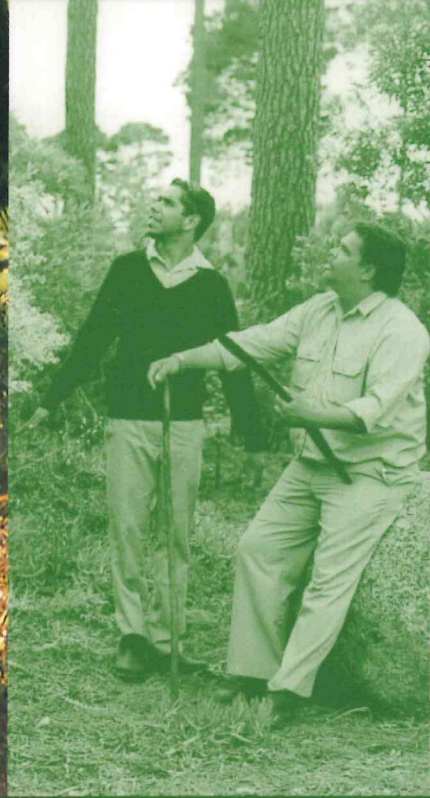


Organisational Learning and Development Manual 2003



for our staff to develop and grow...

Development

A gradual unfolding, to bring out all that is contained

To cause to grow

To change the form of, but not the value

To bring forth a latent condition

To grow from within

Grow

To manifest vigorous life

To put forth foliage, to flourish

To spring up, to arise

To increase in some specified quality

To advance, to stretch forward



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Introduction

Part A

Introduction

The Organisation Learning Manual is intended to serve as a reference to assist all personnel seeking to improve their performance and develop their careers. The courses outlined in this manual should not be considered as exhaustive. There are many additional courses available to personnel wanting training and development. The Training Centre at Dwellingup now has an electronic register, called the Australian Training Register (ATR), which lists over 32,000 public access training programs, courses, conferences and seminars. On the job training, job rotation, transfers, and acting positions are all also additional ways of achieving training and development. The need to successfully train and develop personnel is recognised within the Department and is aimed at achieving the most efficient use of people while maximising the economic and administrative efficiency of the Department.

All personnel should consult regularly with their supervisors in establishing a development plan and seek out training courses, which allow development to occur. The performance appraisal system forms an important, integral part of the process of establishing a developmental plan and should be used to ensure training needs are met.

Should any member of this Department require further assistance with establishing a development plan, attending training courses, or clarification of the material in this manual, they should contact the training staff at the Department's Training Centre, Dwellingup.

It will be necessary to update information about courses throughout the year; as this becomes available. Information sheets will be provided for attachment to the manual.

To maintain an accurate training register it is imperative that all training completed by all Departmental people is recorded & entered into CONCEPT. When completing courses external to the Department it is the responsibility of the individual to forward their details & course information for entry into CONCEPT to Peter Hill, Learning Programs Consultant C/o Training Centre, Dwellingup. Contact Peter for details of required course information.

Not all courses are currently accredited as meeting the required standards. Those courses which are accredited and registered with the Training Accreditation Council of WA, have an asterisk (*) alongside the title. Double asterisks (**) indicate international accreditation.

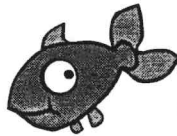
Introduction



TRAINING NOTICE BOARD

A Training Notice Board is now online on the CALMWeb. It is available for staff to add any internal or external training courses, workshops, seminars &/or conferences that are work related & of interest to other staff. Staff can then access the Training Notice Board to view the most current courses available. The notice board is now up & running & can be found at

<http://calmweb.calm.wa.gov.au/drb/csd/hrb/cgi-bin/courses.cgi>



Well worth a look!!!

Procedures

Part B

Procedures

All personnel are encouraged to seek out training courses consistent with the goals set within the context of the IDAPES appraisal. When agreement has been reached with the supervisor as to a proposed training course for the year, the following procedures should be followed:

1. Training budgets are to be prepared in accordance with budget preparation guidelines. It is necessary to distinguish between training for development & training to overcome a performance gap.
 - 1.1. ***It will be the responsibility of District, Branch & Section managers to prepare and monitor their own training budgets with respect to fees & travelling & accommodation expenses associated with 'performance gap' training, travelling & accommodation expenses associated with 'development' training.***
 - 1.2. People Services Branch has responsibility for budgeting for the payment of fees associated with 'development' training.
 - 1.3. When preparing budget flexfields the activity code 682 must be used for all training expenditure.
2. Nomination to attend a training course should only be made after careful consideration of the training need and the development plan.
 - 2.1. There must be a clearly identified need for training.
 - 2.2. The purpose of the training must be clearly identified, ie. to solve a performance gap or for development, as this impacts on the budget allocation.
 - 2.3. As some training courses are offered more than once during the year, the specific dates for attendance must be included in the nomination.
 - 2.4. Supervisors must ensure that leave program, the number of training courses attended by the nominee, the work priorities and program, cost to the Department, benefit to the person/Department are all duly considered prior to nominating any personnel.

Procedures

- 2.5. All nominations should be forwarded to the Co-ordinator Organisational Learning & Development, Mr Alan Byrne through the Regional/Branch Managers who will review the nomination relative to Regional/Branch priorities.
- 2.6. When a number of nominations are made for the same course, they should be given a priority by the Regional/Branch manager before forwarding to the Coordinator Organisational Learning & Development.
- 2.7. Nominations must reach the Coordinator Organisational Learning & Development six weeks prior to commencement of the course.
3. The Co-ordinator Organisational Learning & Development, will then forward nomination details to the relevant training course coordinating officer, or the external agency involved.
4. Following approval to attend a course, the supervisor responsible & the person attending will be notified of the success of the application along with any further information about attendance.
5. It is the responsibility of the supervisor to authorise and arrange travel. The course facilitator will usually make accommodation arrangements notifying participants accordingly. Costs incurred in travel and accommodation will be paid from District, Section or Branch budgets as appropriate.
6. There is a requirement for all course participants to complete the course evaluation form - included in this manual, at the completion of the course.
The aims of this process are as follows:
 - (a) to ensure satisfactory course standards are maintained.
 - (b) to ensure course material is relevant.
 - (c) to monitor attendance at courses.

It is the **responsibility of all course participants** to complete & forward this information to the Coordinator Organisational Learning & Development.

It will often be possible for the **Course Facilitator** to ensure that the course evaluation forms are completed in the final segment of a course.

Officers conducting courses will have access to this information for their own evaluation of course effectiveness & modification as necessary.



CLM 90

DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT
NOMINATION TO ATTEND PERSONAL DEVELOPMENT ACTIVITY

APPLICANT'S NAME: _____
Christian Names Surname

POSITION: _____

LOCATION: _____

NAME OF COURSE: _____

CONTACT NUMBER _____

E-MAIL ADDRESS _____

COURSE CONDUCTED BY: _____

DATE: _____ VENUE: _____ FEE: _____

REASON FOR ATTENDANCE: _____

PERFORMANCE GAP: _____

DEVELOPMENT: _____

OTHER: _____

SIGNATURE: _____ DATE: _____
Applicant

ENDORSED: DIST/SECT. MGR _____ DATE: _____

REG/BRANCH MGR _____ DATE: _____

COURSE FEES A/C NO: _____

ACCOMMODATION A/C NO: _____

TRAVELLING A/C NO _____

Forward to:
Coordinator Organisational Learning and Development Alan Byrne, Dwellingup (E-mail:
alanby@calm.wa.gov.au or FAX:08 95381244)

Application

Approved

Not Approved

SIGNATURE: CALMPeople Services _____ DATE: _____

Short Courses

Part C

Courses in Field Operations

(*) Accredited Nationally

(**) NFROT or Accredited International

Chainsaw Maintenance and Handling * 10003

Description

This unit describes the work involved in trimming, pruning, ripping and crosscutting with a chainsaw.

Restricted to the falling of standing material (culling) no more than 10cm diameter and/or 2 metres in height.

NOTE: The falling of standing material greater than 10cms and 2 metres requires a Tree-Felling qualification.

Expected Outcomes

- Identify cutting requirements
- Prepare and maintain equipment
- Assess items to be cut (logs)
- Plan cutting
- Cut item (logs)

Format

2 days

Methodology

Theory session takes 2-3 hours in a classroom situation, followed by demonstration, controlled learning and assessments in the field.

All gear, equipment and PPE is supplied.

Key Subject Areas

- Occupational Health, Safety regulation and codes
- Chainsaw components
- Saw sharpening
- General maintenance
- Approved techniques, cutting, ripping and boring

Who Should Attend

Anyone intending to use a chainsaw needs to have these qualifications.

Facilitator

Chainsaw and Falling Services – (CAFS)

Bill Towie – Forest Products Commission

Email: billt@fpc.wa.gov.au

Phone: 9535 9477

Fax: 9535 9433

Mobile: 0427 447 510

Dates

No dates have been scheduled. Courses will be conducted on request (minimum of 2 people required).

Cost

\$245 / person

Driver Training (light vehicles 4x4) * 10587

This program is designed to provide participants with the knowledge and skills to understand the capabilities of both themselves and the vehicle to negotiate rough terrain.

Expected Outcomes

- Demonstrate knowledge of the Traffic Act and legislation relating to driving and road safety.
- Demonstrate the use and operation of the 4WD components & capabilities.
- Operate vehicle recovery equipment safely and efficiently.
- Operate 4WD vehicle using safe and efficient driving techniques.
- Cab drill and POWER Checks.
- 4WD Techniques. Drivers approach, stallout procedure, steep ascents, steep descents, sand driving, mud driving, river crossings, 4WD general principles.

Format

A 4½ day live-in course presented at the Department of Conservation and Land Management Training Centre, Dwellingup, or at other agreed location.

Methodology

The program is based on presentation of theory and interactive discussion before theory is put into practice in the field. The course emphasis is on field work and participants receive tuition and practical driving experience in a wide range of four wheel driving conditions, from steep ascents and descents, river crossings, mud and sand driving to the safe and efficient use of recovery equipment.

Key Subject Areas

- 4WD components and capabilities. Power flow, transmission, transfer case, free wheeling hubs, transmission windup, tyre pressures, driver approach to 4wding.
- Vehicle recovery equipment. Knowledge and safe use of high lift jacks, airbags, winches and snatch straps. Recovery of a vehicle from a bogged position.

Who Should Attend

All Departmental people who are required to use a 4WD for off road driving.

Facilitator

Peter Hill
Learning Programs Consultant
Department of Conservation and
Land Management Training Centre
Dwellingup, 6213
Ph 9538 1200
Fax 9538 1244
Email peterhi@calm.wa.gov.au

Dates

No dates have been scheduled for this course. To nominate, complete a CLM90 form and forward to Coordinator Organisational Learning and Development, Department of Conservation and Land Management Training Centre, Dwellingup, 6213 or fax to (08) 95381244. Nominees will be wait listed and a course run when minimum numbers are met for the course.

Cost

The cost of the course, meals, and accommodation will be met jointly by the central training budget and the participant's workcentre.

Work centres will be responsible for supplying participants with a manual four-wheel drive vehicle (dual cab or station wagon).

**Driver Training
(heavy duty 4x4) ***

10581

This course is designed to provide students with the knowledge and skills to understand the capabilities of both themselves & the vehicle to negotiate rough terrain.

