

## Student Guide



# WELCOME

## A Message from our CEO

### Welcome to Agri Training Solutions!

We specialise in delivering **first aid and machinery safety training to rural and remote agricultural communities** across Australia. Our training is practical, safety-focused and designed to meet the real needs of people working and living in the agricultural industry.

This Student Guide provides important information about your training, your rights and responsibilities and the support available to you.

Having lived, worked and raised a family in the bush, I share your passion for the Ag Industry, and I'm committed to upskilling our people and promoting safety in our workplaces. We want you to train with us so we can share our knowledge and experience with you but also, so we can gain knowledge and experience from you. A network of like-minded people with a common goal for a safe industry is stronger than any individual.

Thank you for trusting us with your training needs and we look forward to working with you to achieve your goals.

See you out there!

Joanna Bone

Founder and Chief Executive Officer

# ABOUT AGRI TRAINING SOLUTIONS

## About Agri Training Solutions

Agri Training Solutions is a Registered Training Organisation (RTO) delivering nationally recognised training, including:

- First aid training
- Machinery and safety units
- Training delivered on-site at farms, stations and in rural communities

## Our Commitment to You

We are committed to ensuring that:

- training is delivered safely and professionally
- assessment decisions are fair, consistent and valid
- learners are treated with respect and dignity
- training environments are inclusive and culturally safe
- learner wellbeing and safety are prioritised

## Our Values

**Flexible** We have delivery methods that cater for every learner

**Innovative** Every problem has a solution!

**Realistic** scenarios that could happen in your workplace

**Specific** targeted training for incidents that can happen on station

**Tangible** hands-on, practical training

**Accurate** training follows the Australian Resuscitation Council guidelines and WorkSafe practices

**Integrity** Skilled trainers who are passionate about agriculture and keeping you safe

**Direct to you** We bring training to your home or workplace!

## Contact us

Email: [hello@agritrainingsolutions.com.au](mailto:hello@agritrainingsolutions.com.au)

Phone: 07 3289 4061

# MEET OUR TEAM

## CEO & Trainer – Joanna Bone

I have a dedicated passion for the first aid courses we provide and a drive to make your training relevant to the industry you work or live in. I have worked on Cattle Stations for 18 years and I'm also a Registered Nurse and a rural and remote Nurse Educator. It is this combination of life experience that I bring into your home or workplace when you train with us.

I encourage questions and discussions as this ensures you absorb the information and I know our scenario-based training solidifies the theory aspect of the courses.

## Director & Trainer – David Bone

My dedication to the agricultural industry stems back over 20 years working on cattle properties. I recognise the importance of being prepared for an emergency on station and our first aid training is focused on what to do while you wait for emergency services to arrive. Safety on station is a complex environment and I try to apply a practical approach to this topic as to protect the integrity of our diverse industry. Our programs are designed to be delivered onsite, prioritising the different ways people learn and focusing on getting the message across in an engaging manner. We look forward to seeing you out there in the bush!

## RTO Administration Manager – Rachel Chaston

My love for the country began growing up on a farm, where I spent my weekends riding horses and working cattle with my sister and Dad. Those experiences taught me the value of hard work and the beauty of rural life. As a young adult my adventurous spirit led me around the world chasing the snow, but now I live with my husband and our two young boys who keep me so very busy! Here at ATS I'm dedicated to helping you navigate our nationally recognised training programs. I'm passionate about high quality customer service and want you to feel confident and prepared as you begin your course here with us. Feel free to reach out with any questions—I'm here to help!

## Code of Conduct

Our focus is on delivering high-quality onsite training tailored for the agricultural industry, particularly cattle stations and farming sectors, with an emphasis on preparing these remote communities for medical emergencies. Our Code of Conduct commits us to:

- Act honestly, ethically and professionally at all times
- Comply with all Agri Training Solutions policies and procedures
- Follow the Standards for RTOs 2025 and all relevant laws
- Treat others with respect, dignity and fairness
- Maintain safe training and work environments
- follow all WHS, safety and emergency instructions
- Maintain professional boundaries with learners
- Respect cultural diversity including First Nations peoples
- Support inclusive and discrimination-free environments
- Protect learner privacy and confidentiality
- Use social media responsibly and professionally
- Avoid conflicts of interest and declare them when they arise
- Refrain from bullying, harassment, discrimination or victimisation
- Present in appropriate personal appearance and PPE for training
- Report safety, compliance or conduct concerns promptly



## Health, Safety and Training Location Safety

Agri Training Solutions is committed to providing **safe training and assessment environments** for all learners. All of our courses involve **practical, safety-critical activities** that are delivered in **rural and remote, workplaces, or community locations**.

## Your Safety Responsibilities

Learners are required to:

- follow all safety instructions provided by trainers and assessors
- comply with site-specific safety requirements and signage
- use personal protective equipment (PPE) where instructed
- behave in a manner that does not place themselves or others at risk
- immediately report hazards, incidents or injuries to the trainer

## Training Location Risk Assessments

Before training commences, Agri Training Solutions conducts **training location risk assessments** to identify and manage potential hazards. This includes consideration of:

- environmental conditions (e.g. heat, weather, terrain)
- equipment and machinery hazards
- access to first aid and emergency services
- suitability of the location for the training being delivered

Trainers may modify activities, apply additional controls, or **pause or stop training** if conditions are assessed as unsafe.

