

**We put our  
reputation  
on the line...  
everytime!**



*"PROMOTING WORKPLACE SAFETY &  
PRODUCTIVITY THROUGH BEST  
PRACTICE TRAINING"*

*ABOUT US & WHAT WE CAN DO FOR YOU*



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# 1 ABOUT INTRAINING SYSTEMS

## 1.1 *Intraining Systems Background*

At Intraining Systems, over the past thirteen years we have developed a reputation with our clients for the delivery of quality training services.

With a range of clients across government departments and councils, job network organisations, the private sector and indigenous groups, we put our reputation on the line, maintaining the highest standards in the delivery of vocational education and training services.

We deliver a wide range of training courses specialising in plant and equipment, and provide training materials and other resources relevant to each course.

Our focus is to provide a learning environment that is conducive to the success of trainees, to maintain the facilities, methods and materials for delivery of courses and to market our services in a professional and accurate manner in line with Training Recognition Council (Queensland) policy.

Intraining Systems is a Registered Training Organisation (National Provider No. 2929), and as such complies with the Australian Quality Training Framework (AQTF). Our quality management system is used to control all records from course enrolment to course completion and all aspects of our business to ensure continuing viability.

## 1.2 *Our Aim*

Our aim of "**promoting workplace safety and productivity through best practice training**" is achieved through the provision of technical / vocational training. Training and skills development are the key to instilling an ethos towards safety, productivity and a sustainable environment.

## 1.3 *Our Objective*

Our primary objective of providing training is the development of workplace safety processes and enhancing productivity, which identifies associated hazards of the job and allows control measures to be put in place to minimise the risk to personnel, environment and property.

## 1.4 *Purpose of Training*

Those participating in our programs will be given a variety of practical skills and knowledge. As well, an increase in personal satisfaction and self-esteem is generated as participants acquire relevant skills and competencies. This enables them to carry out their daily duties with confidence.

## 1.5 *Staff Background*

Intraining Systems instructors are appropriately qualified with the following:

- a Certificate IV in Assessment and Workplace Training or a Certificate IV in Training and Assessment
- a trade qualification at a level equivalent to or higher than that being delivered
- a demonstrated and comprehensive knowledge of the topics being delivered
- a demonstrated level of experience in adult learning principals and delivery
- participation in Intraining Systems induction training to develop skills in the professional delivery using Intraining Systems resources and processes. These workshops ensure a consistency in delivery quality.

## **1.6 Privacy**

Students can be assured that personal information provided to Intraining Systems will be protected and made available only to authorised users such as employers where a contract exists, or to government agencies to meet government reporting requirements, for research, audit, moderation and evaluation purposes.

## **1.7 Discrimination and Harassment**

Intraining Systems aims to provide an environment free from discrimination and harassment for both Students and staff. Discrimination and harassment come in many forms and may relate to gender, age race, religion, sexual preference or disability.

## **1.8 Environmental Policy**

Intraining Systems is committed to ensuring best environmental practice is applied throughout its operational decisions and processes. Intraining Systems has procedures in place to manage all environmental impacts of business operations. These include:

- petro-chemicals are not used to clean chainsaws in the field
- all administrative waste is recycled
- when practical, all trees used in training courses are noxious or weed species and timber/logs are salvaged and reused
- promote environmental awareness among our personnel and contractors

At this stage Intraining Systems does not consider our operations require a formal Environmental Management System such as ISO14001

## **1.9 Training Venues**

Intraining Systems has procedures in place to ensure all classroom venues meet Workplace Health and Safety requirements prior to the commencement of all training.

Outdoor areas used for practical training are assessed against a training safety plan prior to use.

## 1.10 What our clients say ...

"It's not what we say, it's what we do ---- our clients attest to that!"

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"Intraining Systems is providing a positive new training avenue for small plant & equipment competency within the Shire"

- Rob Russell  
Workplace Health & Safety Advisor, Maroochy Shire Council

⊕ ⊕ ⊕

"Intraining Systems have been providing Council with Best of Class small engine training services for several years now. Their training is comprehensive and hands on".

- Peter Johnston (PJ)  
Technical Officer, Logan City Council

⊕ ⊕ ⊕

"The standard of training is comprehensive and promotes work place safety. Participants complete the chainsaw courses ready to carry out their job with safety and confidence".

- David Grant  
Traction Trainer, Q Rail

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"We have used Intraining Systems to provide invaluable training to our clients. The quality of training and trainers is second to none, and the special care that is shown to our needy clients is brilliant."

