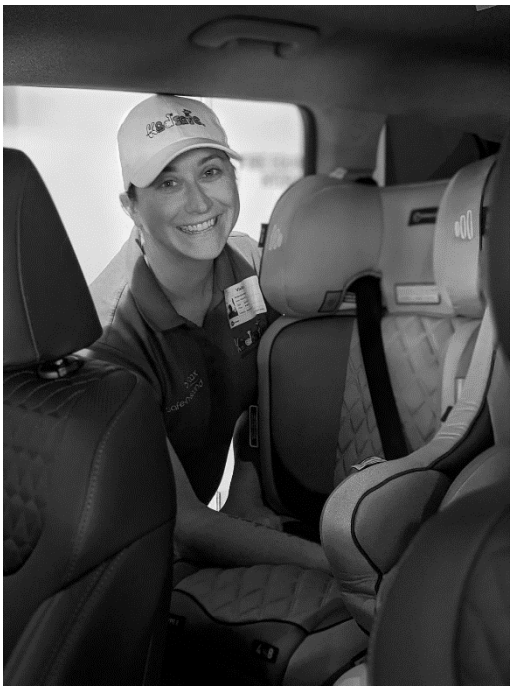
Child Accident Prevention Foundation of Australia



TRAINING COURSE INFORMATION BOOKLET
Kidsafe Third Party Training Providers

National Provider Number: 52376

Version 11.1, January 2023

This booklet has been produced to provide you with information and assistance prior to, during and after you attend your training with one of Kidsafe WA's (National Training Provider 52376) third party training providers. It aims to address all the requirements outlined in Standard 5 of the Standards for Registered Training Organisations (RTOs).

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We hope you enjoy your time with us.

Kidsafe Qld provide accredited training through a third party agreement with Kidsafe WA - National Training Provider Number 52376.

We are governed by the Kidsafe WA RTO Policy and Procedures, a copy of which can be accessed on the Kidsafe WA website www.kidsafewa.com.au/professionals/rto or by contacting *Kidsafe WA Training Registrations* on (08) 6244 4880 or kidsafe@kidsafewa.com.au.

Many of the Kidsafe Qld Training administration forms can be accessed on the Kidsafe Qld Website www.kidafeqld.com.au and include:

Online course enrolment form

Course flyers & Upcoming course dates

Training Course Information Booklet

For further information about training at Kidsafe Qld Contact Us (see over page).

Background information on course provider

About Kidsafe

"A Safe World for All Kids"

Our Purpose

- To make a safer world for children by preventing and reducing the number of deaths and the severity of avoidable injuries.
- We are a trusted voice for children and take a leadership role by collaborating with others to foster and drive national research, advocacy and education to prevent child injury.

Who we are

- We are an independent, charitable organisation established in 1979 with branches in all states and territories across Australia.
- Kidsafe works at the national level with government departments, industry bodies, education providers, health professionals, the media, voluntary organisations and community groups to address child safety injury problems.

Our Values

- Concern for children around accident and injury prevention so that children may reach their full potential.
- A belief that prevention is better than cure.
- The relevance of principles of cost-effectiveness, added value, quality assurance and the application of best practice.

Training Provider Contact details

Website:	www.kidsafeqld.com.au
E-mail:	qld@kidsafeqld.com.au
Street Address:	Unit 8 / 87 Webster Road (Enter via Babarra Street) Stafford Qld 4053
Phone:	(07) 3854 1829

Please Note Kidsafe Qld delivers training through a Third Party Arrangement in place for the delivery of training and assessment in Qld on behalf of Kidsafe WA (Registered Training Organisation – National Provider Number 52376).

Kidsafe WA's Training staff & our Third Party training providers spend a great deal of time to ensure you receive high quality training from all our providers. We have detailed quality assurance processes in place to monitor and enforce these procedures. If you have any questions, comments or concerns about training you have received first contact your training provider in Qld who will be happy to assist you, and if you do not feel satisfied with the response please contact **Kidsafe WA Training Enquiries staff**.

Kidsafe WA RTO contacts:

Manager of Training Services	RTO Manager (Kidsafe WA CEO)
Antonetta Bartley	Scott Phillips
(08) 7089 8554	(08) 6244 4881

Course Enrolment

Kidsafe Qld learning endorses the national equity strategy by incorporating the principles of equity into all programs. Students have equitable access to all programs. Admission procedures will be free of discrimination and if an individual does not meet external entry requirements, all attempts will be made to assist students to identify an alternative course of action.

Enrolments must be received **no later than one week prior to the course commencement date**. Enrolments will be considered tentative until full payment has been received. Should enrolment numbers reach the maximum, an alternative course date will be suggested.

Upon receipt of a student's enrolment form and payment, students are advised in writing to confirm their place on the course. This letter outlines details relevant to the particular course, such as venue, date, and course duration.

You can either contact Kidsafe Qld to arrange a course for your workplace or alternatively a list of any upcoming scheduled course dates are provided on the Kidsafe Qld website. To register for any of our courses, simply complete an enrolment form. The enrolment form can be found on the Kidsafe Qld website or is available from Kidsafe Qld Training Registrations Ph. 07 3854 1829.

Additional Information

All Policies and Enrolment information for this course is available on the Kidsafe Qld website www.kidsafeqld.com.au or the RTO via www.kidsafewa.com.au/professionals/rto or by contacting Kidsafe Qld 073854 1829. Please refer to this information for course application criteria, Fees & Refunds, course outlines and assessment information.

All nationally recognised courses with Kidsafe Qld are criterion references and are part of the Vocational Education and Training system of competency-based training. Kidsafe Qld training and assessment for these courses may be carried out in a range of conditions that replicate working environments that may be encountered.

All Kidsafe Qld nationally recognised courses comply with the principles, standards, protocols and guidelines that apply to the articulation and issuance of qualifications within the Australian Qualifications Framework (AQF).

