



COURSE GUIDE

2010



Arbortrim Australia Pty Ltd

ABN 42 093 958 804

P O Box 371 MT EVELYN VIC 3796

Telephone 03 9728 6080 Facsimile 03 9728 3545

Email arbor@arbortrim.com.au

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INTRODUCTION

REGISTERED TRAINING ORGANISATION

Arbortrim Australia Pty Ltd, trading as Arbortrim Training & Consultancy, is an established training and consultancy company, which enjoys a reputation for high quality services throughout the arboriculture industry. Our staff consist of experienced and qualified Arborists and Horticulturists, who are supported by a friendly, service focused administrative team. Our instructors are qualified to assess employees in the classroom and 'on-site', thus minimising lost production time.

NATIONAL HORTICULTURAL COMPETENCY STANDARDS

Arbortrim is a registered private provider of training with the Victorian Registration and Qualifications Authority (VRQA), and is a Registered Training Organisation (RTO). Our core business is to deliver training to the Arboricultural, Horticultural and Electrical Industries. The majority of our training is from nationally recognised Training Packages. Arbortrim offers both accredited and non-accredited training specific to client and industry needs.

As of July 2003, the National Horticultural Competency Standards came into effect for our industry. Arbortrim trains from the National Competency Standards, which are nationally based and accredited. These standards are an exciting and innovative approach to adult learning. This concept of competency-based training accepts work-skills acquired over a number of years, even though formal instruction may have not been undertaken and allows for a person to be assessed for their current knowledge, skills and attitudes for more than one competency at a time within their working environment. It also means that an operator's skills are recognised Australia wide.

Arbortrim also offers recognition of prior learning (RPL), recognition of current competencies (RCC) and credit transfer.



Paul Jones

Cert. IV. Hort. Arb. Burnley;
Cert. IV. for Assessment & Workplace Training
Managing Director/CEO

ABOUT THIS GUIDE

This guide has been developed to provide a quick reference to the training courses currently available at the time of production to assist you in determining your training needs. You can choose to attend one of Arbortrim's public Open courses or arrange for Arbortrim to conduct your required training and assessment at your workplace (depending on participant numbers). Please contact the Arbortrim office on (03) 9728 6080, or go to www.arbortrim.com.au to access the Open course training calendar.

Course Title

This is Arbortrim's internal name for the course.

Course Overview

This is a brief description of the course; more clarification can be obtained by contacting Arbortrim office.

National Competency Code

This is the current unit/s of competency that a candidate will be assessed against either during or at the completion of the course.

Related Course Names

This is other industry course names that are similar in their content to Arbortrim's course.

Course Duration

The duration listed in the following course listing may vary depending on course numbers, prevailing delivery circumstances and candidate experience levels.

Course Costs

Course fees can be viewed online at www.arbortrim.com.au, or by contacting the office.

Class Size

To enable quality training and assessment in a timely and efficient manner, maximum candidate numbers need to be adhered to. Most courses allow 12 candidates for theory-only days and 8 candidates for practical days and courses.

Specific Course Requirements

Unless otherwise stated, candidates are required to attend practical course days wearing appropriate personal protective equipment including long sleeved cotton shirt, long cotton trousers, safety work boots (steel capped), eye, ear, hand and head protection and sun protection relevant to the activities undertaken.

Candidates are required to attend theory days wearing comfortable casual clothing unless otherwise stated.

Course Award

A Statement of Attainment will be issued to all candidates on successful completion of accredited training; this will be in the form of an A4 size certificate or a photographic plastic business card size competency card for some courses. A statement of results for each candidate will be issued to the client or workplace on successful completion of refresher or reaccreditation training.

Frequency of Training

This is generally based on industry recommendation, although relevant legislation, codes of practice and contractual requirements will need to be applied where applicable.