- Brad Strong,  
The Salvation Army

⊕ ⊕ ⊕

"Intraining Systems trainers are experienced and their hands on delivery provides an excellent learning environment for our members"

- Bob Cray  
President, Gold Coast Groundstaff Association

⊕ ⊕ ⊕

## 2 COMPANY DETAILS

### 2.1 Company Name and Contact

Details	
Company Name:	Ladtan Pty Ltd, A/T/F The Cassimaty Family Trust T/as Intraining Systems
ABN:	69 451 609 009
ACN:	010 378 195
National Provider Number:	2929
Registered Office Address:	229 Wights Mt Rd., Samford QLD 4520
Postal Address:	PO Box 426, Samford. QLD. 4520
Who to contact:	Tony Cassimaty
Contact position:	Director
Phone:	(07) 3289 3582
Fax:	(07) 3289 3923
Mobile:	0418 884 934
Email:	<a href="mailto:info@intrainingsystems.com.au">info@intrainingsystems.com.au</a>
URL	<a href="http://www.intrainingsystems.com.au/">http://www.intrainingsystems.com.au/</a>

### 2.2 Bank Account for EFT

Details	
Bank:	Westpac
BSB No.:	034-083
Account No.:	12-0934
Account Name:	Intraining Systems

### 2.3 RTO Status

Intraining Systems is a Registered Training Organisation recognised under the Australian Quality Training Framework (AQTF) by the Training Recognition Council. National Provider No. **2929**.

### 2.4 Insurance

As required under the AQTF for Registered Training Organisations, Intraining Systems has required insurances including Public Liability and Professional Indemnity.

## **2.5 Code of Practice**

As a Registered Training Organisation, Intraining Systems has agreed to operate within the Standards of the Australian Quality Training Framework. This includes a commitment to recognise the training qualifications issued by other Registered Training Organisations.

Intraining Systems will meet all legislative requirements of State and Federal Government. In particular, Workplace Health and Safety, Workplace Relations and Vocational Education and Training will be met at all times.

All students will be recruited in an ethical and responsible manner and consistent with requirements of the curriculum or National Training Package. Our Access and equity Policy ensures that trainee selection decisions comply with equal opportunity legislation.

Appropriately qualified staff will assess the extent to which the applicant is likely to achieve the stated competency standards and outcomes of the course, based on their qualifications and experience.

Our commitment is to provide quality service and focus on continuous improvement and we value feedback from trainees, staff and employers for incorporation into future programs.

We have sound management practices to ensure effective client service. In particular we have client service standards to ensure timely issue of trainee assessment results and qualifications. These will be appropriate to competence achieved and issued in accordance with national guidelines.

Our quality focus includes a Recognition of Prior Learning Policy, a fair and equitable Refund Policy, a Grievance and Appeal Policy, an Access and Equity Policy, and student welfare and guidance services. Where necessary, arrangements will be made for those clients requiring literacy and/or numeracy support programs. We will take every opportunity to ensure that this information is disseminated, understood and valued by personnel and clients.

Our student information will ensure that all fees and charges are known to students before enrolment, that course content and assessment procedures are explained and that vocational outcomes are outlined.

External monitoring and auditing processes as required by the state training agency is carried out. This covers random quality audits, audit following complaint and audit for the purposes of re-registration.

We have policies and management strategies that ensure sound financial and administrative practices. Management guarantees the organisation's sound financial position and safeguards student fees until used for training /assessment. We have a Refund Policy that is fair and equitable. Student records are managed securely and confidentially and are available for student perusal on request. Intraining Systems has adequate insurance policies.

Marketing of our vocational education and training products is disseminated with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. In the provision of information, no false or misleading comparisons are drawn with any other training product.

All trainers have extensive practical experience and hold relevant qualifications to deliver the training and facilitate the assessment relevant to the training products offered. Assessment will meet the National Assessment Principles (including Recognition for Prior Learning and Credit Transfer). Adequate facilities, equipment and training materials will be utilised to ensure the learning environment is conducive to the success of trainees.

Intraining Systems will be bound to the Education Services for Overseas Students (Registration of Providers Financial Regulations) Act 1991.

Intraining Systems will honour all guarantees outlined in this Code of Practice. We understand that if we do not meet the obligations of this Code or supporting regulatory requirements, we may have our registration as a Registered Training Organisation withdrawn.

## 3 TRAINING DELIVERY

### 3.1 About our training

Intraining Systems is able to deliver training at our location at Samford or on site at your facilities. Travel and accommodation costs apply outside the Brisbane metropolitan area.

The courses we deliver use units of competence coming from several training packages; Civil Construction, General Construction, Rural and Forest Products...

