable attire, pen/pencil.

DELIVERY AND DURATION

Certificate II Public Safety is open to the public and is conducted upon request. Learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

RPL/LEARNING PATHWAYS

RPL is available. Further study may be undertaken upon completion in certificate III in Public Safety.



Non Accredited Courses

In addition to our National Units of Competency and Certificate courses we also offer non accredited training courses. Some of these courses are approved by WorkCover however they do not align to any National Units of Competency.

- Health and Safety Representative 5 Day Course
- Health and Safety Representative Refresher Course 1 Day

In addition to the above we are able to develop, design and deliver site specific courses according to the organisations requirements. These courses may include:

- Site Inductions
- Permit to Work
- Isolation Training
- Bushfire preparedness
- Various PPE training including:
 - Harnesses
 - Respiratory Protection (including Breathing Apparatus)
 - Gas Detection
- Manual Handling Awareness



SafeWork NSW approved Health Safety Representative course 5 days

COURSE OVERVIEW

This course is for Health and Safety Representatives (HSR) that have been elected to represent a workgroup(s) for their workplace under the Work, Health and Safety Act.

It aims to provide participants with the knowledge and skills necessary to apply the principles of workplace WHS consultation as an integral part of effective WHS management system (WHSMS).

This course is an approved Safework NSW Course and meets the requirements of Safework NSW training package. Participants will need to complete all topics as set out in the course guide provided by Safework NSW.

LEARNING OUTCOMES

- Work Health and Safety framework
- Consultation, representation and participation
- Role of the HSR in issue resolution and minimizing risks
- Inspections
- Notifiable incidents and incident investigation
- Provisional Improvement Notices (PINs)
- Ceasing Unsafe Work

VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Health and Safety Representative

This course is appropriate for those working in:

- General Industry
- Retail, Hospitality and Aged Care
- Mining, Construction, Manufacturing

ENTRY REQUIREMENTS

Enclosed Footwear, suitable attire and bring with them a pen/pencil.

DELIVERY AND DURATION

NSW WHS Rep is conducted on a frequent basis at the Academy and can be delivered on your site upon request. Conducted over **Five (5) days**, learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch are provided when delivered at TTA.

RPL/LEARNING PATHWAYS

RPL is not offered. Students who complete this course may be eligible for further study in . WHS certificate IV BSB41415. Further details can be found at www.safework.nsw.gov.au



SafeWork NSW approved Health and Safety Representative Refresher

COURSE OVERVIEW

This course is for Health and Safety Representatives (HSR) that have been elected to represent a workgroup(s) for their workplace under the Work, Health and Safety Act.

It aims to refresh participants knowledge and skills when applying the principles of workplace consultation as an integral part of an effective Safety Management Systems (SMS).

This course is an approved Safework NSW Course and meets the requirements of Safework NSW training package. Participants will need to complete all topics as set out in the course guide provided by Safework NSW.

LEARNING OUTCOMES

- Work Health and Safety framework
- Consultation, representation and participation
- Role of the HSR in issue resolution and minimizing risks
- Inspections
- Notifiable incidents and incident investigation
- Provisional Improvement Notices (PINs)
- Ceasing Unsafe Work

VOCATIONAL OUTCOMES

Upon successful completion of this course, participants will be able to consider the following job roles:

- Health and Safety Representative

This course is appropriate for those working in:

- General Industry, Retail, Hospitality, Aged Care
- Mining, Construction, Manufacturing

ENTRY REQUIREMENTS

Enclosed Footwear, suitable attire and bring with them a pen/pencil. Participants must have previously completed the Five (5) day HSR course. Evidence to be provided.

DELIVERY AND DURATION

This Course is conducted on a frequent basis at the Academy and can be delivered on your site upon request. Conducted over **One (1) day**, learners will receive training in both theory and practical activities. Morning/afternoon tea and lunch is provided when delivered at TTA.

RPL/LEARNING PATHWAYS

RPL is not offered. This course is a Safework NSW approved course. Further details can be found at www.safework.nsw.gov.au Students who complete this course may be eligible for further study in WHS certificate IV BSB41415.



Chief Executive Officer (CEO)

PAUL JONES

Paul has been based in the fire protection, fire fighting and safety industry for more than twenty five years and is qualified as a fire protection engineer. Paul has also undertaken studies in human behaviour, business management.