SCOPE OF REGISTRATION

As of 1 March 2010

NATIONAL QUALIFICATIONS

Code	Title
RTF20203	Certificate II in Horticulture (Arboriculture)
RTF30203	Certificate III in Horticulture (Arboriculture)
RTF40203	Certificate IV in Horticulture (Arboriculture)
UET20106	Certificate II in ESI – Vegetation Control
UET20109	Certificate II in ESI – Vegetation Control

UNITS OF COMPETENCY FOR STANDARD:

Code	Title
BCCCM 2013C	Control traffic with a stop-slow bat
BCCCM 3003C	Implementing Traffic Management Plan
FPICOT2204B	Maintain Chainsaws
FPICOT2221A	Trim and cross cut felled trees
FPIFGM2208A	Fall trees manually (basic)
FPIFGM3204A	Fall trees manually (intermediate)
FPIFGM3205A	Fall trees manually (advanced)
FPICOT2234A	Operate 4x4 vehicle
FPIFGM3208A	Perform complex 4x4 operations
UETTDRVC10A	Co-ordinate vegetation control work

CERTIFICATE III IN HORTICULTURE (ARBORICULTURE)

COURSE OVERVIEW	<p>The Arbortrim Cert III in Horticulture (Arboriculture) Program is designed specifically for tree workers with a minimum of twelve months experience in the industry.</p> <p>Delivered in flexible hours and locations, including on-site or at various Botanic Gardens, the course offers the right learning environment for the serious Arborist.</p> <p>Proudly delivered by Arbortrim; the industry leader in Arboricultural training.</p>
NATIONAL CODE	RTF30203
RELATED NAMES	Nil
DURATION	12-18 months
PREREQUISITES	Nil
CLASS SIZE	15-20 for theory classes. Practical assessments will have individual maximum numbers.
SPECIFIC COURSE REQUIREMENTS	Nil.
ASSESSMENT	Competency is assessed at the end of each unit by written assessment, and practical assessment where applicable. An assignment and written assessment is also assessed at the conclusion of the training.
COURSE AWARD	Upon successful assessment of this course, candidates will receive a Statement of Attainment.
FREQUENCY OF TRAINING	Refresher training will depend on which units were selected, and the contractual obligations.

WORKING SAFELY (WHITE CARD)

COURSE OVERVIEW	This course specifies the outcomes required to undertake Occupational Health & Safety induction training. Candidates will need to demonstrate personal awareness of OHS legislative requirements, and the basic principles of risk management and prevention of injury and illness.
NATIONAL CODE	CPCCOHS1001A – Work safely in the construction industry.
RELATED NAMES	White Card
DURATION	6 hours
PREREQUISITES	Nil
CLASS SIZE	15
SPECIFIC COURSE REQUIREMENTS	On the start day of this course, you will be required to bring a pen/s & notebook.
ASSESSMENT	Competency is assessed at the conclusion of this course by written assessment, and in-class activities.
COURSE AWARD	Upon successful assessment of this course, candidates will receive a wallet sized Statement of Attainment on the day of the course, and the National White Card.
FREQUENCY OF TRAINING	After initial training, refresher training is recommended by industry at 12 monthly intervals.

NUE260 : ELECTRICAL SYSTEMS IDENTIFICATION & POWERLINE CLEARANCE REQUIREMENTS

COURSE OVERVIEW	<p>Victoria & Tasmania only:</p> <p>This course is designed to provide non-electrical personnel with the skills and underpinning knowledge required to identify Low and High Voltage electrical conductors and power line clearance requirements, relevant to your state, for persons and equipment used when working near powerlines</p>
NATIONAL CODE	UETTDRELO4A Working safely near live electrical apparatus as non-electrical worker.
RELATED NAMES	Limits of Approach for non-electrical personnel, LOA, Safe Approach Distances
DURATION	2 days
PREREQUISITES	Nil
CLASS SIZE	12
SPECIFIC COURSE REQUIREMENTS	On the start day of this course, you will be required to bring a pen/s & notebook. High visibility/reflective vest required to worn whilst near roadway during practical assessment.
ASSESSMENT	Competency is assessed at the conclusion of this course by a theory exam and a practical assessment of correct voltage identification and distance requirements.
COURSE AWARD	Upon successful assessment of this course, candidates will receive a wallet sized Statement of Attainment on the day of the course.
FREQUENCY OF TRAINING	After initial training, refresher training is recommended by industry at 12 monthly intervals.