We offer training for chainsaw operations - cross cutting and tree felling, tree climbing, aerial rescue, pole saws, wood chippers, quick cuts (concrete saws), lawn mowers, ride on mowers, brush cutters, tractors, small plant and equipment, herbicide application (ACDC licence), and more ...

Training for developing and setting up Environmental Management Systems  
AND the Course in General Safety Induction.

We also offer services to assist in identifying training needs and the development of staff training plans/strategies.

### 3.2 Chainsaw operator training

National code for the unit(s) of competency.	Title of the unit(s) of competency.	Notes
<b>Chainsaw Training</b>		
<b>Cross cutting</b>		
FPICOT2204A	Maintain chainsaws	
FPICOT2221A	Trim and cross cut felled trees	
<b>Tree felling - basic</b>		
FPIFGM2208A	Fall trees manually (basic)	
<b>Tree felling - intermediate</b>		
FPIFGM3204A	Fall trees manually (intermediate)	
<b>Tree felling - advanced</b>		
FPIFGM3205A	Fall trees manually (advanced)	
<b>Pole saws</b>		
FPICOT3238A	Operate a pole saw	
<b>Climbing Courses</b>		
<b>Basic Climbing</b>		
RTF2027A	Undertake standard climbing techniques	
RTF3702A	Undertake aerial rescue	
<b>Advanced Climbing</b>		
RTF3031A	Undertake complex tree climbing	

### 3.3 These are Courses/Units (Nationally Recognised) Intraining Systems offer NOW!!!

We have carefully selected these new units to fulfil the training requirements of those who work in the food industry (food safety) and those who predominately with power equipment (petrol, electric or air) ... they will cover a range of occupations including but not confined to those working for councils, government departments, tree loppers, golf courses, school ground staff to name a few. Some of these have just been added to our scope of registration and more units may be added as requirements dictate.

ACCREDITED COURSES	
Code	Accredited Course Name
30655QLD	Course in Firearms Safety (Approved for Firearms Licensing in Queensland)
30125QLD	Course in General Safety Induction (Construction Industry)

<b>UNITS OF COMPETENCE</b>			
<b>#</b>	<b>Code</b>	<b>Units of Competence Name</b>	<b>Additional information</b>
1	BCCCM1001B	Follow OH&S policies & procedures	
2	BCCCM2002B	Use small plant and equipment	
3	BCCCM2009B	Work in confined spaces	
4	BCGCM1001B	Follow OH&S policies and procedures	
5	BCGCM2005B	Use construction tools and equipment	
6	BCGCM2007B	Use explosive power tools	
7	BCGDE2001B	Use demolition tools and equipment	
8	BSBATSIC411A	Communicate with the community	
9	BSBCM215A	Participate in environmental work practices	
10	BSBCM313A	Maintain environmental procedures	
11	BSBCM413A	Implement and monitor environmental policies	
12	BSBCM416A	Identify risk and apply risk management processes	
13	BSBMGT609A	Manage risk	
14	BSBMGT610A	Manage environmental management systems	
15	FPICOR2203A	Follow environmental care procedures	
16	LGAPLEM602B	Assist in developing an environmental management system for the organisation	
17	FPICOR2205A	Follow OHS policies and procedures	These units are for chainsaw operators (Forestry Units)
18	FPICOT2204A	Maintain chainsaws	
19	FPICOT2206A	Cross cut materials with a hand-held chainsaw	
20	FPICOT2221A	Trim and cross cut felled trees	
21	FPICOT3238A	Operate a pole saw	
22	FPIFGM2208A	Fall trees manually (basic)	
23	FPIFGM3204A	Fall trees manually (intermediate)	
24	FPIFGM3205A	Fall trees manually (advanced)	
25	FPIHAR2201A	Trim and cross cut harvested trees	
26	FPIHAR2202A	Harvest trees manually (basic)	
27	FPIHAR3202A	Harvest trees manually (intermediate)	
28	FPIHAR3212A	Harvest trees manually (advanced)	
29	FPIHAR4201A	Apply tree jacking techniques	
30	MEM11.11AA	Manual handling	
31	RTC1301A	Operate basic machinery and equipment	
32	RTC2005A	Fell small trees	
33	RTC2301A	Undertake operational maintenance of machinery	
34	RTC2304A	Operate and maintain chainsaws	
35	RTC2309A	Operate tractors	
36	RTC3401A	Control weeds	These units for ACDC Course
37	RTC3704A	Prepare and apply chemicals	
38	RTC3705A	Transport, handle and store chemicals	
39	RTC2016A	Recognise plants	
40	RTC2012A	Plant trees and shrubs	
41	RTD2125A	Use firearms to humanely destroy animals	
42	RTD4804A	Develop community networks	
43	RTE2308A	Operate ride-on vehicles	
44	RTF2017A	Prune shrubs and small trees	
45	RTF2027A	Undertake standard climbing techniques	
46	RTF2311A	Undertake stump removal	
47	RTF3007A	Fell large trees	
48	RTF3031A	Undertake complex tree climbing	
49	RTF3702A	Undertake aerial rescue	
50	RTF2009A	Perform above ground pruning	
51	RTF3017A	Implement a tree pruning program	
52	RTF2001A	Apply a range of treatments to trees	
53	SFIEMS201A	Participate in environmentally sustainable work practices	
54	SFIEMS301A	Implement and monitor environmentally sustainable work practices	
55	SFIEMS302A	Act to prevent interaction with protected species	