Expected Outcomes

- Demonstrate knowledge of the Traffic Act & Legislation relating to driving & road safety.
- Demonstrate the use & operation of the 4WD components and capabilities.
- Operate vehicle recovery equipment safely and efficiently.
- Operate 4WD heavy vehicle using safe & efficient driving techniques.

Format

A 4½ day live-in course presented at the Department's Training Centre, Dwellingup, or at other agreed location.

Methodology

The course is based on presentation of theory & interactive discussion before the theory is put into practice in the field. The course emphasis is on the field work & participants receive tuition & practical driving experience in a wide range of four wheel driving conditions, from steep ascents & descents, river crossings, mud & sand driving to the safe & efficient use of recovery equipment.

Key subject areas

4WD components & capabilities. Power flow, transmission, transfer case, free wheeling hubs, transmission windup, tyre pressures, driver approach to 4 wheel driving.

Vehicle recovery equipment. Knowledge and safe use of high lift jacks, airbags, winches & snatch straps. Recovery of a vehicle from a bogged position.

Cab drill & POWER checks.

4WD techniques. Drivers approach, stallout procedure, steep ascents, steep descents, sand driving, mud driving, river crossings, 4WD general principles.

Who should attend

All Departmental people who are required to use 4WD heavy vehicles for off road driving.

Facilitator

External training providers are used for this course. Enquiries should be directed to;

Peter Hill

Learning Programs Consultant

Department of Conservation and Land Management Training Centre Dwellingup, 6213

Ph. 9538 1200

Fax 9538 1244

E-mail: peterh@calm.wa.gov.au

Dates

No dates have been scheduled for this course. To nominate, complete a CLM90 form and forward to Coordinator Organisational Learning & Development, Department of Conservation and Land Management Training Centre, Dwellingup, 6213 or fax to (08) 9538 1244.

Nominees will be wait listed & a course run when minimum numbers are met for the course.

Cost

The cost of the course, meals, & accommodation will be met jointly by the central training budget & the participant's work centre.

Work centres will be responsible for supplying the participants with a manual four-wheel drive heavy vehicle.

Law Enforcement Training *

10005

The purpose of this course is to introduce participants to the basic principles of the law and provide them with an understanding of how the legal system works.

The primary focus is on the importance of having a sound knowledge of the legislation and the skills required to be an effective enforcement officer. The course progresses in a sequential manner through various modules commencing with knowledge of the law and the legal system, through to gathering evidence, conducting investigations, interviewing witnesses and suspects, writing breach reports and attending court to present evidence.

Expected Outcomes

As a result of this course, participants should:

- understand the principle enforcement sections of the *Department of Conservation and Land Management Act*, and the *Wildlife Conservation Act*, and be familiar with the provisions of the *National Parks Regulations*, the *Forest*

Management Regulations and the Wildlife

Conservation Regulations;

- understand the difference between common law and statute law, be familiar with Section 7 of the *Criminal Code* relating "Parties to an Offence" and Sections 22, 23 & 24 of the *Code* relating to "Criminal Responsibility", understand the relevance Section 23 of *Firearms Act* and Sections 58A and 97 of *the Police Act*, be familiar with the Court Hierarchy in WA, and know the difference between criminal and civil law;
- know and understand the principles of legally admissible evidence, the process for initiating a prosecution with particular reference to determining what evidence to place before the court, what constitutes sufficient evidence, what constitutes direct evidence, what constitutes circumstantial evidence, what constitutes similar fact evidence, oral evidence, documentary evidence, and real evidence, know the definition of facts and what constitutes facts in issue, know what is meant by facts relevant to the issue, what opinion evidence is, what character evidence is, what hearsay evidence is and know the difference between admissions and confessions;
- understand the rules relating to the recording of evidence, including the importance of taking notes at the time, the basic rules for making notes,

the importance of preserving notes taken, the recommended procedure for taking statements and records of interview, and the procedure for refreshing memory from notes;

- understand the value of photographic evidence and techniques for taking photographs of evidence, what to show and how to achieve the best results;
- when conducting investigations, understand the importance of conducting preliminary investigations to verify information received, what checks should be made, the need for security during investigations, and what checks can be made to establish a suspect's name and address;
- know the correct methods of conducting an investigation, including the importance of the initial approach, the need to conduct a thorough examination of the scene of the offence, the procedure for obtaining statements from witnesses, classifications of witnesses, the process of interviewing suspects, and how to compile a breach report;
- be familiar with the process in getting an offender to court, and have a good understanding of the functions of the court, including the functions of the magistrate, requirements for proving a case, the implications of a plea of guilty, a plea of not guilty, or no plea, standards of dress and grooming while in Court,

conduct and deportment in Court, the giving evidence from the witness box, including taking the oath, the correct manner of speech, the need to try and memorise details, and how to answer questions, the importance of maintaining a calm attitude toward the defence lawyer and a detached attitude towards the defendant, the importance of accepting of the decision of the court;

- understand the process involved in the issuing of infringement notices, including the importance of taking adequate notes when issuing infringement notices and be familiar with the Court fines enforcement system under the *Fines, Penalties and Infringement Notices Enforcement Act 1994*;
- be familiar with the requirements of those provisions of the *Young Offenders Act 1994* that effect their dealings with young offenders;
- be able to demonstrate their ability to effectively apprehend an offender by participating in a role play activity, simulating a typical situation they would be likely to encounter in the field;
- be able to prepare a comprehensive breach report in the prescribed format, which clearly identifies the alleged offences, describing them accurately and referring to the correct sections of the legislation alleged to have been breached.

Format

Five-day course.

Methodology

The program is based on presentation, using comprehensive legislation compilations issued to each participant, overheads, handouts, slides and videos. Actual case histories are referred to and participants encouraged to question, relate the concepts to their own experience and share ideas for good practice. A visit to Central Law Courts to observe a court in action provides a real life learning experience, whilst role-plays provide participants with an opportunity to experience what it is like to apprehend an offender in the field.

Key Subject Areas

Knowledge of legislation, in particular, the *Department of Conservation and Land Management Act* and *Wildlife Conservation Act*; Principles of legally admissible evidence; Conducting investigations and interviewing witnesses and suspects; Preparing breach reports; and Getting an offender to court and understanding the functions of the court.

Who Should Attend

All field staff who have or are likely to have responsibility for any law enforcement functions.

Facilitator

Supervising Wildlife Officer Kevin Morrison
Wildlife Protection Branch
SOHQ Como

Dates

Generally, two courses are conducted each year, one in February/March for trainee field officers at the Dwellingup Training Centre and one in October at either the Como training centre or some other nominated regional centre for other Departmental field staff. Courses generally cater for a maximum of ten (10) persons with nominations being prioritised on the basis of the degree of importance of enforcement in the officer's usual role and the order in which nominations were received.

Cost

There are no direct course fees, though in the case of courses conducted at Como or other regional centres, each participant's cost centre is responsible for any travel, accommodation or meal expenses incurred. In some cases, such as Dwellingup where the course is conducted on a live-in basis, meals and accommodation are provided but travel arrangements and costs remain the responsibility of the participant's cost centre.

Field Surveying * 10032

This program provides students with the knowledge and skills to effectively use Departmental maps and aerial photographs, to use basic surveying equipment, to assess the visual impact of a proposed road alignment and to calculate and survey simple road curves.

Expected Outcomes

Participants shall demonstrate;

- their ability to use 1: 50,000 maps with and without contours, & aerial photographs with stereoscopes

- their ability to employ the Australian Map Grid System; describe positions on the ground accurately by co-ordinates; and to calculate gradients from a map
- their ability to calculate given areas on any Departmental map by the use of a planimeter; dot grid; measurement and mathematical calculation
- knowledge and use of Suunto compass; Suunto clinometer; Hip chain; and Dumpy level
- knowledge of road planning in accordance with Departmental policy and procedures
- the ability to select, in the field, a road alignment conforming to Departmental specification; select a final line allowing for factors affecting gradients; and note availability of gravel in both dieback and dieback-free areas
- their ability to design a simple curve; calculate deflection angle; calculate tangent; calculate secant; calculate offsets; and understand radius rationale.

Format

A three-day course.

Methodology

The program is based on presentation of theory, interactive discussion and where possible hands on experience in the field. The course focuses on experiential learning with the opportunity to use maps and map reading equipment, survey equipment and to plot a simple curve in the field. The third day of the course focuses on a project where the students are given a proposed road alignment.

This allows the application of the skills they have learnt to plot the road alignment, research its impact on the environment, use the survey equipment to walk the road alignment in the field and prepare a report to justify the alignment.

Key Subject Areas

Map Reading: Departmental maps, scales, Australian Map Grid (AMG) System, Forest Department System, distance measurement, area calculations, contours, aerial photos and bearings.

Survey Equipment

Compass, Clinometer, Hip Chain and Dumpy Level.

Visual Impact Assessment

Plotting a Simple Curve: Designing a simple curve, deflection angle, tangent, secant, offsets and radius rationale.

Who Should Attend

Any staff member who is required to use Departmental maps, survey equipment, and or design road alignments.

Facilitator

Peter Hill

Learning Programs Consultant
Department of Conservation and
Land Management Training Centre
Dwellingup, 6213

Ph 9538 1200

Fax 9538 1244

Email peterhi@calm.wa.gov.au

Dates

No dates have been scheduled for this course. To nominate, complete a CLM90 form and forward to Coordinator Organisational Learning and Development, Department of Conservation and Land Management Training Centre,

Dwellingup, 6213 or fax to (08) 95381244.

Nominees will be wait listed and a course run when minimum numbers are met for the course.

Cost

The cost of the course, meals, and accommodation will be met jointly by the central training budget and the participant's work centre.

Recreation Planning and Management* 10039

Outdoor recreation planners and managers who work in natural areas have a dual responsibility. On the one hand, they are required to provide a range of recreational opportunities and experiences for a diverse range of users. At the same time, they must also seek to ensure the protection and proper management of those natural areas and processes that attract visitors in the first place. How to successfully achieve these apparently conflicting objectives of preservation and maintenance of natural values and processes while facilitating the public's use and enjoyment of these values is a dilemma which has and continues to confront recreational planners and natural area managers.

The Department of Conservation and Land Management is one of the major providers of outdoor recreation and nature-based tourism opportunities in Western Australia. This course will explore the theory and practice of recreation planning and management using local examples to demonstrate appropriate processes and techniques.

The course incorporates a planning exercise in which participants will be assigned to work in small syndicate teams to prepare a recreation site development plan and visitor communications strategy for a reserve located in the Perth Metropolitan Region. This exercise will enable participants to test and apply the various principles, processes and guidelines presented during the course. The course also provides a forum for the interchange of ideas and experience between participants interested in recreation planning and management in natural areas and practitioners skilled in this field.

Expected Outcomes

As a result of this course, participants should be able to:

- explain the concepts of leisure, nature-based recreation & tourism;
- outline the Department's role, responsibilities, policies and approach to planning and managing for nature-based recreation and tourism;
- discuss the rationale of providing recreation and tourism facilities and services in natural areas so as to achieve appropriate levels of visitor use and development without compromising environmental values and processes;
- explain the essential principles and procedures used in assessing, planning, managing and monitoring natural areas for nature-based recreation and tourism;

- describe the essential features of contemporary planning frameworks including the Recreation Opportunity Spectrum and the Limits of Acceptable Change;
- apply recreation site inventory and assessment methods;
- demonstrate how recreation master and site development plans are prepared;
- present various guidelines, standards and techniques relevant to the design, construction and management of recreation and tourism facilities in natural areas;
- describe the principles and procedures of communicating with visitors to natural areas;
- describe the Department's obligations and approach to planning for the needs of people with disabilities

Format

This is a live-in course conducted over five and a half days.

