# 1. Flyer to advertise a course

- include course name, course unit code, summary of course, entry requirements, price, course description.

RIIWHS204D - WORK SAFELY AT HEIGHTS

This nationally accredited Working at Heights course will equip you with the skills and knowledge that you require to safely work at heights. Our engaging course uses various forms of depth utilising fall protection. On the successful completion of the course, learners will be issued a nationally accredited ‘statement of attainment’ – RIIWHS204D – Work Safely at Heights.

About

The Work Safely at Heights course can be done at any of our High Risk Training Facilities, located at Yatala, Moranbah, Townsville, Rockhampton, Gladstone, Cairns, Weipa and Darwin. Your course consists of learning material, theory assessment and a practical assessment.

Course Duration

The course lasts approimately 1 day (approximately 8 hours) depending on the number of attendees and their prior knowledge and experience in the industry.

Course Overview

There are no formal entry requirements for this course, however you must possess basic literacy and numeracy skills. You may be required to complete a Language, Literacy and Numeracy (LLN) indicator prior to enrolling.

If you have any concerns regarding the literacy or numeracy requirements, please contact student.services@civilsafety.edu.au for advise.

Course Outline

RIIWHS204D – WORK SAFELY AT HEIGHTS​

This unit it appropriate for those working in operational roles where they are required to perform work at heights.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

The elements of this course are:

1. Identify work requirements

2. Identify work procedures and instructions

3. Access and install equipment

4. Perform work at heights

5. Clean up work area

You are required to be able to walk freely, be able to bend and twist, perform safe lifting techniques and have an understanding of typical workplace risk and safety policy and procedures.

When you are deemed competent by a Civil Safety assessor you will receive a Statement of Results.

All Inclusive Price $300 Full face-to-face class

# 2. Price list

- to use for each office location, listing all courses - include course name, course unit code, date/time, price - also include section/key to notify for each course if funding is available

In separate attachment

3. Marketing flyer template

- to advertise government funding options that we have which a student may be eligible for (see 'funding' tab on our webpage civilsafety.edu.au - we need one for each Certificate 3 Guarantee and User Choice.

User Choice (Queensland)

**What is the User Choice Program?**

The User Choice 2017-20​ program provides a public funding contribution towards the cost of training and assessment for eligible Queensland apprentices and trainees. The User Choice 2017-20 program is an initiative of the Queensland Government and the Queensland Department of Education and Training.

The program is designed to provide employers and their apprentices and trainees with the ability to select their preferred registered training organisation (RTO) from a list of Queensland Government pre-qualified suppliers (PQS) for the delivery of the accredited training to meet their specific needs.

More information can be found at: <http://www.training.qld.gov.au/employers/funding-incentives/apprenticeship-traineeship-incentives/user-choice.html> or call 1800 210 210.

**Are there any rules I should be aware of in relation to funding?**

Apprentices and trainees can only receive one government contribution for a User Choice funded qualification at any single point in time i.e. a student cannot be funded to undertake two apprenticeships or traineeships at the same time.

In addition, apprentices and trainees, can only receive a maximum of two government funding contributions under the current User Choice program. A second qualification will only be funded if it has a higher priority ranking than the first qualification that has been completed.

There are also some other rules specifically related to funding for School based Apprentices and Trainees (SATs), so students and their parents/guardians should discuss their intentions with their school's vocational education and training coordinator prior to signing up as a SAT. For employers, individuals, parents and guardians, Australian Apprenticeship Centres (AACs) are another good source of information.

Employers and individuals should also note that each qualification has a priority ranking. This priority ranking indicates whether the qualification produces skills which are in shortage across the state.

There are also rules in respect to existing workers. Employers and individuals should note that existing workers, irrespective of whether they belong to a Priority Population Group, are only eligible for funding when undertaking Priority One qualifications.

**Is there any other funding available for employers or apprentices and trainees?**

There are a variety of incentives and loans available to employers, apprentices and trainees. These include incentives from the Queensland Government, Commonwealth Government and from industry bodies such as Construction Skills Queensland.

More information can be found at: <http://www.training.qld.gov.au/employers/funding-incentives/apprenticeship-traineeship-incentives/index.html>

**Fees**

The User Choice 2017–20 Policy requires Civil Safety to collect GST exempt fees as the participant’s contribution to the cost. To meet this requirement Civil Safety must provide evidence it has charged and collected and applied any relevant exemptions.

The rate of student contribution fees is reviewed annually and any increase is often implemented from 1 January each year. Consequently, the Supplier must ensure the student contribution fee is calculated against the correct fee rate as at the commencement of training for each respective unit of competency.

The current rate for the 2018 calendar year is $1.60 per nominal hour (per unit).

**Is there an employer contribution that I need to pay?**

In addition to the student fees, there may be some cases where Civil Safety may seek additional charges from an employer for the apprenticeship or traineeship. Any additional charges must be negotiated up-front and disclosed to the employer prior to the enrolment of the apprentice/trainee.

**Student Surveys**

At Civil Safety we actively seek learner and client feedback on our courses and our trainers and assessors. We regularly undertake evaluations of all courses and activities to achieve continuous improvement.

These evaluations are completed at the end of a training program or traineeship. The feedback and information learners and clients provide will be used to improve future courses and teaching effectiveness.