## Practical and High-Risk Activities

Where training involves practical first aid scenarios, machinery operation or simulated emergencies:

- activities are supervised at all times
- learners must demonstrate safe behaviour before participating
- training may be modified to maintain safety while meeting competency requirements

Participation in practical activities is subject to safety considerations and learner capability.

## Right to Stop Unsafe Activities

Agri Training Solutions reserves the right to **suspend or cease training or assessment** where:

- unsafe behaviour is observed
- environmental or site conditions change
- machinery, equipment or vehicles provided for training are not in safe working order, not compliant with safety requirements, or not suitable for the unit being delivered
- safety cannot be adequately managed

This is to protect learners, staff and the integrity of the training.

# Enrolment

## Entry Requirements

Before enrolling, you will be provided with clear information about:

- the training being delivered
- assessment requirements
- any physical or safety requirements
- fees and refund arrangements

You are encouraged to ask questions before enrolling to ensure the training is right for you.

## Unique Student Identifier (USI)

A **Unique Student Identifier** (USI) is required for all nationally recognised training.

- You must provide a valid USI before certification can be issued
- If you do not have a USI, you can create one at [www.usi.gov.au](http://www.usi.gov.au)
- ATS can support you to create or locate your USI if needed, particularly in rural or low-connectivity settings.

## Recognition of Prior Learning (RPL)

- **RPL is not offered for single-unit first aid courses**
- RPL may be considered for selected machinery units
- RPL decisions are based on evidence such as:
  - employer statements
  - logbooks
  - verified workplace experience

RPL assessments are conducted independently and fairly.

## Credit Transfer

Learners may apply for credit transfer where applicable. Due to the nature of single-unit courses, credit transfer opportunities may be limited. Evidence must be verified prior to approval.

## Reasonable Adjustment

ATS applies reasonable adjustment to ensure all learners are provided with equitable opportunities to demonstrate competence.

Reasonable adjustments may be made to support learning, provided that:

- training package requirements are met
- safety and competency outcomes are not compromised

Adjustments may include, but are not limited to:

- Use of simulated workplace environments that reflect rural and remote agricultural settings
- modified assessment contexts or delivery modes while maintaining required performance conditions
- Additional time for training or assessment activities
- One-on-one trainer support or additional coaching during practical activities
- Use of assistive technology within online learning platform (e.g read aloud option for knowledge assessment).
- Clarification of instructions using plain language or visual demonstrations

Where an adjustment cannot be reasonably accommodated without impacting unit outcomes, alternative pathways or additional support options are discussed with the learner.

## Learner Support and Wellbeing

Agri Training Solutions is committed to supporting learner wellbeing and successful progression through training and assessment. During enrolment, learners are **prompted via the Learning Management System (LMS) to identify any support needs**, including language, literacy and numeracy (LLN), learning support, wellbeing considerations, cultural obligations, or other factors that may impact participation.

Where a support need is identified, the learner and trainer **work together to develop a Student Support Plan** outlining agreed support strategies and any reasonable adjustments required. The Student Support Plan is **documented, implemented, and monitored throughout the learner's training journey**, and reviewed as required to ensure the learner remains supported while maintaining the integrity, safety, and competency requirements of the training product.

Learners are encouraged to discuss support needs at any time during training, particularly where first aid or emergency response scenarios may be confronting.

## Cultural Inclusion and Culturally Safe Practice

To support cultural inclusion, Agri Training Solutions may:

- adapt communication styles and delivery approaches to suit the cultural context of the learner group
- use plain English, visual aids and practical demonstrations to support understanding
- allow appropriate flexibility around cultural obligations
- create learning environments that are respectful, welcoming and free from discrimination or harassment

Where training is delivered in First Nations communities, Agri Training Solutions may engage with:

- a cultural liaison, community representative or local employer contact to support culturally appropriate engagement
- local guidance on preferred communication methods, protocols or expectations



Please let us know if you require support related to cultural or community commitments.

## Working With Children

Some training may include learners aged **14–18**.

ATS ensures:

- staff hold appropriate Working With Children clearances
- appropriate supervision at all times
- parental consent for images or recordings

## Learners Code of Conduct

All learners are expected to:

- behave respectfully
- follow safety instructions
- treat others fairly
- comply with trainer directions

Discrimination, harassment, or unsafe behaviour is not tolerated.

## Certification

- AQF certification is issued **within 5 business days** of final assessment completion.
- Certification will not be issued without:
  - a verified USI
  - completion of all assessment requirements

## Privacy, AVETMISS and Data Use

ATS collects personal information to manage enrolment, deliver training and meet national VET data reporting requirements (AVETMISS). Information is stored securely and managed in accordance with privacy legislation.

## Access to Your Records

You have the right to:

- request access to your training and assessment records
- receive copies of your assessment outcomes and certification records
- request information held about you in accordance with privacy legislation

Requests for access to records can be made by contacting Agri Training Solutions using the contact details provided in this guide.

