



**DOGGING - CLASS DG LICENCE COURSE**

**LEARNING AND ASSESSMENT  
STRATEGY**

**ON-SITE JOB DELIVERY MODEL**

**CPCCLDG3001A**

**LICENCE TO PERFORM DOGGING**

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## SCOPE - DOGGING LICENCE (CLASS DG)

<b>Name of RTO</b>	Forking Essential Pty Ltd T/A Boston Institute of Technology (BIOT)
<b>Course Title</b>	DoggingLicence(DG)
<b>Unit Code</b>	CPCCLDG3001A Licence to perform dogging
<b>Unit Content</b>	1. Plan Job
	2. Select and Inspect Equipment
	3. Prepare Site and Equipment
	4. Perform Task
	5. Shut Down Job and Clean Up
<b>Prerequisite Units</b>	None
<b>Co-Requisite Units</b>	None

### BACKGROUND

BIOT is a Registered Training Organisation. The RTO and its Trainers/ Assessors will be nominated to WorkCoverNSW to gain approval to conduct and assess this licence from 1 January 2013 against the new Workplace Health & Safety (WHS) laws. This is the National Standard for Licensing Persons Performing High Risk Work.

We offer dual delivery of the licence course and unit of competency through our RTO.

### TARGET GROUPS

Client's employees, (nominated byClient)

### ENTRY REQUIREMENTS

There is an Evidence of Identity (EOI) process that must be met before a participant can do the course.

The entry requirements for this course are in the EOI guidelines.

**A person must be at least 18 years of age to undertake the assessments and obtain the licence. Training through the BIOT Course can start at an earlier age.**

### CONSULTATION PROCESS

BIOT has an established business offering courses in specialist lifting equipment.

Our client base is extensive across Sydney and NSW.

For this course, we have consulted with clients and NSW Work Cover. We can provide evidence of attendance at mandatory information sessions.

We can show evidence of contact with the Transport and Logistics Industry Skills Council (Mr John Gilbert) and NSW Automotive ITAB (Ms Debby Joyce) in our long term research for the setup of this course.

We also regularly visit the Work Safe Australia website and the Australian Safety and Compensation Council website plus the Licensing News website to keep up to date with the latest developments from industry and the regulators in this licensing development.

We have a contract with specific assessors, trainers and other RTO's who operate businesses in crane operations and specialised equipment. They will enter into contract and partnering with the RTO. These trainers and our own extensive BIOT clients have been consulted in the development of this course.

This continuing engagement with industry and stakeholders ensures that the course meets both unit of competency requirements and the WorkSafe Australia, ASCC and Work Cover NSW course requirements.

## **DELIVERY AND ASSESSMENT ARRANGEMENTS**

This is a five day (5) course. There is four (4) days of training and assessment against the unit of competency and the final day, day 5, is the assessment day for the DG licence that completes the unit of competency.

The course delivery hours and the learning and assessment instruments are set down by the RTO, BIOT in line with the unit of competency, WorkSafe Australia (ASCC) requirements set out in the National Standard for Licensing Persons Performing High Risk Work and Work Cover NSW requirements. Standardised session plans, resources and assessment instruments are used across courses for validity and consistency of training. Work Cover NSW monitors the delivery of this course through its administration procedures and contact with the trainers and assessors and our RTO.

### **Training**

This is on-the-job - face-to-face training delivery at the client site that includes:

- Lecture format
- Questions and answers
- Demonstration by our qualified trainer
- Practical exercises stepping through operational procedures in the use of equipment.
- Handouts
- Learner Information book
- Learner Workbook that contains Activity Book Module Questions (ABMQ) and Activity Book Module Practical Activities (ABMPA)

### **Assessment**

Assessment against the unit of competency is completed during and at the end of the training component and methods includes:

- Activity Book Module Questions (ABMQ) and Knowledge testing in the Review Questions (RQ)
- Practical observation of skills and oral questioning is gathered and recorded through
- Activity Book Module Practical Activities (ABMPA) and Practical Review (PR) and Final Practical Demonstrations of Skill and Knowledge.

