

# TRAINING COURSE INFORMATION BOOKLET



This booklet has been produced to provide you with information and assistance prior to, during and after you attend your training at Kidsafe New South Wales (a third party provider of training and assessment for Kidsafe WA's Registered Training Organisation). It aims to address all the requirements outlined in Standard 5 of the Standards for Registered Training Organisations (RTOs) 2015.

## Contents

<b>Background information on course provider</b> .....	2
<b>Course Enrolment</b> .....	3
<b>Refunds and Cancellations</b> .....	4
<b>Code of Practice</b> .....	5
<b>Learner Support &amp; Safety</b> .....	7
<b>Accredited Course Information</b> .....	9
<b>Course Delivery</b> .....	20
<b>Assessment</b> .....	20
<b>Recognition of Prior Learning (RPL)</b> .....	22
<b>Kidsafe New South Wales Training Venues</b> .....	23

We hope you enjoy your time with us.

Kidsafe New South Wales deliver training and assessment for course 52778WA on behalf of Kidsafe WA (National Provider Number 52376).

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

Many of the Kidsafe New South Wales Training administration forms can be accessed on the Kidsafe New South Wales Website [www.kidsafensw.org/accredited-training/](http://www.kidsafensw.org/accredited-training/) and include:

*Course Flyers and Enrolment Forms*

*Training Course Information Booklet*

For further information about training at Kidsafe New South Wales Contact Us (see over page).

## Background information on course provider

### About Kidsafe New South Wales

KIDSAFE is an independent not-for-profit, non-government, community organisation dedicated to the prevention of unintentional injury and injury death in children from birth to 16 years of age.

We provide resources, information and education to parents, carers, early childcare workers and others who care for children, on the hazards children face and what can be done to prevent these injuries occurring and minimise the severity of the injury.

Kidsafe operates at national, state and regional levels and in co-operation with government, industry, schools, hospitals, the media, community groups, voluntary organisations and individuals.

Kidsafe prepares programs and campaigns to alert the media, the authorities and the community at large about new and existing dangers, trends in injuries, the latest research and methods for reducing injury. Additionally, we provide a one-stop-safety-product shop conveniently located at Kidsafe House with an array of products on display and for sale to prevent injuries to babies, toddlers and children.

### Organisation Contact details

Website: [www.kidsafensw.org](http://www.kidsafensw.org)

E-mail: [SCHN-KIDSAFE@health.nsw.gov.au](mailto:SCHN-KIDSAFE@health.nsw.gov.au)

Street Address: Kidsafe House, on the grounds of The Children's Hospital at Westmead  
Cnr Hawkesbury & Hainsworth Streets  
WESTMEAD NSW 2145

Phone: (02) 9845 0890

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

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

Kidsafe WA RTO contacts:

Course Registrations & Enquiries

Melita Jefferies

(08) 6244 4880

RTO Manager (Kidsafe WA CEO)

Scott Phillips

(08) 6244 4881

## Course Enrolment

Kidsafe New South Wales 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 New South Wales to arrange a course for your workplace or alternatively a list of any upcoming scheduled course dates are provided on the Kidsafe New South Wales website. To register for any of our courses, simply complete an enrolment form. The enrolment form can be found on the Kidsafe New South Wales website or is available from Kidsafe New South Wales Training Registrations (02) 9845 0890.

### Additional Information

All Policies and Enrolment information for this course is available on the Kidsafe New South Wales website [www.kidsafensw.org](http://www.kidsafensw.org) or from Kidsafe New South Wales Training Registrations (02) 9845 0890. Please refer to this information for course application criteria, Fees & Refunds, course outlines and assessment information.

All courses are available throughout NSW by flexible delivery. All nationally recognised courses undertaken with Kidsafe NSW (on behalf of Kidsafe WA) are criterion referenced and are part of the Vocational Education and Training system of competency-based training. Kidsafe NSW 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**. 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 New South Wales Training Registrations to discuss your options.



