

# Participant Manual

Precise Training Services Pty Ltd is a Western Australian Registered Training Organisation that supplies nationally Accredited Training and Assessment Services to the Drilling and Mining Industry in Western Australia.

Precise Training Services offers a unique training experience that is tailored to the equipment and safety system that you use every day. Precise Training Services is committed to delivering better training outcomes to provide you the opportunity to accelerate and enhance your career.

RTO # 52868

0417 946 025

Precise Training Services welcomes you on your training journey. This handbook will provide you with the information on enrolment and your rights as a participant under the Vocational Education and Training (VET) program.

Precise Training Services is registered to deliver the following qualifications through traineeships and fee for service arrangements:

- RII20920 Certificate II in Drilling Operations
- RII30820 Certificate III in Drilling Operations
- RII40920 Certificate IV in Drilling Operations

Precise Training Services follows all applicable WHS Legislation. As off 2022, Western Australia has adopted the national WHS legislation. DMIRS has also adopted this WHS Legislation which replaces the OHS Act that mine sites were regulated under

Precise Training Services delivers most of the training and assessing at the work location. The training and assessing of the units of qualification occurs in a working environment, while you are conducting the practical duties of your role. The workplace locations that the training will be delivered at, will be the mine site/drill site that you are working at. Mine site/drill locations can change for a participant due to nature of the drilling programme and is out of the control of Precise Training Services. The delivery of training will be conducted in combination with Drillers, Senior Drillers, Supervisors, Operations Managers and the Trainer and Assessors.

The trainers and assessors that deliver the training are experienced in the drilling industry and work in conjunction with your supervisor and other work crew.

As you progress through your training, some units may be assessed in a classroom environment. This can apply to the diploma qualifications.

## Duration of training

- |  |                     |     |
|--|---------------------|-----|
| • RII20920 Certificate II in Drilling Operations:  | 12 - month duration |     |
| ○ Nominal Hours DWTD                               |                     | 391 |
| • RII30820 Certificate III in Drilling Operations: | 18 - month duration |     |
| ○ Nominal Hours DWTD                               |                     | 495 |
| • RII40920 Certificate IV in Drilling Operations:  | 24 - month duration |     |
| ○ Nominal Hours DWTD                               |                     | 440 |

Precise Training Services will monitor training to ensure any participants that are not meeting course progress requirements. This will be done using the RTO software and also any field training matrices' the employer may use to record progress. This will be used by the employer and RTO where the employer is funding the training to deploy necessary resources (trainer and assessor, or any LNN issues) to assist with supporting the participant to complete training and meet course progress requirements.

Vocational Education and Training (VET) provides people with the workplace skills and technical knowledge they need to meet current and future employment demands. Put simply, VET is skill-based education and training. An integral part of the Australian tertiary education system, VET is designed to support economic, regional and community development.



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## PRECISE TRAINING PRE-ENROLMENT INFORMATION FOR PARTICIPANTS

**Registered training organisations (RTOs)** are providers and assessors of nationally recognised training that have been registered by that has been accredited by the Training Accreditation Council(TAC) to deliver VET services. TAC is the regulator in Western Australia. TAC audits and regulates courses and training providers to ensure national approved quality standards are being achieved

Precise Training Services does not guarantee that a participant will successfully complete a training unit or qualification. In addition Precise Training Services will not issue a unit or qualification that is not completed in a manner which does not meet the requirements of Clause 1.1 and 1.2 of the RTO standards 2015.

Precise Training Services does not guarantee a participant will obtain any particular employment as this is outside of its control

Precise Training Services is responsible for the quality of the training and assessment in compliance with the RTO Standards 2015 and for the issuance of the AQF certification documentation

If Precise Training Services closes or ceases to deliver any part of the training product that the participant is enrolled, it will make adequate arrangements to transfer that participant and provide all Statements of Attainments for units or Qualifications completed to an alternative RTO.

Precise Training Services can only deliver its scope of training in Western Australia

**The Australian Qualifications Framework (AQF)** is the national policy for regulated qualifications in the Australian education and training system and covers all nationally recognised qualifications in the secondary school, vocational and higher education sectors[1].