SPOTTERS' COURSE

<p>COURSE OVERVIEW</p>	<p>This course is designed for personnel responsible for observing against an unsafe approach by persons or equipment to overhead and underground powerlines and other electrical apparatus. Participants will learn the skills and underpinning knowledge required to safely and professionally observe and warn against any unsafe approach.</p>
<p>DURATION</p>	<p>1 day</p>
<p>PREREQUISITES TO OBTAIN LICENCE FROM ESV</p>	<ul style="list-style-type: none"> • Hold a current and appropriate First Aid Certificate - Level Two • For 'Spotting', Crane Operators must have relevant Dogman/Riggers Certificate • Hold a relevant WorkCover - Certificate of Competency for the type of machinery the applicant wishes to observe as a Spotter OR • If machinery does not require a Certificate of Competency, the applicant must have proof of training for the type of machinery he/she wishes to oversee as a Spotter <p>AND:</p> <ul style="list-style-type: none"> • Must not have been refused entry into a 'Spotters' course by any another provider, • Have the ability to implement a Job Safety Assessment
<p>CLASS SIZE</p>	<p>12</p>
<p>SPECIFIC COURSE REQUIREMENTS</p>	<p>You will be required to bring pen/s and a notebook with you</p>
<p>ASSESSMENT</p>	<p>Competency is assessed at the conclusion of this course by a theory exam and a practical assessment of correct voltage identification and distance requirements.</p>

<p>COURSE AWARD</p>	<p>Upon successful completion of this course, candidates will receive a wallet sized Statement of Attendance on the day of the course.</p> <p>Candidates will also receive a Spotters ticket from Energy Safe Victoria (ESV) if all prerequisites are met and this course is completed successfully.</p>
<p>FREQUENCY OF TRAINING</p>	<p>The Spotters ticket is valid for 3 years, providing annual CPR refresher training is done, after which it expires. After 3 years, candidates need to undergo re-accreditation training and assessment.</p>

WORKSITE TRAFFIC MANAGEMENT

COURSE OVERVIEW	This course is designed for personnel who are required to manage and control traffic in short term situations in the workplace.
NATIONAL COURSE CODE	BCCCM2013C - Control Traffic with a Stop-Slow Bat BCCCM3003C - Implement traffic management plan NOTE: Those candidates who require the two Victorian Units – 21783VIC – VBQU506 Use Stop-Slow Bat to Control Traffic, and 27184VIC – VBQU507 Implement & Monitor Operational Traffic Management Plans, will need to contact Arbortrim.
RELATED NAMES	WTM
DURATION	1 Day
PREREQUISITES	Nil.
CLASS SIZE	12
SPECIFIC COURSE REQUIREMENTS	Please bring a pen and High Visibility Vest or jacket
ASSESSMENT	Competency is assessed at the conclusion of this course by a theory exam and practical assessment of Traffic Plans completed in class and simulated traffic control exercises. The Victorian units require completion of a Log Book as well.
COURSE AWARD	Upon successful completion of this course, candidates will receive a wallet sized Statement of Attainment.
FREQUENCY OF TRAINING	After initial training, refresher training is recommended by industry at 3-year intervals.

WOOD-CHIPPER OPERATIONS

COURSE OVERVIEW	This course is designed for all personnel who operate a Wood-chipper machine in the workplace, providing participants with the skills and knowledge to operate a Wood-chipper in a safe and efficient manner
NATIONAL CODE	RTC2307A Operate Machinery and Equipment
RELATED NAMES	WAMS CHIP
DURATION	4-6 hours (depending on class size & experience levels)
PREREQUISITES	Nil
CLASS SIZE	8
SPECIFIC COURSE REQUIREMENTS	PPE including Hearing Protection, Eye & Ear Protection, Hard Hat, Safety Work Boots (Steel Cap), Sunscreen, High Visibility Vest or clothing
ASSESSMENT	Competency is assessed at the conclusion of this course by a multiple-choice test and a practical assessment in the use of a Woodchipper.
COURSE AWARD	Successful candidates will be issued with a Statement of Attainment (SOA) certificate.
FREQUENCY OF TRAINING	It is recommended that refresher training be done annually and reaccreditation training be carried out at intervals not exceeding five years.