## Correction to Records

If you believe that any information held about you is inaccurate, incomplete, or out of date, you may request that the record be corrected. Agri Training Solutions will:

- review the request promptly
- verify the correct information where required
- update records where appropriate
- notify you once the correction has been made

## Record Storage and Security

Your records are stored securely within Agri Training Solutions' systems, including the Learning Management System (LMS), and are protected from unauthorised access, loss or misuse.

## Conditions of Certification Issuance

Agri Training Solutions issues AQF certification documentation only when a learner has been **assessed as competent in all required assessment tasks** for the training product and has provided a **valid and verified Unique Student Identifier (USI)**. Certification is not issued where assessment requirements have not been met or where a USI has not been verified. Once all requirements are satisfied, AQF certification documentation is issued **within 5 business days of final assessment completion**. Certification records are maintained securely in accordance with regulatory and record-keeping requirements.

## Complaints and Appeals

We want to ensure that our Complaints and Appeals Process is accessible, transparent, fair and equitable and that each complain, or appeal is treated in a timely manner.

### What is a complaint?

A complaint is negative feedback about our trainers, services, or another student which has not been resolved locally.

### What is an appeal?

An appeal is an application for reconsideration of an unfavourable decision made by ATS during training and/or assessment. An appeal must be made in writing within 28 days of the assessment decision.

### Complaints and Appeals process

We encourage students to discuss their grievance with their trainer or ATS staff member within 5 days of the event or assessment decision. If the issue cannot be resolved a student must lodge their complaint or appeal an assessment decision in writing via our Complaints and Appeals form. On receipt of the form an ATS Manager will contact the student to arrange a meeting via telephone or online video call.

Learners have the right to lodge complaints or appeals without fear of disadvantage. Where internal resolution is not successful, learners may escalate matters to ASQA or the relevant state or territory authority depending on their location.

Our full Complaints and Appeals Policy and Complaints and Appeals Form can be found on our website.





## Student Feedback

Your feedback is invaluable in helping us improve our training programs. We encourage you to provide honest feedback on your learning experience as all feedback (positive or negative), is reviewed and used to enhance our services and ensure that we continue to meet the needs of our students.

## Assessment Information

Assessment outcomes may be Competent or Not Yet Competent. Learners receive feedback and may be offered

reassessment opportunities where appropriate. Assessment evidence is securely stored within the LMS.

## Marketing

Our marketing materials are carefully crafted to accurately reflect the nature and scope of our training programs. We ensure that all promotional content is truthful, clear, and in no way misleading, respecting both legal standards and the trust of our students.

## OUR COURSES

<b>Code and Title</b>	<b>HLTAID009 – Provide cardiopulmonary resuscitation</b>
<b>Description</b>	This course is the standard CPR qualification for workplace first aid officers in Australia and is designed to equip individuals with the knowledge and skills needed to respond effectively in emergency situations involving cardiac arrest or respiratory distress.
<b>Duration</b>	Online pre-learning – 1 hour Face-to-face practical learning – 3 hours
<b>Pre-requisite</b>	Nil
<b>Enrolment requirements</b>	<ul style="list-style-type: none"> <li>• Have the literacy skills to read and understand statutory signage, warning labels and instructions in relation to first aid and CPR materials.</li> <li>• Demonstrate the numeracy skills to perform simple calculations regarding the rate of chest compressions and rescue breathing.</li> <li>• Possess the oral communication skills to convey verbal reports to emergency services and workplace supervisors.</li> <li>• Have the computer literacy skills to navigate emails and online learning platform.</li> <li>• Have the physical ability to meet the following requirements:</li> <li>• <i>Perform at least 2 minutes of uninterrupted CPR on an adult resuscitation manikin placed on the floor.</i></li> <li>• <i>Perform at least 2 minutes of uninterrupted CPR on an infant resuscitation manikin placed on a firm surface.</i></li> <li>• Participants under the age of 18 will be required to provide a consent form by their legal guardian which can be found on our website.</li> </ul> <p>If you have any queries or concerns around any of the above requirements please contact us so we can discuss what support options are available to you.</p>
<b>Course content</b>	<ul style="list-style-type: none"> <li>• Recognising and assessing an emergency situation</li> <li>• Managing an unconscious breathing and non-breathing casualty</li> <li>• Performing CPR on adults, children and infants</li> <li>• Operating a defibrillator (AED)</li> <li>• How to access emergency services</li> <li>• Legal considerations around providing CPR</li> <li>• Infection control procedures, including the use of standard precautions and resuscitation devices</li> <li>• Reporting details of the incident effectively maintaining privacy and confidentiality</li> </ul>
<b>Assessment Methods</b>	<ul style="list-style-type: none"> <li>• Written or verbal questioning to confirm theoretical knowledge</li> <li>• Practical demonstrations in a controlled or workplace environment</li> <li>• Observation of tasks completed during simulated or relevant work conditions</li> </ul>
<b>Award Issued</b>	Upon successful completion of all required components, we will issue a Nationally Recognised Statement of Attainment (certificate) for the following: <ul style="list-style-type: none"> <li>• HLTAID009 - Provide Cardiopulmonary Resuscitation</li> </ul>