These assessments are recorded in the individual student activity book then transferred to the individual candidate's Record of Training and Assessment (ROTA).

### **Record of Training and Assessment**

This training and assessment is recorded in the instrument called the Record of Training and Assessment (ROTA). The RTO retains this record and gives the Candidate a copy at the end of the training course when he/she is deemed ready for the licence assessment.

Assessment using the mandatory instruments for licensing purposes is conducted after the training delivery and course assessment is successfully completed. This can be done in day 5 of the course. It is undertaken by a WorkCover NSW Accredited Assessor who is NOT the same person that conducted the four days of training.

Successful assessment meets the unit of competency and the requirements of the National Standard for Licensing Persons Performing High Risk Work.

Assessment results are recorded by the RTO and notification is sent to WorkCoverNSW as per the administration guidelines.

### **LEARNING AND ASSESSMENT RESOURCES**

BIOT will utilise:

- A Trainer Handbook, PowerPoint Presentation slides and resource materials produced by Work Safe Resources Pty Ltd.
- A Learner Information Guides and Learner Activity Book produced by Work Safe Resources Pty Ltd.
- Video support materials from VOCAM that covers the WHS and safety aspects.
- Employer and site specific procedures (where appropriate).
- The RTO's Record of Training and Assessment document.

**BIOT will use Mandated Assessment instruments for licence:**

- Assessment Instruments produced by WorkSafe Australia (ASCC) and monitored by WorkCover NSW.
  - Part 1 - Performance.
  - Part 2 - Oral / Written Knowledge.

### **SESSION PLANS**

The course has detailed session plans that set out the timing of delivery and assessment and resources. See the separate document.

### **EQUIPMENT REQUIREMENTS**

Equipment will be a Slewing Mobile Crane (minimum 10 tonne lifting capacity).

The trainer will check that the equipment is compliant by ensuring that:

- A Load Chart that is secured and legible.

A working area will be organised prior to operation. The work will occur in a controlled area and hazards in the work area will be checked prior to training - as set out in SWMS and referred to as part of the training and assessment. Hazards may include (but not limited to):

- ground conditions (e.g. condition of pavement, slopes)
- overhead hazards (e.g. power lines, service pipes)
- insufficient lighting
- traffic (e.g. pedestrians, vehicles, other plant)
- weather (e.g. wind, lightning, rain)
- crane instability (e.g. overloading, poor load placement, irregular loads)
- other hazards (e.g. dangerous materials)

Requirements during the training and assessment on a work site as set out in the SWMS may include:

- checking and working within site restrictions and procedures
- use of safety and personal protective equipment
- use of communications equipment
- suitable crane and lifting equipment specific to the worksite
- suitable loads that are relevant to the worksite and as described by the endorsed Assessment Instrument

Information/documents that may include in the training and assessment are:

- workplace procedures and policies for the operation of the specialised equipment.
- manufacturers specifications for equipment/tools,
- job specifications

## **SITE INDUCTION/COURSE PLANS and SAFE WORK METHODS STATEMENTS (SWMS)**

Every course follows this strategy and the session plans but is further documented to the needs of the specific workplace in a site /client specific course plan and Safe Work Methods Statement (SWMS).

See the template Site Induction /Course Plan and (SWMS)

The process outlined below is conducted with every client prior to a course or assessment:

### **Enquiry and course confirmation**

1.1 The client makes contact with BIOT and requests a course or assessment.

1.2 BIOT will provide a quotation.

1.3 Upon quotation acceptance, the course is booked and BIOT representative will visit the location, meet with the client representative and complete relevant 'Site Induction/Course Plan'. Course cannot proceed past this point without completion of this form.

1.4 Upon successful completion of 1.3 a 'Course Booking Form' will be supplied to the client for completion.

1.5 When BIOT is in receipt of the completed course booking form, and the previously completed site induction/course plan, will the database 'course registration' will proceed.