HAZARDOUS TREE IDENTIFICATION

COURSE OVERVIEW	This is a non-accredited course that extends the knowledge and skills of work crews, in recognising the effects of age, disease and structural weakness of a trees health. Tree Failure can be caused by environmental conditions, physical damage, insect attack, genetic pre-disposition, poisoning, unfavourable growing conditions, inappropriate location, and extreme weather occurrences. Often the damage is difficult to detect until the tree is Hazardous or beyond repair. The identification and management of 'Hazard Trees' is a critical issue for Local Government because of public safety and the considerable costs involved in removing large hazardous trees.
ARBORTRIM CODE	HTI
RELATED NAMES	Nil
DURATION	1 Day
PREREQUISITES	Nil
CLASS SIZE	12
SPECIFIC COURSE REQUIREMENTS	Nil
ASSESSMENT	Competencies are assessed at the conclusion of this course by theory examination and a practical assessment.
COURSE AWARD	A Statement of Attendance will be provided after the successful completion of this course
FREQUENCY OF TRAINING	Not generally required to be refreshed.

HEARING CONSERVATION

COURSE OVERVIEW	This course is designed to provide participants with the knowledge and skills to apply appropriate hearing control measures in the Arboricultural workplace.
ARBORTRIM CODE	HC
RELATED NAMES	Nil
DURATION	2 hrs (depending on class size)
PREREQUISITES	Nil
CLASS SIZE	15
SPECIFIC COURSE REQUIREMENTS	Nil
ASSESSMENT	Satisfactory completion is assessed at the conclusion of this course by a multiple-choice test.
COURSE AWARD	A Statement of Attendance will be provided after the successful completion of this course
FREQUENCY OF TRAINING	After initial training, refresher training is recommended by industry at 12 monthly intervals.

MANUAL HANDLING

COURSE OVERVIEW	This course is designed to provide participants with the correct techniques used to protect a persons' back and other parts of the body and to give them an appreciation of the dangers of manual handling in the Arboricultural Industry and how it can affect their lives.
ARBORTRIM CODE	MH
RELATED NAMES	Nil
DURATION	2 hrs (depending on class size)
PREREQUISITES	Nil
CLASS SIZE	15
SPECIFIC COURSE REQUIREMENTS	On the day you start this unit, you will be required to bring a pen and notebook with you
ASSESSMENT	Satisfactory completion is assessed at the conclusion of this course by a multiple-choice test & practical assessment.
COURSE AWARD	A Statement of Attendance will be provided after the successful completion of this course
FREQUENCY OF TRAINING	After initial training, refresher training is recommended by industry annually.

VESI ENVIRONMENTAL FRAMEWORK

COURSE OVERVIEW	<p>This module provides the candidate with the knowledge and skills to understand key principles of environmental management.</p> <p>For all personnel who are required to work on or near the electricity network assets.</p>
COURSE CODE	Nil
RELATED NAMES	Nil
DURATION	2 hours
PREREQUISITES	Nil
CLASS SIZE	15
SPECIFIC COURSE REQUIREMENTS	None
ASSESSMENT	In-class activities.
COURSE AWARD	A Statement of Attendance will be provided after the successful completion of this course
FREQUENCY OF TRAINING	Must be refreshed every 3 years.

VESI SAFETY FRAMEWORK

COURSE OVERVIEW	<p>This module provides the candidate with the knowledge to understand the purpose and intention of the Occupational Health & Safety (OH&S) Act and associated legislations and regulations.</p> <p>For all VESI personnel who are required to work on or near the electricity network assets</p>
COURSE CODE	Nil
RELATED COURSE NAMES	Nil
DURATION	2 hours
PREREQUISITES	Nil
CLASS SIZE	15
SPECIFIC COURSE REQUIREMENTS	None
ASSESSMENT	In-class activities.
COURSE AWARD	A Statement of Attendance will be provided after the successful completion of this course
FREQUENCY OF TRAINING	Must be refreshed every 3 years.