The AQF provides the standards for Australian qualifications and comprises:

The learning outcomes for each AQF level (Levels 1 – 10) and qualification type (Certificate I through to Doctoral degree);

The specifications for the application of the AQF in the accreditation and development of qualifications.

The policy requirements for issuing AQF qualifications.

The policy requirements for qualification linkages and student pathways.

The policy requirements for the registers of:

organisations authorised to accredit AQF qualifications.

organisations authorised to issue AQF qualifications.

AQF qualifications and qualifications pathways.

The policy requirements for the addition or removal of qualification types in the AQF; and

The definitions of the terminology used in the policy.

All qualifications that are included in national Training Packages or accredited by VET Regulators such as TAC must adhere to the AQF.

AQF qualifications are created by packaging units of competency into meaningful groups. The combination of outcomes from the groups of units is aligned to a relevant AQF level and qualification type

**Traineeships** are an excellent way to combine training with work, enabling you to have a job while you complete training towards a nationally recognised qualification. They are available to anyone of working age.

You can do a traineeship if you are a school-leaver, re-entering the workforce or as an adult or mature-aged person wishing to change careers.

When you finish your traineeship, you will have a nationally recognised qualification that's held in high regard in many overseas countries as well.

**Traineeships** can take between one to two years to complete and offer a broader range of vocational and occupational choices.



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## PRECISE TRAINING PRE-ENROLMENT INFORMATION FOR PARTICIPANTS

A traineeship provides hands-on skills and work experience and can improve your employment prospects and range of career choices.

Upon successful completion, a trainee will receive a nationally recognised qualification in their chosen vocational area

Each participant will be **enrolled** in the relevant qualification they are completing with a Precise Training Services representative who will explain the training process and clarify any issues or questions. Participants will be required to supply a USI number and relevant identification. A participant can elect not to enrol with Precise Training Services and will need to make necessary arrangements with the employer. Precise Training Services can assist with USI search and verification on behalf of the participant.

For more information on USI visit - <https://www.usi.gov.au/about>.

**Literacy and numeracy** assessment will be undertaken at the enrolment stage for each participant to determine any learning challenges that may require assistance for the participant. Precise Training Services will aid each participant so learning needs can be met. This assistance can be provided by the trainers and assessors and can be a combination of visual aids, Diagrams, photos and general coaching and clarification

**Competency-based training** is a method of training that focuses on a learner's ability to receive, respond to and process information in order to achieve competency. It is geared towards the attainment and demonstration of skills to meet industry-defined standards, rather than to a learner's achievement relative to that of others. Learner progress in a competency-based program is not time-based. As soon as a learner achieves a required competency, they can move to the next. In this way, learners can complete training in their own time and at their own pace.

- Problem solving
- Self-management
- Learning
- Information and communication technology

Competency-based training is characterised by the following key features:

- It is based on units of competency (hence the term competency-based)
- It is outcomes-focused, relying less on inputs such as curriculum and more on a learner's ability to consistently apply their knowledge and skills to the standard of performance required in the workplace
- It involves work-based learning

Precise Training Services will ensure that all training and assessment will be conducted in accordance with the latest WHS legislation

**The assessment process** will be undertaken by collecting evidence in the workplace and judging competency for unit of the relevant qualification and industry standards. Assessment methods will include marking theory components, practical observation and demonstration, verbal communication

**Employer Funded Training** is a process whereby your employer pays for your training. Precise Training Services generally collects fees directly from your employer. At the time of enrolment, your training will be funded by the employer and no cost will be chargeable to you.

Precise Training Services will supply all relevant documentation and software management system required for you to be able to complete the units and qualification

If you leave your employment with your employer, your training will cease as this training is site/mine based and requires specialised plant, equipment, safety systems, PPE and trainers and assessors to complete

A **credit transfer** can be issued when an AQF Qualifications and Statements of Attainments that have been issued by other RTO's.