<b>Code and Title</b>	<b>HLTAID011 – Provide first aid</b>
<b>Description</b>	This course is a fundamental training program designed to equip individuals with the essential skills and knowledge required to provide a first aid response to a casualty, in line with the guidelines determined by the Australian Resuscitation Council (ARC) and other peak clinical bodies. This course is structured to empower you with the confidence to assist individuals experiencing sudden injury or illness, whether at work, home or in any other setting.
<b>Duration</b>	Online pre-learning – 3 hours Face-to-face practical learning – 6-8 hours
<b>Pre-requisite</b>	Nil
<b>Enrolment requirements</b>	<ul style="list-style-type: none"> <li>• Have the literacy skills to read and understand statutory signage, warning labels and instructions in relation to first aid and CPR materials.</li> <li>• Demonstrate the numeracy skills to perform simple calculations regarding the rate of chest compressions and rescue breathing.</li> <li>• Possess the oral communication skills to convey verbal reports to emergency services and workplace supervisors.</li> <li>• Have the computer literacy skills to navigate emails and online learning platform.</li> <li>• Have the physical ability to meet the following requirements:</li> <li>• <i>Perform at least 2 minutes of uninterrupted CPR on an adult resuscitation manikin placed on the floor.</i></li> <li>• <i>Perform at least 2 minutes of uninterrupted CPR on an infant resuscitation manikin placed on a firm surface.</i></li> <li>• Participants under the age of 18 will be required to provide a consent form by their legal guardian which can be found on our website.</li> </ul> <p>If you have any queries or concerns around any of the above requirements please contact us so we can discuss what support options are available to you.</p>
<b>Course content</b>	<ul style="list-style-type: none"> <li>• Recognising and assessing an emergency situation</li> <li>• Assess the casualty and recognise the need for first aid – DRSABC</li> <li>• Perform cardiopulmonary resuscitation (CPR) and defibrillation on adults, children and infants</li> <li>• Breathing emergencies – anaphylaxis, asthma, choking</li> <li>• Heart attacks and strokes</li> <li>• Burns</li> <li>• Wound care, minor bleeding and shock</li> <li>• Fractures, dislocations, sprains and strains using appropriate immobilisation techniques</li> <li>• Seizures and Epilepsy</li> <li>• Poisoning</li> <li>• Snake bites – pressure immobilisation technique</li> <li>• Legal considerations around providing first aid</li> <li>• Infection control procedures</li> <li>• Reporting details of the incident effectively maintaining privacy and confidentiality</li> </ul>
<b>Assessment Methods</b>	<ul style="list-style-type: none"> <li>• Written or verbal questioning to confirm theoretical knowledge</li> <li>• Practical demonstrations in a controlled or workplace environment</li> <li>• Observation of tasks completed during simulated or relevant work conditions</li> </ul>
<b>Award Issued</b>	Upon successful completion of all required components, we will issue a Nationally Recognised Statement of Attainment (certificate) for the following: <ul style="list-style-type: none"> <li>• <a href="#">HLTAID011 - Provide First Aid</a></li> </ul>

<b>Code and Title</b>	<b>HLTAID013 – Provide first aid in remote or isolated site</b>
<b>Description</b>	This course is specialised training aimed at equipping individuals with the skills and knowledge necessary to handle medical emergencies over an extended period in locations where access to immediate professional medical assistance is limited or unavailable. This course is ideal for those working or traveling in rural or isolated areas where medical assistance is likely to be delayed. Our delivery is specifically tailored to meet the needs of the agriculture industry, but this training is open to everyone.
<b>Duration</b>	Online pre-learning – 4 hours Face-to-face practical learning – 14 hours over 2 days
<b>Pre-requisite</b>	Nil
<b>Enrolment requirements</b>	<ul style="list-style-type: none"> <li>• Have the literacy skills to read and understand statutory signage, warning labels and instructions in relation to first aid and CPR materials.</li> <li>• Demonstrate the numeracy skills to write down vital signs and perform simple calculations regarding the rate of chest compressions and rescue breathing.</li> <li>• Possess the oral communication skills to convey verbal reports to emergency services and workplace supervisors.</li> <li>• Have the computer literacy skills to navigate emails and online learning platform.</li> <li>• Have the physical ability to meet the following requirements:</li> <li>• <i>Perform at least 2 minutes of uninterrupted CPR on an adult resuscitation manikin placed on the floor.</i></li> <li>• <i>Perform at least 2 minutes of uninterrupted CPR on an infant resuscitation manikin placed on a firm surface.</i></li> <li>• <i>Participate in scenario-based training for up to 40mins which may include walking, running, standing or kneeling.</i></li> <li>• Participants under the age of 18 will be required to provide a consent form by their legal guardian which can be found on our website.</li> </ul> <p>If you have any queries or concerns around any of the above requirements please contact us so we can discuss what support options are available to you.</p>
<b>Course content</b>	<ul style="list-style-type: none"> <li>• Emergency preparedness and planning</li> <li>• Recognising and assessing an emergency situation</li> <li>• Taking vital signs</li> <li>• Perform cardiopulmonary resuscitation (CPR) and defibrillation on adults, children and infants</li> <li>• Breathing emergencies – anaphylaxis, asthma, choking</li> <li>• Heart attacks and strokes</li> <li>• Burns</li> <li>• Wound care, minor bleeding and shock</li> <li>• Fractures, dislocations, sprains and strains using appropriate immobilisation techniques</li> <li>• Seizures and Epilepsy</li> <li>• Poisoning</li> <li>• Snake bites – pressure immobilisation technique</li> <li>• Head, neck and spinal injuries</li> <li>• Management of a casualty for an extended period of time</li> <li>• Coordination of emergency services using different communication methods such as spot trackers, UHF radio and satellite phones</li> <li>• Management of major bleeding – tourniquet and haemostatic dressings</li> <li>• Moving a casualty</li> <li>• Multi-casualty incidents</li> <li>• Reporting details of the incident effectively maintaining privacy and confidentiality</li> <li>• Scenario based skills training</li> </ul>