Payment Methods

Course fees are payable in advance and enrolments are considered tentative until payment has been received. **Payment must be received in full no later than 5 days prior to your nominated course commencement date.** A Tax Invoice/Receipt will be provided on receipt of Full Payment and your completed enrolment form.

Payment can be made in the form of cash, Cheque, Electronic Funds Transfer (EFT), Visa, or Mastercard. Alternatively, a Tax Invoice may be requested at time of enrolment for payment by your government department, business or organisation.

If you have difficulty in paying the full course costs by the required date, please contact Kidsafe Qld Training Registrations to discuss your options.

Refunds and Cancellations

Payments of all refunds, to clients who are entitled to a refund, are in accordance with the Kidsafe Qld refund policy. While Kidsafe Qld has refund policies in place for cancellation of enrolments, participants are first encouraged to enrol in a subsequent training program.

Where a student withdraws from a training course, they must provide written notification of their intention to withdraw and apply for a refund for the course. For further details contact Kidsafe Qld Training Registrations (07) 3854 1829.

Kidsafe Qld reserves the right to cancel a course if insufficient numbers of participants are received. If for any reason the course is cancelled by Kidsafe Qld after your enrolment, you will be refunded the full cost of the course fee. Kidsafe Qld does not, however, accept any liability for airfares or pre-paid accommodation expenses.

Kidsafe Qld will process the refunds automatically and immediately. Payment of all refunds is made within one week (seven days) of being approved. Below is a list of Reasons for Refunds, associated notification requirements and the amount of refund payable.

Refund Policy

Reason for Refund	Notification Requirements	Refund Payable
Participant Withdraws	In Writing, fourteen (14) days or more prior to the course commencement.	Full refund (Less administration fee).
Participant Withdraws	In Writing, seven (7) to fourteen (14) days prior to the course commencement.	80% Refund of Course learning & assessment fee.
Participant Withdraws	In Writing, up to seven (7) days prior to the course commencement.	60% Refund of Course learning and assessment fee
Participant Withdraws	During the Course	At the discretion of the Training Manager
Course Cancelled by Kidsafe Qld		Full Refund (ie. Administration Fee)

All learners will have the opportunity to complete the training at a later date if they are forced to withdraw for personal/family or other reasons. In such cases Kidsafe Qld will hold their fees over in payment for the next enrolment, and they will not suffer any financial penalty because of such a postponement.

Transfer Policy

Reasons for Transfer	Fee Payable
Transferring a course from one student to another. This may only take place prior to the commencement of the class	$50.00
Changing the date of registered course commencement. May occur twice without incurring a fee.	No charge
Subsequent change of course dates.	$50.00

Code of Practice

National Recognition

Training undertaken with Kidsafe Qld on behalf of Kidsafe WA as a Registered Training Organisation (RTO) is to a nationally recognised standard. Kidsafe also recognises qualifications issued by other Registered Training Organisations.

Qualifications of Trainers & Assessors

All trainers have the TAE40116 Certificate IV in Training and Assessment or its equivalent or are under the direct supervision of a person with this qualification and are able to demonstrate vocational competencies at least to the level of those being delivered. Our trainers and assessors are chosen for their wealth of experience in the topic area being delivered.

Quality Assurance Guarantee

Kidsafe Qld is the leading independent not-for-profit organisation dedicated to promoting safety and preventing childhood injuries and accidents in Qld.

Kidsafe Qld is committed to providing a high standard of training to all students in support of its work, and to maintain the standards of its RTO partner Kidsafe WA. Kidsafe has in place ongoing review systems that address learner needs, training delivery and assessment and organisational management. To assist with this process Kidsafe will request feedback from learners. This will at all times be confidential and voluntary.

Access and Equity

Kidsafe Qld will comply with all Commonwealth, State/Territory legislation and regulatory requirements to ensure equity. Occupational Health and Safety, Workplace Harassment, Anti-Discrimination, Privacy and Training Legislation will be adhered to at all times.

Students are responsible for behaving in a courteous manner and also abide by the Code of Ethics.

Diversity accounts for the many factors that influence the ability of people to participate and succeed in training and Kidsafe Qld will provide training, assessment and support services which will ensure that:

- Learners are informed about training, assessment and support services to be provided and about their rights and obligations, before enrolling or entering into their course.
- Learners receive training, assessment and support services that meet their individual needs, in a discrimination free and supportive environment.

Complaints and Appeals

Complaints and appeals are addressed efficiently and effectively. All learners have the right to appeal an assessment decision, make a complaint or express a concern. Any appeals or complaints will be addressed promptly, fairly and in confidence, in accordance with established Kidsafe RTO policy and procedures. Valid grounds on which the complaint is being made must be provided.

A copy of the Kidsafe Complaints & Appeals Policy and/or Form is available from the Kidsafe WA website www.kidsafewa.com.au/professionals/rto

Privacy/Confidentiality

As a registered training organisation (RTO), Kidsafe WA and your third party training providers collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

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 you 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 your personal information to the relevant state or territory training authority. Further information can be found in the Privacy Notice contained in our online course enrolment form or our Kidsafe RTO Policy and Procedures manual.

Kidsafe WA and its training provider Kidsafe Qld will limit the information to training, assessment and legislative reporting requirements. Learners have the right to view their own records. Kidsafe WA and its training provider Kidsafe Qld will not disclose information about students to a third party without the student's written permission. Kidsafe will not use photos or the names of students in promotional activities without their written permission. Kidsafe WA (RTO) records are kept in accordance with the Kidsafe Qld Privacy Policy and the National Privacy Act.

Quality Assurance & Continuous Improvement

To ensure that Kidsafe WA, and our training provider Kidsafe Qld maintains a high standard of continuous improvement, feedback is gathered from learners, trainers and assessors. You will be asked to complete a general feedback form and we encourage you to make any comments or suggestions that you feel may better suit your training needs. This information can then help us improve our courses.

Learner Support & Safety

Kidsafe Qld is committed to meeting its health, safety and duty of care obligations and all course participants will receive safety information related to the activities undertaken during their training and to assist them on returning to their own workplace.