## Refunds and Cancellations

Payments of all refunds, to clients who are entitled to a refund, are in accordance with the Kidsafe New South Wales refund policy. While Kidsafe NSW 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 New South Wales Training Registrations (02) 9845 0890.

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

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

### Refund Policy

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

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

### Transfer Policy

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

## Code of Practice

### National Recognition

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

### Qualifications of Trainers & Assessors

All trainers have the TAE40110 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 up to 15 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 10 years and are widely renowned for their knowledge and expertise in this area. Kidsafe WA's Playground Advisory Service Manager is the current Kidsafe national representative on the Standards Australia committee for 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 Guarantee

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

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

### Access and Equity

Kidsafe New South Wales 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 New South Wales will provide training, assessment and support services which will ensure that:

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

## **Complaints and Appeals**

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

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

## **Privacy/Confidentiality**

Kidsafe WA (RTO) needs to keep records of student's enrolment, progress and results in each course. Registered Training Organisations do have a requirement of statistical reporting to the State Government. Kidsafe WA and its training provider Kidsafe New South Wales will limit the information to training, assessment and legislative reporting requirements. Learners have the right to view their own records. Kidsafe WA and its training provider Kidsafe New South Wales will not disclose information about students to a third party without the student's written permission. Kidsafe will not use photos or the names of students in promotional activities without their written permission. Kidsafe WA (RTO) records are kept in accordance with the Kidsafe WA Privacy Policy and the National Privacy Act.

## **Quality Assurance & Continuous Improvement**

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

## Learner Support & Safety

Kidsafe New South Wales 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 New South Wales 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 New South Wales.

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 New South Wales **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 New South Wales **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 New South Wales 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 New South Wales 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 New South Wales, they are to inform their trainer. If learners' safety concerns are not addressed, contact the training manager. Understanding and acting on Occupations Health and Safety issues is a component of the course and Kidsafe New South Wales 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 New South Wales's OHS Policy or other learner support services please don't hesitate to contact Kidsafe New South Wales Training Registration (02) 9845 0890 or visit [www.kidsafensw.org](http://www.kidsafensw.org). More details are also provided at the end of this document under Code of Practice.

## Accredited Course Information

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

- 52778WA Course in Type 1 Child Car Restraint Fitting
- AHCPGD206 Conduct visual inspection of park facilities
- AHCPGD305 Conduct operational inspection of park facilities
- AHCPGD505 Conduct comprehensive inspection of park facilities
- CPPACC4001A Apply disability awareness to assessing access situations
- CPPACC4006A Conduct a playground access audit

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.



### 52778WA Course in Type 1 Child Car Restraint Fitting

*RSCICR301A Provide information and advice on correct child car restraint use\*\**

*RSCICR302A Install Child Car Restraints*

\*\*Please note *RSCICR301A Provide information and advice on correct child car restraint use* can be delivered as a stand-alone unit. This is currently what is offered by Kidsafe NSW.



**NEW**

### COMING SOON

#### Playground Design, Access & Inclusivity

*AHCPGD305 Conduct operational inspection of park facilities*

*CPPACC4006A Conduct a Playground access audit*

#### Visual Inspection Course

*AHCPGD206 Conduct visual inspection of park facilities*

#### Operational Inspection Course

*AHCPGD305 Conduct operational inspection of park facilities*

#### Comprehensive Inspection Course

*AHCPGD505 Conduct comprehensive inspection of park facilities*



## Entry Requirements

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

There are no specific entry requirements for *RSCICR301A Provide information and advice on correct child car restraint use*, however a general command of spoken and written English, as well as the ability to write a simple report is required.

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

## Fees and Charges

Unless otherwise stated, course registration includes tuition, course notes and training materials, tea, coffee and biscuits. Lunch is at the participants own expense. GST is not applicable.

If you are wanting to host your own course for your workplace, a minimum of 5 participants or equivalent course fees (at \$300pp) is payable, plus associated travel costs if training is delivered in a regional area or different state/territory.