Methodology

The course is based on interactive presentations from a number of Departmental staff with expertise in various facets of recreation resource planning and design, visitor management and related fields. A range of teaching methods is employed including illustrated lectures with slides and videos, case studies and a field trip. The course is woven around a syndicate exercise in which participants are given the opportunity to work on a real life recreation planning and design

project. On the last day of the course, the syndicate groups present their findings and recommendations.

Key Subject Areas

Concept of leisure and associated benefits; Departmental role, responsibilities, policies and strategies in providing nature-based recreation and tourism opportunities; recreation resource planning; site planning, plan preparation and implementation; visitor management through information and interpretation; visitor safety and risk management; planning for people with disabilities.

Who Should Attend

Any staff member who currently works in or is planning to pursue a career in the Parks and Visitor Services Output and who seeks to understand about the various principles and processes associated with planning and managing for recreation and tourism in natural areas.

Facilitator

Wayne Schmidt (phone 9334 0575; fax 9334 0253; e-mail: waynes@calm.wa.gov.au)

Dates

Course dates are yet to be determined, but it is anticipated the course will be run during the winter months (June, July or August). To express an interest, e-mail Wayne Schmidt detailing your name, business/work unit, location, manager's name and that your expression has your manager's support.

Cost

The cost of accommodation and meals will be met out of the Department's central training budget.

Participants will be responsible for the cost of travel to and from the training venue.

Designing Interpretive Activities & Ecotours Workshop* 10552

This course empowers you to design your own interpretive activity with professional guidance. You will learn scripting and presentation skills and gain experience in planning and evaluating interpretive activities programs and ecotours that enrich the experience of visitors to natural and cultural areas.

Expected Outcomes

As a result of this workshop participants should;

- describe the principles of interpretive communication
- develop and plan an interpretive activity
- present an interpretive activity
- explain the importance of evaluating interpretive activities
- describe the process of planning and promoting a program of interpretive activities / ecotour

Format

A four and a half day workshop

Methodology

The workshop involves presentations, case studies, discussions, demonstration activities and role plays. Participants' experiences are shared and questions encouraged.

A variety of learning models are used and discussed along with an Interpretive Activity Planner. Ideas outlined in the Planner are shared with the other participants.

Key Subject Areas

Interpretation within ecotourism and heritage management; communication strategies and techniques; the ways people learn; planning an interpretive activity; using props; scripting your presentation; presenting an interpretive activity; promoting an interpretive activity, activity program or ecotour; evaluating activities, programs and ecotours.

Who should attend

All staff involved with personal communication with the public, especially those involved with guided activities in the field.

Facilitator

Gil Field, Senior Interpretation Officer, Visitor Interpretation Services, Kensington.

Dates

April. Dates to be decided.

Venue

University of Notre Dame Australia, Fremantle.

Elsewhere in Western Australia if guarantee of ten participants.

Cost

\$350 per participant, includes 3 books - the Workshop Workbook, Best Recipes for Interpreting Our Heritage and Developing Ecotours.

Firearms Safety * 10037

The aim of this course is to enable personnel to use firearms safely & effectively & to be able to make any firearm safe.

Training is given on a variety of firearms including pistols, low-powered & high-powered rifles.

Contact

Leon Price
Collie

Venue

As required

Date

As required

**Introductory Course for
Volunteer Management * 10538**

This course is a development resource for the Departmental staff operationally involved with volunteers.

Expected Outcomes

To provide volunteer supervisors & other Departmental staff the knowledge & information to identify, manage and administer volunteer programs & projects within the Region or District.

Format

Three-day workshop, held in the Training Centre at Kensington

Methodology

This course is based on presentations, discussion & a syndicate exercise conducted through a series of internal & external presenters with responsibilities in volunteer management.

Key subject areas

Volunteer policies and principles (corporate level). Principles of volunteer utilisation, supervision and management, Administration/reward system.

Who should attend

Staff intending to use or currently involved with supervising volunteers.

Facilitator

Ms Margaret Buckland

Date

November 2003

Cost

N/C

Bulldozer Operators * 10651

To provide course participants with the skills & knowledge to enable them to operate a track dozer competently, safely & efficiently in a forest environment. Theory 3 days, practical yet to be advised.

Contact

Department of Conservation and Land Management Walpole

Venue

As required

Date

As required

Cave Guiding Course * 10126

This course is designed to provide participants with the skills & knowledge required to be able to provide visitors with quality, informative & enjoyable cave tours whilst minimising the impacts on the caves themselves.

Contact

Yanchep National Park
(Jason Barrow)

Venue

Yanchep National Park

Date

As required

**Department of Conservation and
Land Management Outback
Safety & Bushcraft
Course * E9883**

This course is designed to equip participants with the attitudes and skills to protect themselves from the harmful aspects of the natural environment and the environment from the harmful aspects of people. This is a "hands on" course that combines theory with practice to enable participants to apply the principles and techniques relating to safety and survival in the bush.

Expected Outcomes

As a result of this course, participants will learn about:

- Planning a safe trip;
- Minimal impact camping methods;
- Map reading and navigation;
- Stellar and solar navigation;
- Water procurement and management;
- Alternative fire lighting techniques;
- Edible vegetation;
- Avoiding poisoning by toxic vegetation;
- Survival techniques;
- Aboriginal bush living skills;
- Useful and harmful sea coast creatures plus many more subjects.

Format

The course is offered in 2 different formats. The first involves 4 evening theory sessions (one per week spread over a month) followed by a practical two-day field camp in which participants are able

to apply the principles and techniques they have been exposed to.

The second format incorporates all of the theory sessions into a single day's tuition followed by the weekend camp.

Methodology

The course is based around interactive presentations drawing heavily on the experience of the course co-ordinator Bob Cooper and his staff of qualified bushcraft instructors.

A range of teaching tools including videos, planning scenarios and group exercises undertaken in both the classroom and during the field camp are used to convey the various principles and techniques.

Key Subject Areas

Contemporary survival techniques including water procurement and management and edible plants; map reading and navigation including solar and stellar navigation; basic bushcraft skills including minimal impact camping; trip planning and selection of equipment.

Who Should Attend

All Departmental staff who are commonly involved in fieldwork and/or who plans and carries out tasks involving travel in remote areas.

Facilitator

Bob Cooper, who is the Director of Bob Cooper Outdoor Education. Bob and his staff have been delivering courses to Department staff on outback survival and bushcraft since 1988 and he is considered one of the leading survival instructors in Australia.

Bob conducts a range of courses for government agencies and private companies and also co-instructs with the Texas Parks & Wildlife Rangers on desert survival.

Dates

No dates have been scheduled for this course, but the course is normally offered at least 4 times each year. To express an interest or nominate to do the course, contact Bob Cooper (phone: 9377 1767; fax: 9377 1217).

Cost

\$365 per participant. This fee covers all theory and practical instruction sessions, associated handout material and meals for the weekend camp.

Also included is a comprehensive survival kit packed with quality items and which is designed tested and made in WA for our Australian outback conditions.

Leading Teams: A Professional Development Program for Overseers and Supervisors

Introduction

This five-day residential program is facilitated by Murdoch University and is designed to help overseers and supervisors lead teams more effectively and efficiently. The course focuses on the role of a team leader, and the ways in which the talents and skills of all team members can be utilised to their potential. This is intended as an introductory course, providing a broad framework for participants to consider. The goal of the program is to provide participants with a number of tools and ideas that can be used in their work teams.

Expected Outcomes

After successfully completing this program, participants will be able to:

- Describe the key characteristics of effective teams and their associated benefits.
- Identify appropriate teamwork strategies, which could be employed by team members.
- Apply basic models of leadership to working with a team.
- Harness team diversity to achieve team goals.
- Implement effective team problem solving and decision making models.
- Utilise strategies to enhance the performance of individual team members and the team as a whole.
- Apply strategies for resolving team conflict.
- Develop stronger team cultures through the establishment of positive team values.

Format

A five-day residential program.

Methodology

Sessions are interactive, action oriented, involve discussion, small group & pair work, case studies, role play, simulation and the use of media. As part of the program, participants work in small groups on a Team Leadership Project. Projects will focus on a leadership issue, problem, initiative or system requiring investigation. Each team will present a summary of the project and key findings/recommendations on the final day of the program.

Key Subject Areas

- Teams and teamwork
- Leading a team

- Team problem solving and decision making
- Working with diversity
- Developing teams and team members
- Communicating and managing team conflict
- Building a team culture

The Project

The project aims to provide participants with an opportunity to explore aspects of the program in more detail.

The teams will explore the same topic, with the goal of identifying better strategies, which may be used in team situations. The project aims to provide participants with further insights into team issues through their consideration of the task and their work as team members.

Who Should Attend

This course is designed for overseers and supervisors from all regions and districts as well as those who have achieved a high level of technical competence and would like to undertake team leadership and management roles in the Department.

Facilitator

Murdoch University

Dates

TBA

Cost

TBA

Verbal Judo

Description

To provide participants with skills and knowledge of Tactical Communication to enhance their safety and professionalism and

enable them to adopt a formatted system when meeting resistance / dealing with difficult people under pressure by using specific learned patterns of behaviour. The principles and tactics taught can enable participants to redirect hostile people, diffuse potentially dangerous situations, and perform professionally under all conditions.

Verbal Judo provides a system that allows Departments and Managers to clearly define how their staff are trained professionally to meet and greet people, and how their staff respond when they meet resistance.

Expected Outcomes

Officers trained in Verbal Judo will know the following:

- The Goal of Law Enforcement Work
- How to use their Presence and Words as force options to obtain the goal
- How to specifically and professionally handle verbal abuse and cultural differences
- How to resist using language to express personal feelings.
- How to employ the art of "Representation" to become Contact Professionals by maintaining self-control and staying in contact with the needs of the Department and their audience - the public
- How to effectively deliver words that are on target when under pressure or meeting severe verbal resistance.
- This includes two distinct tactical approaches for dealing with difficult people: the tactical eight steps, and the five step "hard style"

- The arts of "Translation," and "Mediation"
- How to use the four appeals of persuasion and the twenty-four principles of field work
- The five conditions where words demonstratively fail and officers must move beyond words to appropriate action

Format

A two-day Course

Methodology

The program teaches the art of delivery and is based on presentation, demonstration, enactment, case study, and activity. Participants are required to take written notes and also demonstrate their understanding of the main tactics by completing a written examination and role playing activities.

Key Subject Areas

Redefining the Profession of law enforcement and its central goal. The mindset required to skilfully read people, and the art of handling verbal abuse. The difference between words vs meanings. The power of delivery style. The 'Five Step' pattern of behaviour - how to deal with verbal resistance professionally under any condition. The 'Tactical Eight Steps' - when approaching / contacting people. S.A.F.E.R. -The five times when words fail.

Who Should Attend

All staff who deal with the public can benefit from the training, however field staff and line supervisors are the main focus. Verbal Judo was created and tested by front line officers to increase their safety and professionalism, and reduce

complaint and liability issues, as well as stress.

Facilitator

Will King - Australasian Director – Verbal Judo Australia (sole provider throughout Australasia)

Dates

No dates have been scheduled for this course. Staff should express an interest through their supervisors and managers who should attempt to coordinate staff attendance to obtain the maximum cost benefit.

Courses may be organised by emailing Will King at will@verbaljudo.com.au detailing your name, business/work unit, and location. Will can also be contacted by phone on 08 9294 4881. For further information you may wish to visit the website www.verbaljudo.com.au

Cost

Verbal Judo tactical communication course fees are charged at a daily rate.

