

# Construction induction training Learner induction information

General	
<b>1. Welcome</b>	<p>Welcome to HRD Integrated Services training.</p> <p>HRD Integrated Services is the Registered Training Organisation (RTO) that will be delivering your training. We are here to assist you with your training and encourage you to monitor <a href="http://www.hrdi.com.au">www.hrdi.com.au</a> for relevant information.</p> <p><b>Unit of competency CPCCOHS1001A</b></p> <p>This induction process is for the unit of competency <i>CPCCOHS1001A Work safely in the construction industry</i>.</p> <p>You may know this as 'Construction induction training' or 'White card training'..</p>

OHS	
<b>2. OHS and the learning environment</b>	<p>HRD Integrated Services undertakes to comply with laws, regulations and standards relevant to the operation of training premises, including OHS and fire safety regulations.</p> <p>The Rail Skills Centre Victoria (RSCV) is HRD's primary training venue. You will be inducted into the RSCV and its OHS requirements; personal safety and security requirements relevant to the training location will be discussed with you.</p> <p>In the event that you attend training at another venue, including HRD's own training rooms, you'll receive appropriate site induction.</p>
<b>3. Safety and security</b>	<p>Access to the RSCV is restricted. Pedestrian or vehicle access gates to the centre may be locked before and after training commences/concludes.</p> <p>When entering or leaving the site on foot, observe signs and keep to marked pathways.</p> <p>If you have general safety concerns, notify your trainer and/or the RSCV manager.</p>

Your enrolment	
<b>4. Enrolment</b>	<p>Enrolling is a critical first stage of your training program. The enrolment form asks for a range of personal information that's required as part of HRD's reporting obligations to the vocational education and training system.</p> <p>If you're undertaking accredited training, you must have a Unique Student Identifier (USI); HRD is required to confirm your USI. If you don't have a USI, you'll need to apply for one. HRD can help you apply if necessary.</p> <p>Please complete enrolment documents fully and carefully; inaccurate information may affect issuing a certificate later on.</p>
<b>a. Enrolment, administration and records</b>	<p>HRD Integrated Services maintains a system for recording enrolments, attendance and completion details, assessment information (including RPL), results and qualifications issued.</p> <p>If you wish to view your personal file, contact HRD administration staff.</p> <p>In the event that HRD Integrated Services ceases operations, electronic copies of your results will be passed to the Australian Skills Quality Authority.</p> <p>The Victorian WorkCover Authority (VWA) is informed of your assessment result so that you can be issued a 'White card'.</p>
<b>b. Fees and charges</b>	<p>For information relating to fees and charges, refer to the terms and conditions of enrolment in this course.</p> <p>If your course fees are met by your employer:</p> <ul style="list-style-type: none"> <li>▪ your employer receives access to your individual results to monitor performance</li> <li>▪ when a statement of attainment is issued, your employer will receive a copy</li> <li>▪ if you request a reissued Statement of Attainment, an administrative fee may apply.</li> </ul>
<b>5. Your circumstances</b>	<p>Please inform HRD if you:</p> <ul style="list-style-type: none"> <li>▪ have changed your personal details (eg address, phone number, etc) since completing the 'Application for construction induction training'</li> <li>▪ have worked within the last 8 hours prior to attending training/assessment</li> <li>▪ have an accident or incident whilst in this HRD training session.</li> </ul>

Training and assessment	
6. <b>Delivery of training</b>	<p>HRD Integrated Services offers accredited and non-accredited training. If you are participating in nationally recognised training HRD will give you access to a:</p> <ul style="list-style-type: none"> <li>▪ current copy of the Training Package/unit of competency</li> <li>▪ learning resources and appropriate training support.</li> </ul> <p>HRD will also ensure that training and assessment occur according to the requirements of the Training Package/unit of competency.</p> <p><b>Interruption to training</b></p> <p>If training is interrupted by circumstances directly under HRD's control, arrangements will be made with you (and your employer, if necessary) to reschedule training.</p>
7. <b>Statement of attainment</b>	<p>A statement of attainment will be issued to you once you have successfully completed the assessment requirements.</p> <p>In addition, you'll receive a 'Construction induction card' (a 'White card') from the VWA. Until then, your statement of attainment is evidence of completion.</p>
8. <b>Assessment</b>	<p>Assessment meets the standards required by the unit of competency you are undertaking. Assessment is by written theory test. The pass mark is 100%; you will have the opportunity to review and correct any incorrect responses once only.</p> <p>If you are unsuccessful after the second attempt, you'll be required to re-sit the training and assessment.</p>
9. <b>RPL and RCC</b>	<p>HRD Integrated Services has a Recognition of Prior Learning (RPL) and Recognition of Current Competency (RCC) policy.</p> <p>If you consider that either may apply to you, discuss your situation with HRD.</p>

