

# REGISTERED TRAINING ORGANISATION

## Training course information guide



This guide has been produced to provide you with information and assistance prior to, during and after you attend your training at Kidsafe WA. 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.

Many of the Kidsafe WA RTO policies and administration forms can be accessed on the Kidsafe WA Website [www.kidsafewa.com.au/professionals/rto](http://www.kidsafewa.com.au/professionals/rto) and include:

- Training Course Enrolment Form*
- Type 1 Fitter Business Rules*
- Training Course Information Guide*
- Kidsafe WA RTO Policy and Procedures Manual*

Relevant enrolment information, policies and procedures can also be requested from Kidsafe WA Training Registrations (see Contact details on page 3).

# ABOUT KIDSAFE WA



Kidsafe WA is the leading independent not-for-profit organisation dedicated to promoting safety and preventing childhood injuries and accidents in Western Australia. Injuries are the leading cause of death in Australian children aged one to fourteen, accounting for nearly half of all deaths in this age group. More children die of injury than die of cancer, asthma and infectious diseases combined. Many of these deaths and injuries can be prevented.

**“Committed to ensuring West Australia children become healthy adults”**



Kidsafe WA works in the community to educate and inform parents and children on staying safe at home, at play and on the road to prevent these tragedies with the support of our funding partners and key stakeholders. Our trainers have a wealth of knowledge and skills in each of their specialist areas, some with more than 20 years experience in the industry.

Further information can be found on our website [www.kidsafewa.com.au](http://www.kidsafewa.com.au)

## CONTACTING YOUR TRAINING PROVIDER



[kidsafewa.com.au/professionals/rto](https://kidsafewa.com.au/professionals/rto)



[kidsafe@kidsafewa.com.au](mailto:kidsafe@kidsafewa.com.au)



(08) 6244 4880



140 Railway Parade  
WEST LEEDERVILLE WA 6007



Kidsafe WA's registered training organisation national provider number is 52376. We are registered with the Australian Skills Quality Authority to deliver training in all Australian states and territories.

Kidsafe WA has Third Party Arrangements in place for the delivery of training and assessment in New South Wales, Northern Territory, Queensland, South Australia and Victoria.

For courses delivered on behalf of Kidsafe WA in these locations contact:

|                                                                                    |                                                                                     |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>Kidsafe New South Wales</b><br>SCHN-KIDSAFE@health.nsw.gov.au<br>(02) 9845 0890 | <b>Kidsafe Northern Territory</b><br>nt@kidsafent.com.au<br>(08) 8941 8234          |
| <b>Kidsafe Queensland</b><br>qld@kidsafeqld.com.au<br>(07) 3854 1829               | <b>Kidsafe South Australia</b><br>sa@kidsafe.org.au<br>(08) 8161 6318               |
| <b>Kidsafe Victoria</b><br>info@kidsafevic.com.au<br>(03) 9036 2306                | For course delivery enquires in other states<br>and territories contact Kidsafe WA. |

Kidsafe WA's Training staff spend a great deal of time to ensure you receive 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 by one of our Third Party providers, please contact our Kidsafe WA Training Enquiries staff.

**Manager of Training Services**  
Melita Jefferies (08) 6244 4880

**RTO Manager** (Kidsafe WA CEO)  
Scott Phillips (08) 6244 4881



## COURSE ENROLMENT

Kidsafe WA 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 WA to arrange a course for your workplace or alternatively a list of any upcoming scheduled course dates are provided on the Kidsafe WA website. To register for any of our courses, simply complete an enrolment form. The enrolment form can be found on the Kidsafe WA website or by calling us.

### Additional Information

All policies and enrolment information for this course is available on the Kidsafe WA website or by contacting us. Please refer to this information for course application criteria, Fees & Refunds, course outlines and assessment information.

All courses are available Australia-wide by flexible delivery. All nationally recognised courses with Kidsafe WA are criterion references and are part of the Vocational Education and Training system of competency-based training. Kidsafe WA 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 WA 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 (unless otherwise advised).**

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 WA 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 WA refund policy. While Kidsafe WA 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 WA Training on (08) 6244 4880.

