



NATIONALLY RECOGNISED
TRAINING

TLIF0009 ENSURE THE SAFETY OF TRANSPORT ACTIVITIES (CHAIN OF RESPONSIBILITY)

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JustCareers
TRAINING
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About This Course

Successful completion of this course results in nationally a recognised Unit of Competency TLIF0009 Ensure the safety of transport activities (Chain of Responsibility).

This unit involves the skills and knowledge required to ensure the safety of transport activities. It includes identifying features and applying chain of responsibility obligation in the Heavy Vehicle National Law (HVNL) or applicable state/territory law and regulations. It also includes identifying and reporting chain of responsibility risks.

PEOPLE WHO NEED THIS UNIT OF COMPETENCY INCLUDE:

Anyone that requires a basic understanding of the legal obligations of their job role. This may include, but limited to the following personnel; for example –Business owners, Directors, Operator, managers, Supervisors, Scheduler, anyone who sends goods, anyone who receives goods, Loading managers, loaders, Packers, Schedulers, Office staff, Drivers, Manufacturers, Importers and Exporters.

This course is designed for new entrants. It is also recommended for all levels of experience (will help to refresh your skills and knowledge). You will only be admitted if you meet the following prerequisites:

- Can ask questions to clarify instructions
- Are able to listen to instructions
- Can follow simple procedures
- Are able to select risk control measures

PRE-REQUISITES

There are no pre-requisites to this course.

CAREER PATHWAYS

Once completed, successful participants can further their skills and knowledge by undertaking full Qualifications such as TLI30321 Certificate III in Supply Chain Operations.



Who can do this course?

To participate in this course;

1. Participants must be at least 14 years of age to commence the course
2. Have a thorough understanding of both written and spoken English

WHAT IS COVERED IN THE COURSE?

Participants will gain the following knowledge:

- How to identify, apply and follow chain of responsibility (CoR) legislation, regulations and workplace procedures in relation to heavy vehicles as they apply to one's own job role.
- How you meet compliance within the Heavy Vehicle National Law HVNL or applicable state/territory law and regulations
- How to complete safety documentation of identified transport activities.
- How to implement relevant risk control measures and report actions taken to relevant person in accordance with workplace procedures.

Course Duration & Delivery Information



FACE TO FACE

Duration

1 Day

To complete this course face to face, participants will need to undertake the following:

- Attendance for 1 day of training
- Participation in a range of learning activities
- Complete a set of Multiple Choice questions and Short Answer questions based on their learning
- Successfully undertake a final Assessment once they have participated and met all the course requirements for the day.

PLEASE NOTE: Most people will not have any additional fees. As with all courses, there are Terms and Conditions covering additional training, reassessment, and cancellations/rescheduling. Please refer to these on our website.



ONLINE

Duration

Self paced, Up to 6 months to complete

To complete this course Online participants will require the following

- A computer or similar device
- Stable internet connection

Once enrolled into this course then you will receive a user name and login details. These details will be used to access your course which includes:

1. Learning presentations
2. Multiple choice questions (Only if completing Online Course)
3. Short answer questions (Only if completing Online Course)

Participants are required to complete and submit their responses online and then will be required to:

- Download and complete a document that includes a verification call.

Once these have been satisfactorily completed then participants may submit their assessments to our office for marking. The final process is that they will be contacted for verification purposes (authenticity of works submitted).

Outcome

Participants who successfully complete this course will be awarded a Statement of Attainment for the unit

TLIF0009 Ensure the safety of transport activities (Chain of Responsibility).



Other Important Information

ENROLMENT

In order to undertake this, course you will be required to complete our Application and Enrolment form available on the internet. This is also available from our Enrolment Officer, please call one of our friendly staff on 1300 558 241 and request an enrolment form to be sent to you.

Once you have submitted this and paid the required fees (or entered into a Payment Plan) then you will have commenced your course.

Enrolment forms and fee arrangements must be finalised prior to commencing your course. While it would be ideal to do this prior to the first day of the course, some arrangements can be made to commence after the formal and advertised start date.

You will be asked to provide some form of ID which includes a photo, name and address.

FEE INFORMATION

Fee information for this course, including payment plans available can be found on our website or from our office.

Fee may include an enrolment fee of \$290 (non refundable) which is payable prior to commencement.

Payment options include payment in full 50% of pay in full is non refundable upon commencement of module 2 or 45 days which ever comes first.

Or

Pay in instalments which is evenly divided across 6 payments totalling the advertised price.

RECOGNITION OF PRIOR LEARNING (RPL)

If you feel that you already have the skills and knowledge covered in this course through prior learning, work experiences or general life skills then you may apply for RPL (Recognition of Prior Learning).

This is a process whereby you present evidence of your competency to your assessor who will then assess your evidence against the requirements of the course. Should the evidence meet the requirements of one or more units (even the whole qualification) then you may be awarded the unit(s) and not require any training or assessment. Where the evidence presented does not meet the requirements then you may apply to attempt an assessment only process to provide the required evidence or simply return to completing the required training followed by assessment. Contact us for further information about RPL assessments.

