
Earthworks Training & Assessment Services Pty Ltd

Registered Training Organisation National Provider No 50590

Earthworks Training & Assessment Services (ETAS)

Course Participant, Employer and PCBU Resources Handbook 2021



Statement of Purpose

Earthworks Training and Assessment Services Pty Ltd was established in 1997 to provide quality training and assessment services across Australia. The company's primary purpose, mission and core values has never changed, and the company has since evolved as a leading and respected professional registered training organisation and a proactive advocate for the traffic management, civil construction and road infrastructure industries.

Novel Coronavirus (COVID -19) and Training and Assessment

Physical distancing and hygiene control measures are in place to minimise the spread and the risk of exposure to COVID-19 for course participants, employees and workers while on site.

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Introduction

The Course Participant, Employer and Persons Conducting a Business Undertaking (PCBU) Resources Handbook 2021 is specifically tailored to provide a snapshot of the training and assessment services delivered by Earthworks Training and Assessment Services (ETAS) for both potential and current course participants, employers and PCBU's. The Resources Handbook includes information on course participant's rights and responsibilities and our responsibilities and obligations in the delivery of all components of quality training and assessment.

ETAS specialises in traffic management training and assessment across the Northern Territory, Western Australia, remote communities and the Australian Islands Territories. We are an Australian owned company established in 1997 and a nationally registered private training organisation (RTO) Number 50590. RTOs are regulated by the *National Vocational Education and Training Regulators Act of 2011*, the Standards for VET Accredited Courses 2012 V 2.2 October 2019 and the Australian Skills Quality Authority (ASQA). RTO's must remain fully compliant and meet the Standards for Registered Training Organisations.

The training and assessment services we deliver are of the highest of contemporary industry standards, flexible, practical, enjoyable and rewarding. ETAS is affiliated with and works in collaboration with local, state and commonwealth road authorities, road contractors, traffic management organisations and the civil construction industries and remains unequivocally focused on contributing to the current and future development of the resources and infrastructure industries. ETAS is an approved provider of Workzone Traffic Management Learning & Assessment for the Northern Territory Government Department of Infrastructure Planning and Logistics and Main Roads Western Australia. All training and assessment courses are delivered and assessed by a qualified trainer and assessor with extensive industry experience spanning over 30 years.

Your achievements and success are the foundation of our RTO and we sincerely hope you enjoy your 'learning' journey with us. Every success!



Brian Kakoschke
Principle / Chief Executive Officer
Earthworks Training & Assessment Services Pty Ltd
RTO 50590
Est. 1997

Contacting Earthworks Training & Assessment Services (ETAS)

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Head Office – Administration and Accounts: 08 8988 5484
Email etas@bigpond.net.au Web www.etas.com.au
Office Hours: 8.30 am to 4.30pm Monday to Friday. Closed Weekends and Public Holidays

About Earthworks Training & Assessment Services

Our core business and primary function is to provide specialist accredited and non-accredited traffic management training and assessment services for a range of units of competencies for the resources and infrastructure industries in accordance with the relevant Acts and Regulations. ETAS is responsible and accountable for issuing nationally recognised statements of attainment to course participants who have been deemed competent.

Security Features

Statements of Attainment have print features that have an anti-copy background, a heat sensitive red thermochromic icon and an embossed finishing seal to ensure Statements of Attainment are protected and secure, compliant and maintain the integrity of qualifications to deter fraudulent activity.

Training & Assessment

Training and assessment is a combination of face to face theory and practical activities delivered in real time situations. Course prerequisites are required and cited on the relevant course brochures. ETAS do not provide online training and assessment. ETAS employees' access and apply the concepts of risk management to all their areas of work and procedural documentation.

ETAS reserve the right to modify, revise or supplement procedures in the Course Participant, Employers and PCBU Resources Handbook 2021 at their sole discretion. The Resources Handbook can also be viewed via our website on <http://www.etas.com.au>.

Novel Coronavirus (COVID -19) & Training and Assessment

Physical distancing and hygiene control measures are in place to minimise the spread and the risk of exposure to COVID-19 for course participants, employees and workers while on site.

Compliance Components – National Vocational Education & Training Regulator Act 2011

The framework and quality of the vocational education and training is legislated by the Vocational Education and Training Regulator (VET) and regulated by the Australian Skills Quality Authority (ASQA) and include:

- VET Quality Framework
- Users Guide to the Standards for Registered Training Organisations 2012 V2.2 October 2019
- Fit and Proper Person Requirements 2015
- Data Provision Requirements 2012
- Financial Viability Risk Assessment Requirements 2011
- Australian Qualifications Framework (AQF)
- Standards for VET Accredited Training Courses & National VET Provider Collection Data Requirements Policy

Standards for Registered Training Organisations 2012 V2.2 October 2019 - Australian Skills Quality Authority (ASQA)

The Standards for Registered Training Organisations 2012 V2.2 October 2019 are integrated into our training, assessment and corporate governance. The Standards significantly influence how we do business and integral to the VET Quality Framework including the operational requirements for training and assessment arrangements, responsibilities and obligations to course participants, governance and administration.

Striving for Your Success

Trainers, assessors and training support personnel strive to ensure course participants have every opportunity to complete their training and assessment. It is important course participants take away with them not only the necessary theoretical and practical skills they require to contribute to the resources and infrastructure industries but also a sense of accomplishment and achievement.

Policies & Procedures

ETAS is guided and functions within the principles and legislation as specified by the Australia Quality Training Framework and the Australian Skills Quality Authority Standards for Registered Training Organisations 2012 V2.2 October 2019. Policies and procedures influence not only how we operate as a RTO but also as a registered Australian company. ETAS trainers, assessors and training support personnel have a responsibility to always represent themselves professionally and in the best interest of industry, education and training at all times.

Industry Currency & Training

ETAS trainers, assessors and training support personnel have the necessary and current qualifications mandated by the Standards for Registered Training Organisations 2012 V2.2 October 2019. Continuous learning, professional development and industry engagement ensure professional competencies and currencies, knowledge and skills remain relevant and are maintained.

Access & Equity

ETAS values and upholds the principles of access, equity, inclusion, equal opportunities and is non-discriminatory and welcomes the diversity of cultures, rights and beliefs of all.

Reasonable Adjustment / Accessibility

ETAS may make reasonable adjustment from time to time to provide support to a course participant with an identified specific learning requirement to ensure their maximum participation and capacity during training and assessment. In consultation with the course participant, we may make recommendations, so the type and level of support required is self-determining. Information is treated with utmost respect and within the strictest of confidence. The extent of the support provided may essentially depend on the needs and our capacity to provide the required level of support at the time.

A work colleague, friend or mentor may assist to with relevant learning support to a course participant during training and assessment.

Foundation Skills Adequate Language, Literacy and Numeracy Skills (LLN)

Language, literacy and numeracy (LLN), refers to the ability to speak, listen, read and write in English as well as use of mathematical concepts. Sufficient language, literacy and numeracy skills (Foundation Skills/ LLN) are required. A potential course participant is strongly encouraged to make the trainer and assessor aware of any learning difficulties with LLN prior to training and assessment. All information is treated with utmost respect and within the strictest of confidence.

Department of Education <https://www.education.gov.au/adult-migrant-english-program-0>

Department for Human Services <https://www.humanservices.gov.au/individuals/services/centrelink/skills-education-and-employment>

Department of Education <https://www.education.gov.au/literacy-net>

Foundation Skills Links

Department of Education: <https://www.education.gov.au/adult-migrant-english-program-0>

Department for Human Services: <https://www.humanservices.gov.au/individuals/services/centrelink/skills-education-and-employment>

Department of Education: <https://www.education.gov.au/literacy-net>

Support Services

- Lifeline: <https://www.lifeline.org.au/> Phone: 13 11 14
- Beyond Blue: <https://www.beyondblue.org.au/> Phone: 1300 22 46 36
- Relationships Australia <http://www.relationships.org.au/> Phone: 1300 364 277
- Department of Veteran's Affairs <https://www.dva.gov.au/> Phone: 1800 555 254
- Open Arms Veterans & Families Counselling Support <https://www.openarms.gov.au/> Phone: 1800 011 046

In the case of an emergency dial '000' to report the emergency to appropriate authorities.