As outlined in the entry requirements, students must possess sufficient literacy and numeracy skills to be able to follow fitting instructions and legal requirements; reasonable physical agility sufficient to be able to access anchorage points and fit attachments; visual acuity sufficient to be able to observe signs, wear and tear, and atypical fitting situations; and sufficient mechanical aptitude to be able to utilize hand tools and adjustments.

Kidsafe Qld will make every reasonable effort to ensure that it can accommodate a student's needs. However, sometimes those needs are beyond the assistance that can reasonably be provided by Kidsafe WA.

Individuals who require additional help with their literacy and numeracy can access information about their nearest LLN provider by calling The Reading Writing Hotline on 1300 655 506 or refer to their website at www.literacyline.edu.au. Any costs incurred will be the responsibility of the student.

The types of assistance Kidsafe training providers **will** be able to offer:

Any LLN difficulty:

To help establish competency, trainers may:

- Interview the student
- Ask students to demonstrate their skills

Speaking difficulties:

- Student may bring family member or friend to help explain and interpret terminology or more complex issues

Listening difficulties:

- Provision of seating close to the trainer
- Ensure course materials are presented in clear, plain and 'easy' English

Reading difficulties:

- Provision of seating close to the screen
- Ensure all course materials are written in plain English
- Provide large font training materials
- The trainer may read written materials to student on a one on one basis

Writing difficulties:

- Trainer may use alternative assessment method (eg. Oral questioning)
- Students may bring a family member or friend to take notes or complete exercises on a student's behalf where writing skills are not essential to course outcomes.

The types of assistance Kidsafe training providers **will not** be able to offer:

Speaking difficulties:

- Provision of foreign language version of course materials
- Provision of an independent interpreter unless cost is met fully by student (open to negotiation)

Listening difficulties:

- Provision of an independent interpreter to 'sign' course content, unless cost is met fully by student (open to negotiation)

Reading difficulties:

- Braille versions of course materials
- Provision of an independent interpreter to help translate and interpret terminology or more complex issues unless cost is met fully by student (open to negotiation).
- Offer enrolment in the course if competency in the course outcomes depend upon writing skills of the level defined in the course requirements cannot be met

Writing difficulties:

- Offer enrolment in the course if competency in the course outcomes depend upon writing skills of the level defined in the course requirements cannot be met
- Provide an independent 'writer' to take notes or complete exercises on the student's behalf where writing is not contingent of course outcomes, unless cost is met fully by student (open to negotiation)

Numeracy difficulties:

- Offer enrolment in the course if competency in the course outcomes depend upon numeracy skills of the level defined in the LLN course requirements.

Additional training and tutorials

Every effort, within reason, will be made by Kidsafe Qld personnel for its students. Additional training and / or tutorial may be negotiated. Note: some options may incur additional costs.

Reasonable Adjustment

Where students are unable, due to physical or mental incapacities, ill health or family emergency, to undergo assessment as outlined for each unit, alternative forms and times of assessment may be negotiated with a trainer prior to the assessment date. In the event that illness is the reason why an assessment cannot be completed a doctor's certificate must be supplied.

The following processes will be applied for students considered to be "at risk":

Kidsafe Qld is at all times concerned with the welfare of our students. Personnel will counsel students as appropriate and/or refer them to qualified counsellors. Personnel are required to respond to and attempt to alleviate any signs of distress or discomfort by students, and to actively render appropriate assistance.

If students require extra support or counselling, they are encouraged to make contact with a member of our team who will be able to refer them to the appropriate support services.

If at any time course participants have concerns about their safety and well-being while undertaking training at Kidsafe Qld, they are to inform their trainer. If learners' safety concerns are not addressed, contact the training manager. Understanding and acting on Work Health and Safety issues is a component of the course and Kidsafe WA has procedures and policies in place to facilitate this.

Trainers, assessors and workplace mentors are available to assist learners as they develop the skills they need while they are learning. If you have specific requirements, please discuss with Training Registration prior to commencement of your course.

For more information on Kidsafe RTO WHS Policy or other learner support services please don't hesitate to contact Kidsafe Qld on (07) 3854 1829. More details are also provided at the end of this document under Code of Practice.

Accredited Course Information

Kidsafe WA's scope of registration include the following nationally recognised short courses/unit of competency.

- 52862WA Course in Type 1 Child Car Restraint Fitting
- AHCPGD212 Conduct visual inspection of park facilities
- AHCPGD311 Conduct operational inspection of park facilities
- AHCPGD510 Conduct comprehensive inspection of park facilities
- CPPACC4001 Apply disability awareness to assess and determine access solutions
- CPPACC4006 Conduct a playground access audit

Kidsafe Qld currently offers the following:

52862WA Course in Type 1 Child Car Restraint Fitting

CRFPIA301 Provide information and advice on correct child car restraints

CRFPRL302 Install Child Car Restraints

Child Restraint Education Course

CRFPIA301 Provide information and advice on correct child car restraints

Visual Inspection Course

AHCPGD212 Conduct visual inspection of park facilities

Operational Inspection Course

AHCPGD311 Conduct operational inspection of park facilities

Comprehensive Inspection Course

AHCPGD510 Conduct comprehensive inspection of park facilities

If you are interested in undertaking training in one of the courses not currently offered by your local training provider please contact the Registered Training Organisation, Kidsafe WA via kidsafe@kidsafewa.com.au or (08) 6244 4880.

The individual units of competency are offered in a number of different course structures. Further information on the course structures and associated units of competency can be found on the following pages.

Child Car Restraint Installation Course

52862WA Course in Type 1 Child Car Restraint Fitting

This course requires successful completion of the following two units of competency/modules:

CRFPIA301 Provide information and advice on correct child car restraints; and

CRFPRL302 Install child car restraints.

The course will provide prospective Type 1 Child Car Restraint fitters with the knowledge and skills to install child restraints and conduct Type 1 fitting and checking services, as well as providing participants with the knowledge and understanding to educate consumers on the importance of appropriate selection and use of child car restraints. Information is provided in the context of relevant legislation and regulation.