CHAINSAW LEVEL 1 (OPERATE & MAINTAIN)

COURSE OVERVIEW	This course is designed for all personnel using a chainsaw for cross-cutting of fallen timber in the workplace; and also personnel who supervise the use of chainsaws, providing candidates with the skills and knowledge to safely operate and maintain a chainsaw in accordance with Australian and Industry Standards.
NATIONAL COURSE CODE	RTC2304A Operate & Maintain Chainsaws; FPICOT2204B Maintain Chainsaws & FPICOT2221B Trim & cross-cut Felled trees.
RELATED NAMES	Nil
DURATION	2 days (dependant on the candidate's previous chainsaw usage experience)
PREREQUISITES	Nil
CLASS SIZE	A maximum of 10 candidates per instructor
SPECIFIC COURSE REQUIREMENTS	All relevant equipment supplied. You will be required to bring with you your own Personal Protective Equipment and own chainsaw if you have one. Also access to fallen trees or logs for practical components.
ASSESSMENT	Competency is assessed on a continuous basis by theory examination and a practical assessment.
COURSE AWARD	Successful candidates will be issued with a Statement of Attainment (SOA) certificate
FREQUENCY OF TRAINING	After completion of initial course, it is recommended that participants be refreshed annually and reassessed every 5 years so as to maintain competency.

CHAINSAW LEVEL 2 (BASIC TREE FELLING)

COURSE OVERVIEW	This course is designed to provide candidates with necessary competencies to undertake the process of basic tree felling work where hazards are assessed as low to moderate risk. The candidates will learn how to prepare and maintain tree felling equipment, bring the tree down in a controlled manner and complete clean-up operations to current industry standards. Generally trees with trunk diameter <50cm DBH and < 20m in height.
NATIONAL COURSE CODE	FPIFGM2208B Fall trees manually (basic) RTC2005A Fell Small Trees
RELATED COURSE NAMES	Nil
DURATION	2-3 days (dependant on previous chainsaw experience)
PREREQUISITES	It is advantageous for candidates to have already completed: <ul style="list-style-type: none"> ● Chainsaw Level 1 ● First Aid level 2 or Senior First Aid or equivalent ● A minimum of 6 months (150 hours) regular chainsaw operational experience
CLASS SIZE	A maximum of 6 candidates per instructor
SPECIFIC COURSE REQUIREMENTS	All relevant equipment supplied. You will be required to bring your own PPE and chainsaw if you have one. Also access to permitted trees for removal.
ASSESSMENT	Competency is assessed on a continuous basis by theory examination and a practical assessment.
COURSE AWARD	Successful candidates will be issued with a Statement of Attainment (SOA)
FREQUENCY OF TRAINING	After initial training, refresher training is recommended by industry annually.

CHAINSAW LEVEL 3 (INTERMEDIATE TREE FELLING)

COURSE OVERVIEW	This course is designed for all personnel supervising and carrying out the felling operations. Generally trees with trunk diameters >50cm DBH up to 80cm DBH & >20m up to 40m in height.
NATIONAL COURSE CODE	RTF3007A Fell Large Trees or FPIFGM3204A Fell Trees Manually (Intermediate)
RELATED COURSE NAMES	Nil
DURATION	3-4 days (dependant on the candidates previous chainsaw usage experience)
PREREQUISITES	It is advantageous for candidates to have already completed: <ul style="list-style-type: none"> • Chainsaws Level 1 & 2 • A minimum of 12 months (200 hours) regular chainsaw operational & tree felling experience • A valid & current Senior First Aid (Level 2) certificate
CLASS SIZE	A maximum of 4 candidates per instructor
SPECIFIC COURSE REQUIREMENTS	All relevant equipment supplied. You will be required to bring your own PPE and chainsaw if you have one. Also access to a suitable number of permitted trees for removal will be required for organisation only bookings that are delivered at an organisations workplace. Contact the office to discuss requirements.
ASSESSMENT	Competency is assessed on a continuous basis by theory examination and a practical assessment.
COURSE AWARD	Successful candidates will be issued with a Statement of Attainment (SOA) Certificate
FREQUENCY OF TRAINING	After initial training, refresher training is recommended by industry every 5 years.