Prior to establishing Thurgoona Training Academy in 1994, Paul was actively engaged in and conducted fire drills, rescue and emergency procedures on oil rigs in Bass Strait.

Furthermore, Paul was actively engaged in extensive training for many major organisations and the following lists just a few of these: Esso at Longford, Shell Refinery – Corio Bay, Pilkington ICI – Dandenong, Alcoa – Geelong, Australian Defence Force – Bandiana, State Electricity Commission of Victoria, G.M.H – Fishermen’s Bend, Ford Motor Company – Broadmeadows & Geelong, Major Hospitals in Melbourne & Tasmania.

Paul acted in the capacity of consultant to the Victorian Police Arson Squad and the National Safety Council for several years. Paul is an associate plus member for the Australian Fire Protection Association.

Paul’s qualifications include:

- TAE40116 - Certificate IV in Training and Assessment
- TAELLN411 - Address adult language, literacy and numeracy skills
- Certificate IV in Occupational Health and Safety
- PUA20601 - Certificate II in Public Safety Fire Fighting and Emergency Operations
- Occupational First Aid
- Advanced Resuscitation Techniques
- Cardio-Pulmonary Resuscitation
- Emergency Initial Response
- Fire Fighting including Wildfire/Urban Fire and Initial Response
- Confined Space Entry
- Risk Management
- Self Contained Breathing Apparatus
- Emergency Procedures
- Construction Induction
- Lead Auditor
- Safe Handling Of Chlorine



RTO Manager: SHAWN JONES

Shawn has been based in the fire and safety industry for the past 13 years, he has worked with numerous industries and organisations developing Confined Space Procedures, Risk Management Systems and conducting site audits.

Shawn is an active member of the New South Wales Rural Fire Service.

Shawn's qualifications include:

- TAE40116 - Certificate IV in Training and Assessment
- TAELLN411 - Address adult language, literacy and numeracy skills
- Occupational First Aid
- Advanced Resuscitation Techniques
- Cardio-Pulmonary Resuscitation
- Fire Fighting including Wildfire/Urban Fire and Initial Response
- Confined Space Entry
- Emergency Procedures
- Occupational Health and Safety
- Return to Work Coordinator
- Work Safely at Heights
- Operate Breathing Apparatus Open and Closed Circuit
- Construction Induction
- Safe Handling of Industrial Chemicals and Materials
- Safe Handling of Chlorine
- Risk Management
- Manual Handling
- WHS Consultation
- Work Safely in the vicinity of live electrical apparatus as a non-electrical worker



Instructor/Assessor: CHRIS JOHNSON

Chris joined TTA after serving 20 years in the Royal Australian Navy as a Marine Technician. While serving, Chris worked as a Trainer and Assessor in ships' Damage Control involving flooding, firefighting and chemical warfare. He has experience as a WHS advisor and Hazardous chemical safety advisor.

With his time spent at sea and ashore, Chris has worked at heights and in confined spaces. His work experiences give him a wide breadth of knowledge enhancing the training delivered at TTA.

Chris's qualifications include:

- TAE40116 - Certificate IV in Training and Assessment
- Diploma in Mechanical Engineering
- Diploma in Work Health and Safety
- TAELLN411-Address adult language Literacy and numeracy skills
- Confined space Entry
- Work Safely at Heights
- Heights rescue
- Hazardous substance spill response
- Warden
- Low Voltage Rescue
- Risk Management
- Construction Induction
- Cardio Pulmonary Resuscitation
- Provide First Aid
- Low Voltage Rescue



Instructor/Assessor: ANDREW DAVIS

Andrew started his training and assessing career delivering trade training for the Australian Defence Force at Latchford Barracks in Victoria.

He was involved in the delivery of “Dogging” as a High-Risk Work Licence and more recently the introduction to service of the army’s new trailer fleet.

He is an active member of the NSW Rural Fire Service (RFS) clocking up 23 years. This has seen him complete a long list of qualifications with the service including: - Wildfire and structural firefighting, communications and recently undertook training as an Air Observer.

Andrew’s qualification include: -

- Certificate IV Training and Assessment TAE40116
- WorkSafe Victoria Individual Assessor (High Risk Work)
- Confined Space Entry (CSE)
- Work safely at Heights.
- Provide First Aid
- Cardio-Pulmonary Resuscitation (CPR)
- AIIMS Introduction to ICS (Incident Control System)
- White Card—Construction Induction CIC



Instructor/Assessor: ADAM ELLIOTT

Adam has worked in the Manufacturing industry for over 20 years and the Arts industry as a technician for 15 years.