<b>Assessment Methods</b>	<ul style="list-style-type: none"> <li>• Written or verbal questioning to confirm theoretical knowledge</li> <li>• Practical demonstrations in a controlled or workplace environment</li> <li>• Observation of tasks completed during simulated or relevant work conditions</li> </ul>
<b>Award Issued</b>	<p>Upon successful completion of all required components, we will issue a Nationally Recognised Statement of Attainment (certificate) for the following:</p> <ul style="list-style-type: none"> <li>• <a href="#">HLTAID013 - Provide First Aid in Remote or Isolated Site</a></li> </ul>



<b>Code and Title</b>	<b>HLTAID015 – Provide advanced resuscitation and oxygen therapy</b>
<b>Description</b>	This unit provides students with the skills and knowledge required to manage advanced resuscitation emergency scenarios and administer oxygen therapy in line with Australian Resuscitation Council (ARC) Guidelines. It is a nationally recognised unit of competency that aligns with the <i>Work Health and Safety Act 2011</i> and the <i>Work Health and Safety Regulation 2011</i> , particularly regarding the requirement for employers to provide adequate first aid, equipment, and trained personnel in the workplace.
<b>Duration</b>	Online theory: 3 hours Practical training and assessment: 6 hours
<b>Pre-requisite</b>	HLTAID011 – Provide First Aid
<b>Enrolment requirements</b>	There are no formal entry requirements for this unit. Learners must: <ul style="list-style-type: none"> <li>• Be physically capable of performing 2 minutes of CPR on a mannequin on the floor</li> </ul>
<b>Course content</b>	<ul style="list-style-type: none"> <li>• Assessing emergency situations, ensuring scene safety and prioritising casualty care</li> <li>• Managing an unconscious casualties, including airway management and positioning</li> <li>• Performing single-rescuer and two-rescuer cardiopulmonary resuscitation (CPR) on the floor</li> <li>• Using automated external defibrillators (AEDs) in line with ARC guidelines</li> <li>• Delivering bag-valve-mask ventilation with supplemental oxygen</li> <li>• Selecting and using basic airway adjuncts and suction equipment</li> <li>• Administering oxygen therapy using appropriate delivery devices and flow rates</li> <li>• Monitoring and interpreting vital signs and other critical conditions</li> <li>• Communicating effectively with emergency services and providing accurate handover</li> <li>• Completing incident documentation in line with workplace requirements</li> <li>• Cleaning, maintaining and checking resuscitation and oxygen equipment</li> <li>• Applying infection control, workplace health and safety and legal and ethical considerations</li> <li>• Recognising psychological impacts of emergency incidents and accessing support</li> </ul>
<b>Assessment Methods</b>	<ul style="list-style-type: none"> <li>• Written or verbal questioning to confirm theoretical knowledge</li> <li>• Practical demonstrations in a controlled or worksite environment</li> <li>• Observation of tasks completed during simulated or relevant work conditions</li> </ul>
<b>Award Issued</b>	Upon successful completion of all required components, we will issue a Nationally Recognised Statement of Attainment (certificate) for the following: <ul style="list-style-type: none"> <li>• <a href="#">HLTAID015 - Provide Advanced Resuscitation and Oxygen Therapy</a></li> </ul>

<b>Code and Title</b>	<b>RIIHAN309F – Conduct telescopic materials handler operations</b>
<b>Description</b>	RIIHAN309F Conduct Telescopic Materials Handler Operations describes the skills and knowledge required to safely operate a telescopic materials handler to carry out lifting and material handling tasks in accordance with workplace procedures and work health and safety requirements. The unit applies to individuals working in infrastructure, resource and agricultural environments who are required to operate telescopic handlers to move, place and position loads using a range of attachments.
<b>Duration</b>	Knowledge & practical training and assessment: 14 hours over 2 days
<b>Pre-requisite</b>	None
<b>Enrolment requirements</b>	There are no formal entry requirements for this unit. Learner suitability is confirmed through pre-training review to ensure learners can safely participate in training and assessment activities involving mobile plant.
<b>Course content</b>	<ul style="list-style-type: none"> <li>• Planning and preparing for telescopic materials handler operations, including interpreting work instructions, lift plans and site documents</li> <li>• Conducting pre-start, safety and operational checks on the telescopic handler and associated equipment</li> <li>• Identifying hazards, assessing risks and applying appropriate risk control measures throughout operations</li> <li>• Operating the telescopic materials handler to lift, move, place and position loads in accordance with task requirements and site conditions</li> <li>• Maintaining machine stability, load security and safe operating limits, including awareness of load charts and rated capacities</li> <li>• Selecting, fitting, using and removing attachments where applicable, in line with workplace procedures and manufacturer specifications</li> <li>• Communicating effectively with other workers using appropriate verbal, hand and audible signals</li> <li>• Monitoring machine performance, identifying common faults and reporting maintenance issues</li> <li>• Performing shutdown, parking, cleaning and post-operational procedures</li> <li>• Completing required workplace documentation and reporting in accordance with site requirements</li> </ul>
<b>Assessment Methods</b>	<p>Assessment is competency-based and includes:</p> <ul style="list-style-type: none"> <li>• Direct observation of practical skills</li> <li>• Scenario-based simulations</li> <li>• Knowledge questioning online and computer marked</li> </ul>
<b>Award Issued</b>	<p>Upon successful completion of all required components, we will issue a Nationally Recognised Statement of Attainment (certificate) for the following:</p> <ul style="list-style-type: none"> <li>• RIIHAN309F - <a href="#">Conduct telescopic materials handler operations</a></li> </ul>