This course and its associated units of competency supersede 52778WA Course in Type 1 Child Car Restraint Fitting (RSCICR301A Provide Information and Advice on Correct Child Car Restraints and RSCICR302A Install child car restraints) which expired in 2020.

Duration	The course is delivered over two days.
Organisation	The course is split into two units of competency. CRFPIA301 is a stand-alone unit, and a pre-requisite for unit CRFPRL302. Only when the candidate successfully completes both units of competency can he or she deemed competent as a Type 1 Child Car Restraint Fitter against course ID 52862WA.
Delivery Mode	The qualification will be delivered as follows:

Unit Code	***Unit Title***	Face to face (classroom)	Practical demonstrations	One to one	Field Trip	Observation on location	Online
CRFPIA301	Provide information and advice on correct child car restraints	☑	☑	☑	☐	☑	☑
CRFPRL302	Install Child Car Restraints	☑	☑	☑	☑	☑	☐

It combines a one day face-to-face trainer lead theory class for knowledge based learning and a one day practical installation as small groups, role play and individual activities.

Unit *CRFPIA301 Provide information and advice on correct child car restraints*, can be delivered as a stand-alone unit for those wishing to educate and inform the community about correct child car restraint use but **do not** wish to be recognised as a Type 1 Child Car Restraint Installer.

Entry Requirements

This course requires the satisfactory completion of oral, practical demonstration and written tasks.

There are no specific entry requirements for *CRFPIA301 Provide information and advice on correct child car restraints*, however a general command of spoken and written English, as well as the ability to write a simple report is required.

Participants in *CRFPRL302 Install child car restraints* must possess sufficient literacy and numeracy skills to be able to follow fitting instructions and legal requirements; reasonable physical agility sufficient to be able to access anchorage points and fit attachments; visual acuity sufficient to be able to observe signs, wear and tear, and atypical fitting situations; and sufficient mechanical aptitude to be able to utilise hand tools and adjustments.

All learners will be issued with the appropriate Certificate or Statement of Attainment for the unit/s of competency they have successfully completed.

Fees and Charges

Unless otherwise stated, course registration includes tuition, course notes and training materials, tea, coffee and biscuits. Lunch is at the participants own expense.

If you are wanting to host your own course for your workplace, a minimum of 5 participants or equivalent course fees (at $660pp Inc GST) is payable, plus associated travel costs if training is delivered in a regional area or different state/territory.

	Individual	**Group/Workplace**** (For up to 10 participants)	*****Recognition of Prior Learning**
Administration Fee* *(Non-refundable)*	$100.00	$100.00	$100.00
Course Learning & Assessment Fee	**$660.00**	**$6600.00**	**$375.00**
Replacement Resources *(per set)*	$75.00	$75.00	N/A
Replacement Certificate/Statement *(each)*	$25.00	$25.00	$25.00

* *The Administration Fee is included in the Course learning & assessment fee, and is therefore not an additional amount. This is a non-refundable amount if registration is cancelled.*

** *In addition to the fees listed, the group/workplace may need to cover associated Travel costs if training is delivered in a regional area or different state/territory. Additional discounts may apply if min of 10 participants is reached.*

*** *Where applicable*

Enrolment or Further Information

To register your interest in this course, complete the course enrolment form available from the Kidsafe Qld website www.kidsafeqld.com.au. For further information or to arrange a course for your workplace contact Kidsafe Qld www.kidsafeqld.com.au

Child Car Restraint Course

CRFPIA301 Provide information and advice on correct child car restraints

This unit aims to provide participants with the capacity to educate consumers on the importance of correct selection and use of child car restraints. Information is to be provided in the context of current legislation and regulation.

Suitable for any education, health or community professionals required to transport children as part of their job role. It is designed to be hosted by employers who wish to ensure their staff have the required knowledge and skills to safely transport children in their care.

This unit forms part of the nationally recognised short course *52862WA Course in Type 1 Child Car Restraint Fitting*. It is delivered as a stand-alone unit for those wishing to inform the community about correct child restraint use but **does not** qualify the participant to provide Type 1 Child Car Restraint Fitting services or be recognised as a Type 1 Child Car Restraint Installer.

Duration	The course is delivered over one day.
Organisation	CRFPIA301 is a stand-alone unit, and a pre-requisite for unit CRFPRL302. The delivery of the unit will be split into a theory component, practical skills sessions and assessment using child car restraints and vehicles at the training venue. Only when the candidate successfully completes the requirements for the unit of competency can they be deemed competent in *CRFPIA301 Provide information and advice on correct child car restraints.*
Delivery Mode	The unit of competency will be delivered as follows:

Unit Code	***Unit Title***	Face to face (classroom)	Practical demonstrations	One to one	Field Trip	Observation on location	Online
CRFPIA301	Provide information and advice on correct child car restraints	☑	☑	☑	☐	☑	☑

It combines a half day face-to-face trainer lead theory class for knowledge based learning and a half day practical installation as small groups, preferably using the restraints and vehicles available in their workplace.

Unit *CRFPIA301 Provide information and advice on correct child car restraints*, is delivered as a stand-alone unit for those wishing to educate and inform the community about correct child car restraint use but **do not** wish to be recognised as a Type 1 Child Car Restraint Installer.

In addition to the unit of competency requirements, a practical skills session will be conducted to demonstrate learning and practise restraint installation techniques for safely transporting children.

Entry Requirements

This course requires the satisfactory completion of oral, practical demonstration and written tasks.

There are no specific entry requirements for *CRFPIA301 Provide information and advice on correct child car restraints*, however a general command of spoken and written English, as well as the ability to write a simple report is required.

All learners will be issued with the appropriate Certificate or Statement of Attainment for the units of competency they have successfully completed.

Fees and Charges

Unless otherwise stated, course registration includes tuition, course notes and training materials, tea, coffee and biscuits. Lunch is at the participants own expense.

