RTO Code:	51895	
RTO Name:	Tracmin Pty Ltd trading as Tracmin	
Training Package/Release & Status:	RII Resources and Infrastructure (Release 9.0 / Current/ 19 Oct 2022)	
Qualification Code & Title/Release & Status:	RII20720 Certificate II in Civil Construction (Release 2 / Current, 12 March 2021)	
Qualification Description:	This qualification reflects the role of individuals working in an operational role in civil construction, who undertake a prescribed range of tasks using limited practical skills and fundamental knowledge, in a defined context working under supervision.	

Packaging Rules:	The following provides the packaging rules for this qualification, followed by the list of relevant units of competency.
	
	Total number of units = 16
	
	- **10 core units** plus
	- **6 elective units, of** which:
	  - at least five (5) must be chosen from elective units listed below
	  - no more than one (1) may be chosen from elsewhere within this training package, or from another endorsed training package, or from an accredited course.
	
	All elective units selected from outside this qualification must reflect current occupational and learning outcomes of this AQF qualification level.
	
	There are both licensed and non-licensed units of competency relating to high-risk work in the Resources and Infrastructure Industry Training Package. To be appointed under any statutory requirements in related roles, units of competency should be selected to meet the state/territory licensing requirements.
	
	There is a prerequisite to an imported unit listed in this qualification. Where a unit is imported as an elective care must be taken to ensure that the prerequisite specified is complied with.	

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	Unit Code	Unit Title	Nominal Hours	Core/Elective
Units of Competency:	RIIWHS201E	Work safely and follow WHS policies & procedures	30	Core
	RIICOM201E	Communicate in the workplace	20	Core
	RIIBEF201E	Plan and organise work	16	Core
	RIICCM203E	Read and interpret plans and job specifications	32	Core
	RIICCM201E	Carry out measurements and calculations	16	Core
	RIISAM203E	Use hand and power tools	60	Core
	RIICCM209E	Carry out concrete work	36	Elective
	RIICCM208E	Carry out basic levelling	8	Elective
	RIICCM211E	Construct and dismantle fences and gates	35	Elective
	RIISAM204E	Operate small plant and equipment	30	Core
	RIICCM205F	Carry out manual excavation	8	Core
	RIICCM206E	Support plant operations	8	Elective
	RIICCM202E	Identify and locate underground services	24	Core
	RIIWMG203E	Drain and dewater civil construction sites	12	Elective
	RIISAM201E	Handle resources and infrastructure materials and safely dispose of nontoxic materials	16	Elective
	RIICCM207E	Spread and compact materials manually	12	Core
Duration:	This qualification is delivered over 16 weeks.			
Delivery Location:	▪ Kenwick ▪ Maddington			
Delivery Mode:	Face-to-face classroom based			

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Entry Requirements:	There are no formal entry requirements for this qualification however Tracmin PTY LTD (Tracmin) requires students to meet the following criteria: ▪ Undertake a Language, Literacy and Numeracy (LLN) assessment. The purpose of the LLN assessment is to determine that your LLN skills are at a level that will give you every opportunity to successfully progress through and complete this qualification. The LLN assessment will be conducted online and requires at least a basic level of computer literacy to complete. Our staff will be able to guide you in terms of access to the system however they are NOT permitted to assist in the completion of the assessment. Where it is determined that you require additional support, a student support plan will be implemented to support your through your studies.
Enrolment Application Process:	Tracmin has a formalised entry process which is mandatory for all students to determine your suitability and any support requirements prior to enrolment. The process occurs as follows: **Suitability Discussion** Prior to enrolment, you will meet with a training advisor who will facilitate a suitability discussion. The purpose of this discussion is to identify your career goals, past educational and workplace experience to determine if the chosen qualification is suitable including the mode of delivery, physical demands, and job/entry requirements. **Online Language, Literacy and Numeracy (LLN) Assessment** If the qualification is determined suitable for you, you will be required to undergo a Language, Literacy and Numeracy online assessment using the LLN Robot assessment tool. This assessment will allow us to identify any areas where you might require additional support. The training advisor and/or your trainer and assessor will discuss the contents of your LLN report if any areas for concern issues are identified.
Recognition of Prior Learning:	Recognition of Prior Learning (RPL) is an assessment process that involves assessment of your relevant prior learning (including formal and informal learning). This process will determine whether you might be able to gain recognition for some or all of your qualification. Tracmin will offer each student the opportunity to apply for RPL as part of the enrolment process. The RPL process includes: ▪ A trainer and assessor will contact you to discuss your RPL application. ▪ You will be provided an RPL assessment kit to guide you through the application. ▪ Once you have submitted your RPL application, your assessor will review your submission. ▪ Your assessor will conduct interviews with you to confirm evidence and may require you to demonstrate your skills to support your application. ▪ A final determination will be made by your assessor and feedback will be given about the outcomes. Where RPL is granted for one or more unit of competency, your course duration will be amended accordingly, and course fees may also be adjusted as a result of the RPL outcome. Refer to: **F-048.4.9 Statement of Fees RII20720** for a breakdown of fees.