Policies and procedures	
<p>10. <b>HRD policies</b> (view relevant policies at <a href="http://www.hrdi.com.au">www.hrdi.com.au</a>)</p> <p>a. <b>Introduction</b></p>	<p><b>HRD Integrated Services endeavours to provide fair and equitable access for all clients to the services we offer. In keeping with this aim, there are policies and procedures that guide RTO operations.</b></p> <p>The policies, procedures and other documents that relate to your learning experience are being progressively made available on the HRD website.</p>
<p>b. <b>Behaviour and misconduct</b></p>	<p>HRD aims to provide a quality learning experience for learners and for each person to have an equal opportunity to learn in a supportive environment. In your interactions with others please:</p> <ul style="list-style-type: none"> <li>▪ treat other learners and staff with respect and in a way that doesn't compromise their health, safety, privacy and welfare</li> <li>▪ abide by HRD and RSCV OHS and welfare policies and procedures</li> <li>▪ comply with all lawful and reasonable directions given by HRD staff while involved in a HRD-controlled or -sponsored activity</li> <li>▪ abstain from bullying, harassing, unfairly or unlawfully discriminating against others, engaging in inappropriate conduct or using offensive language or gestures</li> <li>▪ meet program requirements and accepted class norms and not behave in a way that disrupts or interferes with a HRD class or activity</li> <li>▪ don't attend class or a HRD activity whilst under the influence of prohibited drugs and/or substances including alcohol.</li> </ul> <p>Instances of misconduct may be referred to a person's employer for disciplinary action and/or lead to suspension or exclusion from class.</p> <p>The <b>HRD Access, equity and conduct policy</b> can be viewed on the HRD website.</p>
<p>c. <b>Plagiarism and cheating</b></p>	<p>It's expected that you will actively participate in training and in the assessment tasks made available to you.</p> <p>HRD strives to ensure fair and relevant assessment and to provide a supervised environment that maximises individual potential and which reduces the opportunity for dishonesty. Plagiarism and cheating in any form are a serious breach of trust and are unacceptable.</p> <ul style="list-style-type: none"> <li>▪ Plagiarism is using, without acknowledgement, the work of another person or persons and representing it as your own.</li> <li>▪ Cheating is knowingly misleading, deceiving or acting dishonestly for one's own gain.</li> </ul> <p>Instances of plagiarism or cheating will be dealt with according to the <b>HRD Plagiarism and cheating policy</b> (view on the HRD website). Disciplinary action may include suspension from a course and/or reporting instances to your employer.</p>

Policies and procedures	
<b>d. Complaints and appeals</b>	A complaint must be lodged within 30 days of dissatisfaction arising or a grievance occurring; or of an unsatisfactory formal or informal resolution; or of an assessment decision. <b>The complaint procedure and form can be downloaded from the HRD website.</b>
<b>e. Confidentiality</b>	All student records are handled and stored in a way that maintains your privacy and the integrity of the records. Only you, your employer, the VWA and HRD staff have access to your records.  Unless required to do so by law, HRD will not allow access to your personal information by others without your written approval.

Other	
<b>11. Support services</b>	HRD will endeavour to provide personal support in relation to matters that directly affect or arise from your learning with us.  HRD can provide referrals on request to a range of services, including personal and professional counselling, accommodation and financial services or can refer you to a professional career counselling and advisory service if required.  If your issue relates to your workplace or interactions with colleagues in the workplace, you should take up the matter with your supervisor or HR team.
<b>12. Catering</b>	Tea and coffee facilities are available at both the RSCV and the HRD training rooms.
<b>13. Quality assurance</b>	HRD Integrated Services has a quality assurance and improvement system which includes documented procedures for managing and monitoring training operations and for reviewing learner/employer satisfaction.
<b>14. Client satisfaction surveys</b>	To meet its obligations to collect nationally consistent client satisfaction information, you may be asked to complete a 'Learner questionnaire'. Results are reported into the national training system for analysis.  You may also be contacted by the National Centre for Vocational Research (NCVER) and offered the opportunity to participate in a separate national Student Outcomes Survey.  At the end of a course you may be asked to complete a post-training feedback form. These are important for continuous improvement purposes, so you are encouraged to provide considered responses that accurately reflect your learning experience.