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

Kidsafe WA 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.

| Reason for Refund              | Notification Requirements                                                     | Refund Payable                                   |
|--------------------------------|-------------------------------------------------------------------------------|--------------------------------------------------|
| Participant Withdraws          | In Writing, fourteen (14) days or more prior to the course commencement.      | Full refund<br>(Less administration fee).        |
| Participant Withdraws          | In Writing, seven (7) to fourteen (14) days prior to the course commencement. | 80% Refund of Course learning and 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 WA |                                                                               | Full refund<br>(including 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 WA will hold their fees over in payment for the next enrolment, and they will not suffer any financial penalty because of such a postponement.



| Reason 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 WA as a Registered Training Organisation (RTO) is to a nationally recognised standard. Kidsafe WA 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.

Our trainers delivering the Child Car Restraint course have more than 20 years' experience in providing comprehensive child car restraint installation, inspection, consultation and education services. They work closely with all child car restraint manufacturers, participate in road safety reference groups, and liaise with our Kidsafe representatives on the Australian Standards committee looking at the child car restraint standards.

Our trainers delivering the Playground inspector and accessibility units have been delivering Playground Inspections, Education, Information and Consultancy services for more than 12 years and are widely renowned for their knowledge and expertise in this area. They work closely with all playground manufacturers, participate in play and education reference groups, and liaise with our Kidsafe representatives on the Australian Standards committee looking at the Playground standards.

Kidsafe works closely with Local Government Authorities, Education Departments, Schools and Early Childhood Educators, Private Enterprise, Disability Services and many other groups associated with the design, development, installation and maintenance of play spaces.

## Quality Assurance & Continuous Improvement Guarantee

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

Kidsafe WA, as an RTO is committed to providing a high standard of training to all students in support of its work. Kidsafe WA has in place ongoing review systems that address learner needs, training delivery and assessment and organisational management.

To ensure that Kidsafe WA maintains a high standard of continuous improvement, feedback is gathered from learners, trainers and assessors. To assist with this process Kidsafe WA will request feedback from learners 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. This will at all times be confidential and voluntary.



## Access and Equity

Kidsafe WA 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 WA 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 WA's policy and procedures. Valid grounds on which the complaint is being made must be provided.

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

## Privacy/Confidentiality

As a registered training organisation (RTO), Kidsafe WA 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 (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 WA RTO Policy and Procedures manual.

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





# LEARNER SUPPORT & SAFETY

Kidsafe WA 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 WA 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](http://www.literacyline.edu.au). Any costs incurred will be the responsibility of the student.

The types of assistance Kidsafe WA 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 WA 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 WA 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 WA 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 WA, 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 WA's WHS Policy or other learner support services please don't hesitate to contact Kidsafe WA Training Registration (08) 6244 4880 or visit [www.kidsafewa.com.au/professionals/rto](http://www.kidsafewa.com.au/professionals/rto).

More details are also provided in 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 playground access audits

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.



## **52862WA Course in Type 1 Child Car Restraint Fitting**

*CRFPPIA301 Provide information and advice on correct child car restraints*

*CRFPRL302 Install Child Car Restraints*

## **Child Car Restraint Workshop**

*CRFPPIA301 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*







# 52862WA

## TYPE 1 CHILD RESTRAINT FITTER

This nationally accredited short 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.

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

**CRFP1A301** Provide information and advice on correct child car restraints; and

**CRFPRL302** Install child car restraints.

Only when a candidate successfully completes both units of competency can they be deemed competent as a Type 1 Child restraint fitter against course ID 52862WA.

Operators of Type 1 Fitting Services should have adequate insurance cover in place to protect their business and their customers.

\*Evidence of suitable insurance is not a requirement for completing this course.

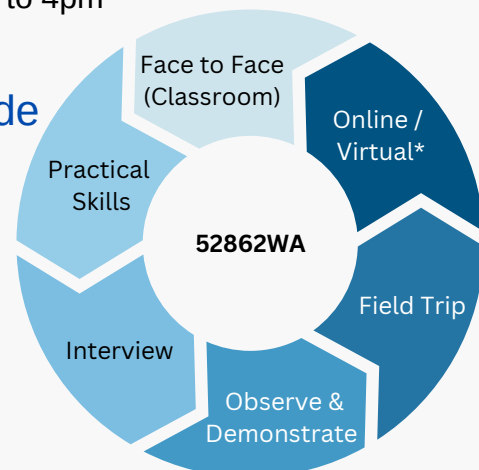
### *Training includes:*

- Contextualise advice on correct child car restraint use
- Requirements of relevant legislation, Australian Standards and guidelines
- Requirements for child car restraint installation
- Assist clients in selecting suitable child car restraints
- Responsibilities of different child car restraint fitters
- Identify vehicle and car seat suitability for installation and use
- A full day of Hands-on practical skills: correct installation and adjustment using real-world scenarios plus inspection of typical client installations!