CHAINSAW LEVEL 4 (ADVANCED TREE FELLING)

COURSE OVERVIEW	This course is designed for all personnel supervising and carrying out the felling of large and/or hazardous trees. Generally trees with trunk diameters >80cm DBH & >40m in height.
NATIONAL COURSE CODE	RTF3007A Fell Large Trees or FPIFGM3205A Fell Trees Manually (Advanced)
RELATED NAMES	Nil
DURATION	4-5 days (dependant on the candidate's previous chainsaw usage experience)
PREREQUISITES	It is advantageous for candidates to have already completed: <ul style="list-style-type: none"> • Chainsaws Level 1 & 2 • A minimum of 12-18 months (250 hours) regular chainsaw operational & tree felling experience • A valid & current Senior First Aid (Level 2) certificate
CLASS SIZE	A maximum of 4 candidates per instructor
SPECIFIC COURSE REQUIREMENTS	All relevant equipment supplied. You will be required to bring your own PPE and chainsaw if you have one. Also access to a suitable number of permitted trees for removal will be required for organisation only bookings that are delivered at an organisations workplace. Contact the office to discuss requirements.
ASSESSMENT	Competency is assessed on a continuous basis by theory examination and a practical assessment.
COURSE AWARD	Successful candidates will be issued with a Statement of Attainment (SOA) Certificate
FREQUENCY OF TRAINING	After initial training, refresher training is recommended by industry every 5 years.

SAFE TREE CLIMBING PROCEDURES

COURSE OVERVIEW	<p>This course is designed for personnel who engage in tree climbing at work. It provides candidates with knowledge and skills from basic to complex tree climbing techniques and their application. It also provides skills and knowledge for ground support and tree climbers in Aerial Rescue techniques.</p>
NATIONAL COURSE CODE	<p>RTF1002A Support Arboricultural Work, RTF 2027A Undertake Standard Climbing Techniques, and RTF 3702A Undertake Aerial Rescue</p>
RELATED NAMES	<p>Nil</p>
DURATION	<p>6 days (depending on current experience levels of candidate) 3 initial training days followed by a further 3 days 4-6 weeks later to allow for candidate to apply what has been taught back at the workplace. This period will need to be documented in the supplied log book and verified by the candidate's supervisor.</p>
PREREQUISITES	<p>It is advantageous for candidates to have already completed:</p> <ul style="list-style-type: none"> • Chainsaws Level 1 & 2 • A valid & current Senior First Aid (Level 2) certificate • No tree climbing experience required, although experienced tree climbers will benefit by receiving up-to-date knowledge of techniques and equipment as well as having their skills recognised in the form of Nationally Accredited Certification
CLASS SIZE	<p>A maximum of 6 candidates per instructor</p>
SPECIFIC COURSE REQUIREMENTS	<p>On the day you start this course, you will be required to bring your own Personal Protective Equipment with you. Please inform our office if you are unable to provide a personal tree climbing kit and tree climbing rescue kit</p>
ASSESSMENT	<p>Competencies are assessed at the conclusion of this course by theory examination and a practical assessment on equipment use, knot tying, tree climbing techniques, hazard</p>

	& risk assessments, emergency procedures & rescue techniques.
COURSE AWARD	Successful candidates will be issued with a Statement of Attainment (SOA) certificate
FREQUENCY OF TRAINING	Aerial Rescue training is recommended, by industry, to be refreshed every 12 months and should be re-assessed, so as to maintain competency, every 5 years.

REMOVE TREES IN CONFINED SPACES

COURSE OVERVIEW	This course is designed to provide candidates with necessary competencies to undertake the process of performing advanced rigging techniques associated with tree pruning and tree removal operations in difficult/hazardous circumstances such as in close proximity to electrical assets, near or over structures or large difficult/hazardous trees.
NATIONAL CODE	RTF3019A Remove trees in confined spaces
RELATED NAMES	Nil
DURATION	2-3 days
PREREQUISITES	It is advantageous for candidates to have already completed: <ul style="list-style-type: none"> ● Chainsaws Level 1 ● Chainsaw Level 2 or greater ● Safe Tree Climbing Procedure or equivalent and/or EWP Licence ● A valid & current Senior First Aid (Level 2) certificate ● 12 months (300 hours) regular tree climbing or EWP operational experience
CLASS SIZE	Maximum 6 candidates per trainer
ASSESSMENT	Competency is assessed on a continuous basis by theory examination and a practical assessment.
COURSE AWARD	Successful candidates will be issued with a Statement of Attainment (SOA) certificate.
FREQUENCY OF TRAINING	After initial training, refresher training is recommended by industry every 5 years.