If you are wanting to host your own course for your workplace, a minimum of 5 participants or equivalent course fees (at $320pp Inc. GST) is payable, plus associated travel costs if training is delivered in a regional area or different state/territory.

	Individual	**Group/Workplace**** (For up to 10 participants)	***Recognition of Prior Learning**
Administration Fee* *(Non-refundable)*	$100.00	$100.00	$100.00
Course Learning & Assessment Fee	**$320.00**	**$3200.00**	**$250.00**
Replacement Resources *(per set)*	$75.00	$75.00	N/A
Replacement Certificate/Statement *(each)*	$25.00	$25.00	$25.00

* *The Administration Fee is included in the Course learning & assessment fee, and is therefore not an additional amount. This is a non-refundable amount if registration is cancelled.*

** *In addition to the fees listed, the group/workplace may need to cover associated Travel costs if training is delivered in a regional area or different state/territory. Additional discounts may apply if min of 10 participants is reached.*

*** *Where applicable*

Enrolment or Further Information

To register your interest in this course, complete the course enrolment form available from the Kidsafe Qld website www.kidsafeqld.com.au. For further information or to arrange a course for your workplace contact Kidsafe Qld www.kidsafeqld.com.au

Visual Inspection Course

AHCPGD212 Conduct visual inspection of park facilities

This nationally recognised training course incorporating *AHCPGD212 Conduct visual inspection of park facilities*, will provide participants with the knowledge and skills to conduct routine visual inspections of park and recreational facilities to identify visual hazards and existing potential risks.

It is designed for individuals such as playground operators, maintenance personnel, risk assessors, safety officers, auditors, managers and owners of playground in public and private parks, staff members from schools, child care and other recreation and leisure facilities, and those responsible for routine maintenance.

It aligns with the national unit of competency, which is an elective for::

- SIS30122 Certificate III in Sport, Aquatics and Recreation
- AHC20621 Certificate II in Parks and Gardens
- SIS20122 Certificate II in Sport and Recreation

Duration	The unit is delivered in one day, from 9am to 5pm – plus post course assessment task.
Organisation	The delivery of the unit will be split into a theory component, practical skills sessions and assessment at identified park facilities near the training venue. Only when the candidate successfully completes the requirements for the unit of competency can they be deemed competent in *Visual Park Facilities Inspection*.
Delivery Mode	The environment where the unit/qualification will be delivered includes:

Unit Code	***Unit Title***	Face to face (classroom)	Practical demonstrations	One to one	Field Trip	Observation on location	Online
AHCPGD206	Conduct visual inspection of park facilities	☑	☑	☑	☑	☑	☐

This unit is delivered off-the-job at the organisation's training centre and nearby park facilities (unless delivered for a specific workplace). It combines a face-to-face trainer lead theory class for knowledge based learning and a practical inspection session as small groups, role play and individual activities.

Although it is preferred that the training course is completed in a single day, delivery will be flexible to allow participants to undertake the learning and assessment components separately within a period of 6 months to achieve competency.

Entry Requirements

This course requires the satisfactory completion of oral, practical demonstration and written tasks. There are no specific entry requirements for AHCPGD212 Conduct visual inspection of park facilities, however a general command of spoken and written English, as well as the ability to write a simple report is required.

Foundation Skills applicable to this unit include the ability to interpret textual and drawn information from site plans and checklists to identify relevant and key information about park facilities, inspection and workplace standards and be able to initiate discussions with supervisor using clear language to confirm inspection activities and clarify information.

On achieving competency, participants will receive a Statement of Attainment for the Unit of Competency *AHCPGD212 Conduct visual inspection of park facilities*.

Fees and Charges

Unless otherwise stated, course registration includes tuition, course notes and training materials, tea, coffee and biscuits. Lunch is at the participants own expense.

If you are wanting to host your own course for your workplace, a minimum of 5 participants or equivalent course fees (at $605pp Inc GST) is payable, plus associated travel costs if training is delivered in a regional area or different state/territory.

	Individual	**Group/Workplace**** (For up to 10 participants)	*****Recognition of Prior Learning**
Administration Fee* *(Non-refundable)*	$100.00	$100.00	$100.00
Course Learning & Assessment Fee	**$605.00**	**$6050.00**	**$275.00**
Replacement Resources *(per set)*	$75.00	$75.00	N/A
Replacement Certificate/Statement *(each)*	$25.00	$25.00	$25.00

* *The Administration Fee is included in the Course learning & assessment fee, and is therefore not an additional amount. This is a non-refundable amount if registration is cancelled.*

** *In addition to the fees listed, the group/workplace may need to cover associated Travel costs if training is delivered in a regional area or different state/territory. Additional discounts may apply if min of 10 participants is reached.*

*** *Where applicable*

Enrolment or Further Information

To register your interest in this course, complete the course enrolment form available from the Kidsafe Qld website www.kidsafeqld.com.au. For further information or to arrange a course for your workplace contact Kidsafe Qld www.kidsafeqld.com.au.

Operational Inspection Course

AHCPGD311 Conduct operational inspection of park facilities

This nationally recognised training course incorporating *AHCPGD311 Conduct operational inspection of park facilities*, will provide participants with the skills and knowledge required to inspect park or recreational facilities to identify hazards, existing and potential risks and non-conformities with Australian Standards and workplace health and safety requirements.

It applies to individuals who take responsibility for their own work and for the quality of the work of others. They use discretion and judgement in the selection, allocation and use of available resources. All work is carried out to comply with workplace procedures.

It is designed for individuals such as playground operators, supervisory, technical and maintenance personnel, risk assessors, design and safety officers, auditors, equipment manufacturers, landscape architects and designers, property developers, equipment installers, managers and owners of playground in public and private parks, staff members from schools, child care and other recreation and leisure facilities.