### Duration

Two Days - 9am to 4pm

### Delivery Mode



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 *CRFPPIA301 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 *CRFPPIA301 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 a 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 \$550pp) is payable, plus associated travel costs if training is delivered in a regional area or different state/territory.

|                                             | Individual      | Group / Workplace** | ***Recognition of Prior Learning |
|---------------------------------------------|-----------------|---------------------|----------------------------------|
| Administration Fee* (Non-refundable)        | \$100.00        | \$100.00            | \$100.00                         |
| <b>Course Learning &amp; Assessment Fee</b> | <b>\$550.00</b> | <b>\$4,675.00</b>   | <b>\$275.00</b>                  |
| 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 participants at \$467.50pp once maximum 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 WA website [www.kidsafewa.com.au/professionals/rto](http://www.kidsafewa.com.au/professionals/rto) . For further information or to arrange a course for your workplace contact the Kidsafe WA training coordinator [kidsafe@kidsafewa.com.au](mailto:kidsafe@kidsafewa.com.au)



ROAD

# CRFPIA301

## CHILD CAR RESTRAINT WORKSHOP

This stand-alone unit (*CRFPIA301 Provide information and advice on correct child car restraints*) 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.

This one day workshop aligned to *CRFPIA301* will provide participants with the knowledge and skills to install and select suitable child car restraints from a specific range of restraints for transporting children in their care.

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 be recognised as a Type 1 Child Car Restraint Installer.*

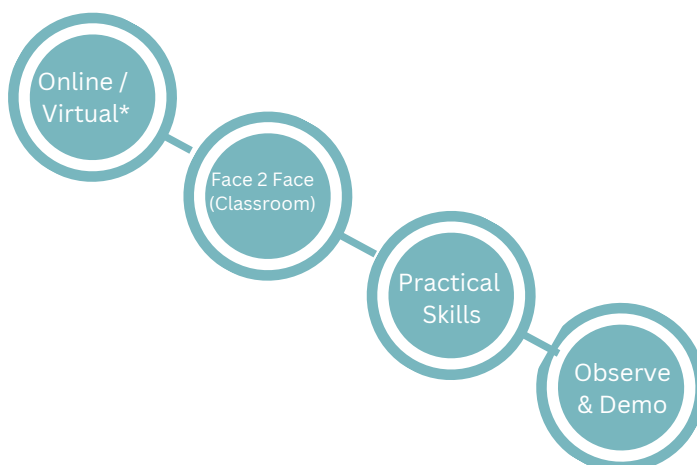
### *Training includes:*

- Restraint Use and Crash Statistics
- Type of Restraints and Accessories
- Legal Requirements
- Australian Standards
- Best Practice for Child Car Restraint Use
- Vehicle Suitability
- Older and Second-hand Restraints
- Plus ... Hands-on practical skills session covering tips and tricks for car seat installation and adjustment!

### *Duration*

One Day - 9am to 4pm

### *Delivery Mode*





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 child car restraints and vehicles available in the training participants workplace.

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.

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 a 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 \$220pp) is payable, plus associated travel costs if training is delivered in a regional area or different state/territory.

|                                             | Individual      | Group / Workplace** | ***Recognition of Prior Learning |
|---------------------------------------------|-----------------|---------------------|----------------------------------|
| Administration Fee* (Non-refundable)        | \$100.00        | \$100.00            | \$100.00                         |
| <b>Course Learning &amp; Assessment Fee</b> | <b>\$220.00</b> | <b>\$2000.00</b>    | <b>\$150.00</b>                  |
| 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 participants at \$200pp once maximum 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 WA website [www.kidsafewa.com.au/professionals/rto](http://www.kidsafewa.com.au/professionals/rto) . For further information or to arrange a course for your workplace contact the Kidsafe WA training coordinator [kidsafe@kidsafewa.com.au](mailto:kidsafe@kidsafewa.com.au)