AMENITY TREE PRUNING TECHNIQUES

COURSE OVERVIEW	This course is designed for all personnel engaged in tree pruning such as tree clearing near powerlines, street trees, parks etc; including those who supervise these activities, providing candidates with the working knowledge and understanding of correct tree pruning practices as per the Australian Standard for Pruning of Amenity Trees AS 4373-2007, including industry accepted techniques.
NATIONAL COURSE CODE	RTF2017A Prune Shrubs & Small Trees & RTF2009A Perform Above Ground Pruning
RELATED COURSE NAMES	Pruning in an Electrical Environment; WAMS TREE1 & TREE2
DURATION	3 days
PREREQUISITES	It is advantageous for candidates to have already completed: <ul style="list-style-type: none"> • Chainsaws Level 1 • EWP Licence (For EWP Operators) and/or • Safe Tree Climbing Procedures or equivalent (For Tree Climbers)
CLASS SIZE	Maximum 8 participants per trainer
SPECIFIC COURSE REQUIREMENTS	Access to suitable trees to perform pruning activities such as dead-wooding, uplifting, crown thinning etc in a low hazard environment. Client to provide access to a EWP and/or personal tree climbing equipment for carrying out practical training and assessment.
ASSESSMENT	Competency is assessed on a continuous basis by theory examination and a practical assessment.
COURSE AWARD	Successful candidates will be issued with a Statements of Attainment (SOA) certificate.
FREQ. OF TRAINING	After initial training, refresher training is recommended by industry every 5 years.

INTRODUCTION TO TREE IDENTIFICATION

COURSE OVERVIEW	This course is designed for all personnel in all facets of Arboriculture, providing candidates with the initial skills and knowledge to be able to recognise and name a range of trees.
NATIONAL CODE	RTC2016A Recognise Plants
RELATED NAMES	WAMS TREE3
DURATION	2 days plus assignment
PREREQUISITES	Nil
CLASS SIZE	12
SPECIFIC COURSE REQUIREMENTS	Nil
ASSESSMENT	Competency is assessed on a continuous basis by a combination of theory examination, practical assessment and satisfactory completion of assignment.
COURSE AWARD	Successful candidates will be issued with a Statement of Attainment (SOA) certificate
FREQUENCY OF TRAINING	Not generally required to be refreshed.

FIRST AID & CPR

COURSE TITLE	First Aid Level One – Provide Basic Life Support
COURSE OVERVIEW	This 1 day course (HLTFA201A) is designed for all personnel to be able to perform basic emergency First Aid procedures in the first few minutes after a life-threatening emergency.
FREQUENCY OF TRAINING	Annual CPR refresher, and First Aid Level 1 refresher training must be done every 3 years.
COURSE TITLE	First Aid Level Two
COURSE OVERVIEW	This 2 day course (HLTFA301B) is designed for all personnel to be able to perform First Aid procedures in the first few minutes after a life-threatening incident and administer First Aid for common injuries and illnesses.
FREQUENCY OF TRAINING	Annual CPR refresher, and First Aid Level 2 refresher training must be done every 3 years.
COURSE TITLE	Cardio-Pulmonary Resuscitation (CPR)
COURSE OVERVIEW	This unit (HLTCPR201A) will provide the First Aider with the skills and knowledge to be able to perform emergency resuscitation procedures in the first few minutes after a life-threatening incident.
FREQUENCY OF TRAINING	CPR refresher must be done annually.

ELEVATING WORK PLATFORM (EWP)

COURSE OVERVIEW	This course is designed for all personnel engaged in the operation of an E.W.P. (Elevating Work Platform), to provide candidates with the skills and underpinning knowledge required to inspect, set up and operate an (E.W.P.) in accordance with industry safety standards in preparation of assessment for the National Licence.
NATIONAL CODE	TLILIC508A Licence to Operate a Boom-Type EWP.
RELATED NAMES	Nil
DURATION	1 day course for experienced candidates, 2 day course for candidates with no experience.
PREREQUISITES	Nil
CLASS SIZE	6 maximum
REQUIREMENTS	Access to an EWP greater than 11m
ASSESSMENT	Completion of this course delivers the underpinning knowledge for a candidate to assist in preparing them for assessment against the National License.
COURSE AWARD	Statement of Attendance will be issued on completion of this course.
FREQUENCY OF TRAINING	Refresher training in E.W.P. Safe Escape & Rescue is recommended at 12 monthly intervals. EWP Licence expires every 10 years.

