

# CERTIFICATE II IN RESOURCES AND INFRASTRUCTURE WORK PREPARATION

## Course information

The Certificate II in Resources and Infrastructure Work preparation reflects the roles of individuals who perform mainly routine tasks and procedures, using limited practical skills and fundamental operational knowledge, and taking some responsibility for the quality of the work outcomes.

The course is designed to allow Indigenous participants access to employment and training opportunities relevant to the Resource and Infrastructure Industry. Where there is an established Industry but no established Indigenous labour force the course will provide graduates with the underpinning eight employability skills of communication, team work, problem solving, initiative and enterprise, planning and organising, self management, learning and technology together with the key competencies determined by Industry.

The course will enable graduates to work towards becoming Indigenous micro enterprises in their own right.

Graduates will be able to choose a pathway to self employment or working for others in the Resource and Infrastructure Industry.

## Course Structure

To achieve a Certificate II in Resources and Infrastructure Work Preparation a total of 8 units of competency must be completed. This comprises 2 core units of competency plus 6 elective units of competency as detailed in the packaging rules and listed in the following table.

Course Contents		
Unit code	Unit title	Nominal Hours
<b>COMPULSORY UNITS</b>		
RIIOHS201A	Work safely and follow OH&S policies and procedures	25
RIIRIS201A	Conduct local risk control	15
<b>ELECTIVE UNITS</b>		
RIISAM203A	Use hand and power tools	80
RIISAM205A	Cut, weld and bend materials	20
RIICCM201A	Carry out measurements and calculations	20
RIICOM201A	Communicate in the workplace	18
RIIBEF201A	Plan and organise work	20
TLID1007C	Operate a forklift	40

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Central Desert Training is a Registered Training Organisation (Provider No 70036) delivering Nationally Recognised Training

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*Central Desert Training*

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# RII20109

**Enrolment information brochure**



**Northern Territory Government**

Northern Territory Employment and Training Authority

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## About Central Desert Training Pty Ltd

Central Desert Training was established in 2004 to institute, coordinate and deliver specialized training services to Indigenous Australians and remote businesses in Central Australia. The business focuses on both Indigenous adults from remote communities who are commencing employment in the mainstream workforce and of training services for businesses operating in remote locations across the Northern Territory. Training provided includes intensive pre-employment programmes, literacy and numeracy training and support, training for workplace trainers and assessors, mentoring services and specialist information technology training and support. Accredited and non accredited training solutions can be provided to suit your organization or community's requirements.

Training and consulting services currently delivered by Central Desert Training Pty Ltd include:

- Appropriate Language, Literacy and Numeracy pre-employment assessments
- Literacy and numeracy training and support
- Coordination and support for students undertaking their high school certificate
- One on one coaching and mentoring of Indigenous clients in life skills and personal development as required for their successful integration as new participants into the workforce
- Coordination of New Apprentices
- Project management and coordination of Indigenous pre-employment training
- Accredited and non-accredited courses in Information Technology including all applications in the MS Office suite, Photoshop and Premiere
- Development of customised training solutions for Indigenous adults
- Liaise with key stakeholders and other operating dept managers etc. to assist the coordination and delivery of training
- Supervise third party training providers where appropriate

## Staff

CDT employs the best and most experienced instructors in the field. CDT believes that extensive experience in working with Indigenous adults and practical knowledge are essential in order to give the students the best information and appropriate instruction. In addition, our Instructors keep up to date with changing technology and are provided with appropriate equipment for working remotely such as satellite phones and off road vehicles.

## Privacy Policy

Information collected about you is used for planning, programming, research, funding and monitoring purposes. The staff who handle your information are required by law to respect your privacy. Government funding is used for some of the programs and services offered by CDT and requires the provision of statistical data to the government for these funds. All information received is kept secure and treated as confidential. A Privacy Policy statement can be viewed at CDT's office. All data is managed in accordance with the requirements of the Information Privacy Act 2000 and the Health Information Act 2001.

## Enrolment Procedure

Completion of CDT's enrolment form is required and should be accompanied by full payment or a deposit to confirm a position in the class if private fees are being levied. A new enrolment form is necessary for each term.

## Refund Policy

A full refund is made if courses are cancelled by CDT. Other refunds will only be considered if at least 5 working days notice of withdrawal is given prior to commencement of the course and the remaining class size is large enough for the course to be viable. Our policy can be viewed at our office or provided on request.

## Grievance Policy

CDT tries to meet the needs of all clients and will seek feedback on the services provided. However, if we fail to satisfy a client in any area of service, then we are happy to discuss their issue and will try to take appropriate steps to rectify the concern to a level of mutually agreed satisfaction. Clients should contact the Projects Manager in the first instance. A copy the full Grievance Policy can be obtained at the office or provided on request.

## Assessment Appeal Policy

Central Desert Training Pty Ltd has a fair and equitable process for dealing with appeals to assessment decisions. The policy and procedure is designed to allow for the effective and timely reporting and follow up of appeals to assessment decisions made by Central Desert Training Pty Ltd.

## Legislation

CDT will comply with Federal and State legislation and regulatory requirements relevant to its operations.

## Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is officially recognised within the Vocational Education and Training system in Australia. It is designed to ensure that a person's prior learning is appropriately recognised and recorded. Prior learning can be of either formal or informal training received either in Australia or in other countries. Central Desert Training Pty Ltd recognises the AQF qualifications and Statements of Attainment issued by other Registered Training Organisations (RTO). If you wish to apply for RPL for this course a copy of the RPL kit can be obtained at the CDT Office or provided on request to [info@centraldeserttraining.com.au](mailto:info@centraldeserttraining.com.au). Be aware that there is no RPL option for the TLID1007C Operate a forklift unit, as this unit has a licensing outcome.

## Policy Manual

Full details of CDT's Policies and Procedures are available for viewing upon request to [info@centraldeserttraining.com.au](mailto:info@centraldeserttraining.com.au).

Central Desert Training Pty Ltd is a IEP panel member for both the Employment Services and Business Development panels.