It aligns with the national unit of competency, which is an elective for:

- AHC31421 Certificate III in Conservation and Ecosystem Management
- AHC31021 Certificate III in Parks and Gardens

Duration	The unit is delivered over two days from 9am to 4.30pm - plus post course assessment task.
Organisation	The delivery of the unit will be split into a theory component, practical skills sessions and assessment at identified park facilities near the training venue. Only when the candidate successfully completes the requirements for the units of competency can they be deemed competent in *Operational Park Facilities Inspection.*
Delivery Mode	The environment where the unit/qualification will be delivered includes:

Unit Code	***Unit Title***	Face to face (classroom)	Practical demonstrations	One to one	Field Trip	Observation on location	Online
AHCPGD305	Conduct operational inspection of park facilities	☑	☑	☑	☑	☑	☐

This unit is delivered off-the-job at the organisation's training centre and nearby park facilities (unless delivered for a specific workplace). It combines a face-to-face trainer lead theory class for knowledge based learning and a practical inspection session as small groups, role play and individual activities.

Although it is preferred that the training course is completed over consecutive days, delivery will be flexible to allow participants to undertake the learning and assessment components separately within a period of 6 months to achieve competency.

Entry Requirements

This course requires the satisfactory completion of oral, practical demonstration and written tasks. For more detail refer to the assessment section of this document.

There are no specific entry requirements for *AHCPGD311 Conduct operational inspection of park facilities*, however a general command of spoken and written English, as well as the ability to write a simple report using a computer is required.

Foundation Skills applicable to this unit include the ability to interpret textual and drawn information to identify relevant key information about park facilities, inspection and workplace standards and be able to initiate discussions with supervisor using clear language to report situations requiring urgent action or closure of facilities.

On achieving competency, participants will receive a Statement of Attainment for the Unit of Competency *AHCPGD311 Conduct operational inspection of park facilities*.

Fees and Charges

Unless otherwise stated, course registration includes tuition, course notes and training materials, tea, coffee and biscuits. Lunch is at the participants own expense.

If you are wanting to host your own course for your workplace, a minimum of 5 participants or equivalent course fees (at $1,210pp Inc GST) is payable, plus associated travel costs if training is delivered in a regional area or different state/territory.

	Individual	**Group/Workplace**** (For up to 10 participants)	*****Recognition of Prior Learning**
Administration Fee* *(Non-refundable)*	$100.00	$100.00	$100.00
Course Learning & Assessment Fee	**$1,210.00**	**$12100.00**	**$650.00**
Replacement Resources *(per set)*	$75.00	$75.00	N/A
Replacement Certificate/Statement *(each)*	$25.00	$25.00	$25.00

* *The Administration Fee is included in the Course learning & assessment fee, and is therefore not an additional amount. This is a non-refundable amount if registration is cancelled.*

** *In addition to the fees listed, the group/workplace may need to cover associated Travel costs if training is delivered in a regional area or different state/territory. Additional discounts may apply if min of 10 participants is reached.*

*** *Where applicable*

Enrolment or Further Information

To register your interest in this course, complete the course enrolment form available from the Kidsafe Qld website www.kidsafeqld.com.au. For further information or to arrange a course for your workplace contact Kidsafe Qld www.kidsafeqld.com.au

Comprehensive Inspection Course

AHCPGD510 Conduct comprehensive inspection of park facilities

This nationally recognised training course incorporating *AHCPGD510 Conduct comprehensive inspection of park facilities*, will provide participants with the skills and knowledge required to conduct comprehensive inspections of park and recreation facilities to identify non-conformities with Australian Standards, legislation and work health and safety requirements, as well as industry and manufacturer specifications.

The unit applies to individuals who apply specialist skills and knowledge to conducting comprehensive inspections of park or recreational facilities, take personal responsibility and exercise autonomy in undertaking complex work. They analyse and synthesise information, and analyse, design and communicate solutions to a range of complex problems. All work is carried out to comply with workplace procedures, health and safety in the workplace requirements, legislative and regulatory requirements, and sustainability and biosecurity practices. It is designed for individuals such as playground operators, supervisory, technical and maintenance personnel, risk assessors, design and safety officers, independent auditors, equipment manufacturers, landscape architects and designers, property developers, equipment installers, managers and owners of playground in public and private parks, schools, and early childhood and other recreation and leisure facilities.

It aligns with the national unit of competency, which is an elective for:

- AHC51120 Diploma in Conservation and Ecosystem Management
- AHC50422 Diploma in Horticulture Management

Duration	The unit is delivered over two or three days face-to-face (depending on the pathway chosen and participants experience). Each day will run from 9am to 4.30pm - plus pre* &/or post course assessment task.
Organisation	The delivery of the unit will be split into a theory component, practical skills sessions and assessment at identified park facilities near the training venue. Only when the candidate successfully completes the requirements for the units of competency can they be deemed competent in *Comprehensive Park Facilities Inspection.*
Delivery Mode	The environment where the unit/qualification will be delivered includes:

Unit Code	***Unit Title***	Face to face (classroom)	Practical demonstration	One to one	Field Trip	Observation on location	Online
AHCPGD505	Conduct comprehensive inspection of park facilities	☑	☑	☑	☑	☑	☐

This program is delivered off-the-job at the organisation's training centre and nearby park facilities (unless delivered for a specific workplace). It combines a face-to-face trainer lead theory class for knowledge based learning and a practical inspection session as small groups, role play and individual activities.