Course Credit:	Course Credit is available to you where you have previously completed either a qualification or a unit/s of competency that are on Tracmin's scope of registration. Where the qualification and/or unit/s of competency are equivalent, course credit can be applied to your enrolment. If you wish to apply for course credit you can do so by completing **F-315.4 Course Credit Application Form** and submitting to Tracmin along with your supporting documentation. You will need to supply the following evidence for your course credit application: ▪ Statement of Attainment ▪ Transcript of Results ▪ AQF certification documentation ▪ Photo identification Where Course Credit is granted for one or more unit/s of competency, your course duration will be amended accordingly, and course fees may also be adjusted as a result of the course credit outcome (where applicable).
Student Support Services:	If at any stage throughout your training you are having difficulties with any aspect of the course (this may include trainers, assessment or any personal issues that are affecting your ability to study) you are advised to speak with your trainer or Tracmin staff directly. Examples of support services offered at Tracmin include, although not limited to: ▪ One on one or group coaching ▪ Modification to the delivery and assessment ▪ Modification of materials and/or resources ▪ Deferment of the course to allow for foundation skills training
Training Delivery:	This qualification is designed to be delivered using a face-to-face delivery mode in a classroom environment.

Assessment:	Assessment will be conducted individually, and you will be provided with an Assessment Guide for each unit of competency which includes: ▪ A full description of all assessment tasks for the unit of competency ▪ Assessment instructions for each unit of competency ▪ Assessment resources for each unit of competency ▪ Details about when assessment will occur ▪ Details about assessment submission There are a variety of assessment methods used for this qualification including: ▪ Knowledge based assessments ▪ Practical demonstration/observations ▪ Case Studies ▪ Projects ▪ Portfolio of Evidence ▪ Third-Party Reports Assessments will be conducted in class and in some cases, you will be required to complete some assessment tasks as homework – typically this is not expected to exceed 2 hours per week.
	Submission, Feedback and Re-Assessment You will be required to must submit each assessment in the required timeframe. Each assessment task will be marked as Satisfactory or Not Yet Satisfactory and once all tasks have been successfully completed the unit will be marked competent. Where an assessment task is marked Not Yet Satisfactory, you will be given the opportunity to re-submit/re-attempt the task. If you exhaust all of your assessment attempts, you will be required to re-enrol in the unit and participate in further training and whole undertake the assessment again. You will receive detailed feedback for each task in either written or verbal form from your assessor.
Practical Placement Requirements:	There is no mandatory practical placement for this qualification.

	By accepting your enrolment into a course, Tracmin has taken on obligations to you as a student. These obligations include:
Registered Training Organisation (RTO) Obligations:	▪ Undertaking a thorough course entry process to determine your suitability for your selected course, and the suitability of the course for you.
	▪ Develop a training plan for you which details the journey you will take through your studies.
	▪ Ensure that any workplace arrangement, such as an apprenticeship or traineeship, is organised and monitored.
	▪ Monitor your progress through the course and implement support strategies where necessary.
	▪ Keep you informed of any changes in legislation, Tracmin policy, or any other change which would affect your enrolment in, and progression through your course.
	▪ Maintain thorough records of your training and assessment and provide you with access to those records when you request it.
	▪ Issue a Certificate or Statement of Attainment if you have been assessed as competent in one or more units of competency from a training package or accredited course.
	▪ Provide you with access to fair and just administrative processes including complaints, appeals, refunds, and support requests.

	As a student, you are entering into an agreement with Tracmin and will be asked to agree to meet certain responsibilities as outlined in the **F-005.4 Student Application Form**. The Code of Conduct outlines your responsibilities as follows:

- Follow Tracmin policies and procedures as outlined in enrolment and the Student Information Guide.
- Communicate effectively with all Tracmin staff and/or other relevant stakeholder whether verbal or in writing.
- Take responsibility of own learning by participating, setting goals, making decisions, apply feedback and evaluating own performance.
- Attend all scheduled training sessions and notify the trainer / branch before the scheduled start time, if unable due to sickness or any other appropriate reason.
- Ensure all behaviour, actions and practices support the trainer in delivering the training whether one to one or in a group setting.
- Respond to any reasonable instruction from a member of Staff
- Refrain from any form of discrimination, bullying or harassment.
- Contribute positively to all modes of training and refrain from disruptive behaviour.
- Produce necessary forms of identification to Tracmin when required.
- Complete all necessary paperwork accurately within the specified timeframe. |
| **Learner Responsibilities:** | - Treat fellow Students, Tracmin Staff, host employers and/or Tracmin staff with respect, honesty, dignity, and sensitivity at all times.
- Do not endanger or potentially endanger the safety, health, and well-being of others unintentionally or deliberately by breaching Tracmin's policies and procedures.
- Raise any issues, concerns and/or breaches of the Code with Tracmin in a timely manner avoiding any form of escalation.
- Respect the privacy and confidentiality of Tracmin, staff and students in the collection of any business or personal information.
- Care for the property of students, staff, and the property of Tracmin or host employer.
- Conduct myself in a professional manner at all time (including hygiene, neat and clean attire).
- Not attend class under the influence of alcohol and/or illegal drugs or legal drugs that might impair my ability to safely participate in the training / assessment, including the use of equipment / machinery.
- Ensure that all communication devices are switched off or put on 'silent' during class times.
- Refrain from taking / making phone calls or text messages during class time except in extenuating circumstances that have been approved in advance with the Trainer.
- Only submit work that is original and not plagiarised.
- Refrain from any form of bribery and/or cheating during assessments to achieve a positive outcome. |

Complaints and Appeals:	Tracmin has a process to manage complaints and appeals involving the conduct of: ▪ Tracmin, its trainers, assessors, or other staff ▪ A third-party providing services on Tracmin's behalf, its trainers, assessors, or other staff ▪ A learner of Tracmin A complaint is a grievance regarding something or someone that you feel has broken the rules, or which has unfairly affected your experience during your studies. An appeal is a request to review an assessment decision which has been made. If you wish to make a complaint or appeal, you can do so by emailing us at: admin@tracmin.net.au using our **F-116.4 Complaints Form** or **F-102.4 Appeals Form**. For more information, refer to **P-006.4 Complaints and Appeals Policy and Procedure** on our website: www.tracmin.com.au.
Fees, Charges and Refunds:	To ensure that you are protected as a consumer, you will be provided with all relevant fee information which will include: 1. The fee amount which you will be required to pay for your course. 2. The payment terms on which you will pay those fees, including the timing of your required payments. 3. Your rights as a consumer in Australia 4. Your right to attain a refund in certain circumstances, such as when Tracmin cannot deliver your course for any reason. In some cases, your employer or another party may pay fees on your behalf. When this occurs, it will be made clear to both you and your employer of who will be paying and what amount. Additionally, Tracmin takes action to protect your fees and protection exists to ensure that you can enrol with confidence. The principal protection which is provided to you is a pre-paid fee limit - Tracmin will never require you to pay more than $1,500 in advance and will never allow your advance payment balance to rise above $1,500. **Refunds** Tracmin has a clear and well enforced refund policy in place, so you can pay your fees fully informed as to the circumstances in which you would be entitled to a refund, and how much of a refund you would receive. To access the **P-033.4 Fees, Charges and Refunds Policy and Procedure**, and the associated forms required to apply for a refund, please visit the Tracmin website: www.tracmin.com.au.

AQF Certification:	**Issuance of Qualifications** Tracmin will issue you an AQF certification in a timely manner for nationally recognised qualifications and record of results to each student who has meet the requirements of that qualification, any outstanding fees have been paid and a valid USI has been provided within 30 calendar days. **Issuance of Statements of Attainment** If you complete one or more units of competency but not an entire qualification, you will be issued with a statement of attainment for the units of competency you have completed. Statements of attainment are issued for partial completion providing there are no outstanding fees and Tracmin has been provided with a valid USI. Statements of Attainment are also issued within 30 calendar days. **Replacement AQF Certification** If you lose your qualification, record of results or statement of attainment you can request a replacement by emailing: admin@Tracmin.net.au Replacement AQF certification requests attract an additional fee of $50 and you will be asked to submit a **F-316.4 Student Release Form** as part of your request.
Privacy and Personal Information:	**Your Privacy and Personal Information** Tracmin takes the privacy of your personal information extremely seriously and has a clear and well enforced privacy policy in place. This means that you can provide your personal information, which is required for enrolment, with the knowledge that it will be kept securely and confidentially. Tracmin's privacy policy is fully compliant with the Privacy Act 1988 and the Australian Privacy Principles and is publicly available. To access the **P-039.4 Privacy and Personal Information Policy & Procedure** please visit the RTO website. www.tracmin.com.au.
Pathways:	Students who successfully complete this qualification may wish to continue their studies by enrolling into: ▪ RII30820 – Certificate III in Civil Construction Plant Operations
Contact Information:	Unit 2, 15-17 Blackburn Street Maddington WA 6109 (08) 9452 2266 | admin@tracmin.net.au