Costs for a 2 day course are \$5,500, (\$500 GST included), plus expenses if applicable.

(Expenses include necessary travel-meals / accommodation costs). Participant numbers for the two-day course are restricted to 25 due to time constraints for examinations and role playing exercises.

Contract Applicators' Course

Description

This course provides the participants with the necessary knowledge and experience in the use of chemicals in agriculture.

Methodology

The course will begin with registration and a barbecue prior to commencement of the lectures the following day. There is a substantial practical component to the course, and assessment includes three 'closed-book' theory tests and an interview-style examination.

Format

This course is a 4½ day live-in program at the Muresk Institute of Agriculture, NORTHAM.

Key Subject Areas

- Understanding the label
- Insect pests and plant diseases
- Fungicides, insecticides, and herbicides
- Legislation and WA Health Department Requirements
- Spraying techniques and practical demonstrations
- Legal aspects of contract spraying
- Personal protection
- Storage and disposal of pesticides

Who should attend

This course is designed for all Departmental personnel working with or around chemicals used in agriculture. In particular, it focuses on forestry spray contractors.

Facilitator

For further enquires or further information, contact Terry O'Beirne, ChemCert WA, ph/fax: 9341 5325

Dates

The course will be run from Sunday 6th March, to Thursday 9th of March 2003.

Cost

The course costs \$1350 (inc. GST) including comprehensive manual, adult learning techniques, individual tuition if required, four night's accommodation, and all meals provided during the course.

Courses in Health & Safety

(*) Accredited Nationally

(**) NFROT or Accredited International

CALMSafe *

IO608

This program is designed to provide participants with the knowledge and skills required to enable them to build and apply sound practices in occupational safety and health, to actively participate in the Departmental Occupational Safety and Health programs and to assume responsibility for the safety and health of both their workmates and themselves.

This program covers a range of topics, including:

- Occupational safety and health provisions and structures in the workplace
- Procedures for dealing with occupational safety and health issues
- Physical hazards encountered in the workplace and manual handling techniques

Format

CALMSafe is a two-day training program

The program is based on lecture style presentation, group discussion, case studies, syndicate exercises and activities. Program participants are encouraged to actively participate through the processes of questioning and by relating and sharing their own experiences.

The CALMSafe program addresses a range of key subjects, including:

- Policy and procedures
- Legislation, particularly duty of care
- Workers compensation and injury management
- Staff Counselling
- Hazard identification, safe work procedures and incident analysis and investigation, and
- Manual handling

The CALMSafe program is suited for all Department of Conservation and Land Management and Forest Products Commission employees, especially those new to the organisation, those with some supervisory responsibility and those wishing to ensure currency of knowledge, practices and responsibilities.

Facilitator

Contact Richard McAlinden (Risk Management Section) on 9334 0396 or on e-mail at; richardmc@calm.wa.gov.au

Dates

To be advised – the program is available at a Regional level if required.

Cost

To be advised

Health & Fitness * 10104

The one-day course contains personal fitness, effective exercise programs, effect of alcohol, smoking & environmental stress & identifying a healthy lifestyle.

Contact
Alicia Taylor
Kensington

Venue
Districts/Regions

Date
As required

First Aid Training * 10010

A basic first aid course for all personnel. Minimum number of 8.

Contact
Alicia Taylor
Kensington

Venue
As required

Date
As required

Occupational Safety and Health Management 10658

The purpose of this course is to provide the participant with the knowledge and skills to co-ordinate occupational safety and health matters, and to develop occupational safety and health programs.

Expected Outcomes

- Evaluate the organisation's compliance with occupational health and safety legislation.

- Develop a workplace occupational health and safety program.
- Develop occupational health and safety procedures for the workplace.

Format

This course is likely to run for a total of 3 days

Methodology

The delivery of this module will incorporate a range of instructional strategies, using on the job examples as appropriate & include a range of activities.

Key subject areas

The following subject areas will be addressed:

- The planning process
- Human resource planning
- Legislation
- Equal employment opportunity
- Occupational safety and health courses including risk assessment & control
- Rehabilitation
- Grievance & appeal process

Who should attend

This course is designed for managers & those with overall responsibility for occupational safety and health within the work area

Facilitator

Richard McAlinden – Consultant Occupational Safety and Health. Richard can be contacted on mobile telephone 0428 334 396 or e-mail richardmc@calm.wa.gov.au

Date

No dates have been scheduled for this course. Expressions of interest to the Risk Management Section 9334 0396.

Those wishing to attend this course will, when dates are finalised.

Cost

To be advised

Visitor Risk Management *

10605

The purpose of this training module is to provide the participant with the necessary knowledge & skills to honour the Department's Visitor Risk Management 'duty of care' through the implementation of the Department's policy and procedures in accordance with legislation.

Expected Outcomes

Upon completion of this course, participants will be able to:

- Demonstrate a sound understanding of the Department's Visitor Risk Management Policy, including the objectives and strategies.
- Identify the responsibilities of the Department to meet requirements of statutory legislation, 'duty of care' & moral obligations relating to Visitor Risk Management.
- Describe the components of the Department's Visitor Risk Management system particularly hazard identification & control measures, & response to an incident.

Format

2 and a half day training course
in course theory assessment
Post Course Practical assignment
- conduct a risk assessment in home District.

Methodology

The delivery of this course should incorporate a range of teaching strategies; using examples relevant to the organisation, & where appropriate include as many activities as possible/appropriate. Strategies may include:

- Lecture presentations
- Audio visuals
- Group work
- Brainstorming sessions
- On-site training & experimental learning

Key subject areas

- Why manage visitor risks
- The Department's VRM policy
- Occupiers Liability Act
- Duty of care
- VRM hazard management process
- Incident response

Who should attend

Any staff member who is coordinating or supervising the supply of visitor services to members of the public. Participants are required to have the endorsement of their managers & will be expected to work with the local staff member responsible for 'Visitor Risk Management' in their work area.

Facilitator

John Ireland

Dates

There are no dates currently scheduled for this course. To express an interest, please contact Risk Management Section on 9334 0396

Cost

To be advised

Occupational Health & Safety for Supervisors/ Safety Co-ordinators **10656**

The purpose of this course is to provide the participant with the skills & knowledge to apply occupational safety and health work practices, identify the components of a workplace safety & health program & to conduct a workplace safety audit.

Expected outcomes

Upon satisfactory completion of this course, the participant will be able to:

- Identify the responsibilities of employers, supervisors, employees & volunteers to ensure that work practices meet the requirements of OH&S
- Legislation – Australian Standards Codes of Practice.
- Identify & explain the roles of workplace OH&S consultative structures and describe OH&S dispute resolution procedures within the agency.
- Describe the components of a workplace health and safety management course, including methods of hazard control, & the role of standard operating procedures, training & supervision in ensuring safe working practices.
- Conduct an OH&S hazard audit.
- Demonstrate effective accident investigation procedures.

Format

It is envisaged that this course will take two days

Methodology

This course will be based on;

- Face to face talk/lecture
- Group work & syndicate exercises

- Theory and model demonstrations
- Practical demonstration

Key subject areas

The following topics will be addressed:

- A supervisor's legal responsibilities for health and safety
- OH&S consultative structures in the workplace & dispute resolution procedures
- Managing OH&S responsibilities by identifying, assessing & controlling hazards, by training, by the use of standard operating procedures and by appropriate supervision of the work
- Workplace hazard audits
- Accident investigation proformas

Who should attend

This course will be suited for staff members with responsibility for supervision of a number of reporting individuals or work groups, and for those staff members with responsibility as Occupational Safety and Health Team Leaders.

Facilitator

Richard McAlinden – Consultant Occupational Safety and Health. Richard can be contacted on mobile phone 0428 334 396 or e-mail richardmc@calm.wa.gov.au

Dates

No dates have been scheduled for this course. Expressions of interest to the Risk Management Section 9334 0396. Those wishing to attend this course will, when dates are finalised.

Cost

To be advised

**Occupational Health & Safety
Representatives E0535**

Five-day training for elected health & safety representatives provided by external organisations, such as IFAP, TLC.

Contact

Richard McAlinden
Kensington

Venue

Various

Date

As required

Cost

\$595

**Pesticides Application & Safety
Course E0799**

All Departmental staff dealing with pesticides will receive instruction in the uses, application methods & safety aspects.

Minimum number of 10.

Contact

Alicia Taylor
Kensington

Venue

As Required

Date

As Required

Cost

\$150 per person

**1080 Authorisation - Risk
Assessment & Approval I0399**

This course will allow Departmental personnel to be authorised to undertake risk assessments and to approve the use and possession by others of registered 1080 pesticides.

Successful completion of this course is a requirement for authorisation to undertake risk assessments and authorise use and possession of 1080 pesticides. As a pre-requisite for this course, participants must have successfully completed the 1080 Authorisation – Use and Possession course.

Expected Outcomes

- Demonstrated competency in risk assessment procedures and processes
- Authorisation as an agency officer to authorise others to use and possess 1080 pesticides

Format

A half-day training course. It is usual to undertake this course at the same time as the 1080 Authorisation – Use and Possession course.

Methodology

The program is based on a series of lectures addressing the legal requirements for risk assessment and approval.

Participants will undertake a number of practical exercises in risk assessment and approval to attain competency.

Key Subject Areas

Legal requirements for risk assessment and approval
The process for risk assessment and approval.

Who Should Attend:

All Departmental personnel that are required to undertake risk assessments of 1080 baiting proposals and authorise the applicant to use and possess a 1080 pesticide. In most instances this will be the responsibility of the District Nature Conservation Officer.

Facilitator

John Asher

Dates

As required

Cost

\$50.00

(inclusive with the cost of the 1080 Authorisation - Use and Possession course)

1080 Authorisation - Use & Possession 10367

This course will provide information to allow Departmental personnel to be authorised to use and possess registered 1080 pesticides. Successful completion of this course is a pre-requisite for authorisation to use and possess 1080 pesticides.

Expected Outcomes

- Demonstrated competency in the safe use of 1080 pesticides
- Demonstrated competency in the legal, policy and administrative requirements of using 1080
- Authorisation as an agency officer to use and possess 1080 pesticides

Format

Two-day training course

Methodology

The course is based on a series of lectures addressing the legal requirements to use 1080 pesticides, the safe and effective use of 1080 pesticides and the administrative requirements for using 1080 pesticides.

Work place assessments can be undertaken (by arrangement) to authorise participants for the use of particular 1080 pesticide products.

Key Subject Areas

Legal requirements for the use and possession of 1080

The safe use of 1080 including first-aid practices

The strategies to be utilised to minimise the risk posed to non-target species when using 1080 pesticides.

Departmental policy and procedures to be applied when using 1080 pesticides.

Who Should Attend

All Departmental personnel that are required to use and/or possess 1080 pesticides as part of their work. This includes people using 1080 pesticides for feral animal control, people using 1080 as part of research projects and people who handle or transport 1080 pesticides.

Departmental personnel that are responsible for pest animal control operations, but may not actually use 1080 pesticides, should also attend.

Facilitator

John Asher

Dates

As required

Cost

\$50.00

Courses in Nature Conservation

(*) Accredited Nationally

(**) NFROT or Accredited International

Flora Management Course *

Description

The Flora Management Training Course is designed to provide participants with the knowledge and skills to enable them to identify and manage Declared Rare and Priority Flora, particularly in the South West Botanical Province of Western Australia.