	Individual	Group/Workplace** (For up to 10 participants)	***Recognition of Prior Learning
Administration Fee* ( <i>Non-refundable</i> )	\$100.00	\$100.00	\$100.00
<b>Course Learning &amp; Assessment Fee</b>	<b>\$300.00</b>	<b>\$2,500.00</b>	<b>\$150.00</b>
Replacement Resources ( <i>per set</i> )	\$75.00	\$75.00	N/A
Replacement Certificate/Statement ( <i>each</i> )	\$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 \$250pp once maximum of 10 is reached.*

\*\*\* *Where applicable*

## Enrolment or Further Information

To register your interest in this course, complete the course enrolment form available from the Kidsafe NSW website [www.kidsafensw.org/accredited-training/](http://www.kidsafensw.org/accredited-training/). For further information or to arrange a course for your workplace contact the Kidsafe NSW training coordinator [SCHN-KIDSAFE@health.nsw.gov.au](mailto:SCHN-KIDSAFE@health.nsw.gov.au)

## Playground Design, Access and Inclusivity Course

AHCPGD305 Conduct operational inspection of park facilities

CPPACC4006A Conduct a Playground Access Audit



This nationally recognised training course that addresses three units of competency provides the knowledge and skills to interpret playground standards and design for accessibility. Specifically the course will cover:

- Accessibility and Inclusivity
- Interpreting Australian Standards and relevant legislation/regulations
- Sustainability
- Imaginative, creative and exploratory areas
- Natural environments
- Planting
- Safety

It is designed for individuals who are responsible for the design of manufactured, custom, bespoke or nature play equipment and traditional and natural playgrounds from a designer, manufacturer, or landscape architecture background as well as outdoor spaces for supervised early childhood facilities, pre-school, kindergartens, and childcare centres.

<b>Duration</b>	The unit is delivered over two days, from 9am to 5pm – plus pre reading and post course assessment task.							
<b>Organisation</b>	The delivery of the unit will be split into a theory component, practical skills sessions and assessment at identified park facilities near the training venue.  Only when the candidate successfully completes the requirements for the unit of competency/s is he or she deemed competent in the two units of competency outlined above.							
<b>Delivery Mode</b>	The environment where the unit/qualification will be delivered includes:							
	<b>Unit Code</b>	<b>Unit Title</b>	Face to face (classroom)	Practical demonstrations	One to one	Field Trip	Observation on location	Online
	AHCPGD305	Conduct operational inspection of park facilities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	CPPACC4006	Conduct a playground access audit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

This program is delivered off-the-job at the organisation’s training centre and nearby park facilities (unless delivered for a specific workplace). It combines a face-to-face trainer lead theory class for



knowledge based learning and a practical inspection session as small groups, role play and individual activities.

Although it is preferred that the training course is completed on 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 AHCPGD305 Conduct operational inspection of park facilities or CPPACC4006 Conduct a playground access audit, however a general command of spoken and written English, as well as the ability to write a simple report is required.

On achieving competency, participants will receive a Certificate of Participation for Playground Design, Access and Inclusivity Course as well as a Statement of Attainment for the Units of Competency outlined above.

### 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. GST is not applicable.

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** (For up to 10 participants)	***Recognition of Prior Learning
Administration Fee* ( <i>Non-refundable</i> )	\$100.00	\$100.00	\$100.00
<b>Course Learning &amp; Assessment Fee</b>	<b>\$1,100.00</b>	<b>\$9,350.00</b>	<b>\$550.00</b>
Replacement Resources ( <i>per set</i> )	\$75.00	\$75.00	N/A
Replacement Certificate/Statement ( <i>each</i> )	\$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 is reached.*

\*\*\* *Where applicable*

### Enrolment or Further Information

To register your interest in this course, complete the course enrolment form available from the Kidsafe NSW website [www.kidsafensw.org/accredited-training/](http://www.kidsafensw.org/accredited-training/). For further information or to arrange a course for your workplace contact the Kidsafe NSW training coordinator [SCHN-KIDSAFE@health.nsw.gov.au](mailto:SCHN-KIDSAFE@health.nsw.gov.au)