### **Site inspection/preparation/pre-course confirmation**

2.1 The BIOT representative (Trainer or manager) will undertake a Safe Work Methods Statement (SWMS) inspection on the client site to ensure WHS matters are addressed prior to training/assessment.

2.2 Any issues identified through the SWMS check will be communicated to the client. Training/assessment will not proceed until these safety issues are addressed by the client and notified to BIOT RTO.

2.3 When all elements conform to the work place requirements SWMS documentation will be signed off and training will then commence.

2.4 At all times whilst onsite the SWMS document will be in the possession of the BIOT representative.

### **RTO and client records**

3.1 All course correspondence will also be retained by the RTO in the client file.

## **ISSUING THE CERTIFICATION**

Successful student will be issued with a statement of attainment for CPCCLDG3001A Licence to Perform Dogging which is from the CPC08 Construction, Plumbing and Services Training Package.

Work Cover's Notice of Satisfactory Assessment (NSA) that leads to issuing of the DG Licence will be issued by the RTO separately. The candidate must apply to the licensing authority (WorkCover) within 60 days of the date on the Notice of Satisfactory Assessment. Failure to do so may result in WorkCover requiring the applicant to be reassessed.

## **PATHWAYS**

This is a short course leading to the competency CPCCLDG3001A Licence to Perform Dogging. It can be used as a lead into further training in the Building and Civil Construction Industry. People with industry experience and employer support can go on to complete further courses.

## **DELIVERY AND ASSESSMENT STAFF**

See the staff matrix. BIOT uses experienced industry trainers from the construction industry. They must hold the Certificate IV in Training and Assessment (TAE40110), as BIOT does not except any other qualification.

If not, they are supervised by a qualified Trainer / Assessor in our RTO. They are approved by WorkCover NSW. This is a transition arrangement and our RTO expect all trainers to hold the TAE40110 within 12 months of commencing working within our RTO as part of their agreed professional development.

## **ASSESSMENT VALIDATION PROCESS**

BIOT will use validated resources for the delivery of the course.

Unit of competency checklists and knowledge tests and records of assessment during training.

WorkSafe Australia (ASCC) prescribed Assessment Instruments that meet the National Standard for Licensing Persons Performing High Risk Work.

Validation will include:

- Use of prescribed assessment instruments
- Use of prescribed course and assessment tools and reporting forms
- Team teaching and team assessing across the RTO to review delivery and assessment consistency across Assessors.
- Use of the Trainer Guides and mapping of required assessments to unit of competency by external VET assessment consultants and resource developers (such as Work Safe Resources Pty Ltd)

**This is part of quality control and continuous improvement**

## **INFRASTRUCTURE REQUIREMENTS**

BIOT has an established VET infrastructure and facilities.

These include:

- Office premises and access to computers
- Access to larger facilities and work sites for training in client venues
- Training Package materials
- Standards and Guidelines from WorkSafe Australia (ASCC), WorkCoverNSW and other relevant legislation ( Hard copy and CD)
- Additional training and assessment materials for staff to access
- Equipment and storage areas for the range of additional equipment and safety apparatus required for the RTO courses
- Safety Work Methods Statements as required on client work sites.

## **MONITORING AND EVALUATION**

The course will be monitored and evaluated in the following ways:

1. Pre-course information and marketing
2. Session plans
3. Site Induction/ Course Plans for each client and training site
4. Course booking arrangements
5. Equipment requirements for the course
6. Review of records in the SWMS documents for client sites
7. WHS inspections of venues and the outcomes of any reported accidents or incidents
8. Participant feedback (both formal and informal feedback)
9. Employer and client feedback
10. Trainer feedback from the BIOT Evaluation form
11. Content of Workbooks and additional handouts to verify they are accurate and up to date with legislation and contractual requirements (if relevant)
12. Assessment tools and results
13. Language and literacy issues that may be impacting of delivery and assessment



**This is part of quality control and continuous improvement**

**Work Cover NSW Reviews**

WorkCover NSW guidelines are followed by the Accredited Assessor. Work Cover NSW monitoring and unannounced on-site visits (spot audits) contribute to quality control and improvements.