Registering in a Course with ETAS - What We Expect from Course Participants (See Also Standards of Behaviour Page 5)

Course participants should:

Comply with all training and assessment processes and procedures.

- Take responsibility for their own wellbeing and safety and that of the wellbeing and safety of others around them.
- Report hazards and /or incidents immediately to the trainer and assessor as part of duty of care.
- Provide accurate information when enrolling.
- Satisfy the pre-requisite criteria and provide adequate evidence to satisfy participation.
- Meet any requirements in relation to equipment or materials required (as set out in the relevant course outline or pre-registration).
- Actively make enquiries and ask questions about training and assessment needs, goals and objectives to ensure understanding.
- Actively participate in learning and be committed to achieve stated training and assessment goals and desired outcomes.
- Inform the trainer and assessor in the first instance about any concerns, grievances or issues should they arise.
- Be courteous, kind and respectful towards others always and punctual, arriving at the scheduled start time.

Our Responsibilities and Commitment

We shall:

- Provide a description of the unit/s of competency associated with training and assessment.
- Provide opportunities to practice learnt skills and application of knowledge acquired throughout the training.
- Record outcomes of assessment and provide access to learning and assessment results and records on request.
- Provide training materials and recommend other resources for further learning opportunities.
- Provide support in preparation for assessment and advise where, when and how the assessment will occur.
- Assess skills and knowledge by observation, questioning and using assessment tools developed specifically for the assessment purpose.
- Provide constructive feedback and suitable remedial pathways if gaps in learning are identified.
- Advise of the appeals process and options for further assessments if dissatisfaction with results.
- Provide a supportive, safe, clean orderly and cooperative learning environment free from all forms of intimidation and bullying and encouragement to express and share ideas and ask questions.
- Work to find that 'spirit of middle ground' to resolve any disputes and settle them in a fair and rational manner.
- Be accountable and transparent in all communications and act responsibly with honesty and integrity.

Standards of Behaviour

ETAS reserve the right to exclude, suspend or reprimand a course participant when standards of their behaviour and actions don't meet or aspire to our prescribed standards of behaviour. Breaches of behaviour either in class or workplace / worksite may result in suspension or exclusion from a training or assessment course. Course participants are expected to participate in and contribute to their training activities, carry out tasks within reason as instructed by the trainer and assessor and complete these tasks to the best of their ability and in a timely manner. Repeated failure to complete set tasks or attend scheduled training and assessment may result in suspension from the course. An assessment written by someone else and submitted by a course participant as their own work is regarded as plagiarism and as such the assessment will not be accepted. (See Also Plagiarism, Copyright & Referencing Page 10). Behaviour or actions must not disrupt or threaten others and abusive behaviour, or physical violence shall not be tolerated under any circumstances and shall result in instant expulsion from a course.

Breaches of behaviour / misconduct include:

- Theft, fraud, violence/assault
- Cheating / plagiarism
- Breach of confidentiality
- Serious negligence including health and safety non-compliance
- Discrimination, harassment, intimidation, bullying or victimisation
- Affected by drugs or alcohol and being unfit to participate in training

Consumption Of / Under the Influence of Alcohol & Use of Illicit Substances (Drugs)

We have an absolute zero tolerance towards the consumption of alcohol and / or being under the influence of alcohol and / or illicit substances during training and assessment. This is strictly forbidden, and a course participant suspected of consuming or found to be under the influence of alcohol and / or illicit substances shall be immediately expelled from the course, their employer notified and / or where relevant, information passed onto appropriate law enforcement agency. At all times course participants must be free of and not consume alcohol or drugs while attending a training and assessment course. This includes all ETAS training facilities, adjoining car parks, roadways and work sites.

Course Attendance Procedures

Attendance at a designated scheduled training and assessment course is paramount to ensure maximum benefits are gained and to fulfil attendance requirements. If a course participant is unable to attend training, they should notify their employer / PCBU (if applicable) and the trainer and assessor as soon as possible.

Course Participants should:

- Attend training and assessment sessions and record their attendance by signing the course attendance sheet provided by the trainer and assessor at the commencement of the course, and in part an agreement to comply with our standards of behaviour and responsibilities and rights as outlined in this Resources Handbook.
- Actively engage in all course activities and the course evaluation process.
- Treat the trainer and assessor and other course participants with respect and without discrimination regardless of religious, cultural, racial and gender differences, sexual orientation, marital status, age, disability or socio-economic status.
- Adhere to the ETAS Standard Operating Procedures (SOP's) and directions relating to responsibilities and standards of behaviour.
- Prepare for their assessment at the scheduled times.
- Submit assessment tasks and ensure the assessment submitted is own work.
- Raise concerns immediately with the trainer and assessor regarding the delivery of the training program, session activities and ability to learn.
- Notify the trainer and assessor of any Workplace Health and Safety issues identified during training and assessment.
- Follow explicitly the directions of the trainer and assessor in the case of any emergency.

Identification

To establish identity and for regulatory compliance a course participant must bring to the course their:

- Current Australian Drivers License. (Road Authority criteria)
- White Card – Prepare to Work Safely in the Construction Industry Western Australia or Equivalent or;
- Hold a Northern Territory Construction Induction White Card or equivalent qualification recognised by NT WorkSafe.
- Unique Student Identifier (USI)

Course Pre-Requisites

Traffic management training courses in Northern Territory and Western Australia require the following as minimum course prerequisites:

- Hold a current Australian Drivers Licence (Road Authority criteria).
- Western Australia - Hold a current White Card Worksafe Prepare to Work Safely in the Construction Industry or Equivalent.
- Northern Territory- Construction Induction White Card or equivalent qualification recognised by NT WorkSafe.

Training Course Registrations and Procedures

Online course registrations forms can be downloaded via our website www.etas.bigpond and once completed emailed to etas@bigpond.net.au

Ensure the following information is included on the course registration form:

- Unique Student Identifier (USI)
- Current Australian Drivers Licence number (Road Authority Criteria).
- Current Worksafe White Card number - Work Safely in the Construction Industry or Equivalent and / or Construction Induction White Card or equivalent qualification recognised by NT WorkSafe.
- Current interstate or Motor Vehicle Registry Workzone Tickets Accreditation numbers.
- Any other prerequisites listed or equivalent.
- Payment details.
- Employers and PCBU's please quote a purchase order number.
- Signed by a delegated authority.

Note: It is a requirement a Unique Student Numbers (USI) is provided when registering for a training course. If a USI is not provided we will be unable to process or issue any statement of attainments until a USI has been provided and verified.

Fee for Service

Fees for training and assessment courses are clearly identified on the course registration form, course brochures and Page 13 of this Resources Handbook. Fees for service will vary for the different training and assessment courses.

Course Registrations Acceptance Confirmations

When a completed course registration is received a course confirmation advice is emailed to the designated email address confirming successful course registration. It is important the content of the course confirmation is read as this contains relevant information about the course, personal protective equipment requirements (PPE), and training venue and location, start and finish times and COVID 19 physical distancing and hygiene control measures in place to minimise the spread and the risk of exposure to COVID-19 for course participants, employees and workers while on site.

Don't have an email? A course registration confirmation can be posted on request. Please call our office on 08 8988 5484 to arrange. Please note our training and assessment courses are limited in numbers.

Course Payments Fee for Service

Course payments are required to be paid prior to the course unless prior payment arrangements have been made. Payments can be made via EFT or Credit Card. If paying by credit card, please contact our office on 89 885484.

For Employers / PCBU's and organisations please ensure your purchase order number (if applicable) is provided on the course registration form, noting our terms of payment are thirty (30) days net unless prior arrangements for payment have been made.

Payment Options & Tax Invoices.

We have several convenient payment options though we don't accept American Express, PayPal or Diners Cards.