Expected Outcomes

This course covers topics, including:

- Plant identification
- Recognition of threatening processes
- Management of Declared Rare and Priority Flora
- Current research projects

Format

Flora management is a live-in, five-day course.

Methodology

The program consists of various lecture presentations, case studies, and relevant field trips. Participants are encouraged to actively participate in the questioning process throughout presentations and by completing field activities.

Key Subject Areas

The Flora Management Training Course addresses a range of key subjects, including:

- Background information on the South West Botanical Province
- Population biology
- Current research and genetics
- The role of the Wildlife Branch and permits required to 'take'
- Threatened Ecological Communities
- Seed collection
- Translocations
- Dieback and the phosphite monitoring program
- Surveying
- Monitoring

Who Should Attend

The Flora Management Training Course is suited for all Departmental personnel, especially those new to the organisation.

Facilitators

Contact Beth McKernan on 9538 1200 or via e-mail at bethmc@calm.wa.gov.au

Dates

Spring 2003 (Exact dates to be advised).

Cost

To be advised

Fauna Management Course *

10376

This course is designed to provide participants with an appreciation of fauna management & the competence required to plan & implement operational fauna management programs.

Expected Outcomes

As a result of this course participants should:

- Have an understanding of the Department's role & responsibilities in Fauna management.
- Be familiar with the categories of threat used to rank WA fauna & be able to identify & manage key threatening processes.
- Have an appreciation of the ecology & management of selected Western Australian mammals, birds, reptiles & frogs.
- Understand the process of preparing, implementing, reviewing & evaluating a fauna management plan.
- Have acquired skills in a range of vertebrate fauna survey & monitoring techniques, including vertebrate fauna handling techniques.
- Be able to demonstrate various techniques used to identify vertebrate fauna & outline the collection & preparation procedures for vertebrate fauna specimens.
- Be able to collect & record field data & describe how to manage & assess the data, to produce information, for the management of fauna.
- Be able to provide information on fauna management to the public, via the media.

Format

Five-day live in course held at Perup Forest Ecology Centre.

Methodology

The course is intensive & is split into field & classroom sessions. The field sessions are based on participation in fauna surveys, including trapping & spotlighting. Participants are encouraged to question, assist each other & get as much hands-on experience as time permits. The classroom sessions are largely based on presentation with some case studies, discussion & activity.

Key Subject Areas

Our responsibilities & obligations in fauna management from legislation to Departmental policy (covered in the pre-course assignment). Conservation status of WA fauna – the categories & criteria, listings & management priorities, Recovery Plans. Why is fauna under threat? - disturbance ecology & identification & management of threatening processes.

Ecology & management requirements of WA fauna. Bringing this information together – developing fauna management plans. Implementing fauna management strategies – animal ethics, fauna survey techniques & data management, translocations. Managing & interacting with media. Management of 'problem' fauna.

Who Should Attend

Any person who is participating, or is interested in participating, in fauna management activities. Priorities are given to Departmental personnel involved in implementing *Western Shield* fauna monitoring & translocation programs.

Facilitator

Peter Orell, Wildlife Branch, Kensington. Ph: 9334 0454.
E-mail: petero@calm.wa.gov.au

Dates

No dates have been scheduled for this course but it is usually held in late October / early November. Contact Peter Orell for further information.

Cost

\$250 for Departmental personnel & volunteers, \$500 for external participants.

Conservation of Altered Landscapes *

Description

A five-day short course for Departmental staff involved in providing conservation advice and extension in WA.

The course aims to provide a conceptual framework for conservation in altered landscapes and mechanisms for using this in practical on-ground situations. The course covers a range of issues for which there are no hard and fast answers, but aims to provide a better understanding of the issues and to point to potential approaches for dealing with them.

Course participants are first introduced to the ideas of ecosystem and landscape management, which are then related to concrete examples. The particular issues facing conservation managers in the Southwest are discussed, and relevant goals and approaches are examined. Policy issues and the importance of social processes are highlighted, and the relevance of values and perceptions discussed. Finally, effective communication is presented as an important conservation tool.

Expected Outcomes

As a result of this program participants should gain:

- An understanding of the theoretical background to ecosystem and landscape management, including recent developments in these areas,
- An understanding of adaptive management and its use in conservation,
- An understanding of the importance of social, economic and policy factors in conservation management and planning,

- An understanding of the importance of values and perceptions in shaping attitudes and behaviours,
- An increased ability to communicate effectively with others and to influence conservation outcomes through effective group processes,
- An understanding of how the above elements can be incorporated into practical on-ground application,

Format

Five-day residential program

Methodology

The course contains a mixture of field, lecture, workshop and practical material. All background literature and presentation material will be provided as part of the course.

Key Subject Areas

Ecosystem and landscape management issues; Management and restoration in practice; Social, biological, economic and political factors involved in landscape management and restoration; Interdisciplinarity; Models applied in landscape management; Effective communication.

Who Should Attend

Any staff member who has a role in or seeks to understand more about landscape management in altered landscapes.

Facilitator

Professor Richard Hobbs, Murdoch University

Dates

TBA

Cost

\$800

***Phytophthora cinnamomi* Management Course * 10604**

This course is delivered over a one and a half-day workshop. You will learn the history and biology of the highly destructive plant pathogen and how to manage to plan for and protect biological diversity in the vulnerable zones of the south west of Western Australia

Expected Outcomes

Upon satisfactory completion of this module, the participant will be able to:

1. Demonstrate knowledge of the problems associated with the disease caused by the plant pathogen *Phytophthora cinnamomi*.
2. Outline the history of the introduction and spread of *Phytophthora cinnamomi* in Western Australia and describe the distribution of the related root-rot disease in the SouthWest.
3. Describe the biology of *Phytophthora cinnamomi* and it's interaction with and consequences for its hosts.
4. Describe the four common disease syndromes caused by *Phytophthora cinnamomi* in native vegetation in Western Australia.
5. Outline sections of the Department of Conservation and Land Management Act specific to Disease Management, list those Acts which override the Department of Conservation and Land Management Act and state their significance,

- and describe key Forest Management Regulations.
6. Describe the process and conditions for authorising entry to Disease Risk Areas (DRA).
 7. Outline the Department's policy objectives and strategies.
 8. Describe the risk of disease spread and common risk mitigation techniques.
 9. Describe the process for identifying the presence of plant disease caused by *Phytophthora cinnamomi* using visible indicator species deaths and their distribution over time and amongst multiple indicator species in the field.
 10. Describe and perform disease boundary demarcation procedures.
 11. Describe the process used to determine protectable areas
 12. Describe the preparation and use of the following:
 - Interpreters Working Map
 - *Phytophthora cinnamomi* Occurrence Maps
 - Cell Reports
 - *Phytophthora cinnamomi* Management Map
 13. The disease and activity management measures available to land managers.
 14. Describe the phosphite chemical, its mode of action and its application in protecting declared rare flora, threatened ecological communities and the habitat of threatened native fauna.

15. Prepare and use a *Phytophthora cinnamomi* Management Plan and correctly apply management guidelines.

Format

A one and a half day workshop.

Methodology

The workshop involves presentations, discussions, field inspections, assessments and the preparation by participants of a management plan for a vulnerable area.

Key Subject Areas

The pathogen, its biology, epidemiology, impacts on biological diversity, the assessment of disease risk and management planning and implementation processes.

Who should attend

All staff involved with land management activities within the zone that extends from Eneabba to Esperance.

Facilitators

Kevin Vear, Kensington.
Peter Blankendaal, Bunbury

Dates

July. Dates to be decided (Often held in conjunction with Field Officer Recruit Training Program)

Venue

Training Centre, Dwellingup.
Elsewhere in Western Australia if a pre-course payments for eight or more participants are received.

Cost

\$250 per participant, includes a copy of the Manual of Management Guidelines, information booklets and Course Notes.

Contact

Kevin Vear
Kensington

**Introduction to the Detection
Diagnosis and Mapping of
Disease in Native Plants Caused
by *Phytophthora*
cinnamomi * I0611**

Description

This course is designed as an introduction to knowledge, skills and techniques required for detecting, interpreting symptoms and mapping of disease caused by the plant pathogen *Phytophthora cinnamomi*.

Successful participants in this course will be able to effectively assist experienced Interpreters to interpret disease presence or absence in a range of vegetation types. It is the first step in attaining accreditation as a qualified Disease Hygiene Officer for working on land managed by the Department of Conservation and Land Management.

Expected outcomes

Participants will be able to;

- Describe the biology of *Phytophthora cinnamomi*.
- Describe the interaction and impact of *Phytophthora cinnamomi* in native vegetation.
- Demonstrate knowledge of environmental factors that influence autonomous and vectored spread, of *Phytophthora cinnamomi*.
- Describe the field and laboratory process for identifying

Phytophthora cinnamomi in soil and root tissue samples.

Describe and demonstrate disease boundary demarcation procedures and plot demarcated boundaries onto a map.

Demonstrate planning and implementation of field strip line assessment surveys.

Record field survey data using GPS and download into GIS enabled computers.

Format

A three-day theory and practical course. Approximately 60% of the course is held in the field.

Methodology

The program consists of class lectures and field excursions. Experienced Disease Hygiene Officers will conduct the lectures and take candidates to *Phytophthora* sites of interest. Practical exercises will be assessed in the field and written assessment will be done after lecture sessions.

Key Subject Areas

Phytophthora cinnamomi biology, symptomology, interpretation methods and equipment, demarcation and mapping.

Who Should Attend

People who wish to attain qualifications as a Departmental Disease Hygiene Officer or who need to understand the Interpretation process.

Facilitator

Peter Blankendaal

Dates

No dates are scheduled for this course.

To express an interest, email Peter Blankendaal
(peterbl@calm.wa.gov.au)
detailing your name, business/work unit, location, charge code, manager's name and that your expression has your manager's support.
Peter can also be contacted by phone on 08 9725 5954.

Cost

On Application (approximately \$600)

***Phytophthora cinnamomi* Hygiene Course for Local Government Authorities* 10614**

This course is designed to give participants an understanding of the problems for the environment and industry caused by *Phytophthora cinnamomi* and what is required of field workers operating vehicles and machines on conservation lands managed by local government agencies. The focus is on understanding the basic biology of the pathogen, how it is spread and the key hygiene measures available to land managers and operators of vehicles and machines.

Expected Outcomes

As a result of this workshop participants should:

- Demonstrate knowledge of the problems for the environment and industry associated with disease caused by the plant pathogen *Phytophthora cinnamomi*
- Outline the history of the introduction and spread of *Phytophthora cinnamomi* in Western Australia
- Describe the basic biology of *Phytophthora cinnamomi*.

- Demonstrate a knowledge of the Department's policy for managing the problems caused by *Phytophthora cinnamomi*
- Describe field demarcation and the correct response to the field markings
- Describe key hygiene measures

Format

A 2-hour workshop.

Methodology

This course is based on presentation and discussion. Includes a written assessment and/or workplace assessment.

Key Subject Areas

The pathogen and its impacts on native vegetation. Origin, history and distribution in Western Australia of the pathogen. Basic biology and environmental factors influencing its establishment and survival. Disease syndromes caused by the pathogen and field detection and demarcation. Policy and legislation governing the management of the problem. Key hygiene measures available to land managers.

Who Should Attend

Staff of local government authorities who seek to understand more about the pathogen and the current approach to its management especially those who operate vehicles and/or machines on or near conservation lands.