56	SFIEMS401A	Conduct an internal audit of an environmental management system	
57	SFIEMS501A	Develop workplace policy for sustainability	
58	THHBFB09B	Provide responsible service of alcohol	
59	THHGHS01B	Follow workplace hygiene procedures	
60	DFCORSY1A	Follow work procedures to maintain food safety	
61	MTMMP2C	Apply hygiene and sanitation practices	
62	HLTFS207B	Follow basic food safety practices	
63	DFCORSY2A	Implement food safety program and procedures	
64	THHBCC11B	Implement food safety procedures	
* <b>Please contact Intraining Systems with any questions about these new offerings and how they are apply to your workplace!!!</b>			

### **3.4 These are Non-recognised Courses – but very relevant ...**

Use Top Handle Chainsaws from an EWP	
Use Concrete Saws (Quick Cuts)	

### **3.5 Course Materials**

Course materials are available and each Student will receive a set of course materials, including handouts and reference materials.

### **3.6 Language, Literacy and Numeracy**

Students will be required to complete the course using the English language, both spoken and written. If support in this area is required, the Trainer/Assessor should be notified by the client or Student, where possible, prior to the course. Where potential issues are identified within the class-room or on site, the Trainer/Assessor is to provide additional support through contextualising learning and assessment activities.

The Trainer/Assessor will discuss how best we can provide support to the Student to ensure success. This may simply be asking verbal questions rather than using a written test.

### **3.7 Course Assessment**

In accordance with the Australian Quality Training Framework, Intraining Systems assessment processes will be valid, reliable, flexible and fair. Judgements to determine competence will be made by examining evidence gathered from a range of sources, using a variety of assessment methods.

Clear information about the assessment process and evidence requirements will be provided. The assessment process for each unit of competency will combine the skills and knowledge being assessed in practical applications. Student are given every opportunity to demonstrate that they can meet the required performance standards.

### **3.8 Course Outcomes**

A Statement of Attainment or Statement of Attendance (as applicable) will be issued to participants who successfully complete courses.

### 3.9 Course/Teaching Strategies/Assessment/Examples

Competency/Course/ Module	Teaching Strategy	Method of Assessment
Chainsaw Operation: Crosscutting (FPICOT2204A & FPICOT2221A)	Lectures, demonstrations, student workbooks, various handouts, practical skills	Oral / written tests, multiple choice questions, short answer questions, Verbal questions, practical exercises
Chainsaw Operation: Tree-felling (FPIFGM2208A)	Lectures, demonstrations, student workbooks, various handouts, practical skills	Oral / written tests, multiple choice questions, short answer questions, Verbal questions, practical exercises
Chainsaw Operation: Tree-felling (FPIFGM3204A)	Lectures, demonstrations, student workbooks, various handouts, practical skills	Oral / written tests, multiple choice questions, short answer questions, Verbal questions, practical exercises
Chainsaw Operation: Tree-felling (FPIFGM3205A)	Lectures, demonstrations, student workbooks, various handouts, practical skills	Oral / written tests, multiple choice questions, short answer questions, Verbal questions, practical exercises
ACDC Licence (RTC3704A, RTC3401A & RTC3705A)	A variety of teaching strategies and learning experiences will be provided to suit different learning styles. The following are examples which may be employed:	DPI controlled examination
Firearm Safety Training	<ul style="list-style-type: none"> <li>⇒ teacher demonstrations</li> <li>⇒ training delivery in a work environment (action learning)</li> <li>⇒ brainstorming</li> <li>⇒ group discussions and presentations</li> <li>⇒ examples on whiteboard and OHT's</li> <li>⇒ practical exercises</li> <li>⇒ simulations and role plays</li> <li>⇒ videos</li> <li>⇒ field observation,</li> <li>⇒ but mostly field practice</li> </ul>	Oral / written tests, multiple choice questions, short answer questions, Verbal questions, practical exercises