EWP LICENCE TESTING

Candidates must contact the office, post-course, once they have completed their log book and feel confident that they are ready to be assessed.

The trainer will provide further information regarding assessment on the day of training, or candidates can speak to a staff member at the office.

USING CHEMICALS SAFELY (LEVEL 2)

COURSE OVERVIEW	<p>This course is designed for all personnel who carry out the applying of herbicide (such as Glyphosate) under the supervision of an accredited or licensed responsible person in the workplace.</p> <p>An introductory course for candidates with minimal or no background history in using AgVet Chemicals. Topics include: minimising chemical use; understanding the label; safety requirements; application techniques; regulations; clean up procedures</p>
NATIONAL CODE	RTC2706A Apply Chemicals Under Supervision
RELATED NAMES	Nil
DURATION	1 day
PREREQUISITES	Nil
CLASS SIZE	16
SPECIFIC COURSE REQUIREMENTS	Nil
ASSESSMENT	Overall competence for this unit requires that the candidate can correctly use equipment, apply chemical correctly, record the application, and identify safety hazards and how to avoid them.
COURSE AWARD	Successful candidates will be issued with a Statement of Attainment (SOA) certificate, and ChemCert statement of Participation certificate.
FREQUENCY OF TRAINING	The chemical ticket expires after five years. Reaccreditation training must be completed to maintain currency.

CHEMCERT AGVET CHEMICAL USERS (L3)

COURSE OVERVIEW	The course is aimed at providing the level of training needed by producers to make sure that they understood the requirements to use agricultural and veterinary chemicals safely and effectively. The course also encourages candidates to think about using alternatives to chemicals in their production systems by taking a risk management approach.
NATIONAL CODE	RTC3704A – Prepare & Apply Chemicals RTC3705A - Transport, Handle & Store Chemicals
RELATED NAMES	Nil
DURATION	2 days
PREREQUISITES	Nil
CLASS SIZE	16
SPECIFIC COURSE REQUIREMENTS	Nil
ASSESSMENT	Overall competence for this unit requires that a person can correctly use equipment, apply chemical correctly, record the application, and identify safety hazards and how to avoid them.
COURSE AWARD	Successful candidates will be issued with a Statement of Attainment (SOA) certificate, and ChemCert Registration Certificate.
FREQUENCY OF TRAINING	The chemical ticket expires after five years. Reaccreditation training must be completed to maintain currency.

FOUR WHEEL DRIVING

COURSE OVERVIEW	This course is designed for candidates undertaking four wheel driving. It covers preparation; pre-start checks, OH&S considerations and tyre checks; operation; and recovery.
NATIONAL CODE Nb: Candidates to select which units they require.	<p>FPICOT2234A – Operate 4x4</p> <p>FPIFGM3208A – Perform complex 4x4 operations</p> <p>MNMEGS312A – Drive and recover a 4x4 vehicle</p> <p>PUAVHEH001A – (For emergency services; both on- and off-road elements covered).</p>
RELATED NAMES	Nil
DURATION	1-3 Days, depending on which unit/s are selected.
PREREQUISITES	<p>Candidates must have:</p> <ul style="list-style-type: none"> • Current and valid full Australian drivers' licence. <p>It is advantageous to have:</p> <ul style="list-style-type: none"> • Current and valid First Aid Level 2.
CLASS SIZE	3 per trainer.
SPECIFIC COURSE REQUIREMENTS	Candidates must supply their own four wheel drive, in a safe and roadworthy condition.
ASSESSMENT	Competency is assessed on a continuous basis by a combination of theory examination, practical assessment and satisfactory completion of assignment.
COURSE AWARD	Successful candidates will be issued with a Statement of Attainment (SOA) certificate.
FREQUENCY OF TRAINING	Not generally required to be refreshed.

BOOKING YOUR COURSE

To book into any of the courses in this Course Guide, you may either contact the Office on the details below, or download an Enrolment Form from the website and send in to:

Arbortrim Australia

Ph: (03) 9728 6080

Fax: (03) 9728 3545

Email : arbor@arbortrim.com.au

Web: www.arbortrim.com.au

PO Box 371

Mt Evelyn

VIC 3797