<b>Code and Title</b>	<b>RIIMPO315E – Conduct tractor operations</b>
<b>Description</b>	This unit describes the skills and knowledge required to operate a tractor safely and efficiently to carry out operation and maintenance tasks in accordance with workplace procedures and work health and safety requirements. The unit applies to individuals working in civil construction, infrastructure, resource and agricultural environments who are required to operate tractors to move, spread, tow or assist with construction and maintenance activities across a range of site conditions.
<b>Duration</b>	Knowledge & practical training and assessment: 14 hours over 2 days
<b>Pre-requisite</b>	None
<b>Enrolment requirements</b>	<ul style="list-style-type: none"> <li>• Have the literacy skills to read and understand statutory signage, warning labels and instructions in relation to handling machinery.</li> <li>• A reasonable level of physical fitness to meet the practical demands of the course</li> <li>• Have the computer literacy skills to navigate emails and online learning platform.</li> <li>• Participants under the age of 18 will be required to provide a consent form by their legal guardian which can be found on our website.</li> </ul> <p>If you have any queries or concerns around any of the above requirements please contact us so we can discuss what support options are available to you.</p>
<b>Course content</b>	<ul style="list-style-type: none"> <li>• Planing and preparing for tractor operations, including interpreting work instructions and site documentation</li> <li>• Conducting pre-start, safety and operational checks on the tractor and associated equipment</li> <li>• Identifying hazards, assessing risks and applying appropriate risk control measures throughout operations</li> <li>• Operating the tractor to perform construction and maintenance tasks across varying terrain and site conditions</li> <li>• Selecting, fitting, using and removing attachments where applicable, in line with workplace procedures and manufacturer specifications</li> <li>• Applying safe driving and manoeuvring techniques, including reversing, towing and working on slopes</li> <li>• Communicating effectively with other workers using appropriate verbal, hand and audible signals</li> <li>• Monitoring tractor performance, identifying common faults and reporting maintenance issues</li> <li>• Performance shutdown, parking, cleaning and post-operational procedures</li> <li>• Completing required workplace documentation and reporting in accordance with site requirements</li> </ul>
<b>Assessment Methods</b>	<p>Assessment is competency-based and includes:</p> <ul style="list-style-type: none"> <li>• - Direct observation of practical skills</li> <li>• - Scenario-based simulations</li> <li>• - Knowledge questioning online and computer marked</li> </ul>
<b>Award Issued</b>	<p>Upon successful completion of all required components, we will issue a Nationally Recognised Statement of Attainment (certificate) for the following:</p> <ul style="list-style-type: none"> <li>• RIIMPO315E - <a href="#">Conduct tractor operations</a></li> </ul>

<b>Code and Title</b>	<b>RIIMPO318F – Conduct civil construction skid steer loader operations</b>
<b>Description</b>	This unit describes the skills and knowledge required to safely and efficiently operate a skid steer loader to complete civil construction tasks. It applies to individuals working in industries such as construction, agriculture, earthmoving, landscaping, and infrastructure projects where skid steer loaders are utilised for material movement, excavation, and related operations.
<b>Duration</b>	2 days face to face training - depending on prior experience.
<b>Pre-requisite</b>	None
<b>Enrolment requirements</b>	<ul style="list-style-type: none"> <li>• Have the literacy skills to read and understand statutory signage, warning labels and instructions in relation to handling machinery.</li> <li>• A reasonable level of physical fitness to meet the practical demands of the course</li> <li>• Have the computer literacy skills to navigate emails and online learning platform.</li> <li>• Participants under the age of 18 will be required to provide a consent form by their legal guardian which can be found on our website.</li> </ul> <p>If you have any queries or concerns around any of the above requirements please contact us so we can discuss what support options are available to you.</p>
<b>Course content</b>	<ul style="list-style-type: none"> <li>• Plan and prepare for skid steer loading operations, including conducting pre-start checks and assessing job requirements.</li> <li>• Operate a skid steer loader safely in accordance with manufacturer specifications, workplace policies and environmental conditions.</li> <li>• Perform tasks such as loading, carrying, leveling, and stockpiling materials.</li> <li>• Monitor and manage equipment performance, including recognising and responding to faults or hazards.</li> <li>• Implement effective shut down and maintenance procedures, to ensure the loader is cleaned, maintained, and safely stored.</li> <li>• Identify and respond to site hazards and emergency situations in compliance with workplace safety and standards.</li> </ul>
<b>Assessment Methods</b>	<ul style="list-style-type: none"> <li>• Written or oral questioning to validate theoretical knowledge</li> <li>• Practical demonstrations of skid steer loader operations in a controlled or real-world environment</li> <li>• Observation of tasks performed under supervision in simulated or actual worksite conditions.</li> </ul>
<b>Award Issued</b>	<p>Upon successful completion of all required components, we will issue a Nationally Recognised Statement of Attainment (certificate) for the following:</p> <ul style="list-style-type: none"> <li>• RIIMPO318F - <a href="#">Conduct civil construction skid steer loader operations</a></li> </ul>