## Visual Inspection Course

AHCPGD206 Conduct visual inspection of park facilities



This nationally recognised training course incorporating AHCPGD206 Conduct visual inspection of park facilities, will provide participants with the knowledge and skills to conduct routine visual (daily to weekly) 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::

- AHC21016 Certificate II in Conservation and Land Management
- AHC20616 Certificate II in Parks and Gardens
- AHC20416 Certificate II in Horticulture

<b>Duration</b>	The unit is delivered in one day, from 9am to 5pm – plus post course assessment task.							
<b>Organisation</b>	The delivery of the unit will be split into a theory component, practical skills sessions and assessment at identified park facilities near the training venue.  Only when the candidate successfully completes the requirements for the unit of competency is he or she deemed competent in <i>Visual Park Facilities Inspection</i> .							
<b>Delivery Mode</b>	The environment where the unit/qualification will be delivered includes:							
			Face to face (classroom)	Practical demonstrations	One to one	Field Trip	Observation on location	Online
	<b>Unit Code</b>	<b>Unit Title</b>						
	AHCPGD206	Conduct visual inspection of park facilities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

Although it is preferred that the training course is completed 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 AHCPGD206 Conduct visual inspection of park facilities, however a general command of spoken and written English, as well as the ability to write a simple report is required.

On achieving competency, participants will receive a Statement of Attainment for the Unit of Competency *AHCPGD206 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. GST is not applicable.

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** (For up to 10 participants)	***Recognition of Prior Learning
Administration Fee* ( <i>Non-refundable</i> )	\$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 ( <i>per set</i> )	\$75.00	\$75.00	N/A
Replacement Certificate/Statement ( <i>each</i> )	\$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 is reached.*

\*\*\* *Where applicable*

## Enrolment or Further Information

To register your interest in this course, complete the course enrolment form available from the Kidsafe NSW website [www.kidsafensw.org/accredited-training/](http://www.kidsafensw.org/accredited-training/). For further information or to arrange a course for your workplace contact the Kidsafe NSW training coordinator [SCHN-KIDSAFE@health.nsw.gov.au](mailto:SCHN-KIDSAFE@health.nsw.gov.au)

## Operational Inspection Course

AHCPGD305 Conduct operational inspection of park facilities



This nationally recognised training course incorporating *AHCPGD305 Conduct operational inspection of park facilities*, will provide participants with the skills and knowledge required to inspect park or recreational facilities to identify hazards, existing and potential risks and non-conformities with Australian Standards and workplace health and safety requirements.

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

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

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

- AHC31416 Certificate III in Conservation and Land Management
- AHC31016 Certificate III in Parks and Gardens
- AHC30716 Certificate III in Horticulture

<b>Duration</b>	The unit is delivered over two days from 9am to 5pm - plus post course assessment task.							
<b>Organisation</b>	The delivery of the unit will be split into a theory component, practical skills sessions and assessment at identified park facilities near the training venue.  Only when the candidate successfully completes the requirements for the units of competency is he or she deemed competent in <i>Operational Park Facilities Inspection</i> .							
<b>Delivery Mode</b>	The environment where the unit/qualification will be delivered includes:							
			Face to face (classroom)	Practical demonstrations	One to one	Field Trip	Observation on location	Online
	<b>Unit Code</b>	<b>Unit Title</b>						
	AHCPGD305	Conduct operational inspection of park facilities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

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

### Entry Requirements

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

There are no specific entry requirements for *AHCPGD305 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 is required, and the completion of *AHCPGD206 Conduct visual inspection of park facilities*, or its equivalent is recommended.

Please note: If *AHCPGD206 Conduct visual inspection of park facilities*, or its equivalent has not been previously undertaken, it can be completed at the same time you undertake AHCPGD305 within the current course structure outlined. Please contact the Training Coordinator to discuss options available to you.