CREDIT TRANSFER (CT)

Just Careers Training recognises all Statements of Attainment and Qualification issued by other RTO's in Australia. If you have completed some units of this program previously through another training program (the same course) then you may be able to gain credits for this (Credit Transfer) and this may also shorten the requirements and the duration for achieving this qualification.

LANGUAGE LITERACY & NUMERACY REQUIREMENTS

The course is delivered in English, to be able to successfully complete the training programs participants must be able to read and write

English to a sufficient standard to work with the supplied texts. Participants may also be requested to undertake a Language Literacy and Numeracy assessment.

PARTICIPANT SUPPORT & REASONABLE ADJUSTMENTS

Your trainer will provide you with classroom, telephone and email support.

Classroom Support:

Support Sessions are scheduled with the training plans. Additional sessions can be organised with the trainer.

Email support is available on support@justtraining.com.au and this form of support is unlimited and telephone support is also available by appointment. There is a limit to telephone support of up to 2 hours for each module. (30 mins max per session).

Additional phone support may be purchased. Visits to our training office or one on one training in the workplace or another suitable site may also be arranged (subject to trainer availability and for a fee).

JUST CAREERS TRAINING offers support to all Participants with their learning needs; we can tailor or adjust the training and assessment program to assist people with learning issues and to more limited degree personal issues. Any enquiries should be addressed to the staff of Just Careers Training. Should you need support or assistance beyond our skills we will refer you to a suitable organisation to assist you further.

EXTENSION FEES

You may be entitled to one free extension of up to 1 month; this request must be made in writing before the end of your 12 months. Additional extensions (or if your extension is not approved by the trainer) may be purchased at a fee of \$200 for a 2 month extension (minimum fee is \$150).

REFUNDS, WITHDRAWALS AND CANCELLATIONS

- The enrolment fee is non refundable and non transferable (to another person) once you have enrolled into our programs and you have been issued with an Enrolment Acceptance Notice (EAN) or a Confirmation email.
- The course fees applicable are in line with the Modules. Once a fee for a Module becomes payable then there can be no refunds for cancellation.
- The fee for Module 1 is \$290 and is non refundable once you have received your EAN or Confirmation email.
- The fee for Module 2, 3 and 4 is the balance of the fees divided by 3.
- Commencement of a Module (2, 3 and 4) is defined as the date that the module is accessed online or on the date the Module was due to commence (the first of the dates) based on the longest duration of 12 months. For example if your course has 3 modules then Module 2 will be deemed as commenced 4 months after initial commencement.
- If you withdraw (in writing as per the procedure in this information brochure) before the commencement of a Module (2, 3 and 4) then any fees paid for that module will be refunded
- If you are paying by Payment Plan then the Payment Plan will be terminated once outstanding fees have been paid.
- Should Just Careers Training Pty Ltd not be able to deliver the intended program for any unforeseen circumstances, then options will be made available to the student including a refund of any Modules paid for but not commenced.

WITHDRAWAL PROCESS

If you decide to withdraw from your course, then our Enrolment Officer will need to interview you to ascertain the reason and if there is any way that we can assist you in continuing your learning journey. This may include extensions of time and other available support mechanisms.

If you still want to withdraw then you will need to submit an email to our Enrolment Officer with all your details, the details of your course and your trainer and the date of withdrawal. We will respond to your request in writing and include any outstanding fees that may apply.

ACCESS AND EQUITY AT JUST CAREERS TRAINING

We are committed to ensuring that we offer training opportunities to all people on an equal and fair basis. All participants have equal access to our training programs irrespective of their gender, culture, linguistic background, race, socio-economic background; disability, age, marital status, pregnancy, sexual orientation or carer’s responsibilities. All participants who meet our entry requirements will be accepted into any of our training programs.

PRIVACY AND CONFIDENTIALITY

Just Careers abides strictly by all state and federal requirements relating to your privacy and confidentiality including the NVR Standards and the Privacy Act 1988. Your information will only be passed to relevant persons as required by law or Department of Education guidelines.

CERTIFICATES

Once you have met the requirements of the qualification then you will receive your certificate within 14 days. You may order a reprint of your certificate once you have made this request using the required form from the office and paid the administration and processing fee of \$50. Please note that Certificates will not be issued unless payment has been finalised or arranged (as part of a Payment Plan).

COMPLAINTS AND APPEALS







Just Careers Training has a fair and transparent complaints and appeals policy. All complaints will be dealt with in a timely manner and avenues for appeals extend to third party arbitration. Your Participant Handbook contains more information.

TERMS & CONDITIONS

Please refer to the Application / Enrolment Form and our website for this course for detailed information about the terms and conditions that apply to this course.

MORE INFORMATION

Refer to your Student Handbook or contact our Customer Service staff.

-  Just Careers Training Pty Ltd
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-  **Bankstown site:**
Suite 2/69 The Mall
Bankstown NSW 2200
-  **Newcastle Site:**
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Cardiff NSW 2285
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