Facilitator

Kevin Vear
Paul Zuvela – Shire of Kalamunda

Dates

No dates have been scheduled for this course.

To express an interest, email Peter Hill detailing your name, business/work unit, location, charge code, manager's name and that your expression has your manager's support. Peter can also be contacted by phone on 089538 1200.

Cost

\$75 per participant.

***Phytophthora cinnamomi* Field Operators Course * 10609**

This course is delivered in a two-hour workshop. You will learn the history and biology of the highly destructive plant pathogen, and as an operator of vehicles and machines, how to help protect native plants and animals in the vulnerable zones of the south west of Western Australia from the pathogen.

Expected Outcomes

Upon satisfactory completion of this module, the participant will be able to:

1. Demonstrate knowledge of the problems associated with the disease caused by the plant pathogen *Phytophthora cinnamomi*.
2. Outline the history of the introduction and spread of *Phytophthora cinnamomi* in Western Australia
3. Describe the biology of *Phytophthora cinnamomi* and it's interaction with and consequences for it's hosts.
4. Describe the need for a written authority to enter Disease Risk Areas (DRA).

5. Describe the risk of disease spread and common risk mitigation techniques available to field operators.
6. Describe disease boundary demarcation.

Format

A two-hour workshop.

Methodology

The workshop involves presentations, discussions and assessments.

Key Subject Areas

The pathogen, its biology, impact on biological diversity, and actions required by field operators to protect native plants and animals.

Who should attend

All staff who operate vehicles and machine in native vegetation within the zone that extends from Eneabba to Esperance.

Facilitators

Kevin Vear, Kensington; Peter Blankendaal, Bunbury.
Bill Towie, Forest Products Commission

Dates

Decided on application

Venue

Anywhere, if pre-course payments for eight or more participants are received.

Cost

\$50 per participant, includes a copy of the Manual of Management Guidelines, information booklets and Course Notes.

Contact

Kevin Vear, Kensington
Bill Towie, FPC

Courses in Marine Qualifications

(*) Accredited Nationally

(**) NFROT or Accredited International

Open Water Diver ** 10106

This course is intended for Departmental personnel who are required to use compressed air in underwater operations. Participants must have a current medical clearance & provide their own diving equipment including scuba.

Expected Outcomes

Participants will be able to conduct safe in water activities using compressed air & be qualified to an international standard following internationally endorsed competency standards.

Format

This is a five-day course with 50% of the time spent covering theory, and the remaining time is spent in either an aquatic centre or open water.

Methodology

This course emphasises safe diving practices in all facets of basic dive training. Including scuba hardware, diving physics, environmental factors & emergency response.

Key Subject Areas

Watermanship Assessment, Buoyancy, Absolute Pressures, Equalisation, Diving Equipment, Environmental Factors, Beach & Boat Diving, Emergency

Responses, Compressed Air Diving Activities.

Who Should Attend

Departmental personnel who will be required to undertake compressed air activities at depth.

Facilitator

Alan Byrne, Co-ordinator
Organisational Learning &
Development, Training Centre,
Dwellingup, Phone 95381200, Fax
95381244.

Dates

As required.

Cost

N/A

Rescue Diver ** 10147

This course is intended for all Departmental personnel involved in under water operations using compressed air, or those likely to be involved in diver rescue in coastal areas. Pre-requisites for this course are to have a current first aid certificate listed on the Department's diver registration & have current medical clearance.

Expected Outcomes:

On completion of this course participants will be able to render assistance to others in a range of diving maladies.

Divers will also be able to provide breathing assistance with oxygen assisted CPR.

Format

This is a four-day course with one and a half days dedicated to theory & the remainder spent with in-water activities.

Methodology

This course emphasises role-playing scenarios that include a wide range of diving maladies from tired diver to the management of unconscious divers at depth.

Key Subject Areas

Oxygen administration during CPR.
Tired diver. Panicked diver.
Unconscious on the surface/below surface diver. Out of air situations.
Cramped diver. Injured diver.
Entangled diver.

Who Should Attend

Certified open water divers who are required to operate as Category B divers on the Department's dive register.

Facilitator

Alan Byrne, Co-ordinator
Organisational Learning & Development, Training Centre,
Dwellingup. Phone 95381200 Fax 95381244.

Dates

As required.

Cost

N/A

Coxswain's Certificate ** E0075

This course is designed for a Master of a vessel less than 10m in length for inshore operations within 15 nautical miles.

Expected Outcomes

Participants will be able to master a Department's vessel in accordance with international maritime guidelines.

Format

Completion of an eye test, 360 days recreational sea service supported by an independent statutory declaration or 260 days commercial sea service logged in a sea service booklet & signed by the skipper or owner of the vessel.
Completion of the marine operator's certificate, completion of elements of shipboard safety & completion of senior first aid course.

Methodology

This course is available via external study mode at the Maritime Campus, Challenger TAFE Fremantle.

Key Subject Areas

Marine Radio Operations,
Shipboard safety, Nautical knowledge, Marine Engineers & Senior First Aid.

Who Should Attend

All Departmental officers who are required to operate vessels less than 10m in length at a range of no greater than 15 nautical miles from safe port.

Facilitator

Alan Byrne, Co-ordinator
Organisational Learning & Development, CALM Training Centre, Dwellingup Phone 95381200, Fax 95381244.

Dates

As required.

Cost
N/A.

Small Craft Safety E0079**

The aim of this course is to teach the skills & knowledge to operate small vessels, less than 8m, safely & efficiently on closed & open waters not exceeding 5 nautical miles off shore.

Expected Outcomes

The Small Boats Institute is an approved training centre for the AYF accredited "Small Craft Safety Course" (TL-3). The instructors are considerate of the nervous enthusiasm of the novice although many experienced "boaties" also attend the course. The participant emphasis for this course focuses on basic boating skills & safety initiatives.

Format

Three-day course covers the theory of safe boating operations, with emphasis on practical boat handling operations.

Methodology

Participants will be given every opportunity to demonstrate safe boating activities under the supervision of qualified instructors. The course covers all the competencies of the internationally endorsed TL-3 course.

Key Subject Areas

- Skipper's responsibilities
- Rules & regulations
- Safety Equipment
- Navigation (basic)
- Weather (boating information)
- Structure & Maintenance
- Radio (Log On/Log Off)
- Boat handling Skills (Practical)

Who Should Attend

All Departmental personnel who are required to operate small craft in closed/open waters.

Facilitator

Alan Byrne, Co-ordinator
Organisational Learning & Development, Department of Conservation and Land Management Training Centre, Dwellingup Phone 95381200 Fax 953812344.

Dates

As required.

Cost

N/A.

Courses in Forest Resources

- (*) Accredited Nationally
(**) NFROT or Accredited International

Coupe Demarcation - 1/2 day * 10056

This course involves the work required to determine and demarcate in the field all the necessary boundaries in a typical native forest-harvesting coupe.

Expected Outcomes

- Realise the role and responsibilities of Forest Products Commission staff and Contractor staff
- Analyse maps and plans
- Outline main features of a Timber Harvesting Plan
- Prepare a coupe for harvesting (without treemarking)
- Identify different field demarcations

Format

Half-day theory presentation, with a field visit for practical application.

Methodology

Theory and practical exercises followed by a Workplace Assessment when considered competent.

Key Subject Areas

- Contractor Coupe Management
- Maps
- Harvesting Plans – Coupe Plans
- Reserve Systems and boundaries
- Signs, markings and colour codes

Who Should Attend

Contractor personnel who are demarcate harvesting coupes.
Contractor personnel with a supervisor's role.
Forest Products Commission field staff who manage harvesting operations.

Facilitators

Bill Towie – Industry Safety and Training (Forest Products Commission)

Email - billt@fpc.wa.gov.au
Phone: -(08) 9535 9477
Fax: - (08) 9535 9433
Mobile: -0427 447 510

Dates

As required.

Costs

No costs. It is a condition of Contract.

Log Grading * 10115

The work involved in the evaluation of hardwood logs & their grading & marking for segregation to achieve their best end use.

Expected Outcomes

- Identify requirements for log usage & grade
- Prepare to evaluate log
- Determine log grade or potential grade
- Measure & record logs

Format

Half-day theory presentation, with a field visit for practical application.

Methodology

Theory & practical exercises followed by a Workplace Assessment when considered competent.

Key Subject Areas

- Common faults or features
- Millable wood
- Sawlog Specifications
- Log Products
- Treatment or cutting rules

- Log Arbitration/disputes
- Log Segregation
-

Who Should Attend

Contractor personnel who grade logs.
Contractor personnel with a supervisor's role.
Field staff who manage harvesting operations.

Facilitators

Bill Towie – Industry Safety & Training
(Forest Products Commission)
Email - billt@fpc.wa.gov.au
Phone: - (08) 9535 9477
Fax: - (08) 9535 9433
Mobile: - 0427 447 510

Dates

As required.

Costs

No costs. It is a condition of Contract.

Coupe Certification - ½ day * 10058

The work or role involving Inspections and Certification of a Native Forests Harvesting Coupe.

Expected Outcomes

- Record certification and harvesting progress on FPC104.
- Practices In forest treatment rules on landings and in bush.
- Maximises utilisation
- Protects crop trees and habitats
- Conducts rehabilitation to snig tracks and landings
- Remove pollutants
- Segregates and grades logs

Format

Half-day theory presentation, with a field visit for practical application.

Methodology

Theory and practical exercises followed by a Workplace Assessment when considered competent.

Key Subject Areas

- Sawmilling compared to harvesting
- Roles of Forest Products Commission Contractors
- Utilisation
- Safety
- Environment
- Silviculture
- Roding
- Administration

Who Should Attend

Contractor personnel who are required to set up harvesting coupes.
Contractor personnel with a supervisor's role.
Forest Products Commission field staff who manage harvesting operations.

Facilitators

Bill Towie – Industry Safety and Training (Forest Products Commission)
Email - billt@fpc.wa.gov.au
Phone: (08) 9535 9477
Fax: - (08) 9535 9433
Mobile: -0427 447 510

Dates

As required.

Costs

No costs. It is a condition of Contract.

Apply Tree Jacking Techniques

E1200

Description

- This unit describes the work involved in applying treejacking felling techniques in forest conditions.
- National Competency Standard FPIH 4050A

Expected Outcomes

- Plan the Treejacking Operation
- Prepare and maintain treejacking equipment

- Apply Environmental Protection measures
- Assess trees and plan treejacking
- Apply treejacking techniques

Format

4 – 5 day course

Methodology

- 3 hour theory session in a classroom situation followed by demonstrations, controlled learning, practice and assessment in the field
- treejacking is a two-person operation.

Key Subject Areas

Occupational Health and Safety regulations, policies and procedures

- Establish communication systems
- Determining lifting capacity
- Accessing, planning conditions and surroundings.
- Fall trees using jacks
- Maintain jacks

Who Should Attend

Treejacking is a two-person operation.
Pre-requisite: Advanced Fallers Course

Facilitator

Chainsaw and Falling Services – (CAFS)

Bill Towie – Forest Products Commission

Email: billt@fpc.wa.gov.au

Phone: 9535 9477

Fax: 9535 9433

Mobile: 0427 447 510

Dates

No dates have been scheduled for this course. Courses will be conducted on request (minimum of 2 people required).

Cost

\$2,500 / course (\$1,250 / person)

Logging Operation Information Systems LOIS - 1 day

10129

To provide relevant staff with one to one coaching & assistance with general use of LOIS & problem solving.

