

CSTC Pty Ltd

Trading as

Construction Skills Training Centre Pty Ltd
(CSTC)

PRE-VOCATIONAL TRAINING

**STUDENT
ENGAGEMENT POLICY**

What is pre-vocational training?

Pre-vocational training is a short course training program with a training duration varying from 200 hours to 280 hours and which provides participants with national competencies and work readiness to progress to trade qualified programs in an apprenticeship and/or traineeship at Certificate II or Certificate III in the National Training Package qualifications for Building and Construction (General) and/or Civil Construction.

What pre-vocational training does the Construction Skills Training Centre (CSTC) provide?

The CSTC provides pre-vocational training in the following Certificate I programs:

- RII10106 Certificate I in Resources & Infrastructure Operations
- BCG10103 Certificate I in General Construction

What pre-requisites are required?

- Students must have the right attitude including a willingness to learn new things, to participate actively in these new learning experiences and to be obedient and conscious of all safety requirements.
- Students must be in either Year 10, 11 or 12 at secondary school or referred by an unemployment and/or job-network agencies.
- Students must undertake an entry-level assessment which determines attitude, aptitude and like skills among other skills relevant to these industry sectors and this type of training.

Where will the training occur?

Pre-vocational programs will be conducted from the CSTC's Training Centres. Some programs may by negotiation be achieved within other settings such as a secondary school or secondary college however this will be by exception and dependent upon the expertise of the teachers at the relevant locations.

Does the training involve live work as well as theory training?

Yes, all pre-vocational programs offered have approximately 50% devoted to theoretical training and 50% devoted to practical training on "real life" project work.

Where does project work occur?

Project work will usually be sourced through community organisations including, schools, church groups, and local government and other not-for-profit organisations. Transport to such locations if needed will be organised and coordinated by the CSTC.

Transport to CSTC and Work Placement

Transport to the CSTC is not included in the pre-vocational program and is to be arranged by participating students, parents, guardians and/or care givers and/or school or agencies as the case may be. In each case parents/ guardians and/or caregivers will be advised if alternate arrangements are to be made. It shall remain the responsibility of each student participating in a pre-vocational training program to get to the CSTC Training Centre for instruction.

Information / Orientation Session

In all cases it is **compulsory** that new students, prior to attending their course for the first time, attend an orientation session conducted by the CSTC at the CSTC Training Centre. School students must be accompanied by a parent/guardian and a school representative must also be in attendance. Failure to attend this compulsory information session will result in automatic cancellation of the enrolment and the position/s offered to others.

Is Safety Equipment Provided?

Yes, in all cases students will, after demonstrating commitment to the training program and prior to receiving any practical training and/or attending site visits, be issued with safety boots, a safety helmet (hard hat), high visibility clothing, gloves, and ear and eye protection. Once provided, this equipment must be worn for all practical work. The high visibility clothing must be worn at all times.

These safety items will remain the property of the CSTC until training is completed whereafter they become the property of the student.

This safety equipment is valued at approximately \$320 per student and may be funded and provided through the Building and Construction Industry Training Fund (BCITF) Queensland and in each instance the CSTC will apply for this funding on behalf of the student, however, in instances where BCITF funding is not available then the student must acquire the safety equipment at their own cost although this can be sourced and provided through the CSTC.

Sunscreen

Students when working outside and attending the CSTC Training Centre will be provide with sun-screen protection which must be applied by the student unless the CSTC is otherwise advised in writing by a parent, guardian or care giver.

Absenteeism

All absenteeism must be reported by 8:00am on the day of training. A medical certificate will be required if absenteeism is greater than (2) days. If students are absent for 3 days or more they will be required to '*show cause*' why their enrolment should not be cancelled.

Resources

All learning resources will be provided by the CSTC at the beginning of the course.

Safety and Live Work Training

Safety is ***paramount*** for the CSTC. Live work training will be under direct supervision, any gross negligence or failure by a student to work safely and follow instructions will result in immediate cancellation from the course. If students are concerned about their safety at any time they should immediately approach the CSTC trainer and have the matter resolved or bring it to the attention of the Training Co-ordinator.

Excluding gross negligence and where a student is observed to be operating and/or working in an unsafe manner and without knowingly realising their own safety and of the safety of others is jeopardised, they will in the first instance be counselled and if necessary written cautionary advice will be provided to all parties concerned.