On achieving competency, participants will receive a Statement of Attainment for the Unit of Competency *AHCPGD305 Conduct operational inspection of park facilities (and AHCPGD206 if requirements are completed at the same time)*.

### Fees and Charges

Unless otherwise stated, course registration includes tuition, course notes and training materials, tea, coffee and biscuits. Lunch is at the participants own expense. GST is not applicable.

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** (For up to 10 participants)	***Recognition of Prior Learning
Administration Fee* ( <i>Non-refundable</i> )	\$100.00	\$100.00	\$100.00
<b>Course Learning &amp; Assessment Fee</b>	<b>\$1,100.00</b>	<b>\$9,350.00</b>	<b>\$550.00</b>
Replacement Resources ( <i>per set</i> )	\$75.00	\$75.00	N/A
Replacement Certificate/Statement ( <i>each</i> )	\$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 is reached.*

\*\*\* *Where applicable*

### Enrolment or Further Information

To register your interest in this course, complete the course enrolment form available from the Kidsafe NSW website [www.kidsafensw.org/accredited-training/](http://www.kidsafensw.org/accredited-training/). For further information or to arrange a course for your workplace contact the Kidsafe NSW training coordinator [SCHN-KIDSAFE@health.nsw.gov.au](mailto:SCHN-KIDSAFE@health.nsw.gov.au)



## Comprehensive Inspection Course

AHCPGD505 Conduct comprehensive inspection of park facilities



This nationally recognised training course incorporating *AHCPGD505 Conduct comprehensive inspection of park facilities*, will provide participants with the skills and knowledge required to undertake comprehensive (annual or post installation) compliance audit of park or recreation facilities to identify non-conformities with Australian Standards, legislative and work health and safety requirements, as well as manufacturers' standards. These include but are not limited to traditional, indoor, natural and nature playgrounds.

It applies to individuals who analyse information and exercise judgement to complete a range of advanced skilled activities and demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems. All work is carried out to comply with workplace procedures. It is designed for individuals such as playground operators, supervisory, technical and maintenance personnel, risk assessors, design and safety officers, independent auditors, equipment manufacturers, landscape architects and designers, property developers, equipment installers, managers and owners of playground in public and private parks, schools, and early childhood and other recreation and leisure facilities.

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

- AHC51116 Diploma in Conservation and Land Management
- AHC50716 Diploma in Parks and Gardens Management
- AHC50416 Diploma in Horticulture

<b>Duration</b>	The unit is delivered over two/three days (depending on the previous experience of the participant). Each day will run from 9am to 5pm - plus pre and post course assessment tasks.							
<b>Organisation</b>	The delivery of the unit will be split into a theory component, practical skills sessions and assessment at identified park facilities near the training venue.  Only when the candidate successfully completes the requirements for the units of competency is he or she deemed competent in <i>Comprehensive Park Facilities Inspection</i> .							
<b>Delivery Mode</b>	The environment where the unit/qualification will be delivered includes:							
	<b>Unit Code</b>	<b>Unit Title</b>	Face to face (classroom)	Practical demonstration	One to one	Field Trip	Observation on location	Pre Course Reading Tasks
	AHCPGD505	Conduct comprehensive inspection of park facilities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

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

### Entry Requirements

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

There are no specific entry requirements for AHCPGD505 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. The completion of AHCPGD206 Conduct visual inspection of park facilities and/or AHCPGD305 Conduct operational inspection of park facilities, or its equivalent and an established experience in playground inspections is recommended.

Please note: If AHCPGD305 Conduct operational inspection of park facilities, or its equivalent has not been previously undertaken, it can be completed at the same time you undertake AHCPGD305 within the current course structure outlined. Please contact the Training Coordinator to discuss options available to you.

On achieving competency, participants will receive a Statement of Attainment for the Unit of Competency AHCPGD505 Conduct comprehensive inspection of park facilities (and any other units of competency requirements completed at the same time).

### Fees and Charges

Unless otherwise stated, course registration includes tuition, course notes and training materials, tea, coffee and biscuits. Lunch is at the participants own expense. GST is not applicable.