# AHCPGD212

## VISUAL INSPECTION COURSE

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

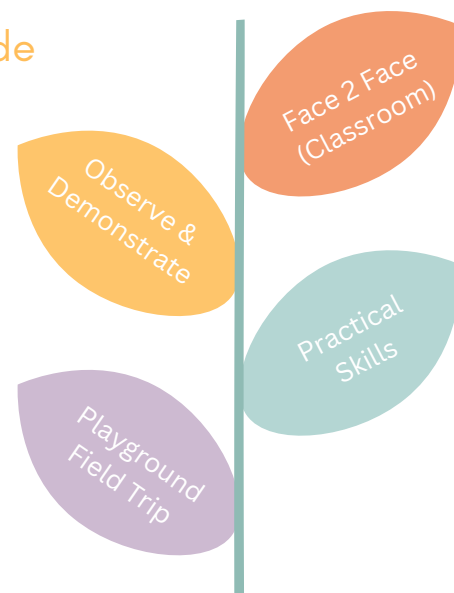
### *Training includes:*

- Visual inspection techniques
- Hazard Identification and Reporting
- Workplace Health and Safety requirements
- Use of Inspection checklists and supporting evidence
- Relevant Australian Standards
- **Hands-on practical skills** at local parks & playgrounds!

### *Duration*

One Day – 9am to 5pm  
plus post course assessment task\*

### *Delivery Mode*



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 using a computer 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 \$550pp) is payable, plus associated travel costs if training is delivered in a regional area or different state/territory.

|                                             | Individual      | Group / Workplace** | ***Recognition of Prior Learning |
|---------------------------------------------|-----------------|---------------------|----------------------------------|
| Administration Fee* (Non-refundable)        | \$100.00        | \$100.00            | \$100.00                         |
| <b>Course Learning &amp; Assessment Fee</b> | <b>\$550.00</b> | <b>\$4,675.00</b>   | <b>\$275.00</b>                  |
| 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 participants at \$467.50pp once maximum 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 WA website [www.kidsafewa.com.au/professionals/rto](http://www.kidsafewa.com.au/professionals/rto) . For further information or to arrange a course for your workplace contact the Kidsafe WA training coordinator [kidsafe@kidsafewa.com.au](mailto:kidsafe@kidsafewa.com.au)





# AHCPGD311

## OPERATIONAL INSPECTION COURSE

This nationally recognised training course incorporating *AHCPGD311 Conduct operational inspection of park facilities*, will provide participants with the knowledge and skills to conduct operational inspections of park and recreational facilities to identify hazards, existing and potential risks, 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 aligns with the national unit of competency, which is an elective for:

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

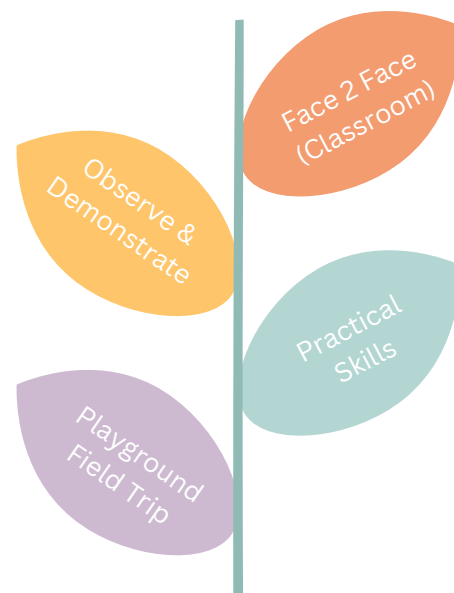
### Training includes:

- Operational inspection techniques
- Hazard Identification, assessment and control
- Workplace Health and Safety
- Relevant Australian Standards, regulations and/or legislation
- Maintenance, repair and replacement recommendations
- Use of Inspection checklists and tools
- Reports requirements and procedures
- **Hands-on practical skills** at local parks & playgrounds!