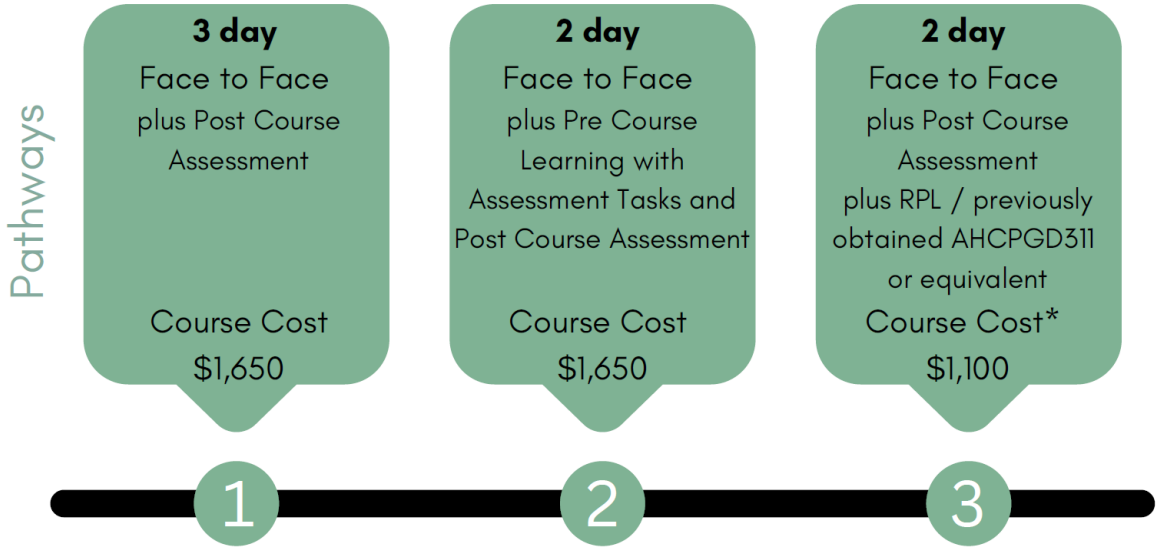
Although it is preferred that the training course is completed over consecutive days, delivery will be flexible to allow participants to undertake the learning and assessment components separately within a period of 6 months to achieve competency.

Additional course information

There are no specific listed pre-requisites to complete any of the park facility inspection units of competency. However, as each type of inspection includes the previous inspection requirements, there are several pathways available to complete AHCPGD510 with Kidsafe.

These pathways have been designed to cater for differences in learning needs for those participants wishing to undertake the Comprehensive training course who have previously completed other playground inspection units of competency and those who are wanting to complete all units at the same time while limiting the time away from your workplace.

Please ensure you have completed the required enrolment form at least 4 weeks prior to the scheduled face-to-face course start date.



Assessment

- Pre-Course Assessment - Online* (Where Applicable)
- Written Assessment (Approx 60 questions completed during F2F training sessions)
- Practical Assessment (Onsite inspection observation and oral questioning by instructor)
- Post Course Assessment (Part A & B) to be submitted within 6 weeks of course completion.

Further details on training and assessment tasks applicable to your training pathway will be provided with your course confirmation letter, once your enrolment has been received.

Entry Requirements

This course requires the satisfactory completion of oral, practical demonstration and written tasks. There are no specific entry requirements for AHCPGD510 Conduct comprehensive inspection of park facilities, however a general command of spoken and written English, as well as the ability to analyse, design and communicate solutions to a range of complex problems is required.

Foundation Skills applicable to this unit include the ability to interpret textual and drawn information to identify relevant key information about park facilities, inspection and workplace standards and be able to initiate discussions with supervisor using clear language to report situations requiring urgent action or closure of facilities.

On achieving competency, participants will receive a Statement of Attainment for the Unit of Competency AHCPGD510 Conduct comprehensive inspection of park facilities *(and any other units of competency requirements completed at the same time)*.

Fees and Charges

Unless otherwise stated, course registration includes tuition, course notes and training materials, tea, coffee and biscuits. Lunch is at the participants own expense.

If you are wanting to host your own course for your workplace, a minimum of 5 participants or equivalent course fees (at $1,815pp Inc GST) is payable, plus associated travel costs if training is delivered in a regional area or different state/territory.

	Individual	**Group/Workplace**** (For up to 10 participants)	*****Recognition of Prior Learning**
Administration Fee* *(Non-refundable)*	$100.00	$100.00	$100.00
Course Learning & Assessment Fee (Pathway 1 / 2)	**$1,815.00**	**$18150.00**	**$550.00**
Course Learning & Assessment Fee (Pathway 3)	**$1,210.00**	**$12100.00**	**$550.00**
Replacement Resources *(per set)*	$75.00	$75.00	N/A
Replacement Certificate/Statement *(each)*	$25.00	$25.00	$25.00

* *The Administration Fee is included in the Course learning & assessment fee, and is therefore not an additional amount. This is a non-refundable amount if registration is cancelled.*

** *In addition to the fees listed, the group/workplace may need to cover associated Travel costs if training is delivered in a regional area or different state/territory. Additional discounts may apply if min of 10 participants is reached.*

*** *Where applicable*

Enrolment or Further Information

To register your interest in this course, complete the course enrolment form available from the Kidsafe Qld website www.kidsafeqld.com.au. For further information or to arrange a course for your workplace contact Kidsafe Qld www.kidsafeqld.com.au

Course Delivery

The courses are generally delivered off-the-job at the organisation's training centre (See *Our Training Venue*), in your workplace (where applicable/by request), or an alternative venue may be used and participants will be advised in their *Letter of Confirmation*. Details of the organisation's training facilities can be found in the at the back of this document.

Although it is preferred that training courses are completed over consecutive days (where applicable), delivery will be flexible to allow participants to undertake the learning and assessment components separately within a period of 6 months to achieve competency.

For each module/unit of competency candidates are provided with training manuals, which include all materials used in the training sessions, assessment materials (other than tests) and reference materials.

These materials will reflect the needs and requirements of participant's as ascertained during the enrolment process. Students can be assured that they will have the most up to date training materials available to Kidsafe Qld.

Training timetables will be developed by Kidsafe Qld, through consultation with employers, clients and trainers, and the timetables will be made available to participants in their *Letter of Confirmation* upon enrolment and payment of fees. Students will then be advised of any materials they will need to provide. It is anticipated that most course materials will be provided by Kidsafe Qld and will be incorporated into student fees.

Trainers and participants are expected to follow all procedures and policies of Kidsafe Qld and our RTO partner Kidsafe WA. This includes the Code of Conduct and dealing with complaints and appeals.