## 4 COURSE OUTLINES

### 4.1 Course Outline for Chainsaw Operator Training (Cross-cutting)

<b>course title:</b>	Cross-cutting (comprises 2 units) <ul style="list-style-type: none"> <li>- FPICOT2204A, Maintain chainsaws and</li> <li>- FPICOT2221A, Trim and cross cut felled trees (Nationally Recognised Training)</li> </ul>
<b>intended participants:</b>	Those who use a chainsaw for cross-cutting
<b>course purpose:</b>	This course provides participants with relevant, comprehensive and accredited training in order to equip those participating with the skills and knowledge to operate a chainsaw, carry out pre-start and post-start checks of a chainsaw and use basic chainsaw cutting techniques in accordance with Workplace Health and Safety legislative requirements and standards
<b>course description:</b>	<p>Chainsaw Safety</p> <ul style="list-style-type: none"> <li>▪ OH&amp;S, legislative requirements, organisational safety policies and procedures, environmental issues</li> <li>▪ Personal Protective Equipment</li> <li>▪ Chainsaw design and safety features</li> <li>▪ Hazards associated with chainsaw operation</li> <li>▪ Starting a chainsaw safely</li> </ul> <p>Chainsaw Maintenance</p> <ul style="list-style-type: none"> <li>▪ Identifying main components of a chainsaw</li> <li>▪ Power head maintenance</li> <li>▪ Bar and chain maintenance and sharpening</li> </ul> <p>Basic Cross Cutting</p> <ul style="list-style-type: none"> <li>▪ Site risk assessment</li> <li>▪ Preparation of a worksite</li> <li>▪ Cross cutting is to be completed standing on the uphill side <u>AND</u></li> <li>▪ is to include the process of cutting directly across the diameter of a log - horizontal or at an angle</li> </ul>
<b>Teaching strategy:</b>	Lectures, demonstrations, student workbooks, various handouts, practical skills
<b>method of assessment:</b>	Oral / written tests, multiple choice questions, short answer questions, verbal questions, practical exercises
<b>entry requirements:</b>	Participants will need to meet the age requirements as stated in relevant Government regulations or industrial awards, and will need to demonstrate the physical and psychological capacity to manipulate a chainsaw
<b>course duration:</b>	2 days (nominal) Note: course duration may depend on course numbers, experience and performance of participants
<b>student numbers:</b>	8 per class (nominal)
<b>attendance policy:</b>	Participants must attend all sessions to achieve competence
<b>trainer/s:</b>	Our instructors are appropriately qualified and have recognised teaching qualifications including Workplace Assessor
<b>general information</b>	All training aids including chainsaws and safety equipment will be provided for use as required. Student Notes, good for future reference are supplied to each student and may be retained. Suitable timber is required for the practical component of the course. Participants are required to wear/bring their own steel capped boots

## 4.2 Course Outline for Chainsaw operator Training (Tree-felling)

<b>course title:</b>	Tree-Felling: FPIFGM2208A, Fall trees manually (basic).
<b>intended participants:</b>	Those who use a chainsaw for falling trees manually. i.e. using a chainsaw to manually fall trees to a chosen direction.
<b>course purpose:</b>	This course provides participants with relevant, comprehensive and accredited training in order to equip those participating with the skills and knowledge to safely fall a number of trees manually and in accordance with Workplace Health and Safety legislative requirements and standards.
<b>course description:</b>	<p>Training includes compliance with relevant legislation, regulations, standards, codes of practice and established safe practices and procedures relating to basic manual tree felling operations</p> <p>Directional tree felling techniques are applied, relevant authority to fall, environmental considerations, the principal order of cuts involved for felling a tree which may include multiple back cuts, assessment of site and tree/s to be felled, developing a felling plan, preparation of area for tree felling AND fall a tree/s under supervision</p> <p>Trees for falling will have the following characteristics: diameter not more than 50 centimetres at position of cut, height not more than 20 metres, lean and weight distribution consistent with falling direction, single leader, sound wood condition in barrel, species and growth conditions not prone to twisting or splitting, ground slope not excessive</p> <p><i>FPIFGM2208A - Fall trees manually -basic</i> Elements:</p> <ul style="list-style-type: none"> <li>▪ Prepare and maintain falling equipment</li> <li>▪ Assess conditions and surroundings</li> <li>▪ Assess tree and plan falling</li> <li>▪ Fall tree</li> </ul>
<b>teaching strategy:</b>	Lectures, demonstrations, student workbooks, various handouts, practical skills.
<b>method of assessment:</b>	Oral / written tests, multiple choice questions, short answer questions, verbal questions, practical exercises.
<b>entry requirements:</b>	<p>Participants will need to meet the age requirements as stated in relevant Government regulations or industrial awards, and will need to demonstrate the physical and psychological capacity to manipulate a chainsaw.</p> <p>Participants must complete the Course for Cross-cutting before undertaking training in Course for Tree Felling.</p>
<b>course duration:</b>	2 days - FPIFGM2208A - Fall trees manually - Basic
<b>student numbers:</b>	4 to 5 per class (nominal).
<b>attendance policy:</b>	Participants must attend all sessions to achieve competence.
<b>trainer/s:</b>	Our instructors are appropriately qualified and have recognised teaching qualifications including Workplace Assessor.
<b>general information</b>	All training aids including chainsaws and safety equipment will be provided for use as required. Student Notes, good for future reference are supplied to each student and may be retained. Suitable timber is required for the practical component of the course. Participants are required to wear/bring their own steel capped boots and also their own food and water.