**Recognition of Prior Learning (RPL)** is the process that acknowledges the skills and abilities that you have built up via prior study, which includes both formal and non-formal learning, along with work experience and volunteering. Through RPL on specific units, you can receive your qualification without having to repeat the same learnings that you've already experienced.



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## PRECISE TRAINING PRE-ENROLMENT INFORMATION FOR PARTICIPANTS

Under the Australian Qualification Framework (AQF) which regulates education in Australia, all students are entitled to have their previous skills, experience and training recognised to enhance their progression into and between qualifications.

When a participant has completed all units in a qualification, they will be **issued a certificate** indicating which units of competency have been completed, If a student only partially completes the qualification, a Statement of Attainment will be issued

Participants have the right to submit a **compliant or appeal** for an assessment outcome. These matters will be taken seriously and will be followed up with the participant and trainer and assessor to ensure the issue can be resolved in an unbiased method.

Any units completed will be made available to the participant on a Statement of Attainment or a Qualification if achieved. Each participant will have access to training records through the student software (Vasto) and these records will be confidential. Permission will need to be given by the participant as per the Privacy Act 1988 for these records to be passed onto a 3<sup>rd</sup> party. Personnel information about participants needs to be shared with Australian Government and other authorities including the Australian Apprenticeship Council, and the National Centre for Vocational Education Research (NCVER). Permission for this is obtained during the enrolment process.

**Refund policy** for the employer can be obtained directly from Precise Training Services.

If any changes to services arise, Precise Training Services will notify the employer and participant.

We hope your time with Precise Training Services is rewarding and assists to propel your learning and career forward. If you have any questions, please contact us on 0417 946 025.

Chief Executive Officer



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## PRECISE TRAINING PRE-ENROLMENT INFORMATION FOR PARTICIPANTS

### Pre – Enrolment Information for Participants

The information contained in this document will provide current and accurate information that will enable the learner to make an informed decision about undertaking training with Precise Training Services.

Precise Training Services delivers the vast majority of training and assessing at the work location. The training and assessing of the units of qualification occurs in a working environment while you are conducting the practical duties of your role. The workplace locations that the training will be delivered at, will be the mine site/drill site that you are working at. Mine site/drill locations can change for a participant due to nature of the drilling programme and is out of the control of Precise Training Services. The delivery of training will be conducted in combination with Drillers, Senior Drillers, Supervisors, Operations Managers and the Trainer and Assessors.

The trainers and assessors that deliver the training and assessments are experienced in the drilling industry and work in conjunction with your supervisor and other work crew and will hold the relevant TAE40116 qualification or equivalent.

#### Duration of Training

- |  |                        |
|--|------------------------|
| • RII20920 Certificate II in Drilling Operations:  | 12 - month duration    |
| – Nominal Hours DWTD                               | 391                    |
| • RII31820 Certificate III in Drilling Operations: | 18 - month duration    |
| – Nominal Hours DWTD                               | 495                    |
| • RII40920 Certificate IV in Drilling Operations:  | 24 - month duration    |
| – Nominal Hours DWTD                               | 440                    |
| • BSB51918 Diploma in Leadership and Management:   | 18 - 24 month duration |
| – Nominal Hours DWTD                               | 665                    |

Precise Training Services is responsible for the quality of the training and assessment in compliance with Standards for RTO's 2015.

Precise Training Services will monitor training to ensure any participants that are not meeting course progress requirements. This will be done using the RTO software and any field training matrices' the employer may use to record progress. This will be used by the employer and RTO where the employer is funding the training to deploy necessary resources (trainer and assessor, or any LNN issues) to assist with supporting the participant to complete training and meet course progress requirements.

Precise Training Services will ensure all participants who commence training complete an enrolment form. Enrolment documentation is completed with a Precise Training Services representative who explains the training process and can answer any questions the participant may have.

Where the employer is funding the training for the participant, the employer will elect to use an RTO of their choosing. This is referred to as a third-party arrangement and the employer may reference the use of the RTO in marketing or advertising. The participant reserves the right to not enrol with the RTO that the employer uses and should discuss this with their employer about alternate methods of enrolling with another RTO.