1. Direct Debit: BSB: 016 359 Account: 480 342 391. Please quote your name and / or invoice number as payment reference.
2. Credit Card: Contact our office on 08 898 854 84 to make a course payment via your nominated credit card.

Tax invoices are issued and payable within the agreed terms and conditions. Tax invoices and receipts are electronically emailed to the specified email address.

Unique Student Identifier (USI) - It's Free & it's Easy!

It is a requirement to provide a Unique Student Numbers (USI) when registering for an accredited training and assessment course. If a USI is not provided we are unable to process or issue a statement of attainment.

As of 1 January 2015, we no longer can issue a nationally recognised statement of attainment if a Unique Student Identifier (USI) is not provided. Course participants must have a USI if participating in a nationally recognised training course delivered by a registered training organisation within Australia. A USI number is made up of 10 letters and numbers and provides an online USI account where nationally recognised training records and results can be accessed. Having a USI means having instant and easy access to training records and results anywhere, anytime and can be accessed online from a desktop, tablet or smartphone. A USI number is verified by our training support personnel prior to attending a course.

Create a Unique Student Identifier (USI) – it's free and easy! <https://www.usi.gov.au/course-participant/create-your-usi>

Transcript/Training Records: <https://beta.usi.gov.au/course-participant/training-records-and-transcript>

USI Transcript Fact Sheet: <https://beta.usi.gov.au/documents/your-usi-transcript>

Training records: <https://beta.usi.gov.au/documents/when-will-my-training-appear-my-usi-transcript>

View How to download USI Transcript video: <https://beta.usi.gov.au/video/how-view-and-download-my-usi-transcript>

Course Cancellations, Transfers, Substitutions & Refund Policy

Cancellations or transfers of a course registration require 5 working days' notice in writing. No refunds may be given for late withdrawals, late arrivals to a course, failure to attend, leaving a course early or non-completion of a course. If you are deemed not competent or withdraw during the course no refund may be made payable. Only one (1) transfer or substitution is allowable before the fee for service may be forfeited.

- (a) To cancel a course registration five (5) working days' written notice prior to the course commencement date is required. If payment has been received, a full refund is provided or if preferred transferred to another course date. No additional fees are incurred.
- (b) Transferring a course registration to another date provide five (5) working days' notice prior to the course commencement date. No additional fees are incurred.
- (c) A course participant who cancels or withdraws from the training course within five (5) working days prior to the course commencement date no refund shall be made payable.
- (d) Course fees may be forfeited for late withdrawals, failure to attend, withdrawing during the course, leaving a course early or non-completion of a course.
- (e) No refund may be made payable to a course participant deemed not competent.
- (f) The senior trainer and assessor will use their discretion to ascertain if a late arrival is permitted to enter a course. If declined, this may be classified as a late cancellation and a refund may not be payable.
- (g) Discretion is exercised by the Training Manager on a case-by-case basis if extenuating or personal circumstances cause withdrawal or cancellation from a course. We may waive training and assessment fees for a course participant experiencing hardship.
- (h) Earthworks Training & Assessment Services Pty Ltd reserves the right to cancel a training and assessment course and in this instance shall offer a full refund or the course participant may elect to re-register for another training and assessment course at no additional cost.
- (i) Earthworks Training & Assessment Services Pty Ltd shall not be held liable for any claims arising from a course cancellation.

Course Subsidies

Vet Fee Assistance and other course subsidies are not available through ETAS.

Course Induction, COVID 19 & Safety

Prior to a training and assessment course, the trainer and assessor shall explain in detail on and off-site safety by way of site inductions, toolbox talks including a Work Health & Safety (WHS) briefing, training facility's emergency exits, emergency assembly areas, muster points locations, what to do in the event of an emergency, injuries and / or if first aid is required. In the event there is an incident or accident requiring first aid the trainer and assessor is first aid certified and may be the first responder.

Physical distancing and hygiene control measures are in place to minimise the spread and the risk of exposure to COVID-19 for course participants, employees and workers while on site. First aid kits and fire extinguishers are located in the ETAS vehicle and other Support / Sign vehicles.

Course participants must always take responsibility for their safety and wellbeing and that of others around them during training and assessment, at workplace sites and co-operate with the trainer and assessor including that of emergency services personnel. **Your Safety is Your Responsibility**

Arriving at Training & Assessment Course

A course attendance list is signed by each course participant for both learning and safety purposes. Course participants should be punctual and stay for the full duration of their training and assessment however should it be necessary to leave a course early, please notify the trainer in advance if possible.

Punctuality Be on Time

Share courtesies with other course colleagues, the trainer and assessor and other workers by being punctual at the start of the day, arriving at least ten (10) minutes prior to the specified training course start time and return from breaks on time. Punctuality is essential to avoid disruption to others and the trainer.

Keeping Contacts Updated

Course participants should ensure they inform ETAS of any changes to their address and contact details as originally advised on course enrolment form. All correspondence and training documents will be issued in accordance with the details provided in the original enrolment unless we are notified otherwise.

What to Wear to Training - Dress Standards and Personal Protective Equipment (PPE) Appropriate

Course participants are required to wear Personal Protection Equipment (PPE) to training and assessment courses unless stated otherwise. For safety reasons all courses require PPE clothing and footwear to be worn both on and off site. Additional information regarding the Dress Standards and Personal Protective Equipment are included on the course flyer and the course confirmation advice.

Dress Standards & Personal Protective Equipment Appropriate

Safety clothing, footwear and personal protective equipment must be always worn at training and assessment, while operating on or near roads, where there are signs indicating such requirements and as directed. Synthetic tracksuit pants, t- shirts, singlet, tank tops, jumpers with hoods, loose fitting clothing and clothing with offensive wording, logos or motifs printed are not acceptable.

You are required to wear appropriate PPE as issued by your PCBU / Employer. PPE worn must be compliant with the Australian Standards and Code of Practice for Construction Work (High Risk Work) including:

- Steel / plastic capped work boots
- Fully enclosed non-slip footwear
- Long sleeve reflective hi visibility garment/s – vest / shirt/ trousers (nights works) (Shorts are not acceptable)
- Head and neck protection -Sun or hard hat- (peak caps are not unacceptable)
- Glasses: Daytime - sunglasses / tinted safety glasses. Night works - clear safety glasses
- Work Gloves
- Wet weather clothing (if applicable)

In addition, it is recommended course participants bring to the course:

- Water bottle
- Own hand sanitiser
- Sunscreen
- Medications required while on site. (Please let the trainer and assessor know prior).

Due to COVID 19 physical distancing and hygiene control measures in place to minimise the spread and the risk of exposure to COVID-19 for course participants, employees and workers while on site PPE and other equipment should not be shared or borrowed.

It is essential correct PPE is worn for training and assessment. Course participants should exhibit high industry standards of work dress by dressing appropriately for the task being performed during training and assessment both on and off site.

More information about PPE requirements: Safe Work Australia: <https://www.safeworkaustralia.gov.au/ppes#frequently-asked-questions>

Safework Australia PPE

PPE refers to anything used or worn to minimise risk to workers' health and safety. This may include but is not limited to:

Boots	Ear plugs	Face masks
Gloves	Goggles	Hard hats
Respirators	Safety shoes	Sun screen
High visibility clothing	Safety harnesses	

Source: Safe Work Australia Website. 5 August 2015. <https://www.safeworkaustralia.gov.au/ppes>

Duty of Care, Work Health & Safety (WHS) Occupation Health & Safety (OHS)

ETAS is subject to a range of federal and state legislations related to training and assessment. Legislation is continually being updated and ETAS is responsible for ensuring we are aware of any changes / updates to current WH&S and OHS legislation. We take this responsibility seriously to provide a safe environment as far as practicably possible during training and assessment.

Under Workplace Health and Safety Legislation course participants have a duty of care for their own wellbeing and safety, contribute to a safe environment and always co-operate with the trainer and assessor and avoid adversely affecting or impacting on the health and safety of others during training and assessment and at workplace sites.