He has been a member of several Safety Committees aimed at improving working conditions for all employees through innovation and consultation.

Adam is also an active member of the NSW Rural Fire Service

Adam's qualification include: -

- TAE40116 - Certificate IV in Training and Assessment
- Certificate IV in Theatre and Live Events - Production
- Certificate IV in Front Line Management
- Fire Warden and Emergency Evacuation Procedures
- Use of Portable Fire Appliances
- Provide First Aid
- Cardio-Pulmonary Resuscitation
- Confined Space Entry
- Construction Industry Induction
- Elevated Work Platform
- Bush Firefighting
- Manual Handling
- Work Safely at Heights



Instructor/Assessor: STAN ZAWORA

Stan recently brings a wealth of experience with his background in Policing, Security and Transport.

He has extensive experience in dealing with emergency incidents and training personnel, having been a member of the Carrum CFA, Frankston SES, Albury SES ending up as the SES Operations Controller Southern NSW Region.

Prior to joining TTA , he was the National Security, Risk and Compliance Manager with COPE Sensitive Freight where he conducted internal training sessions in National Heavy Vehicle Laws, Security, he was also the Lead Internal Auditor for COPE.

Stan's qualifications include: -

- TAE40116 - Certificate IV Training and Assessment TAELLN411 – Address Adult Language, Literacy & Numeracy Skills
- TAEASS502 – Design and Develop Assessment Tools
- Provide First Aid
- Advanced Resuscitation Techniques
- Cardio-Pulmonary Resuscitation (CPR)
- Confined Space Entry
- Work Safely at Heights
- Low Voltage Rescue
- Prepare to work safely in the Construction Industry
- Confine Small Emergencies in Facilities



Instructor/Assessor: MIKE FREDE

Mike joined Thurgoona Training Academy (TTA) in June 2022. He came from the Heavy Vehicle and Motorcycle Licence training industry.

Mike's industry experience includes Fire Detection, Control Systems Engineering, transformer manufacturing, aviation and rider/driver training.

He has been a volunteer with the CFA for the past seven years, during which time he has achieved Low Structure qualifications and Volunteer Trainer / Assessor status as an Authorised Driving Instructor (ADI).

Mike's qualifications include: -

- TAE40116 - Certificate IV in Training and Assessment
- BSB40119 - Certificate IV in Work Health and Safety
- Associate Diploma in Engineering (Electronics)
- Provide First Aid
- Cardio-Pulmonary Resuscitation (CPR)
- White Card – Construction Induction (CIC)
- Work Safely at Heights
- Confine Small Emergencies in Facilities



REGISTRATION/CONTACT DETAILS

To Register for any of our courses, or if you would like further Information please contact our office or visit our website.

Alternatively please complete the “*Course Booking Form*” and return it to:

ACADEMY ADDRESS: THURGOONA TRAINING ACADEMY
137 WILLIAMS ROAD, THURGOONA NSW AUSTRALIA 2640
(SEE MAP PAGE 66)

POSTAL ADDRESS: THURGOONA TRAINING ACADEMY
4 BENNETT ROAD, THURGOONA NSW AUSTRALIA 2640

PHONE: +61 (02) 6043 1306

FAX: +61 (02) 6043 3258

EMAIL: office@thurgoonatrainning.com.au

WEBSITE: www.thurgoonatrainning.com.au

UNIQUE STUDENT IDENTIFICATION NUMBERS

Important Information for Learners. Since 1st 2015 all students enrolling in Nationally Accredited training are required to provide the training organisation with their Unique Student Identification Number (USI). To apply for a USI or check if you have one please follow this link: www.usi.gov.au

Registered Training Organisations (RTO's) cannot issue Statement of Attainments or Qualifications unless the student has provided a USI.

FEES, CHARGES AND REFUNDS:

Thurgoona Training Academy does not require payment prior to attending a course. With the exception of CPCCWHS1001 Prepare to work safely in the construction industry, full payment is required prior to the commencement of training. No fee for cancellation will be imposed providing notification is given in writing seven calendar days prior to the course commencement. Cancellation received 48 hours prior to the course will be subject to a 15% administration fee and a non attendance without notification will be subject to 50% of the course fee.

CLIENT SUPPORT INFORMATION:

If you require special assistance, including language literacy, and numeracy please notify our office and support services can be arranged. Our students handbook is available from our office and on our website.