All participants who undertake nationally accredited recognised training in Australia are required to have a Unique Participant Identifier (USI). The USI creates an online record of all participants recognised training qualifications. A participants USI remains with them for their lifetime. Participants will be required to provide their USI number to Precise Training Services upon enrolment. If you do not have a USI, Precise Training Services can register on your behalf with your permission, or you can complete the process which only takes a few minutes. Please visit <https://www.usi.gov.au/about>. For more information on USI

Where a participant is experiencing difficulties in understanding or learning, the RTO will in conjunction with your employer facilitate as best as possible the required resources or additional support to enable the participant the best chance to complete the training. This may include additional training sessions with the trainer and assessor, or support in one on one sessions with the RTO or employer representative offsite or onsite

**Employer Funded Training:** Precise Training Services generally collects fees directly from the participant's employer. At the time of enrolment, participants training will be funded by the employer and no cost will be chargeable to the participant. The employer will be charged for the cost of the unit or qualification of training delivered to the participant. The employer is charged only for the units completed by a participant. Precise Training Services can have third party arrangements directly with the participants employer regarding delivery and completion of training and assessment process. The employer will supply the workplace location and all resources (equipment, safety system, PPE and trainers and assessors



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etc) to undertake your activities and job role. Precise Training Services will provide the necessary resources (manuals, course information, assessments, and support) for you to complete a unit/s and qualification.

As the employer pays for the participants training, if the participant leaves the employer or employment is terminated then the enrolment will be terminated on instruction from the employer. Any units completed will be made available to the participant on a Statement of Attainment or a Qualification if achieved. It is not possible for Precise Training Services to continue the training of a participant that no longer has employment or the training is no longer being paid by the employer.

Precise Training Services cannot guarantee a participant will complete a course if it is not completed in a manner that does not meet Clauses 1.1 and 1.2 of the RTO Standards. Precise Training Services cannot guarantee a participant an employment outcome based on completion of training

Precise Training Services is responsible for the quality of the training and assessment in compliance with the RTO Standards 2015 and for the issuance of the AQF certification documentation

If Precise Training Services or an RTO delivering training and assessment on its behalf closes or ceases to deliver any part of the training product that the participant is enrolled, it will make adequate arrangements to transfer that participant and provide all Statements of Attainments for units or Qualifications completed to an alternative RTO.

Precise Training Services can only deliver its scope of training in Western Australia

**Participant Funded Training:** Precise Training Services will negotiate a fee for training the qualifications on scope. Where a participant solely funds the training, the participant will be refunded for any of the units or qualification that are not delivered, or the participant has not achieved or completed.

Refund policy can be obtained directly from Precise Training Services.

Precise Training Services recognise AQF Qualifications and Statements of Attainments that have been issued by other RTO's. Precise Training Services will issue a credit for a unit of competency within a qualification and the participant will not have to repeat the training. Precise Training Services will validate your competence to ensure your skills and knowledge are current.

Participants have the right to submit a complaint and appeal the outcome of an assessment. This will preferably be in writing and outline if they feel they have been unfairly treated. Complaints are treated seriously and are a means of ensuring that we identify and overcome problems or challenges faced by participants and provide an opportunity to improve our business and/or the delivery of training. If you have a complaint or wish to appeal an assessment outcome, please contact your trainer and assessor who can provide you with information or the complaints and appeals form. If you feel you cannot approach your trainer and assessor, please contact the CEO of Precise Training Services using the number provided on the front of your Training Folder. Precise Training Services will endeavour to do everything possible to address the complaint and/or appeal in an unbiased and professional fashion.

RTO Point of Contact for support/complaints/administration for participants - CEO of Precise Training Services.

- Email: [admin@precisets.com.au](mailto:admin@precisets.com.au)

Participants can lodge an appeal or complaint externally directly to their employer who may fund the training, or the Training Accreditation Council (TAC) or the Ombudsman Western Australia

Precise Training Services is committed to delivering better training outcomes to provide you the opportunity to accelerate and enhance your career.