The trainer and assessor will actively take steps to identify hazards which may cause harm on or off-site and where possible remove or control these hazards and report the risk and /or hazard to appropriate on-site personnel

Course Participants shall:

- Adhere to all Standard Operating Procedures (SOP) and instructions.
- Not wilfully nor recklessly interfere with or misuse equipment or other items provided by ETAS in the interests of health, safety and welfare.
- Cooperate with all health and safety instruction as directed by the trainer and assessor or that of any other worker including following emergency procedures and exit plans.
- Not be affected by the consumption of drugs or alcohol.

A course participant involved in an accident / incident resulting in personal injury and / or damage to equipment or to the training facilities must notify the trainer and assessor immediately.

If there is an existing health condition which may become critical during training and assessment, a course participant must make the trainer and assessor aware prior to commencing the course. All information is treated with utmost respect and within the strictest of confidence and only required in order to provide the relevant treatment and support can be provided should an emergency arise.

Emergencies & Evacuations during Training & Assessment

In the event of an emergency during training and assessment requiring an evacuation, a warning will sound i.e., alarm, speaker or over the two-way radio etc. In response to the evacuation warning, the trainer and assessor will evacuate the training facility immediately to the Emergency Assembly Area / Muster Point locations. The trainer and assessor will check that all people are accounted for from the course attendance list. Course participants must remain at the Emergency Assembly Area / Muster Point locations until advised otherwise by the trainer and assessor, the facility owner, emergency services personnel or police.

Northern Territory – Work Health & Safety National Uniform Legislation Act 2011

S.5 Meaning of Person Conducting a Business Undertaking Whether the PCBU alone or with others; and whether or not the PCBU is conducted for profit or gain. S.19 Primary duty of care

A person conducting a business or undertaking must ensure so far as is reasonably practicable the health and safety of:

- a) Workers engaged, or caused to be engaged, by the person; and
- b) Workers whose activities in carrying out work are influenced or directed by the person.
- c) While the workers are at work in the business or undertaking.
- d) A person conducting a business or undertaking must ensure so far as is reasonably practicable the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.

S. 28 Duties of workers while at work, a worker must:

- a) Take reasonable care for his or her own health and safety; and
- b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- d) Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

Western Australia – Occupational Safety & Health Act 1984

Duties of employers:

1. An employer shall so far as practicable,
 - (a) Provide and maintain workplaces, plant, and systems of work such that, so far as is practicable, the employees are not exposed to hazards; and
 - (b) Provide such information, instruction, and training to, and supervision of, the employees as is necessary to enable them to perform their work in such a manner that they are not exposed to hazards; and
 - (c) Consult and cooperate with safety and health representatives, if any, and other employees at the workplace, regarding occupational safety and health at the workplace; and
 - (d) Where it is not practicable to avoid the presence of hazards at the workplace, provide the employees with, or otherwise provide for the employees to have, such adequate personal protective clothing and equipment as is practicable to protect them against those hazards, without any cost to the employees; and
 - (e) Make arrangements for ensuring, so far as is practicable that -
 - (i) Use cleaning, maintenance, transportation and disposal of plant; and
 - (ii) Use handling, processing, storage, transportation and disposal of substances at the workplace is carried out in a manner such that the employees are not exposed to hazards.
2. In determining the training required to be provided in accordance with subsection (1)
 - a) Regard shall be had to the functions performed by employees and the capacities in which they are employed.
3. Duties of employees
 1. An employee shall take reasonable care
 - (a) To ensure his or her own safety and health at work; and
 - (b) To avoid adversely affecting the safety or health of any other person through any act or omission at work.

Wet Weather & Climatic Conditions

Course participants must be prepared for weather and climatic conditions (dry season - wet season) during training and assessment. Training will continue in wet weather conditions unless deemed unsafe to do so i.e. adverse weather conditions lightening, cyclone warnings etc. In the event of adverse weather conditions which prevent practical training from taking place, a risk assessment shall be completed by the trainer and assessor and based on the outcome of the risk assessment, adjustments may be made and /or the practical training postponed until later in the day or rescheduled to another proposed date.

Parking

Sufficient parking is available at all training venues. Observe all designated parking regulations, don't leave valuables in the vehicle and ensure the vehicle is kept locked. Parking is at person's own risk.

Training Venue Facilities & Amenities

Training venue amenities vary pending on the location, delivery and assessment on and off the job and will be identified at commencement of the training on day one (1) such as:

- . Assembly safe areas (training facilities and on-site and off-site inductions)
- . Toilets (unisex and disabled)
- . Water, tea, coffee making facilities
- . Meals (purchase)
- . Access & Parking

Security

Course participants should not leave bags or other valuables unattended and are ultimately responsible for their own belongings. ETAS accept no responsibility for any belongings which may have misplaced, stolen or missing.

Mobile Phone Usage

Ensure mobile phones and other devices are turned off or set to silent mode prior to entering the training facility. Mobile phones prove to be a major distraction therefore must not be used during the training and assessment session. Mobile phones are not permitted and must not be used while actively controlling traffic on site. Mobile phone calls can be returned during breaks. For emergencies calls please advise the trainer.

Catering and Meals

Unless specified, meals at training and assessment courses are not catered for. Course confirmation advice includes information about food and drink purchases or if preferred to bring own lunch / snacks etc. in a cooler bag. For regional / remote courses course participants it is recommended to bring their own lunch due to the likelihood of the non-availability of shops locally.

Photo & Video Consent

From time to time the trainer and assessor may take photos and / or videos for media or marketing purposes. Signed consent will be asked for prior to taking media photos or videos.

Privacy & Data Collection - Privacy Notice: Australian Government Department of Education, Skills and Employment's (DESE) & Centre for Vocational Education Research Ltd (NCVER) Data Provision Requirements

The Australian Government Department of Education, Skills and Employment's Vet Data Policy, Clause 7.2: states:

'Where personal information is collected from a course participant, registered training organisations (RTO) must make course participants aware of the purposes for which their information may be collected, used or disclosed. RTOs must give the course participant a copy of the Privacy Notice at Schedule 1 of this Policy. This can be achieved by including the 'Privacy Notice' during the course participants enrolment processes.

For reporting purposes and the provision of providing quality training and assessment services including facilitating requests for training and assessment records, the personal data provided on the course enrolment form is reported to the National Centre for Vocational Education Research Ltd (NCVER) and a RTO compliance requirement. NCVER is the custodian of the National VET administrative collections and surveys and collects and stores AVETMISS data in data centres within Australia using industry standard security technology. NCVER collects, holds, uses and discloses personal information in accordance with the Privacy Act 1988 (Commonwealth) and the Australian Vocational Education and Training Management Statistical Standard (AVETMISS) VET Data Policy. NCVER policies and protocols can be found at: www.ncver.edu.au www.ncver.edu.au/privacy.html

Why Collect Personal Information on the Course Enrolment Form?

As a registered training organisation (RTO), we collect your personal information to process and manage enrolments in a vocational education and training (VET) courses and enable us to deliver VET courses and compliance with our obligations as an RTO.

Disclosure of Personal Information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about course participants to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose personal information to the relevant state or territory training authority.

How NCVER & Other Bodies Handle Personal Information

The NCVER will collect, hold, use and disclose personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market. The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy. To seek access to or correct information in the first instance, please contact us. DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.desegov.au/national-vet-data/vet-privacy-notice>.

Surveys

Course participants may receive a survey administered by a government department, a NCVER employee, agent or third party contractor or other authorised agencies and can opt out of the survey at the time of being contacted.

ETAS Privacy Notice

As a registered RTO we are mandated to collect certain information to meet our regulatory responsibilities and compliance requirements. When a course participant registers in a training and assessment course, they have agreed to ETAS collecting information about them and their training activities. It is important all compulsory sections are completed on the course enrolment form provided on day one (1) prior to the start of the training course. Information is protected and stored in accordance with regulatory requirements in a secure and safe environment. Privacy is maintained with the utmost respect and in the strictest of confidence in accordance with ETAS privacy and confidentiality policies and the *Commonwealth Privacy Act 1988*. In addition to the above, ETAS upholds and protects the privacy of information provided, excluding regulatory bodies we shall not release personal information to any other third party without informed and written consent of a course participant.