### Duration

Two Days – 9am to 4.30pm  
plus post course assessment task

### Delivery Mode



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. 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 \$1,100pp) is payable, plus associated travel costs if training is delivered in a regional area or different state/territory.

|                                             | Individual       | Group / Workplace** | ***Recognition of Prior Learning |
|---------------------------------------------|------------------|---------------------|----------------------------------|
| Administration Fee* (Non-refundable)        | \$100.00         | \$100.00            | \$100.00                         |
| <b>Course Learning &amp; Assessment Fee</b> | <b>\$1100.00</b> | <b>\$9,350.00</b>   | <b>\$550.00</b>                  |
| 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 participants at \$935pp once maximum 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 WA website [www.kidsafewa.com.au/professionals/rto](http://www.kidsafewa.com.au/professionals/rto) . For further information or to arrange a course for your workplace contact the Kidsafe WA training coordinator [kidsafe@kidsafewa.com.au](mailto:kidsafe@kidsafewa.com.au)





# AHCPGD510 COMPREHENSIVE INSPECTION COURSE

This nationally recognised training course incorporating *AHCPGD510 Conduct comprehensive inspection of park facilities*, will provide participants with the knowledge and skills to conduct comprehensive inspections of park and recreational facilities to identify non-conformities with Australian Standards, legislation and workplace 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 aligns with the national unit of competency, which is an elective for:

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

*\*There are a number of pathways available for completion of this course.*

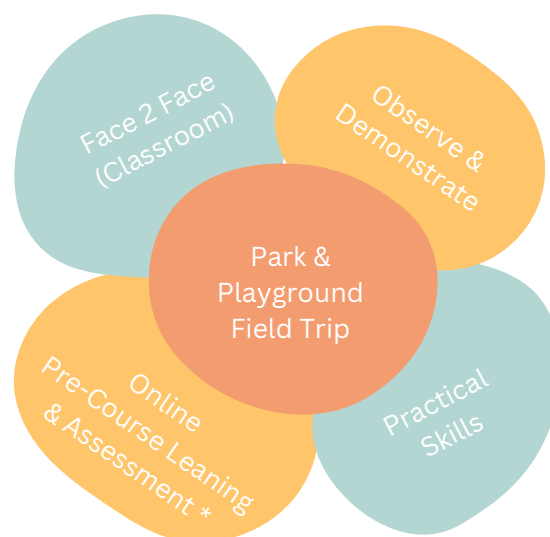
## *Training includes:*

- Comprehensive inspection techniques
- Use of inspection tools & equipment
- Hazard Identification, assessment & control
- Workplace health & safety, environmental, biosecurity, legislation, regulations and procedures
- Interpretation of Australian Standards, industry & manufacturer specifications
- Estimate cost of repair & replacement, including effective lifespan of equipment
- Completion of inspection records and reporting procedures
- **Hands-on practical skills** at local parks & playgrounds!