### 4.3 course outline – operate a pole saws

<b>course title:</b>	Course title: FPICOT3238A – Operate a pole saw (Nationally Recognised Training)
<b>intended participants:</b>	Those who use a pole saw for pruning
<b>course purpose:</b>	This course provides participants with relevant and comprehensive training in order to equip those participating with the skills and knowledge to operate a pole saw and trim high branches. They should carry out pre-start and post-start checks of a pole saw and use basic pole saw cutting techniques in accordance with Workplace Health and Safety legislative requirements and standards.
<b>course description:</b>	<ol style="list-style-type: none"><li><b>1. Prepare for trimming</b><ol style="list-style-type: none"><li>1.1 Applicable <b>Occupational Health and Safety (OHS)</b>, <b>legislative</b> and <b>organisational</b> requirements relevant to operating a pole saw are identified and complied with</li><li>1.2 <b>Work plan</b> is reviewed and clarified with <b>appropriate personnel</b></li><li>1.3 Type and quantity of <b>trees</b> to be <b>trimmed</b> are identified and complied with and assessed for safe working conditions</li><li>1.4 <b>Equipment</b> is selected appropriate to work requirements and checked for operational effectiveness in accordance with manufacturer's recommendations</li><li>1.5 <b>Pre start-up checks</b> are carried out on equipment in accordance with site requirements</li><li>1.6 Trimming activities are planned in accordance with site procedures</li><li>1.7 <b>Communication</b> with others is established and maintained in accordance with OHS requirements</li></ol></li><li><b>2. Assess trees</b><ol style="list-style-type: none"><li>2.1 <b>Environmental conditions</b> are assessed and used to plan the trimming of each tree</li><li>2.2 Movement and whereabouts of other personnel are monitored and work modified to be in accordance with OHS regulations</li><li>2.3 Tree, location and stability are assessed for <b>conditions</b> likely to affect safety of trimming activities</li><li>2.4 Trees unable to be trimmed safely are identified and complied with and referred to appropriate personnel</li></ol></li><li><b>3. Trim trees</b><ol style="list-style-type: none"><li>3.1 Accessible branches and knots are trimmed to specifications in accordance with maximum height allowances and manufacturer's recommendations</li><li>3.2 <b>Pole saw</b> is operated to trim tree and cutting technique adjusted in response to condition of the tree in accordance with safety regulations</li><li>3.3 Unexpected characteristics of a tree are diagnosed and planning reviewed</li><li>3.4 Cut is completed once initiated, minimising <b>splitting</b> and in accordance with the work plan</li><li>3.5 Cut branches are cleared from the site in accordance with standard operating procedures</li><li>3.6 Trimming processes and equipment faults are <b>recorded and reported</b> to the appropriate personnel</li></ol></li><li><b>4. Conduct operator maintenance</b><ol style="list-style-type: none"><li>4.1 Equipment lock-out procedures are followed in accordance with OHS legislation and site procedures</li><li>4.2 <b>Chain</b> is checked for blunt or damaged condition</li><li>4.3 Chain and other components are removed, sharpened, maintained, adjusted and replaced in accordance with manufacturer's recommendations</li><li>4.4 Pole saw set-up is assessed and adjusted to suit cutting conditions</li><li>4.5 Pole saw is kept clear of dust, shavings and debris and checked to comply with relevant standards prior to use</li></ol></li></ol>
<b>teaching strategy:</b>	Lectures, demonstrations, student workbooks, various handouts, practical skills
<b>method of assessment:</b>	Oral / written tests, multiple choice questions, short answer questions, verbal questions, practical exercises
<b>entry requirements:</b>	Participants will need to meet the age requirements as stated in relevant Government regulations or industrial awards, and will need to demonstrate the physical and psychological capacity to manipulate a chainsaw.
<b>course duration:</b>	4 hours (nominal)
<b>student numbers:</b>	8 per class (nominal)
<b>attendance policy:</b>	Participants must attend all sessions to achieve competence
<b>trainer/ s:</b>	Our instructors are appropriately qualified and have recognised teaching qualifications including Workplace Assessor
<b>general information</b>	All training aids including pole saws and safety equipment will be provided for use as required. Suitable timber is required for the practical component of the course. Participants are required to wear/bring their own steel capped boots.