ETAS shall:

- Collect only the necessary information required.
- Keep information accurate and current.
- Limit access to information by ETAS training personnel unless for the specific purposes in the course of their duties with the RTO.

ETAS retain records of statements of attainments and other records of competency for a period of thirty (30) years). A course participant may access their results at any time. If requested, employers and PCBU's who are responsible for the payment of a training course may be informed of their employee's competence. Results are not made available to any other source without signed consent except in the instance for the purposes associated with RTO compliance.

Contact – Privacy Notices

At any time you may contact Earthwork Training & Assessment Services to:

- Request access to your personal information
- Correct personal information
- Make a complaint about how your personal information has been handled or
- Ask a question about Privacy Notices.

Accessing Training Records

We are required to keep training and assessment records secure for the prescribed period as per legislative requirements. Course participants have a right to access their records. To access records, proof of identity is required i.e. Driver's licence, passport and may incur a fee.

Replacement Statements of Attainments and Certificates

Reissuing of statement of attainments (SOA) and certificates shall be issued within five (5) working days upon receiving the Statement of Attainment / Certificate Replacement Application. Proof of identity is required to verify an identity. If a copy of a SOA or certificate is urgently required, please advise us. A Statement of Attainment / Certificate Replacement Application can be accessed and downloaded from www.etas.com.au and once completed email to etas@bigpond.net.au. A replacement fee may be incurred for replacements and amendments to statement of attainments (SOA) and certificates. Completion of Statement of Attainment / Certificate Replacement Application will assist in locating your records.

Replacement Statements of Attainments and Certificates- Fees

Fee Schedule	
Statement of Attainment – Replacement Hard Copy	\$60.00
Statement of Attainment – Email	\$25.00
Certificate – Replacement Hard Copy	\$60.00
Certificate – Replacement Email	\$25.00
Postage of Hard Copy - No fee	\$00.00

Plagiarism, Copyright and Referencing

Plagiarism is the presentation of an assignment or an assessment task copied in whole or in part from another person's work or from any other source (e.g. published books or periodicals or internet sites) without proper referencing or acknowledgment of the source and presented as one's own work. A course participant should comply with the *Copyright Act* and all work submitted must be their own. Where another source has provided information, the source should be referenced and acknowledged on the document. Plagiarism is not acceptable and suspected cases will be investigated. Course participants must abide by the assessment rules set by ETAS and anyone proven to be found cheating will automatically receive a not competent result.

Link to more information on plagiarism go to <https://www.plagiarism.org/article/what-is-plagiarism>

Link to web-based referencing sources go to: <http://www.lib.latrobe.edu.au/referencing-tool/>

Marketing

It is uncommon for ETAS to market or advertise its products and services, however on the occasions we do, we will market with accuracy and professionalism and any literature published by or on behalf of ETAS in whatever form will be truthful, accurate and unambiguous and clearly identify the services and products covered within the scope of our registration. Nationally recognised products and services are identified separately from courses recognised by other bodies or without recognised status. The names of training packages, qualifications and accredited courses are consistent with names as per titles and/or names listed on the official National Register of Vocational Education and Training <http://training.gov.au>.

ETAS marketing, promotional literature and general media advertising do not, nor make reference to or endorse:

- Literature which encourages unrealistic expectations about the level of qualifications attainable or the facilities and equipment provided.
- Inaccurate or deceptive claims or allude to false comparisons of courses provided by our competitors.
- Misleading claims or statements concerning the qualifications and experience of ETAS personnel.
- Misleading or false statements or allude to any prospects of employment following the completion of a training course.
- Or refer, promote, recommend or market employment of any type.

ETAS RTO number 50590 is clearly identifiable on all training materials, website and equipment. An inference made regarding any nationally recognised training offered by ETAS, we will honor this commitment, only promoting the training and assessment on our scope. Information regarding fee for service, charges, course transfers, substitutes and refund policy is provided and fully disclosed in the contractual arrangements between ETAS, course participants, employers and PCBU's prior to registering for training and assessment. This information is also disclosed on the course calendar, course registration form, course confirmation and included in the Resources Handbook 2021.

ETAS provides written course information including course prerequisites requirements clearly and concisely to avoid any vague and ambiguous clauses.

ETAS generally does not advertise its products and services *per se* in newspapers, by way of advertisements or in any other publications. Our principal and most valued marketing tool are by 'word of mouth, referrals and recommendations' from those who have participated in or used our services. The company is well known, engaged with and works collaboratively in industry both in the Northern Territory and Western Australia which itself maintains a profile of integrity for the company as a registered training organisation.

RTO Standards V2.2 October 2019 Clauses 4.1 - Provide accurate and accessible information to prospective and current course participants.
RTO Standards V2.2 October 2019 Clauses 5.1 to 5.3 Informing and protecting learners

Continuous Improvement

Continuous improvement practices are valued, constant and ongoing. We enjoy exploring and implementing new ways to develop, improve and build our capacity to improve our current systems, processes and procedures. Course participant and employer feedback, industry engagement, assessment validation and moderation contribute significantly to our continuous improvement processes. We welcome feedback and all opportunities from industry, advisory groups, representatives, employer groups and PCBU's. Course participants are requested to complete feedback on completion of training.

Recognition of Prior Learning (RPL)

A course participant may consider RPL and seek recognition for attained certain competencies identified in all or in part of any course offered by ETAS. Recognition of Prior Learning (RPL) is a method of assessing if evidence of a competency for a particular unit of competency. It is important to remember RPL is an assessment process not an assumption of competence. RPL is the determination on an individual basis of the competencies obtained by a student through previous formal / informal training, work experience and / or life experience. The RPL process determines the consequent advance standing to which a course participant is entitled in relation to a course. The focus of RPL is what has been learned rather than how, where or when it was learned and both the demonstration of competence and currency of that competence to industry standards. To progress RPL processes contact the ETAS trainer and assessor in the first instance to discuss way forward.

Credit Transfers

ETAS recognise the Australian Quality Framework (AQF) qualifications and statement of attainments as issued by other registered training organisations. This is commonly referred to as credit transfer or mutual recognition. A credit transfer comes into effect when a statement of attainment has the same national competency codes as those that form part of the training and assessment program a course participant is enrolled in or are intending to enrol. A course participant is required to formally apply for a credit transfer and if a credit transfer is successful, they will not be required to undertake learning in that competency again if they are exempt. Approach the ETAS trainer and assessor to discuss credit transfers. Regulatory bodies may impose other criteria to be met i.e., Workzone Traffic Management.

Types of Assessment

The Unit of Competency (UOC) Assessment Plan and assessment requirements are provided at the commencement of the training course for each unit of competency including information on the assessment requirements such as the type of assessments, date and any special conditions at the commencement of the training course. Assessments used by ETAS allow for individual learning styles, needs to be addressed and ensures all assessments are based on the principles of assessment of:

- Fairness
- Flexibility
- Validity
- Reliability
- Rules of Evidence of Validity, Sufficiency, Authenticity and Currency

Source: Users Guide to the Standards for Registered Training Organisations V2.2 October 2019 Australian Skills Quality Authority 1.8 to 1.12 Conduct Effective Assessments

Strategies to measure and validate assessments are used by the ETAS trainer and assessor in the assessment process which include but not limited to:

- Written tests held during the training sessions.
- Assignments to be completed during sessions, in your workplace or in your own time.
- In class activities that may include simulations.
- Verbal Questioning - the trainer and assessor asking questions of the course participant whilst attending the training course.
- Third Party Reports & Industry Expert – Verification from employers and PCBU's, managers or supervisors who have been working with the course participant and observing their on-the-job skills and ability.
- Observation of onsite practical activities.

ETAS may provide support when requested by a course participant to achieve the required outcomes of their chosen course. Consideration for assistance and the path the assistance may take is advised in writing once agreed on and any other parties concerned. If circumstances beyond control are likely to prevent a course participant from completing an assessment by the due date, they are formally advised to contact the trainer and assessor to discuss the matter as soon as possible. A written request for an assessment extension is required. Requests for an assessment extension should be received no later than five (5) working days prior to the due date of the assessment. The granting of an extension request is at the sole discretion of the trainer and assessor. Only one extension request per assessment task shall be provided.