## *Duration*

Two / Three Days\* – 9am to 4.30pm  
plus pre\* & post course assessment task

## *Delivery Mode*



# AHCPGD510

## TRAINING PATHWAYS

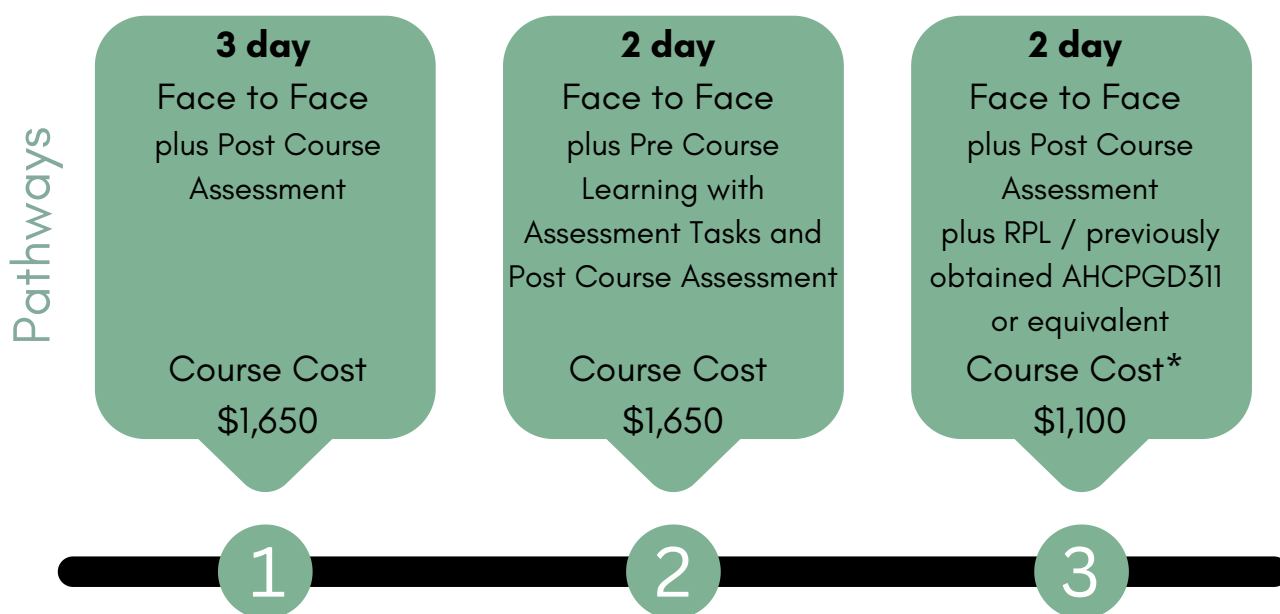


### Additional course information

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.

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.

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.

## 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 \$1,650pp) is payable, plus associated travel costs if training is delivered in a regional area or different state/territory.

|                                                             | Individual        | Group / Workplace** | ***Recognition of Prior Learning |
|-------------------------------------------------------------|-------------------|---------------------|----------------------------------|
| Administration Fee* (Non-refundable)                        | \$100.00          | \$100.00            | \$100.00                         |
| <b>Course Learning &amp; Assessment Fee (Pathway 1 / 2)</b> | <b>\$1,650.00</b> | <b>\$15,000.00</b>  | <b>\$550.00</b>                  |
| <b>Course Learning &amp; Assessment Fee (Pathway 3)</b>     | <b>\$1,100.00</b> | <b>\$9,350.00</b>   | <b>\$550.00</b>                  |
| 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 participants at \$935pp/\$1500pp once maximum 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 WA website [www.kidsafewa.com.au/professionals/rto](http://www.kidsafewa.com.au/professionals/rto) . For further information or to arrange a course for your workplace contact the Kidsafe WA training coordinator [kidsafe@kidsafewa.com.au](mailto:kidsafe@kidsafewa.com.au)



## COURSE DELIVERY

The courses are generally delivered off-the-job at the organisation's training centre (See Kidsafe WA 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 WA.

Training timetables will be developed by Kidsafe WA, 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 WA and will be incorporated into student fees. Trainers and participants are expected to follow all procedures and policies of 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 WA 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 WA Training Registration for further information on how we can support your participation.

### Assessment

When you start your course at Kidsafe WA, 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 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 WA 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 WA 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 WA.

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 WA Training Manager, 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:

- 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](http://www.kidsafewa.com.au/professionals/rto) or by contacting Kidsafe WA Training services).
- The second option is to complete the entire subject again, at the expense of the student.

Kidsafe WA 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 WA Training Services.



## 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 WA 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:

- Validity
- Authenticity
- Currency
- Sufficiency

For more information on the procedure and benefits of Recognition of Prior Learning contact Kidsafe WA's Training Manager [www.kidsafewa.com.au/professionals/rto](http://www.kidsafewa.com.au/professionals/rto)





## KIDSAFE WA 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 WA 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 tea and lunch**

Tea, coffee and biscuits are provided for morning and afternoon tea. Unless otherwise stated, you will need to supply your own lunch. You're welcome to bring your lunch, we have fridge and microwave facilities available. If you prefer to eat out, there are plenty of places to have lunch close to the training venue in the West Leederville area.

### **Dress code**

Although you're not in your normal workplace, time spent at Kidsafe WA 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.

### **Public transport**

KIDSAFE WA is easy to reach by public transport.

#### Train:

Kidsafe WA is easily accessible from either the Leederville, City West or West Leederville (trains stop less frequently) train stations.

If you get off at City West station in West Perth you can walk West along Railway St to Railway Parade, Kidsafe WA is on the other side of Thomas/Loftus Street (Walking Distance is approximately 600m approx 8 minutes).

If you get off at the Leederville station you can walk up Southport Street, and turn left onto Railway Parade. (Walking Distance is approximately 550m approx 8 minutes).

If you are walking from West Leederville station, walk East along Railway Parade towards Thomas/Loftus street. (Walking Distance is approximately 900m approx 11 minutes).