#### 4.4 Course outline – Cut off Machines (Quick-cuts)

<b>course description:</b>	Quick-cut Training is ½ day (4 hour) duration and includes theory and practical components. Participants will be assessed for safe operating practices through demonstration of machine use under normal operating conditions. Procedure to be observed and unsafe practice/s to be brought to the attention of operator's. A Statement of Attendance to be issued to participants. (Non-recognised training)
<b>intended participants:</b>	Those who use a cut off machine as part of work place duties.
<b>course purpose:</b>	Participants to have basic skills and knowledge to operate a cut-off machine safely in accordance with Workplace Health and Safety legislative requirements and standards.
<b>course content:</b>	<ul style="list-style-type: none"> <li>· Follow Workplace Health &amp; Safety requirements</li> <li>· Identify the use/selection of appropriate Personal Protective Equipment</li> <li>· Identify the main external features cut-off machine i.e. throttle, stop switch, etc.</li> <li>· Identify hazards associated with the use of a Cut-Off Machine</li> <li>· Explain pre / post operation checks, recommended fuel mix</li> <li>· Demonstrate correct starting procedures</li> <li>· Identify correct cutting wheel selection for the job</li> <li>· Demonstrate correct cutting wheel fitment / guard adjustment (blotter for abrasive wheels, correct and matched flanges)</li> <li>· Identify hazards of operation</li> <li>· Identify unsafe operation conditions</li> <li>· Explain safe working practices</li> <li>· Demonstrate correct and safe operating procedures</li> <li>- Demonstrate an understanding of Risk Assessment on the job (identification of hazards)</li> </ul>
<b>teaching strategy:</b>	Lectures, demonstrations, student workbooks, various handouts, practical skills
<b>method of assessment:</b>	Oral / written tests, multiple choice questions, short answer questions, verbal questions, practical exercises
<b>entry requirements:</b>	Participants will need to meet the age requirements as stated in relevant Government regulations or industrial awards, and will need to demonstrate the physical and psychological capacity to manipulate a cut off machine
<b>Course duration:</b>	½ day (preference for 2 classes of 8 to 10 participants consecutively)
<b>student numbers:</b>	8 to 12 per class (nominal)
<b>attendance policy:</b>	Participants must attend all sessions to achieve competence
<b>Trainer/s:</b>	Our instructors are appropriately qualified and have recognised teaching qualifications including Workplace Assessor
<b>general information</b>	We require a training room for the theory component of the course and a concrete saw and material to cut for the practical component of the course. Participants are required to wear/bring their own steel capped boots.