Behavioural Requirements

All students while enrolled at CSTC will be expected to treat all training staff, CSTC Staff and other students with the utmost respect. Unacceptable classroom behaviour, inappropriate language and misuse of CSTC facilities will not be tolerated (e.g. Graffiti, swearing.)

If a student is absent for 3 days or more they will be required to '*show cause*' why their enrolment is not cancelled.

After provision of PPE, it is compulsory for it to be worn at all times while conducting practical assessments and tasks

Any gross negligence or failure by a student to adhere to the above requirements or to not work safely and follow instructions will be issued a warning and thereafter any secondary breeches observed a second written warning being issued. Therefore if a third breach occurs it will result in immediate expulsion of the student/s from the program by the CSTC Management with written advice provided to the parent/guardian or caregiver and/or school or agency as the case may be.

RII10106 Certificate I in Resource & Infrastructure Operations

RII10106 Certificate I in Resource & Infrastructure Operations is comprised of:

Unit Code	Unit Title	Nominal Hours
CORE		
RIIG001A	Work safely and follow OH&S policies and procedures	25
RIIG002A	Communicate in the workplace	18
RIIG003A	Contribute to quality work outcomes	15
BSBSUS201A	Participate in environmentally sustainable work practices	20
ELECTIVES (Select 2 units)		
RIIG004A	Conduct local risk control	15
RIIG005A	Read and interpret maps	40
RIIG006A	Collect and prepare samples	40
RIIG2001A	Plan and organise work	20
RIIG2002A	Carry out measurements and calculations	20
RIIG2003A	Use hand and power tools	80
RIIG2004A	Operate small plant and equipment	24
RIIG2005A	Operate light vehicles	30
RIIG2006A	Handle resources and infrastructure materials and safely dispose of non toxic materials	16
RIIG2007A	Read and interpret plans and specifications	40
HLTFA1A	Apply basic First Aid	18
ICAU1128B	Operate personal computer	30

This course has **200 nominal hours** of supervised training and assessment representing five (5) working weeks.

BCG10103 Certificate I in General Construction

BCG10103 Certificate I in General Construction is comprised of:

Unit Code	Unit Title	Nominal Hours
CORE		
BCGCM1001B	Follow OH&S policies and procedures	40
BCGCM1002B	Work effectively in the general construction industry	20
BCGCM1003B	Plan and organise work	20
BCGCM1004B	Conduct workplace communication	20
BCGCM1005B	Carry out measurements and calculations	20
BCGCM2001B	Read and interpret plans and specifications	20
BCGCM2006B	Apply basic levelling procedures	10
ELECTIVES (Select 3 units)		
BCGVE1001B	Handle construction materials	10
BCGVE1002B	Undertake a basic construction project	40
BCGVE1003B	Undertake a basic computer design project	35
BCGVE1004B	Undertake basic estimation and costing	15
BCGVE2001B	Produce construction drawings	25
BSBCUS201A	Deliver a service to customers	40

This course has **280 nominal hours** of supervised training and assessment representing seven (7) working weeks.

Please Note:

Previous 4 pages are to be retained by the enrolling student.

Please forward the remainder of the document to the following address:

**Attention:
Prevocational Admini-
stration
CSTC Pty Ltd
PO Box 51
Moorooka Qld 4105**



Insert Form 48, the “Student Application” Form here please.



PRE-VOCATIONAL TRAINING APTITUDE TEST

Name: _____ **Age:** _____

School/Agency: _____

1. What course are you intending to do? *(Please indicate your preference)*

General Construction _____ Civil Construction _____

2. Why do you want to do this course?

3. What do you know about the Civil or General Construction Industry? For e.g. occupations, areas of operations etc.

4. How will you use this qualification in the future?

5. Where do you see yourself in 5 years time and what will you be doing? For e.g. what are your goals?



MEDICAL/CONSENT FORM

PLEASE COMPLETE IN BLOCK LETTERS

Student Name: _____

Date of Birth: _____

Parent/Guardian: _____

Address: _____

Phone Number: _____

Medicare Number: _____

Ambulance Subscriber: Yes No

Tetanus Injection in last 5 years: Yes No

Does your Son/Daughter suffer form any of the following?