<b>Code and Title</b>	<b>RIIMPO321F – Conduct civil construction wheeled front end loader operations</b>
<b>Description</b>	This unit describes the skills and knowledge required to safely and efficiently operate a wheeled front-end loader to perform civil construction tasks. It applies to individuals working in industries such as construction, agriculture, mining, earthmoving, landscaping, and infrastructure projects where wheeled loaders are essential for material handling, excavation, and site preparation.
<b>Duration</b>	Knowledge & practical training and assessment: 14 hours over 2 days
<b>Pre-requisite</b>	None
<b>Enrolment requirements</b>	<ul style="list-style-type: none"> <li>• Have the literacy skills to read and understand statutory signage, warning labels and instructions in relation to handling machinery.</li> <li>• A reasonable level of physical fitness to meet the practical demands of the course</li> <li>• Have the computer literacy skills to navigate emails and online learning platform.</li> <li>• Participants under the age of 18 will be required to provide a consent form by their legal guardian which can be found on our website.</li> </ul> <p>If you have any queries or concerns around any of the above requirements please contact us so we can discuss what support options are available to you.</p>
<b>Course content</b>	<ul style="list-style-type: none"> <li>• Plan and prepare for wheeled front-end loader operations, including conducting pre-start checks and assessing job requirements.</li> <li>• Operate a wheeled front-end loader safely in accordance with manufacturer specifications, workplace policies and environmental conditions.</li> <li>• Perform tasks such as loading, transporting, leveling, and stockpiling materials.</li> <li>• Monitor and manage equipment performance to ensure operational safety and efficiency.</li> <li>• Conduct effective shut down and maintenance procedures, to ensure the loader is cleaned, maintained, and safely stored.</li> <li>• Identify and manage potential site hazards and emergency situations in compliance with workplace safety and standards.</li> </ul>
<b>Assessment Methods</b>	<ul style="list-style-type: none"> <li>• Written or verbal questioning to confirm knowledge of equipment and safety requirements.</li> <li>• Practical demonstration of wheeled front-end loader operations in controlled or worksite environments</li> <li>• Observation of participants performing tasks under real or simulated worksite conditions</li> </ul>
<b>Award Issued</b>	<p>Upon successful completion of all required components, we will issue a Nationally Recognised Statement of Attainment (certificate) for the following:</p> <ul style="list-style-type: none"> <li>• RIIMPO321F - <a href="#">Conduct civil construction wheeled front end loader operations</a></li> </ul>

<b>Code and Title</b>	<b>RIIMPO324F – Conduct civil construction grader operations</b>
<b>Description</b>	This unit describes the skills and knowledge required to operate a grader safely and efficiently to carry out civil construction and maintenance tasks in accordance with workplace procedures and work health and safety requirements. The unit applies to individuals working in civil construction, infrastructure, and agricultural environments who are required to operate graders to prepare, trim, level and finish surfaces.
<b>Duration</b>	Knowledge & practical training and assessment: 14 hours over 2 days
<b>Pre-requisite</b>	None
<b>Enrolment requirements</b>	There are no formal entry requirements for this unit. Learner suitability is confirmed through pre-training review to ensure learners can safely participate in training and assessment activities involving mobile plant.
<b>Course content</b>	<p>This course provides learners with the skills and knowledge required to safely, effectively and efficiently conduct civil construction grader operations in site-based roles. Content covers both practical and theoretical requirements consistent with the unit of competency and industry expectations, including:</p> <ul style="list-style-type: none"> <li>• Planning and preparing for grader operations, including interpreting work instructions and documentation</li> <li>• Conducting pre-start, safety and operational checks on graders and equipment</li> <li>• Operating graders to meet site conditions and task specifications for civil construction activities</li> <li>• Using appropriate techniques for cutting, forming, leveling, trimming and finishing surfaces</li> <li>• Selecting, fitting, testing, using and removing certified attachments in line with workplace procedures</li> <li>• Applying safe work practices, hazard identification, risk controls and environmental procedures throughout operations</li> <li>• Using correct personal protective equipment (PPE) and communication methods, including hand and audible signals, in line with site protocols</li> <li>• Performing shutdown, parking, and post-operational procedures upon completion of work activities</li> <li>• Assisting with loading and unloading of grader plant from transport and securing equipment as required</li> <li>• Applying problem-solving and troubleshooting techniques, including identifying common faults, monitoring machine performance and notifying supervisors</li> <li>• Completing written and verbal reporting in accordance with workplace requirements</li> </ul> <p>Training also incorporates relevant work health and safety, isolation procedures, emergency management, and civil construction sequencing to support work outcomes in real or simulated workplace environments.</p>

