

CI Card Course – Covid19 - website info - Sep 2020

The following information relates to the Connected in Real Time Delivery (CiRTD) of the following course:

Construction Industry Basic Induction (CPCCWHS1001) (CI Card)

Due to COVID-19 -related restrictions and ongoing changing circumstances, this course may be delivered as connected real-time delivery via Zoom and temporarily unavailable to be delivered in an in-person, classroom environment.

What is 'connected real-time (CRTD) delivery'?

- Live video streaming/conferencing using platforms such as Zoom
- Involves real-time interaction between learners and the trainer
- Allows for active participation of learners and trainers
- Direct observation or verbal assessment can be undertaken for all assessment components (if needed).

What does this mean for you?

While there are minimal changes from the in-person, classroom delivery, in order to be able to participate, you will now need access to the internet and appropriate technology in order to access Zoom and participate in your course and complete assessments. You will also need to provide your own compliant personal protective equipment (PPE) for practice and assessment.

The course session will be recorded via Zoom for training and assessment evidence and audit purposes.

Entry Requirements

There are no pre-requisites or entry requirements for this course.

Participants must, however, have basic abilities in the use of electronic devices to connect to an online meeting platform (Zoom) and participate effectively in an online - type of learning environment for the duration of the course.

Participants must be over 18 years of age;

Enrolment and Equipment Requirements

Due to the highly interactive nature of this course and the assessment being conducted verbally and by live demonstration participants must have basic English understanding, speaking and reading abilities. Use of interpreters and translators is not allowed.

Participants must have reliable access to the internet and a suitable electronic device, such as computer, laptop or tablet.

Personal Protective Equipment (PPE)

Participants must provide their own compliant personal protective equipment (PPE) that meets Australian Standards and is available during the course and assessment as follows:

- Eye protection - AS1337.1
Personal eye protection - Eye and face protectors for occupational applications
- Hearing protection - AS/NZS 1270
Acoustics - Hearing protectors
- Head protection (hard hat) - AS/NZS 1801
Occupational protective helmets
- High visibility reflective vest - AS/NZS 4602.1
High visibility safety garments class day/night and AS/NZS 1906.4 - Retroreflective materials & High Visibility materials for safety garments.

Participants will not be able to complete the course without their own PPE available for assessment on the day.

The following PPE providers are listed here as information only – RSEA; Safetyquip; Paramount Safety Products (the Victorian Chamber has no affiliation or endorsement relationship with these businesses).

Language, Literacy and Numeracy Requirements

To ensure you meet the basic language, literacy and numeracy skills necessary for this course and you have all the opportunities to complete your course successfully, you must complete a short Pre-Training Review and submit this together with your enrolment documentation.

This will be evaluated by your trainer/assessor and if necessary, they will contact you for clarification.

If the trainer's opinion is that you do not meet the basic LLN requirements, your enrolment in this course will not proceed, as you may not be able to achieve the benefits you are expecting.

Download the Pre-Training Review_ CI Card form from the website.

Group size

The online – Zoom sessions are restricted to 4 -10 participants.

Duration

The course duration is 7 hours (including breaks and other administrative tasks), including assessment, and it will be delivered fully live online (connected real time) over one full day session, via Zoom.

The option of 2 x 3.5 hours half-day sessions delivered within a two-week period may be available.

Delivery and Assessment

The course will be delivered live online, with the same structure and duration as the classroom version.

As your course includes direct observation of assessment tasks by your assessor, this can also be achieved via Zoom.

The assessment will take place progressively during the course session; you will answer the questions verbally and demonstrate tasks live to your assessor, including the correct selection, fitting and use of PPE.

Please ensure you seek all necessary clarifications from your trainer/ assessor.

The live assessments and demonstrations will be recorded as evidence of assessment and for audit purposes; Zoom digital records will be kept securely alongside your enrolment and assessment documents, in your student file.

Course Completion

The assessment must be finalised at the end of the course; once you have been assessed as Competent, and you will then become eligible for a Statement of Attainment for the unit CPCCWHS1001 Prepare to work safely in the construction industry, based on which WorkSafe Victoria will then issue your 'white card'.

If more evidence is required, the participant will be assisted and required to re-do the missing parts of the assessment, which may include staying extra time after the end of the session. Your Statement of Attainment will be issued, and a copy emailed to you within two weeks from your course.

At the end of the course you will have the opportunity to provide feedback about the course by completing a Course Evaluation Form.

Attendance

ID verification and PPE checking will take place before the course starts, as the attendance is marked.

Attendance is required online for the entire duration of the course session and it will be monitored by the trainer and recorded via Zoom.

Missing scheduled online session or logging off on unapproved breaks except for technical failure may result in you having to retake the session. Additional fees may apply.

If the session is compromised or missed by any of participants due to issues outside of their control, the trainer will address the situation on a case by case basis, including ensuring the participant will be able to re-enrol in a future session, at no detriment to them.

Technical and Wellbeing Support

The trainer will allow for, and schedule extra breaks and allow for physical movement during the session.

Students can interact with the trainer during training by voice or by using the Zoom 'chat' function

Group discussions take place verbally in chat rooms.

The course sessions will be monitored by the Victorian Chamber ICT and administrative staff and support and assistance will be provided should the need arise during the course. Such support cannot be extended to issues like internet/NBN or personal technology failure; The Victorian Chamber will endeavour to assist participants on a case by case basis.

Course Materials

You will receive all necessary course materials, notes and assessments, by email prior to your course. You are not required to print any of those.

If you require more information and clarification about the CRTD delivery of your course and other enrolment and documentation issues, please contact the Training Coordinator.

Student acknowledgment:

BY SUBMITTING YOUR ENROLMENT DOCUMENTATION, YOU CONFIRM THAT YOU HAVE READ AND UNDERSTAND ALL COURSE INFORMATION AND REQUIREMENTS AND AGREE WITH IT AS PROVIDED TO YOU.