## 4.5 Course Outline – Commercial Operator's Licence (ACDC Licence)

<b>course title:</b>	Commercial Operator's Licence Course - the Commercial Operator's Licence is commonly known as an ACDC Licence (for the application of Herbicides). It comprises three national units of competence, RTC3704A - Prepare and apply chemicals, RTC3401A - Control weeds and RTC3705A - Transport, handle and store chemicals (Known as the 'approved accreditation').
<b>course purpose:</b>	On successful completion of this course, participants will be issued a 'Statement of Attainment' certifying competence of the above units. To obtain an 'ACDC licence', a person makes application to the DPI on the approved form and forwards that to the DPI with a certified copy of the accredited qualification and the licence fee.  A commercial operator's licence is required before a person can apply herbicides from ground equipment on land that they or their relatives do not own or occupy. This licence is issued by the Agricultural Chemicals Distribution Control (ACDC) Board and is issued for a three or one year term, nominated by the applicant at time of application.  The licence places responsibility on the commercial operator to ensure that label instructions for the herbicides being used are followed, ground spray equipment is maintained in good working order, and that ground distribution records are maintained by ground or aerial distribution contractors in accordance with the Act.  The main aim of licensing commercial operators is to promote responsible chemical use. By satisfying the competencies of the licence qualification, commercial operators have shown that, among other things, they have knowledge of the equipment and herbicides that they will be using and the effects that weather conditions may have on chemical application.
<b>what will training cover:</b>	Training will include the following topics: <ul style="list-style-type: none"> <li>○ Legislative requirements for herbicide application</li> <li>○ Assessment of weed infestation, implementation of control measures incorporating IPM strategies</li> <li>○ Identify the hazards of herbicide application and OH&amp;S risk assessment</li> <li>○ Selection and maintenance of tools and equipment and PPE</li> <li>○ Incident reporting</li> <li>○ Interpreting chemical labels and MSDS's</li> <li>○ Calibration</li> <li>○ Weather condition's</li> <li>○ Transporting, handling and storing chemical's</li> <li>○ Record keeping</li> </ul>
<b>learning strategy:</b>	Delivery strategies will address competency requirements and incorporate a combination of the following: Videos, discussions, theory and legislation search activities, whiteboard illustration, practical instructions and demonstrations, observations.
<b>language, literacy and numeracy:</b>	Students will be required to complete the course using the English language, both spoken and written. Students who are wishing to seek an ACDC license must have sufficient LL&N skills to read and comprehend labels and develop sufficient knowledge of the chemicals and equipment that they will be using.
<b>course duration:</b>	2 days
<b>when:</b>	<b>Contact us</b>
<b>where will it be held:</b>	At Samford <b>OR</b> at your location (a suitable training room is required)
<b>student numbers:</b>	12 per class (nominal). (Participants must attend all sessions).
<b>trainer/s:</b>	Our instructors are appropriately qualified and have recognised teaching qualifications.
<b>general information:</b>	Dress - casual, enclosed footwear suitable.
<b>getting your licence:</b>	We also have Licence Application forms from the DPI that we get students to complete on the course, this along with the 'approved accreditation' (a second copy of which we supply) and the licence fee is sent by you to the DPI to get the licence. (DPI licencing fees are 1 year, \$22.20 AND 3 years, \$52.30 and increase annually by the CPI)
<b>comments:</b>	This is the best course for the ACDC Licence out there, we do our best to make it as easy as ABC!!!
<b>cost:</b>	<b>Contact us</b>

## 5 DELIVERY COSTING

Course	Course Duration	Course Participant Numbers Minimum	Course Participant Numbers Maximum	<sup>1</sup> Cost Per Person	Course Cost Minimum Numbers	Course Cost Maximum Numbers
<sup>2</sup> Chainsaw - Cross-cutting	2 days	8	8			***
<sup>3</sup> Chainsaw - Tree-felling	2 days	4	4			CONTACT
<sup>4</sup> Pole Saws	1 day	8	10			US
<sup>5</sup> Herbicide Application (ACDC Licence)	2 days	12	15			FOR
<sup>6</sup> Concrete Saws	4 hours	8	12			A
Operate Wood Chippers	2 days	8	10			QUOTATION
Use Top Handle Chainsaws from an EWP	1 day	8	10			***
Basic Climbing Course	4 days	4	4			***

### FOOTNOTES:

<sup>1</sup> ALL COSTS EXCLUDE GST (GST will be applied if applicable)(Accredited training is GST exempt)

ALL COSTS INCLUDE training delivery, resources (handouts), and issue of certificates, manuals (except ACDC training – see footnote 4).

**Travel and accommodation are additional costs** for training delivered outside the Brisbane metropolitan area.

<sup>2</sup> Cross-cutting (comprises 2 units) – FPICOT2204A - Maintain Chainsaws and FPICOT2221A - Trim and Cross-cut Felled Trees (Nationally Recognised Training). **PLEASE NOTE:** Our prices include all the support tools and PPE required for delivery of chainsaw operator training.

<sup>3</sup> Tree-Felling: FPIFGM2208A, Fall Trees Manually - Basic AND FPIFGM3204A, Fall Trees Manually - Intermediate (Nationally Recognised Training)(Suggested pre-requisite for tree felling is completion of the chainsaw cross-cutting course).

TREE-FELLING - FOR EFFECTIVENESS OF ASSESSMENT AND FAIRNESS TO PARTICIPANTS, WE HAVE REDUCED THE CLASS NUMBERS FOR TREE-FELLING COURSES (Sorry, the price is up, but it was proving impossible to train and assess 8 to 10 participants in two days).

<sup>4</sup> Suggested pre-requisite for pole saw training is completion of the chainsaw cross-cutting course.

<sup>5</sup> **HERBICIDE APPLICATION COURSE (ACDC):** The cost of training for ACDC above is for delivery and supply of ALL resources – licence fees are payable to the Department of Primary Industries.

<sup>6</sup> Concrete Saws - Our preference is for two classes in one day to be held consecutively. (We need you to supply concrete saw – we supply all PPE).