UNIQUE STUDENT IDENTIFIERS

www.usi.gov.au

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that gives students access to their USI account. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completed training units and qualifications as of the 1st of January 2016.

The USI will make it easier for students to find and collate their VET achievements into a single authenticated transcript. It will also ensure that students' VET records are not lost.

The USI will be available online and at no cost to the student. This USI will stay with the student for life and be recorded with any nationally recognised VET course that is completed from the 1st January 2015.

The USI initiative will:

- Seamlessly link information about a student's VET achievements, regardless of where they studied
- Enable students to easily access secure digital transcripts of their achievements
- Give students access to, and more control over, their educational information

Benefits of the USI initiative

The USI initiative will serve as a building block for a range of VET reforms by providing accurate and comprehensive information about students' training achievements and movements within the VET system. Students, training organisations, employers, and governments will all benefit from the USI in some way.

The USI is a component of the VET Reform Agenda and will assist the continued development of transparency in the VET sector. It will help build a consistent, national system for the storage of training information and will assist in quality assurance and future growth.

With an estimated three million enrolments in the VET system each year, collecting and analysing information is essential to ensuring that the VET system can respond to students' preferences and to the skills needs of industry and the economy. The new initiative will provide an important foundation for understanding and improving VET performance and for better meeting students' needs.

The legislation states that a training organisation must not issue a Statement of Attainment or a Qualification unless the student has been assigned a USI. These provisions are to be mirrored in the Standards for NVR Registered Training Organisations made under the NVR Act as well as the Australian Quality Training Framework (AQTF).

The USI initiative has been developed jointly by the Australian and State and Territory governments in consultation with stakeholders. It is supported through Commonwealth legislation, including the [Student Identifiers Bill 2014](#), the [Student Identifiers Act 2014](#), and through a national Information Communication Technology (ICT) system.



Academy Address:
137 Williams Road,
Thurgoona NSW 2640

RT091279
P: +61 0260 431 306 F: +61 0260 433 258
www.thurgoonatraining.com.au E: office@thurgoonatraining.com.au

Postal Address:
4 Bennett Road,
Thurgoona NSW 2640

Please complete and return this form prior to the course date, to ensure your position. You will be contacted confirming your position.

Course: Course Date:

Company:

Contact Name:

Position Held:

Business Address:

Postal Address:

Email Address:

Accounts Email:

Phone #: Fax #: Mobile #:

I, the above, authorise this training and agree to the terms and conditions outlined herein.

Signature: Date: Purchase Order #

Since the 1st of January 2015 learners are required to supply RTO's with their USI number. Without a verified USI number, RTO's cannot issue a certificate. If not already supplied go to www.usi.gov.au and create a USI.

Please list the Given and Surnames of your organisation's participants below. (P = Participant, M = Mobile #)
(Please note mobile numbers help us to ensure persons can be contacted the day before the training is to be conducted)

P1	<input type="text"/>	M	<input type="text"/>	P2	<input type="text"/>	M	<input type="text"/>
P3	<input type="text"/>	M	<input type="text"/>	P4	<input type="text"/>	M	<input type="text"/>
P5	<input type="text"/>	M	<input type="text"/>	P6	<input type="text"/>	M	<input type="text"/>
P7	<input type="text"/>	M	<input type="text"/>	P8	<input type="text"/>	M	<input type="text"/>
P9	<input type="text"/>	M	<input type="text"/>	P10	<input type="text"/>	M	<input type="text"/>
P11	<input type="text"/>	M	<input type="text"/>	P12	<input type="text"/>	M	<input type="text"/>

Payment Options

Invoice: Please attach your company purchase order (if applicable) or fax it to +61 0260 433 258

Cheque: Please attach to this form. Alternatively, we can send you a remittance to attach your cheque to.

Direct Deposit: Hume Bank BSB 640 000 Account # 5578 8959

No fee for cancellation will be imposed providing notification is given in writing seven calendar days prior to course commencement. Cancellation received 48hrs prior to the course will be subject to a 15% administration fee and a non attendance without notification will be subject to 50% of the total course fee. With the exception of CPCCWHS1001 Prepare to work safely in the construction industry, full payment is required prior to the commencement of training.

Office Use Only

Confirmation email sent Invoice sent Payment received



Directions to the Academy

THURGOONA TRAINING ACADEMY