Grounds for Stopping Assessment

If at any time during the assessment a course participant acts in a manner that endangers themselves, others, equipment or property the assessment shall be stopped immediately. The assessment may be re-scheduled at a later date.

Determining Satisfactory Completion

To achieve a satisfactory outcome for assessments, a course participant will need to:

- Complete all questions in entirety.
- Complete all tasks satisfactorily and in a timely manner, representative of real-world conditions, expectations and outcomes.
- Complete all tasks and assessments safely using the correct techniques and methods and ensuring own safety and the safety of others at all times.
- Work with others where necessary, to safely, effectively and efficiently achieve all outcomes of the assessments

Rescheduled Assessment Policy

The format and method will be described and provided to a course participant in detail at the commencement of and throughout the re assessment. The assessment / assignment should be submitted within the designated time frame. Applications for an extension for submission of the assessment / assignment will be considered on a case-by-case basis. We aim to advise of an outcome of a re assessment within ten (10) working days from the date the first assessment was marked. This turnaround time shall not apply from 15 December to 26 January in any given year and will be assessed as either competent or not competent. If assessed as competent a statement of attainment will be issued. If initially assessed as not competent, an opportunity to address the deficiencies in evidence will be offered. If unable to provide the evidence required to support an assessment of competency, the course participant will be advised accordingly. If gaps are identified in the skills and knowledge we will support and provide a plan to address development needs. We are required by the National VET Regulator to retain assessments for a period of six (6) months.

Reassessment Procedure

If deemed not competent from either the theory or practical assessment we shall allow a course participant to re-enrol in one subsequent course at no additional cost to achieve competency. If this is not convenient, we may arrange alternate options - fees may apply. Should it be deemed the course participant is not competent, they shall be given a further opportunity to complete the assessment. Any further re-assessment requirements may be charged at an additional cost.

Issue of Statement of Attainments and Certificates

The trainer and assessor shall upon successful completion, issue a statement of attainment or certificate within five (5) working days of being deemed competent. The statement of attainment or certificate shall:

- Be signed by an ETAS Director or other authorised signatory.
- Include name, the ETAS logo, the National Provider Number, the Nationally Recognised Training logo, the course code, a document number and the date of being marked competent.
- Identify the course participant by name.
- List the units of competency achieved.

Statements of attainment have print features that have an anti-copy background, a heat sensitive red thermochromic icon and an embossed finishing seal to ensure Statements of Attainment are protected and secure, compliant and maintain the integrity of qualifications to deter fraudulent activity.

Disciplinary Action

Course participant are required to follow all ETAS Standard Operating Procedures and directions from the trainer and assessor, not act in a non-discriminatory manner, respect the rights of other course colleagues, facilitators and visitors always. Should a course participant act in a way that ETAS deems to be misconduct we may implement disciplinary action in the form of suspension and / expulsion from a course.

Assessment Appeal Procedures

ETAS guarantees the principles of natural justice and procedural fairness are adopted at every stage of the complaint and appeal process and shall ensure access to a fair and equitable process for appeals against assessment decisions which affects progress. Appeals and reassessment processes are an integral part of all training and assessment pathways leading to a nationally recognised qualification or statement of attainment under the Australian Qualifications Framework.

A course participant has the right to lodge an appeal against an assessment decision if they were unfairly treated or dealt with during an assessment or if an assessment decision was incorrect. Grounds for an appeal shall be heard by a suitably qualified independent and impartial assessor or panel from another organisation who will make an independent and impartial assessment. ETAS may charge a fee for the appeals process. Every effort is made by ETAS to ensure the appeal is resolved in a timely manner.

All appeals shall be treated confidentially, shall not be detrimental to the appellant and lodged within fourteen (14) days of the date of the assessment result notification.

Grounds of valid appeal against an assessment decision (the assessment decision is incorrect) may include the following:

- The judgement as to whether competency has been achieved and demonstrated was made incorrectly.
- The judgement was not made in accordance with the assessment plan.
- Alleged bias and lack of competence of the assessor.
- Alleged wrong information from the assessor regarding the assessment process.
- Alleged inappropriate assessment process for the particular competency or
- Faulty or inappropriate equipment; and /or inappropriate conditions.

Appeal outcomes may include:

- Appeal is upheld; in this event the following options will be available.
- The original assessment shall be re-appraised.
- A new assessment shall be conducted or
- The appeal is rejected.

Complaints and Appeal Procedures

Course participants have the right to lodge a valid complaint or appeal when undergoing training and assessment. In the first instance, prior to lodging a complaint or appeal, approach the trainer or any other ETAS staff member to attempt to resolve emphasising the *'spirit of middle ground'*.

If a complaint or appeal is not resolved by the trainer and assessor, contact direct the ETAS Training Administration Manager on 08 8988 5484 who shall follow up the matter and support a course participant through the complaint / appeal process. It is strongly recommended the nature of the complaint or appeal is in writing, include as much detail as possible. A complaint or appeal must be submitted within one (1) month of the incident. On receipt of a complaint or appeal, this will be acknowledged in writing.

A Complaints / Appeals Application form can be obtained direct from the ETAS Training Administration Manager on 08 8988 5484 and must be completed and submitted to the ETAS Training Administration Manager at etas@bigpond.net.au to commence the formal process. Complaints and appeals are treated seriously and dealt with promptly, impartially, sensitively and in confidence.

A complaint or appeal that cannot be resolved, the course participant can raise it directly with Australian Skills Quality Authority. Information about how to do this is available at the ASQA website – www.asqu.gov.au ASQA can provide advice on further action that may be required.

If a complaint is made in relation to:

- Training and Assessment Materials - the course content shall be reviewed, in collaboration with course participant and the trainer and assessor.
- Inappropriate behaviour of an ETAS employee - we shall investigate the matter and if required take the appropriate action with the employee and inform the course participant of the outcome.

An assessment decision:

- Have the assessment reviewed by another assessor.

ETAS shall provide a written statement of the outcome of a complaint or appeal including reasons for the decision within one (1) week. If we anticipate the review process will take more than sixty days (60) days, we shall acknowledge this in writing with an explanation of why this is the case. A complaint may be made against but not limited to:

- Training, assessment materials and resources thought to be inappropriate.
- Information provided, be it written or verbal thought to be inappropriate or incorrect.
- The training and assessment services offered or provided thought to be inappropriate services.
- Direct discrimination by way of being treated unfairly, unequally or harassed on the basis of a characteristic or a presumed characteristic relating to person's sex, sexuality, pregnancy, marital status, race, disability or age
- Indirect discrimination when a requirement (written or unwritten rules, traditions, practices, procedures or structures) which is the same for everyone has an unequal or disproportionate effect or result on groups of people.
- Victimization constituting verbal abuse, deliberate isolation by others or employees, denial of promotional or training opportunities or any other detriment. While the legislation provides protection against victimisation, ETAS is responsible to ensure this does not occur.
- Privacy Breach relating to the collection, storage, and access to the collection, use and disclosure of personal information
- Personal behaviours and conflict where an individual's behaviour is considered to be inappropriate or causing disruption or conflict.

We shall:

- Ensure access to a fair and equitable process for dealing with complaints concerning training or assessment issues.
- Make every effort to resolve a complaint or appeal in a timely manner and on an individual case by case basis.
- Adhere to a complaint resolution procedure based on the understanding no action will be taken without direct consultation using a process of discussion, cooperation and conciliation.
- Ensure the complainant and ETAS as the respondent shall be acknowledged and protected throughout the complaint resolution process.
- In the interest of confidentiality limit the number of people involved in the resolution process.
- Ensure ETAS employees involved in an official capacity in any aspect of the process always maintain absolute confidentiality.
- Ensure and support all parties have the right to representation during the complaint resolution process.
- Encourage the complaint resolution procedure emphasising the *'spirit of middle ground'*, mediation and education while acknowledging that in some instances formal procedures and disciplinary action may be required.
- Ensure victimisation of complainants, respondents or that of anyone else involved in the complaint resolution process is not tolerated and addressed.
- A course participant has the right to lodge a complaint with outside agencies at any point during the complaint resolution process.