Contact

Merrilyn Kearney Forest Products Commission
Bunbury

Venue

As required

Date

As required

Logging Operation Information Systems LOIS - 2½ days *

10130

To provide relevant staff with the necessary skills & knowledge to operate & use LOIS. The course covers: use of the 709 form, contracts, delivery notes, enquiry screens, solving error messages, reports, TWR & MPCs.

Successful participants will be eligible for a personal LOIS security password.

Contact

Merrilyn Kearney Forest Products Commission
Bunbury.

Venue

As required

Date

As required

Harvest Trees Manually (basic fallers course) *

10610

Description

This unit describes the works involved in the preparation, planning and the manual chainsaw harvesting (falling) of trees at the BASIC level.

- Trees of any species that are sound and not prone to twisting and splitting.
- Diameter not more than 50cm at position of scarf cut and height not more than 20 metres.

This course is based on the National Competency Standards FPIH 2003A – aligned to Certificate II.

Expected Outcomes

- Prepare and maintain falling equipment
- Identify work requirements
- Apply environmental protection measures
- Assess tree and plan falling
- Prepare surroundings
- Fall tree
- Delimb and cut to length (optional)

Format

3 day course – includes assessment

Methodology

Courses involves completion of 3 hours theory in a classroom followed by demonstration by the trainers, then controlled learning, practice and assessment in the field. Trainees would be expected to fall about 30-40 trees each, under full supervision, during this course.

Key Subject Areas

- Occupational, Health and Safety Regulations and Codes.
- Chainsaw handling and maintenance
- Falling equipment
- Tree assessment
- Environmental and other legal protection measures
- Hazard identification
- Felling techniques and methods
- Directional falling
- Cross cutting and delimiting

Who Should Attend

Tree felling can be very dangerous. No one should fall a tree without proper training and certification. Pre-requisite: Physically fit, chainsaw operation qualification.

Facilitator

Chainsaw and Felling Services (CAFS)
Bill Towie – Forest Products
Commission

Email: billt@fpc.wa.gov.au

Phone: 9535 9477

Fax: 9535 9433

Mobile: 0427 447 510

Dates

No dates have been scheduled for this course. Will be provided on request. (Minimum of 2 required).

Cost

\$725 / person

Harvest Trees Manually (intermediate fallers course) * 10229

Description

This unit describes the work involved in the preparation, planning and manual chainsaw harvesting (falling) of trees at the INTERMEDIATE level.

- Trees of any species
- Diameter not more than 80cm at position of scarf cut
- Height not more than 40 metres.

This course is based on the National Competency Standards FPIH 3020A – aligned to Certificate III.

Expected Outcomes

- Plan falling sequence
- Prepare and maintain falling equipment
- Apply environmental protection measures
- Assess tree and plan falling
- Prepare surroundings
- Fall tree
- Trim, delimb and crosscut

Format

Four-day course – includes assessment

Methodology

Course involves completion of 3 hours theory in a classroom situation followed by demonstration, then controlled learning, practice and finally assessments in the field. Trainees are expected to fall about 25 trees under supervision – using fan, sectional and strap cuts.

Key Subject Areas

- Occupational Health and Safety regulations and codes
- Chainsaw handling and maintenance
- Falling equipment
- Tree assessment
- Environmental and other legal protection measures
- Hazard identification
- Falling techniques and methods
- Directional falling
- Cross cutting, delimiting

Who Should Attend

Those who intend to fall trees greater than 50cm in diameter – (up to 80 cm diameter). This course is a pre-requisite for the Advanced Fallers Course.

Pre-requisite: Physically fit
Chainsaw operation qualifications
Basic faller (optional)

Facilitator:

Chainsaw and Falling Services – (CAFS)

Bill Towie – Forest Products Commission

Email: billt@fpc.wa.gov.au

Phone: 9535 9477

Fax: 9535 9433

Mobile: 0427 447 510

Dates

No dates have been scheduled for this course. Courses will be conducted on request (minimum of 2 people required).

Cost

\$950 / person

Harvest Trees Manually (advanced fallers course) * 10001

Description

This unit describes the work involved in the preparation, planning and manual chainsaw harvesting (falling) of trees at the ADVANCED level. Trees of any size, species and condition which can be safely fallen including multi-legged, hollowbutts, double leaders, very large trees, heavy leaning trees ie hazardous but not dangerous.

This course is based on the national Competency Standards FPIH 3041A – aligned to Certificate III.

Expected Outcomes

- Plan falling operation
- Prepare and maintain falling equipment
- Apply environmental protection measures
- Assess tree and plan falling
- Prepare surroundings
- Fall trees
- Trim, delimb and crosscut

Format

4 – 5 day course – includes assessment

Methodology

Half day of theory (includes revision of Intermediate level) followed by demonstration, controlled learning, practice and assessments. Trainees will be expected to fall about 20 trees.

Key Subject Areas

- Occupational Health and Safety regulation and codes.
- Chainsaw handling and maintenance
- Falling equipment
- Tree assessment
- Environmental and other legal protection measures
- Hazard identification
- Falling techniques and methods
- Directional falling
- Trim, delimb and crosscut

Who Should Attend

Those that will be required to fall trees greater than 80cm diameter.

Those nominated to fall trees at fires.

Pre-requisite

Physically fit
Chainsaw operator
Intermediate faller preferably with experience

Facilitator

Chainsaw and Falling Services – (CAFS)

Bill Towie – Forest Products Commission

Email: billt@fpc.wa.gov.au

Phone: 9535 9477

Fax: 9535 9433

Mobile: 0427 447 510

Dates

No dates have been scheduled for this course. Courses will be conducted on request (minimum of 2 people required).

Cost

\$975 / person

Safety Certificate Course Management & Supervisors 10132

Three-day course customised for SFRBU unit staff. Covers 6 modules including:

- Safety & Health Regulations.
- Identification & control of hazards in the workplace.
- Prevention of manual handling injuries.
- Plant, machinery & equipment
- Accident investigation.
- Managing Safety.

Contact

William Towie

Venue

As required

Date

As required

Timber Drying Course * 10131

This course is designed to cover all aspects of timber drying, from the care of timber in log form, through the drying of timber under controlled conditions, to the care of dried timber. The course is presented as 19 units, plus related practical exercises & field visits & is run one day per week over seven week period. Course participants are assessed by a half-hour written test each morning & a take home assignment each week.

Contact

Manager Timber Technology Ph: 9729 1913 or TAFE HARVEY Ph: 9729 1403 to register.

Venue

Department of Conservation and Land Management Timber Technology - Harvey

Date

As required

Cost

Approx. \$220

Softwood Tree-marking * 10133

A two-day course to provide all Departmental staff & selected AWU employees with the necessary knowledge & skills to carry out tree-marking.

Contact

Ron Newman
Busselton
Bryan Doust - Bunbury

Venue

Forest Products Commission Timber
Technology - Harvey

Date

As required

Hardwood Silviculture 10048

On-the-job training covering silviculture specifications & includes training in visual resource management.

Contact

Alan Seymour

Venue

Districts

Date

As requested

Plantations Group Courses

(*) Accredited Nationally

(**) NFROT or Accredited International

Plantation Establishment 10134

The course is run by the Forest Products Commission for people who have recently joined the Plantation Operations Branch or who have an interest in plantation silviculture. The Course focuses on all facets of plantation and tree establishment, including: site selection, site preparation, weed management, planting, pest management, contract management and planning. The course combines both theoretical and practical learning.

Expected Outcomes

The course should provide participants with:

- An understanding of the necessities of plantation establishment procedures.
- Basic skills in silvicultural procedures.
- Basic soil description skills.
- Understanding of contract development and supervision.
- Ability to prepare a management plan (successful completion of the course is dependant on the preparation, in the participant's own time, of a Plantation Management Plan)

Format

4½ day live-in course, one day of which is a field day

Methodology

The program is based on presentations by experienced staff. Sessions are interspersed with practical exercises.

Key Subject Areas

- Planning
- Site evaluation
- Site and soil preparation
- Contract Management
- Weed management
- Pest management
- Farm forestry

Who Should Attend

All Forest Products Commission staff working or anticipating work within Plantation Operations must complete the course. This course is open to people from the private plantation industry and contractors.

Facilitator

Ray Fremlin

Dates

No set dates are scheduled. A course will be run when sufficient interest is shown. Courses are usually run in either April or October.

To express an interest, contact:

Ray Fremlin: 9752 5524 or

0408 944 760

e-mail: rayf@fpc.wa.gov.au.

Participation in the course must be endorsed by the line manager.

Cost

The course is free to Department of Conservation and Land Management and Forest Products Commission staff. Participants must cover their own accommodation costs. The cost to private participants is \$400 + accommodation.

Further Courses

The Plantations Group has developed the following training courses:

- Site Preparation for the Establishment of Plantations.
- Weed Management
- Site Evaluation for Reafforestation
- Pest & Disease Management

These courses will eventually form the basis of complete training programs suitable for the following groups:

- Contractors & operators
- Department of Conservation and Land Management personnel aspiring to join the plantations group
- Field assistants & assistant area coordinators
- Area coordinators
- Scheme managers
- Senior management
- External agencies

Contact

Ray Fremlin
Bunbury

Venue

TBA

Date

TBA

Courses in Fire Management

(*) Accredited Nationally

(**) NFROT or Accredited International

Advanced Incident Leadership

Description

The focus of the program is improving leadership, decision-making and team management skills in an emergency environment.

Expected Outcomes

Upon completion of this course, participants will be able:

1. To identify and address or resolve the political, social and community issues that must be dealt with given a Level 3 incident.
2. To understand emotional intelligence and the normal social emotional competencies of leading and following.
3. To understand sense making and its failure in crisis situations.
4. To develop understanding of the nature of decision-making in critical and emergency events.
5. To recognise the processes of decision-making and to be able to select appropriate decision-making strategies in critical and emergency events.
6. To understand and encourage behaviours that positively influence and avoid behaviours that negatively influence effective team development and performance.
7. To better manage the human aspects of communication in a high-pressure environment.
8. To develop a greater understanding of the different styles of communication.
9. To understand the risk management process in relation to emergency management.
10. To develop risk management plans for emergency incidents.
11. To explore the role of leadership during the transfer of control during emergency incident management.
12. To develop strategies for incorporating intra and interpersonal factors into crisis management.
13. To understand the role of mentoring and coaching in development of incident managers.

Format

Pre-course self-paced reading and five-day residential course.

Methodology

This course is based on pre-course theoretical learning, case study exercises, presentations and execution of team tasks.

Key Subject Areas

- The context and environment of major incidents.
- Values, principles and beliefs.
- Decision-making.
- Team development and support.
- Communicating in a high stress environment.
- Emergency risk management.

- Leadership in emergency situations.
- Mentoring.
- Managing the transfer of control and emergency incidents.
- Managing the escalation of commitment.

Who Should Attend

- Incident management team members working at Level 3 incidents.
- Level 2 Incident Management Team members aspiring to manage Level 3 incidents.

Pre-requisites

The following training and experience or acceptable equivalent:

- Planning Officer, Operations Officer.
- Extensive fire and incident experience at a senior level.

Facilitator

David Rawet, Fire Management Services, Bunbury.

Locations and Dates

27 – 31st October, 2003. Busselton, venue to be advised.

Cost

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

Incident Planning

Description

The purpose of this module is to provide the participant with the knowledge and skills to manage the planning functions at an incident.