If YES, please give details:

ASTHMA _____

OTHER RESPIRATORY _____

DRUG ALLERGIES _____

OTHER ALLERGIES _____

SUGAR DIABETES _____

EPILEPSY _____

HEART PROBLEMS _____

BLOOD PRESSURE _____

RECENT OPERARTIONS/INJURIES _____

TRAVEL SICKNESS _____

OTHER _____



Please give details of any other problems either Medical/Physical which would limit your Son/Daughter fully participating in any activity at the CSTC Training Centre, during work placement and/or external excursions as part of the training for this pre-vocational program:

MEDICATION: Please give details of any prescribed medication taken by your Son/Daughter including dosage, Frequency and any Doctor's Instructions.

PANADOL/ASPIRIN: If the need arises do you give permission for Asprin/Panadol to be administered to your child?

Yes No

I am aware of the types of activities included in the Program and what they involve. I give consent for my Son/Daughter to participate in the Training Program. I have read the "Rules" and agree to delegate my authority to the trainers involved. I further authorise the Lead Trainers or his/her representative to obtain such medical attention as may be deemed necessary and I understand that I am responsible for the costs.

(Parent/Guardian)

Print Name:_____



Language, Literacy and Numeracy Indicator

Thank you for completing this activity. The following five pages will help us to evaluate your level of reading, writing and math skills. If needed, extra help with these skills is available to help you with your training and for on-the-job skills.

Part A - Your background details

Name: _____

Work experience: What work experience have you had?

Part B - How do you rate your communication skills? *(please circle)*

Speaking and listening	Not very good	OK	Good
Reading	Not very good	OK	Good
Writing	Not very good	OK	Good
Maths	Not very good	OK	Good

Would you like to be better at any of these skills? Why?



BOMB OR TERRORIST ALERT

In case of a bomb, or terrorist alert, the construction site will be evacuated as per advised procedures.

Further points to note during a bomb or terrorist alert:

- If you see any suspicious items or packages:
 - **Do not handle** or touch any suspicious items or packages
 - **Isolate** it from any contact.
 - **Contact** site management and police immediately
- All contractors must leave sheds/lock ups unlocked to enable thorough search to be carried out.
- When evacuating the site, all workers should keep an eye out for any suspicious items or packages left lying around floors.
- Emergency evacuation personnel will work under instruction from the police or bomb squad when on site.
- Do not under any circumstances re-enter site for personal belongings, tools, plant or equipment of any kind.

BASIC REQUIREMENTS OF EVACUATION PROCEDURE

All personnel employed on this Site are required to be familiar with the Site Emergency Evacuation procedure. This procedure will be posted in the smoko areas and common areas on site.

Q1. What should you do if you find a suspicious package in your work area?

Q2. Should sheds be left locked or unlocked when evacuating for a bomb threat?

Q3. Where will you find a copy of the evacuation procedure on site?

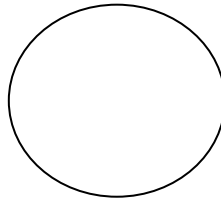


Numeracy

(Calculators may be used. Use the next page for "working out")

1. What is the average of 16, 25, 44, 11 and 4?

2. Colour in $\frac{1}{3}$



3. Write six thousand four hundred and eleven as a number

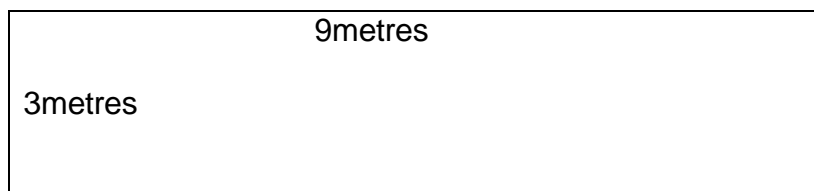
4. A piece of wood is 1540 mm long. You need to cut it into 7 pieces. How long is each piece?

5. You want to purchase a jumper that is on sale.
The jumper normally costs \$60 but is on sale at 20% off.
How much will you pay?

6. You have three \$20 notes to buy this jumper. How much change will you get back?

7. You've been shopping at five different shops and spent - \$398, \$44.35, \$102.11, \$2.50 and \$1,437.99. How much have you spent this shopping trip? _____

8. What is the area of this paddock? _____





Working Page