External Review

We have a responsibility to remain diligent about any changes to training packages and establish transition arrangements for existing course participants who may be enrolled during a transition period. Our responsibilities and obligations are underpinned by the Australian Quality Training Authority who require RTOs to manage their scope of registration to transition from superseded training packages within twelve (12) months of their publication on the national register so the RTO only delivers the currently endorsed Training Package Unit of Competency.

The Units of Competencies provided by ETAS are from *the Resource Industry Infrastructure Training Package (RII)* and lead to accreditation including:

- RIIWH5201E** Work Safely & Follow WHS Policies and Procedures: MRWA – prerequisite for TC, BWTM, WTM and (AWTM)
- RIICOM201E** Communicate in the Workplace - MRWA - prerequisite for TC and BWTM
- RIICRM201E** Escort Mobile Works DIPL – Escort Mobile Works (WZ4)
- RIIWH5205E** Control Traffic with Stop / Slow Bat MRWA Traffic controller (TC) DIPL – Workzone Traffic Controller WZ 2
- RIIRIS301E** Apply Risk Management Process MRWA TBC
- RIIWH5302E** Implement Traffic Management Plan Traffic Management MRWA -Basic Worksite Traffic Management (BWTM) DIPL – Workzone Traffic Supervisor (WZ3)
- RIIRIS402E** Carry out the Risk Management Process MRWA -Worksite Traffic Management (WTM)
Advanced Worksite Traffic Management (AWTM Prerequisite (BWTM) and attend delivery of (AWTM) course.
- RIICWD503E** Prepare Work Zone Traffic Management Plan MRWA Advanced Worksite Traffic Management (AWTM)
Evidence of Having Held (BWTM) DIPL – Workzone Traffic Management Plan Designer (WZ1)

Northern Territory Training Courses and Assessment Fees for Service

Course Code	Course Type	Course Duration	Fee For Service
WZ1FC	WZ 1 Workzone Traffic Management Plan Designer RIICWD503E – Prepare Workzone Traffic Management Plan	5 days	\$1,495.00
WZ1RC WZ1CB	WZ 1 - Refresher or WZ 1 Conversion Bridging Course (Bridging Interstate Accreditation Subject to Statement of Attainment already attained).	2 days	\$950.00
WZ23FC	WZ 2 Workzone Traffic Controller and WZ 3 Workzone Traffic Supervisor RIIWH5205E Control Traffic with Stop Slow Bat RIIWH5302E Implement Traffic Management Plan	Darwin 2 days	\$600.00
		Regional 2 days	\$700.00
WZ23 RC	Workzone 2 and Workzone 3 Refresher or Conversion Bridging Course WZ 2 Workzone Traffic Controller and WZ 3 Workzone Traffic Supervisor RIIWH5205E Control Traffic with Stop Slow Bat RIIWH5302E Implement Traffic Management Plan	1 Day	\$350.00
WZ23CB	Accredited in both WZ 2 and WZ 3 Interstate	1 day	\$350.00
	Only Accredited in WZ 2 Interstate	2 days	\$475.00
	Only Accredited in WZ 3 Interstate	2 days	\$475.00
WZ4	WZ 4 Escort Mobile Works RIICRM201E Must hold current Motor Vehicle Registry Card for WZ 2 and WZ 3 Conditions Apply	1 – 2 Days	\$500.00
WZ4RC	WZ 4 Escort Mobile Works RIICRM201E – Refresher Course	1 Day	\$350.00

Main Roads Western Australia (MRWA)

Upon successful completion of a Western Australian traffic management training course, details shall be entered into the Main Roads Western Australia (MRWA) database. The database is updated within five (5) working days of the person being issued with a MRWA accreditation and is the only official register. Those that are not listed have either not been issued with a MRWA accreditation or their accreditation has expired or been withdrawn. The Graduate search link has been provided to enable PCBU's / Employers, government bodies and others to check and verify that a person holds a valid MRWA accreditation go to: <https://mrapps.mainroads.wa.gov.au/RTR/GraduateSearch.aspx>

Those wishing to undertake Advanced Worksite Traffic Management Training courses should thoroughly familiarise themselves with MRWA requirements as published in the MWRA Works on Roads / Events Code of Practice. Failing to meet these specified requirements, a MRWA Accreditation cannot be issued. For further information go to: <https://www.mainroads.wa.gov.au/OurRoads/TrafficManagement/Pages/EventsonRoads.aspx>

Western Australia Training Courses and Assessment Fees for Service

Course Code	Course Type	Course Duration	Fee For Service
AWTMFC	Advance Worksite Traffic Management Full Course RIIRIS402D – Carryout the Risk Management Process RIICWD503D – Prepare Workzone Traffic Management Plan	5 days	\$1,495.00
			\$500.00
AWTMR	Advance Worksite Traffic Management Refresher Course	2 days	\$1,000.00
AWTMC	Advance Worksite Traffic Management Conversion (Gap Bridging Interstate accreditation) Subject to statement of attainment already attained	2 days	\$1,000.00
WTM	Worksite Traffic Management (WTM) - Full course RIICWD503D – Prepare Workzone Traffic Management Plan (Conditions Apply) RIIRIS402D – Carryout the Risk Management Process	5 days	\$1200.00
			\$500.00
WTMR	Worksite Traffic Management - Refresher Course	2 days	\$1,000.00
WTMRC	Worksite Traffic Management- Conversion - (Gap Bridging Interstate accreditation) Subject to Statement of Attainment already attained	2 day	\$1,000.00
TCBWTM	Traffic Controller & Basic Worksite Traffic Management - Combined Full course RIICOM201D– Communicate in the Workplace RIIWH5201D – Work Safely & Follow WHS Policies & work Procedures RIIWH5205D – Control Traffic with Stop Slow Bat RIIWH5302D – Implement Traffic Management Plan	3 days	\$900.00
TCBWTMR	Traffic Controller & Basic Worksite Traffic Management Refresher	2 days	\$450.00
TCBWTMC	Traffic Controller & Basic Worksite Traffic Management Conversion (Gap Bridging Interstate accreditation) Subject to statement of attainment already attained	2 days	\$450.00
RPL	RPL Registration – Initial Registration – Conditions Apply	-	\$150.00
CR	Credits as quoted for individual Units of competency	-	TBC
UOC	Individual Units of Competency s as Quoted	-	\$150 - \$500.00

Units of Competency Delivered by ETAS Performance Indicators - Language, Literacy and Numeracy

The following tables provide the level of Language, Literacy and Numeracy (LLN) required for individual unit of competency and shaded areas indicate LLN requirements for Unit of Competency RIWWSH302D

ACSF Skill		Learning		Reading		Writing		Oral Comm.		Numeracy		
		.01	.02	.03	.04	.05	.06	.07	.08	.09	.10	.11
RIICOM201D	Communicate in the workplace	2	2	2	2	2	2	2	2	-	-	-
RIIWSH201D	Work safely and follow WHS policies and procedures	2	2	2	2	2	2	2	2	2	2	-
RIICRM201E	Escort mobile works	2	2	2	2	2	2	2	2	2	2	2
RIIWSH205D	Control traffic with stop slow bat	3	3	3	3	3	3	3	3	3	3	-
RIIWSH302D	Implement traffic management plan	4	4	2	2	3	3	3	3	2	2	-
RIIRIS301D	Apply risk management processes	3	3	3	3	3	3	3	3	-	-	-
RIIGOV401D	Apply monitor and report on compliance systems	4	4	5	5	4	4	4	4	4	4	4
RIIRIS402D	Carryout the risk management process	4	4	4	4	4	4	4	4	3	1	3
RIICWD503D	Prepare workzone traffic management plan	5	5	5	5	4	4	4	4	5	5	4