<b>Assessment Methods</b>	<p>Assessment is competency-based and includes:</p> <ul style="list-style-type: none"> <li>• Direct observation of practical skills</li> <li>• Scenario-based simulations</li> <li>• Knowledge questioning online and computer marked</li> </ul> <p>All trainers and assessors involved with the assessment of this unit of competency have access to the training package and all appropriate guidelines and tools. Online assessment tools can be printed if the training location has internet connectivity issues to ensure access to resources required to meet the needs of all students and to incorporate reasonable adjustment procedures.</p>
<b>Award Issued</b>	<p>Upon successful completion of all required components, we will issue a Nationally Recognised Statement of Attainment (certificate) for the following:</p> <ul style="list-style-type: none"> <li>• RIIMPO324F - <a href="#">Conduct civil construction grader operations</a></li> </ul>

<b>Code and Title</b>	<b>AHCMOM216 – Operate side by side utility vehicles</b>
<b>Description</b>	This unit describes a participant's skills and knowledge required to safely and efficiently operate side by side utility vehicle. It applies to individuals who operate a side by side vehicles to undertake routine work under general supervision with limited autonomy and accountability.
<b>Duration</b>	6 hours
<b>Pre-requisite</b>	None
<b>Enrolment requirements</b>	<ul style="list-style-type: none"> <li>• Have the literacy skills to read and understand statutory signage, warning labels and instructions in relation to handling machinery.</li> <li>• A reasonable level of physical fitness to meet the practical demands of the course</li> <li>• Have the computer literacy skills to navigate emails and online learning platform.</li> <li>• Participants under the age of 18 will be required to provide a consent form by their legal guardian which can be found on our website.</li> </ul> <p>If you have any queries or concerns around any of the above requirements please contact us so we can discuss what support options are available to you.</p>
<b>Course content</b>	<ul style="list-style-type: none"> <li>• Plan and prepare for side-by-side utility operations, including conducting pre-start inspections and safety checks</li> <li>• Identify and control potential workplace hazards.</li> <li>• Select, fit and use PPE</li> <li>• Operate side by side utility vehicles safely in accordance with manufacturer specifications, workplace policies and environmental conditions.</li> <li>• Load, transport and unload materials or equipment.</li> <li>• Drive on various terrain and environmental conditions.</li> <li>• Apply safe driving techniques, including cornering and braking.</li> <li>• Implement shut down and post-operational procedures, including cleaning, maintaining, and storing the equipment appropriately.</li> <li>• Complete post-operational checks and documentation.</li> </ul>
<b>Assessment Methods</b>	<ul style="list-style-type: none"> <li>• Written or verbal questioning to confirm theoretical knowledge</li> <li>• Practical demonstrations in a controlled or worksite environment</li> <li>• Observation of tasks completed during simulated or relevant work conditions</li> </ul>
<b>Award Issued</b>	<p>Upon successful completion of all required components, we will issue a Nationally Recognised Statement of Attainment (certificate) for the following:</p> <ul style="list-style-type: none"> <li>• AHCMOM216 - <a href="#">Operate side by side utility vehicles</a></li> </ul>

# CANCELLATIONS AND REFUNDS

Agri Training Solutions understands that even with best endeavours to plan ahead sometimes unforeseen circumstances arise that may cause someone to cancelled training with us. Therefore, we wish to provide clear guidelines to ensure fairness and transparency in managing cancellations and refunds, taking into account our trainer's travel times to the remote courses.

## Cancellations

We ask that students notify us of intention to cancel enrolment as soon as possible. Cancellation requests should be submitted in writing either using our Cancellation Form on our website or by emailing [hello@agritrainingsolutions.com.au](mailto:hello@agritrainingsolutions.com.au).

## Refund Eligibility

- Participants who cancel their enrolment more than 48hrs before the scheduled training are eligible for a full refund of the course fees less \$25 administration fee
- Participants who cancel their enrolment within 48 hours of the training are not eligible for a refund. This is due to the logistical arrangements and travel commitments already made by the trainers to reach the location. However we will endeavour to reschedule the training to a later date when we have a trainer back in the area.
- Organisers who cancel their entire group booking more than 2 weeks before the scheduled training are eligible for a full refund of the course fees
- Organisers who cancel their entire group booking within 2 weeks of the training are not eligible for a refund. This is due to the logistical arrangements and travel arrangements already made by the trainers to reach the location and the fact that it is too late to book another group into that space

## Exceptional Circumstances

In exceptional circumstances, such as medical emergencies or other unforeseen events, students may be required to provide supporting documentation (e.g. a medical certificate) to be considered for a refund. Each case will be reviewed on an individual basis, and ATS will make every effort to accommodate the student's needs.

For a full copy of our Cancellation and Refund Policy, please contact ATS on [hello@agritrainingsolutions.com.au](mailto:hello@agritrainingsolutions.com.au).



WE CAN'T WAIT TO HAVE SOME FUN WHILST  
PROVIDING YOU WITH LIFE SAVING SKILLS!