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** (For up to 10 participants)	***Recognition of Prior Learning
Administration Fee* (Non-refundable)	\$100.00	\$100.00	\$100.00
<b>Course Learning &amp; Assessment Fee</b>	<b>\$1,650.00</b>	<b>\$15,000.00</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 \$1,500pp once maximum of 10 is reached.

\*\*\* Where applicable

### Enrolment or Further Information

To register your interest in this course, complete the course enrolment form available from the Kidsafe NSW website [www.kidsafensw.org/accredited-training/](http://www.kidsafensw.org/accredited-training/). For further information or to arrange a course for your workplace contact the Kidsafe NSW training coordinator [SCHN-KIDSAFE@health.nsw.gov.au](mailto:SCHN-KIDSAFE@health.nsw.gov.au)

## Course Delivery

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

All training materials and training plans are developed by a qualified trainer employed by Kidsafe WA's RTO and in consultation with local training providers and prior to the commencement of the course, will be moderated and validated prior to being approved by management. 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 New South Wales.

Training timetables will be developed by Kidsafe New South Wales, 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 New South Wales and will be incorporated into student fees.

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


The language, literacy and numeracy skills required in the training programs offered by Kidsafe New South Wales 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 New South Wales Training Registration for further information on how we can support your participation.

## Assessment

When you start your course at Kidsafe New South Wales, 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.

Assessment materials will be developed by accredited trainers and will be moderated and validated prior to being approved by management before assessment is conducted. They will be assessed by management to be reliable, valid, flexible and fair before use. Assessment will be conducted to ascertain a student's competency in a set task or knowledge at that point in time. The result of the assessment, sometimes combined with class work, will be reliable and sufficient evidence of that competency.



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

Assessments will be developed to meet criteria set out by the relevant unit of competency. They will be regularly reviewed to ascertain they continue to meet these criteria, evidence requirements and the needs of students.

Assessments will be conducted in an environment which is consistent with that designated by the relevant unit of competency, and which is as non-threatening as possible.

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

Assessments at Kidsafe New South Wales 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 New South Wales Assessments comply with the Assessment Guidelines included in the applicable nationally endorsed training packages or the assessment requirements specified in accredited courses.

Kidsafe New South Wales Assessments provide for applicants to be informed of the context and purpose of the assessment and the assessment process and focus on the application of knowledge and skill to the standard of performance required in the work environment.

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 Certificate or Statement on 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 New South Wales.

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 New South Wales 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.

1. The first option is that they may appeal the decision (The appeal process is outlined in the Kidsafe Complaints and Appeals Policy available for download from [www.kidsafewa.com.au/rto](http://www.kidsafewa.com.au/rto) or by contacting Kidsafe New South Wales Training services).
2. The second option is to complete the entire subject again, at the expense of the student.

Kidsafe New South Wales 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 New South Wales 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 New South Wales will provide RPL guides and documentation to students that explain the entire process.

RPL is the acknowledgement of skills and knowledge obtained through:

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

Application for RPL will be assessed on an individual basis. Each applicant will need to provide the necessary evidence documentation to demonstrate their competency in accordance with the competency requirement of the relevant qualification for which they are applying for RPL.

Documentation of prior learning is the most common form of evidence however there are also other forms of evidence including: third party observations, self-assessment reviews, verbal questioning, phone interviews and real work samples such as log books, reports, and checklists.

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

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

For more information on the procedure and benefits of Recognition of Prior Learning contact Kidsafe New South Wales's Training Manager [www.kidsafensw.org/accredited-training/](http://www.kidsafensw.org/accredited-training/)



## Kidsafe New South Wales 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.

When arriving for training here are a couple of pieces of additional information:

### **Why not come relaxed**

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

### **Morning, afternoon teas and lunch**

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

### **Dress code**

Although you're not in your normal workplace, time spent at Kidsafe 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, it is recommended that you wear shorts or pants and closed in shoes.

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