Learning

ACSF Level	Learning indicator
1	.01 Demonstrate some awareness of self as a learner .02 Takes first steps towards developing explicit learning strategies
2	.01 Demonstrates some awareness of learning strengths and areas of need and begins to plan and manage the learning process .02 Applies a limited range of learning strategies in structure and familiar contexts
3	.01 Plans implements and adjust processes as required to achieve learning outcomes and begins to seek new challenges .02 Experiments with new learning strategies in familiar contexts and applies some strategies in less familiar contexts
4	.01 Accepts new learning challenges explicitly designing reflecting on and redesigning approaches to learning as an integral part of the process .02 Adapts a range of familiar strategies to new contexts and experiments with new approaches
5	.01 Self directs learning actively designing and managing processes appropriate to the context

Reading

1	.03 Identifies personally relevant information and ideas within highly familiar contexts .04 Uses a limited range of decoding strategies to identify specific information in explicit and highly familiar texts
2	.03 Identifies and interprets relevant information and ideas within familiar contexts .04 Uses a number of reading strategies to identify and interpret relevant information within familiar text types
3	.03 Evaluates and integrates facts and ideas to construct meaning from a range of text types .04 Selects and applies a range of reading strategies as appropriate to purpose and text type
4	.03 Interprets and critically analyses structurally complex texts containing some ambiguity

Writing

1	.05 Convey a simple idea opinion factual information or message in writing .06 Display limited vocabulary grammatical accuracy and understanding of conventions of written text
3	.06 Produces familiar text types using simple vocabulary grammatical structures and conventions .05 Communicate relationships between ideas and information in a style appropriate to audience and purpose .06 Selects vocabulary grammatical structures and conventions appropriate to the text
4	.05 Communicates complex relationships between ideas and information matching style of writing to purpose and audience .06 Displays knowledge of structure and layout employing broad vocabulary grammatical structure and conventions acute to text
5	.05 Generates complex written text demonstrating control over broad range of writing styles and purpose .06 Demonstrates sophisticated writing skills by selecting appropriate conventions and style devices to express precise meaning

Oral

1	.07 Gives or elicits basic information in a short simple spoken context .08 Listens for basic information in short simple texts
2	.07 Uses everyday language to provide information or maintain a conversation in familiar spoken contexts .08 Listens for relevant information in oral texts across familiar contexts
3	.07 Selects and uses appropriate strategies to establish and maintain spoken communication in familiar and some unfamiliar contexts .08 Selects and uses appropriate strategies to establish and maintain spoken communication in familiar and some unfamiliar contexts
4	.07 Demonstrate flexibility in spoken texts by choosing appropriate structures and strategies in a range of contexts .08 Applies appropriate strategies to extract main ideas from oral texts across a range of contexts
5	.07 Establishes and maintains complex and effective spoken communication in a broad range of contexts .08 Displays depth of understanding of complex and texts which include multiple and unstated meanings

Numeracy

1	.09 Locates and recognises key mathematical information in simple activities or texts .10 Uses simple mathematical and personal problem-solving strategies in highly familiar contexts .11 Uses everyday informal; oral language or highly familiar representation to communicate simple mathematical information
2	.09 Identifies and comprehends relevant mathematical information in familiar activities or texts .10 Selects and uses appropriate familiar mathematical problem-solving strategies to solve problems in familiar contexts .11 Uses informal and some formal oral and written mathematical language and representation to communicate mathematically
3	.09 Selects and interprets mathematical information that may be partly imbedded in a range of familiar and some less familiar task and texts .10 Selects from and uses a variety of developing mathematical and problem-solving strategies in a range of familiar and some less familiar contexts .11 Uses a combination of both informal and formal oral written mathematical language and representation to communicate mathematically
4	.09 Extracts and evaluates the mathematical information imbedded in a range of task and texts .10 Selects from and applies an expanding range of mathematical and problem-solving strategies in a range of contexts .11 Uses a range of informal and formal oral and written mathematical languages and representation to communicate mathematically
5	.09 Analyses and synthesises highly embedded mathematical information in a broad range of tasks and texts .10 Selects from and flexibility applies a wide range of highly developed mathematical and problem-solving strategies and techniques in a broad range of contexts .11 Uses a wide range of mainly formal and some informal oral and written mathematical language and representation to communicate mathematically

Definitions Guide

Accredited Training	Structured sequence of vocational education and training accredited by a state or territory course accrediting body and leads to an Australian Qualifications Framework qualification or statement of attainment.
Australian Skills Quality Authority (ASQA)	ASQA is the national vocational and (VET) training regulator. The role of ASQA includes ensuring the quality and reputation of Australia VET system is maintained through effective national regulation.
Standards for Registered Training Organisations 2012 V2.2 October 2019 (The Standards)	The Standards for Registered Training Organisations V2.2 October 2019 reflects ASQA's student centered approach to audit which focuses on the student's experience and the practices of RTO's. The Standards aim to help RTO's make sure their practices deliver a quality experience for every student at each stage of their journey through the VET system.
Australian Qualifications Framework (AQF)	Australian Qualifications Framework (AQF) provides a national framework for all education and training qualifications in Australia. The AQF aims to provide consistency of qualifications across Australia. Qualifications or Statements of Attainment issued by Registered Training Organisations have national recognition irrespective of whether the training and / or assessment have taken place on or off the job.
Australian Quality Training Framework (AQTF)	Australian Quality Training Framework is a set of nationally agreed standards addressing quality assurance and national recognition in the Vocational and Training System.
Competency	Being able to perform and demonstrate the required knowledge and skill in the workplace. The required knowledge and skill are usually specified as required Standards of Performance.
Employability Skills	Employability skills are skills that apply across a variety of jobs and life contexts. There are eight (8) Employability Skills: communication, teamwork, problem solving, initiative and enterprise, planning and organizing, self-management, learning and technology.
Evidence	Information gathered which when matched against the performance criteria, provides proof of competency.
Language, Literacy and Numeracy (LLN)	Language, literacy and numeracy skills relate to how we communicate with each other verbally and in writing. LLN skills often but not always used at the same time.
Non-Accredited	Training which is not nationally recognised.
Pre-Requisites	Prerequisites are the minimum entry requirements for admission to a training course.
Recognition of Prior Learning (RPL)	An assessment process which assesses an individual's formal and informal learning to determine the extent to which the individual has achieved the required learning outcomes, competency outcomes or standards for entry to , and / or partial or total completion of a qualification.
Registered Training Organisation (RTO)	Training organisations that have been registered in accordance with the Australian Quality Training Framework to provide vocational education and training (VET) RTO's include TAFE, private training provider, enterprises and schools. Earthworks Training & Assessment Services is a RTO.
Statement of Attainment (SOA)	Issued by a registered training organisation when an individual has completed one or more units or competency / modules from a nationally recognised qualifications (s) or course (s).
Trainer and Assessor	A qualified person working for a RTO who is responsible for assessments and determining you are competent.
Unit of Competency	A unit of competency describes a discrete job or function and is written in terms of workplace outcomes. Further developed through elements and performance criteria.
Unique Student Identifier (USI)	A personal ten (10) digit reference code which will link an individual training records together in the one place.
Department of Infrastructure, Planning and Logistics (DIPL)	Department of Infrastructure, Planning & Logistics – Northern Territory Government.
Main Roads Western Australia	Main Roads Western Australia Western Australia Government
Person Protective Equipment (PPE)	Personal Protective Equipment
Access and Equity	Policies and approaches aimed at ensuring VET is responsive to the individual needs of course participants / learners whose age, gender, cultural or ethnic background, disability, sexuality, language skills, literacy or numeracy level, unemployment, imprisonment or remote location may present a barrier to access, participation and the achievement of suitable outcomes.
VET Quality Framework	Comprises of: Standards for Registered Organisations, The Australia Qualifications Framework, The Fit and Proper Person Requirements, The Financial Viability Risk Assessment Requirements, The Data Provision Requirements.
Data Provision Requirements	Requirements for the data provision as agreed by the Industry and Skills Council and implemented by the VET Regulator as required by its governing legislation.

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