### Bus:

The Green Cat Bus is free and comes every few minutes. Get off the bus at either Leederville Station or City West Station and follow the directions above from the equivalent train stations.

Further information about Public Transport options for Kidsafe WA can be found at:  
[www.transperth.wa.gov.au](http://www.transperth.wa.gov.au)

### Parking:

Parking is very costly around Kidsafe WA.

Street parking is available along Railway Parade at a cost of \$2.50 per hour or \$20 for the day.

Parking bays immediately at the front of Kidsafe WA are time restricted to 15 minutes, please check the signs carefully. All other parking bays at Kidsafe WA are for child car restraint services only and not available for training participants.

All day parking is available at 164 Railway Parade for \$13.00/day\* but can fill up early during the week.

West Leederville Town Hall (84 Cambridge Street, West Leederville) has some All Day parking bays at a cost of \$2.50\* per hour or \$20\* for the day. However some of these bays are time limited to a maximum of 2 or 4 hours, please check the signs.

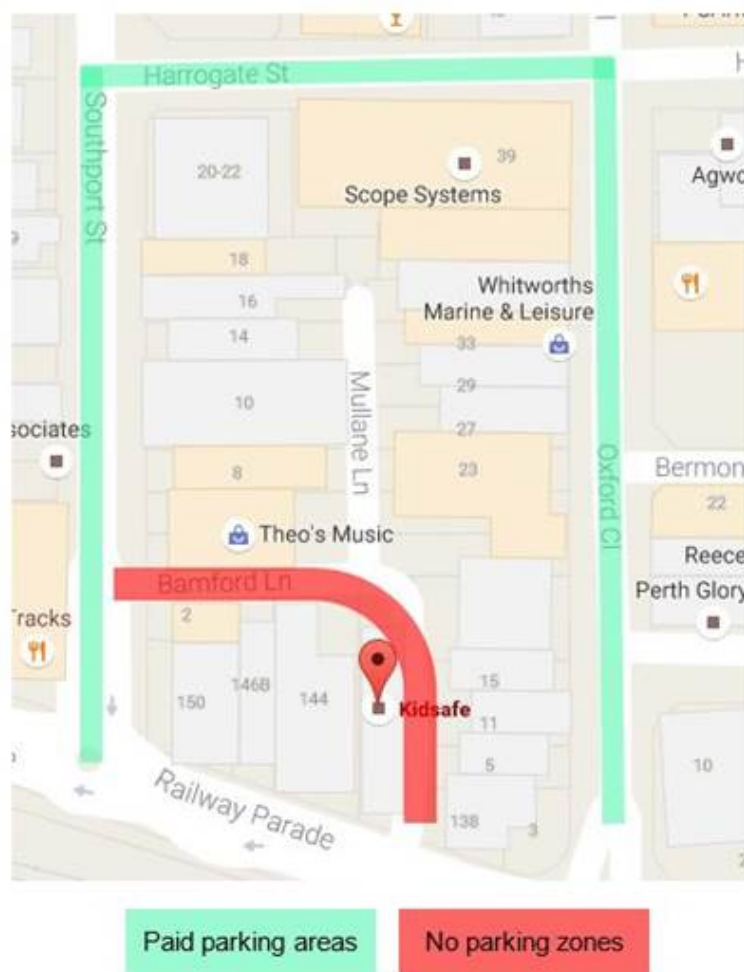
Frame Court, The Avenue, & Leederville Hotel carpark in Leederville offers Ticket Parking 7am to Midnight Mon - Sun (first hour free) of \$2.60\* per hour to a maximum of \$17.20\* per day from 7am to 7pm.

Some bays time restricted ticket parking 7am to 7pm (refer to internal signs).

*\*Please note, fees quoted are a guide but may change. Please read the signs carefully where you choose to park if you decide to drive to the training venue.*

Further information is available at:

[http://www.vincent.wa.gov.au/Services/Rangers\\_Community\\_Safety/Parking/Car\\_Parks](http://www.vincent.wa.gov.au/Services/Rangers_Community_Safety/Parking/Car_Parks)





**Kidsafe Western Australia Inc.**

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WEST LEEDERVILLE WA 6007**

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**Website: [www.kidsafewa.com.au](http://www.kidsafewa.com.au)**