The language, literacy and numeracy skills required in the training programs offered by Kidsafe Qld need to be consistent with the skills required for the performance of each task in the particular industry or workplace (See Learner Support and Safety). If you have any concerns about your skills in this area, please contact Kidsafe Qld Training Registration for further information on how we can support your participation.

Assessment

When you start your course at Kidsafe Qld, your trainer will explain the assessment process for your course in greater detail, however below is an outline of what to expect when being assessed for competency.

Competency is considered to be the ability to complete a task in an appropriate manner to a predetermined benchmark at a given point in time. It is a requirement that competency standards must be demonstrated not just known. A learner has to be able to demonstrate that they are competent in a variety of ways and over a period of time.

Assessments may be adapted for students if they have special needs, such as literacy or numeracy issues, language barriers or disabilities, unless competency in the course outcomes depend upon skills of the level defined in the course requirements, and therefore cannot be met (See Learner Support and Safety section).

Assessments will be developed to meet criteria set out by the relevant unit of competency. They will be regularly reviewed to ascertain they continue to meet these criteria, evidence requirements and the needs of students. Assessments will be conducted in an environment which is consistent with that designated by the relevant unit of competency, and which is as non-threatening as possible.

Participants will have the assessment process explained to them in advance of the assessment, and any questions will be dealt with then. Instructions will be provided for students within the assessment tool. Assessment will be marked against a mapped criteria to ensure consistency in evaluation of the assessment across students.

Assessments at Kidsafe Qld will take a variety of forms to provide a sufficient range of evidence that is valid, current, sufficient and authentic to enable judgements to be made about the learner's achievement of competency and follow the principles of validity, reliability, fairness and flexibility. Kidsafe Qld Assessments comply with the Assessment Guidelines included in the applicable nationally endorsed training packages or the assessment requirements specified in accredited courses.

Throughout the process, students will be provided with feedback on their performance. Students who have a special need may have assessment tools/procedures modified to account for that need.

Students will have to prove competence in all requirements as set out by the relevant unit of competence. Upon completion of training (and sometimes during the training process), students will be given the opportunity to participate in an assessment. Students who choose not to complete an assessment will not be able to be assessed as competent for the unit and will not receive a Statement of Attainment.

Upon completion of the assessment, the student will be deemed either competent or not-yet competent. If students are deemed not-yet-competent, they will be given an opportunity to be reassessed for the not-yet-competent components of the unit. The reassessment will be conducted at a time which suits both the student and staff of Kidsafe Qld.

If students chooses to complete a reassessment, their results will be assessed by the trainer and they will be deemed competent or not-yet-competent. If students are again deemed not-yet-competent, they may, at the discretion of the Kidsafe Qld Trainer, be provided with another opportunity for reassessment for those components of the assessment which were deemed not-yet-competent.

If students choose to complete a second reassessment, their results will be assessed by the trainer as competent or not-yet-competent. If a student chooses not to complete a reassessment, and were not previously deemed competent, they will not be able to complete the unit of competency and will not be able to receive a statement of attainment or certificate for that unit.

If deemed not-yet-competent on the third assessment attempt, students have two options.

1. The first option is that they may appeal the decision (The appeal process is outlined in the Kidsafe WA Complaints and Appeals Policy available for download from www.kidsafewa.com.au/professionals/rto or by contacting Kidsafe WA RTO).

2. The second option is to complete the entire subject again, at the expense of the student.

Kidsafe Qld will retain a copy of all completed assessment pieces as evidence.

For further information on the individual Training & Assessment Strategies for the unit of study you wish to undertake, available from Kidsafe Qld.

Recognition of Prior Learning (RPL)

If a student has previously completed training or has course related skills and experience, he or she may be eligible for RPL. Kidsafe Qld will provide RPL guides and documentation to students that explain the entire process.

RPL is the acknowledgement of skills and knowledge obtained through:

- Formal Training: previous courses run by training providers or in-house training
- Work experience: on the job experience, including informal training
- Life experience: community group involvement, hobbies, unpaid work.

Application for RPL will be assessed on an individual basis. Each applicant will need to provide the necessary evidence documentation to demonstrate their competency in accordance with the competency requirement of the relevant qualification for which they are applying for RPL. Documentation of prior learning is the most common form of evidence however there are also other forms of evidence including: third party observations, self-assessment reviews, verbal questioning, phone interviews and real work samples such as log books, reports, and checklists.

It is up to the student to compile the evidence, in consultation with a trainer once they have enrolled. Evidence documents will be assessed against the rules of evidence namely:

1. Validity
2. Authenticity
3. Currency
4. Sufficiency

For more information on the procedure and benefits of Recognition of Prior Learning contact Kidsafe Qld or visit our RTO partner's website www.kidsafewa.com.au/professionals/rto

Our Training Venues

Training will be delivered at a variety of venues which will be specified in your *Letter of Confirmation* sent to you at least one week prior to the commencement of your course.

If arriving for training at the Kidsafe Qld office here are a couple of pieces of additional information:

Why not come relaxed

Our trainers are committed to starting and finishing on time. We're sure you will agree that it isn't fair to those who make the effort to come early, to have to wait for, or deal with the interruptions of late comers. So why not arrive just-a-bit early and have time to relax! You will enjoy the training much more if you do.

Morning, afternoon teas and lunch

Tea, coffee and biscuits are provided for morning and afternoon tea. You're welcome to bring your own lunch and there are fridge and microwave facilities available. Or if you prefer to eat out, there are plenty of places to have lunch nearby.

Dress code

Although you're not in your normal workplace, time spent undertaking training with Kidsafe Qld is still considered work time. Therefore neat, casual dress is requested. At times, the training venues can become quite cold so it is suggested you bring a jacket or similar item as a precautionary measure. If you are undertaking training in child car restraint installing or playground inspection, it is recommended that you wear shorts or pants and closed in shoes for the practical skills sessions. As you will be working outside during some portion of your training we also recommend a hat or rain jacket depending on the days forecasted weather.

Kidsafe Qld Inc.

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