Expected Outcomes

Upon satisfactory completion of this course, participants will be able to:

1. Identify and evaluate data for a given scenario on incident status and possible incident development.
2. Prepare written and visual summaries for a given scenario.
3. Describe and demonstrate the procedures for preparing information display boards and supervise the presentation and maintenance of information.
4. Conduct, for a given scenario, an incident analysis and develop a control objective, strategies, and tactics for the incident.
5. Detail and demonstrate the procedures for preparing incident control plans.
6. Describe and, for a given scenario, demonstrate the procedures for managing the safety and performance of all personnel.
7. Determine priorities in the resourcing of a range of incidents.
8. Detail and for a given scenario, demonstrate the procedures for managing changeovers and transfer of control.
9. Describe the requirements and process for the conduct of an operational analysis.

Format

Five-day course

Methodology

This course is based on theoretical presentation, practical demonstration and exercises.

Key Subject Areas

The course consists of Module 5.02 – which covers.

- agency standards for incident control planning
- material and equipment
- staffing and managing subordinate functions
- use of technology in information collection
- debriefing skills
- advanced objective and strategy development (incident analysis)
- mapping techniques
- visual presentation techniques
- agency standards for reporting
- practical exercises
- advanced incident prediction
- standard operating procedures

Module 5.02 of the Advanced Diploma of Fire Management is nationally accredited. The module specifications are based on and complement the Australian Fire Agencies Competency Standards 1994 Level 5.

Who Should Attend

District, Regional and Departmental Duty Officers, persons wanting to perform the Planning Officer role at Level 2 or 3 incidents.

Pre-requisites

The following training and experience or acceptable equivalent:

- Situation Unit Leader course, Fire Weather course, Module 4.04 - Incident Control System course, Module 2.28 – Wildfire Behaviour 2, Module 2.29, Wildfire Suppression 2, Module 3.18 Wildfire Suppression 3.
- Moderate to extensive experience as Sector Commander or better.

Facilitator

David Rawet, Fire Management Services, Bunbury.

Locations and Dates

25th – 29th August 2003. Busselton, venue to be advised.

Cost

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

Logistics Management 10135

Description

The purpose of this module is to provide the participant with the knowledge and skills to manage the logistical arrangements at an incident.

Expected Outcomes

Upon satisfactory completion of this course, participants will be able to:

1. Identify the role and describe the functions and management structure of the logistics section.
2. Describe the interaction of the logistics section with other management sections, external organisations and suppliers at an incident.
3. Describe and demonstrate the establishment of a logistics section at an incident.
4. Describe and demonstrate, for a given scenario, the management of a logistics section.
5. Manage, for a given scenario, the development of plans for the implementation of logistics functions.
6. Describe and demonstrate, for a given scenario, the procedures for the changeover and demobilisation of the logistics section.

Format

Five-day course

Methodology

This course is based on theoretical presentation, practical demonstration and exercises.

Key Subject Areas

The course consists of Module 5.03 – which covers.

- the logistics function
- structure of the logistics section
- interaction with other incident control section and external organisations
- establishment of logistics
- management of subordinate functions
 - ◊ welfare
 - ◊ procurement and delivery of materials and supplies
 - ◊ facilities
 - ◊ financial arrangements
 - ◊ communications systems
- development of plans for logistics
- assessment and prediction of logistical requirements
- changeover and demobilisation

Module 5.03 of the Advanced Diploma of Fire Management is nationally accredited. The module specifications are based on and complement the Australian Fire Agencies Competency Standards 1994 Level 5.

Who Should Attend

Persons wanting to perform the Logistics Officer role at Level 2 or 3 incidents.

Pre-requisites

The following training and experience or acceptable equivalent:

- Module 4.04 – Incident Control Systems.

- Moderate experience in fire or logistics section roles.

Facilitator

David Rawet, Fire Management Services, Bunbury.

Locations and Dates

22nd – 26th September, 2003.
Mandurah, venue to be advised.

Cost

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

Operational Management 10122**Description**

The purpose of this module is to provide the participant with the knowledge and skills to be able to manage the operational aspects of an incident.

Expected Outcomes

Upon satisfactory completion of this course, participants will be able to:

1. Describe the process of appreciation of an incident, and, for a given scenario, establish objectives for its control.
2. Describe and demonstrate the process for developing an operational control structure at a range of incidents.
3. Explain the process for developing the objectives, strategies and tactics to meet the operational management requirements and, for a given incident, apply this process and select the most appropriate and cost effective strategy.

4. Describe the process for communicating an objective and strategies to operational personnel, management and external stakeholders and apply these procedures to a given scenario.
5. Describe and demonstrate the supervision of operational personnel at a range of incidents.
6. Describe and demonstrate the establishing and maintaining of an operational communications system and network.
7. Describe and demonstrate the process for reviewing the allocation of resources at a range of incidents.
8. Describe and demonstrate the procedures for changeovers and transfer of control at a range of incidents.
9. Describe and demonstrate incident record management at a range of incidents.
10. Describe and demonstrate the securing of an incident site and the redeployment of resources.

Format

Five-day course

Methodology

This course is based on theoretical presentation, practical demonstration and exercises.

Key Subject Areas

The course consists of module 4.03 – which covers.

- agency policy
- agency standards for incident analysis, reporting and documentation
- communication procedures
- formulating control objectives and strategies
- resource capability
- management of subordinate personnel.

Module 4.03 of the Diploma of Firefighting Management is nationally accredited.

The module specifications are based on and complement the Australian Fire Agencies Competency Standards 1994 Level 4.

Who Should Attend

Persons wanting to perform the Operations Officer role at Level 2 or 3 incidents.

Pre-requisites

The following training and experience or acceptable equivalent:

- Fire Operations 1, Level 2 Fire Fighter, Incident Control System, Fire Weather.
- Moderate/extensive experience as a Sector Commander.

Facilitator

David Rawet, Fire Management Services, Bunbury.

Locations and Dates

13th – 17th October, 2003. Busselton, venue to be advised..

Cost

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

Incident Control System 10121

Description

This course provides participants with working knowledge about the Incident Control System (ICS) as used the Department and other emergency response organisations within the state. The module covers the philosophy, structure and processes of the system.

Expected Outcomes

On successful completion of this course, participants will be able to:

- Describe the functions Command, Control and Coordination applied at a range of incidents.
- Describe the philosophy and process for establishing incident control for a range of incidents.
- Define the functions, roles and responsibilities within the ICS
- Identify a process for the development of an incident control plan which includes objectives, strategies and tasking
- Explain and apply the process of delegating subordinate functions within the ICS
- Identify the incidents Communications plan
- Identify the functions of and describe the implementation of the relevant state disaster plans as they relate to incidents managed by the Department

Format

A two and a half day course

Methodology

The program is based on presentation, case study and group activity. Activities provide participants with an opportunity to develop skills in practical application of the knowledge provided.

Key Subject Areas

The course consists of module 4.04 Incident Control System. It provides full knowledge of the ICS used by this Department and other interacting agencies. It also identifies appropriate liaison arrangements. Implementation of relevant State Emergency Plans and associated legislation relating to incident management is also covered.

Module 4.04 is nationally accredited. Module specifications are based upon and complement the Australian Fire Agencies Competency Standards 1994 level 4.

Who Should Attend

Any personnel who may be required to manage or participate in the management or support of emergency operations.

This applies to all types of emergencies, which may be encountered by personnel working for this Department, not just fire.

Pre-requisites

The following training and experience or acceptable equivalent:

- No pre-requisites required.

Facilitator

Ross Mead, Fire Management Services, Kensington.

Locations and Dates

10th – 12th March 2003 at Dwellingup (Field staff trainees), 1st – 3rd July 2003, venue to be advised.

Cost

Fire Management Services will cover costs of facilitation, training material development and supply. Districts and Regions to cover participant's costs.

Prescribed Burning 1

10138

Description

The purpose of this course is to give participants the requisite knowledge and skill to prepare a written burn prescription and conduct a simple prescribed burn.

Expected Outcomes:

On successful completion of this course, participants will be able to:

- Identify and describe the Agency's/Department's policy for prescribed burns.
- Identify and describe the range of desired conditions and fire behaviours in prescribed burning and the factors affecting their attainment.
- Demonstrate the planning of a simple low intensity prescribed burn for a given area.
- Demonstrate the procedures for the conduct of a simple prescribed burn under supervision.

Format

The course takes approximately 6 months to complete.

Methodology

The delivery of this module is a combination of remote learning, in class exercises, a take-home assignment and a review that is completed by the participant's mentor.

Key Subject Areas

This course consists of Module 3.17 – Prescribed Burning 1. The purpose of this module is to give fire managers the requisite knowledge and skills to make an informed decision on when and how to conduct a prescribed burn in a planned and safe manner.

Subjects covered include considerations for prescribed burning, lighting and controlling a prescribed burn, prescribed burning in forest fuels, grassland fuels, mallee-heath fuels and spinifex fuels.

Module 3.17 is nationally accredited. The module specifications are based on and complement the Australian Fire Agencies Competency Standards 1994 Level 3.

Who Should Attend

Field staff and crew leaders who may be required to prescribe for and manage a prescribed burn.

Pre-requisites

The following training and experience or acceptable equivalent:

- Basic Fire Fighter course or Level 1 Fire Fighter, Level 2 Fire Fighter and Fire Operations 1
- Participants should have a minimum 2 years experience of fire behaviour and suppression techniques.

Facilitator

Ross Mead, Fire Management Services, Kensington.

Locations and Dates

The course is done as remote learning at participant's home base. It will commence 6th May, 2003. Class contact day will be either 16th or 18th September, 2003.

Cost

Fire Management Services will cover costs of developing and supplying course materials and course facilitation. Regions and Districts will be required to cover participant's costs.

Fire Operations 1

10379

Description

The course is designed to provide participants with the skills and knowledge to manage a small fire incident as "First Arriving Officer", or to command a Sector or Division in a large fire incident.

Expected Outcomes

On successful completion of this course, participants will be able to:

- Establish incident communications

- Select resources for use at the fire
- Combat the fire
- Set up an appropriate control structure
- Establish and supervise operational procedures
- Conduct ancillary operations
- Provide accurate information and reports
- Demonstrate the practical application of hand crews, machines and aircraft at fires
- Apply a systematic approach to fire control, strategy development, resourcing and deployment
- Supervise crews machines and aircraft

Format

A five-day course

Methodology

The program is based on presentation, case study, discussion and activity, drawing heavily on the experience of the participants and presenters. Activities will provide opportunity for development of skills in strategic thinking and in the use of various fire suppression models and guides.

Key Subject Areas

The course consists of two modules.

3.04 – Fire and Incident Operations, which primarily deals with management of an incident including supervision, resourcing, information flow and support structures required.

3.18 – Wildfire Suppression 3. This unit deals with development of objectives, strategies and tactics in fire suppression. Also identification of type, number and practical application of various resources and their management.

Both modules are nationally accredited. The module specifications are based upon and compliment the Australian Fire Agencies Competency Standards 1994 Level 3.

Who Should Attend

Experienced crew leaders and staff who may be required to be "First Arriving Officer", Operations Officer a level 1 fire or Sector/Divisional Commanders at a level 2 or 3 fire.

Pre-requisites

The following training and experience or acceptable equivalent:

- Level 2 Fire Fighter and Incident Control System courses.
- Participants should have a minimum 2 years experience of fire behaviour and suppression techniques

Facilitator

Ross Mead, Fire Management Services, Kensington.

Locations and Dates

28th – 31st July, 2003, Bunbury, venue to be advised. 1st – 5th September 2003, Kensington, venue to be advised.

Cost

Fire Management Services will cover costs of facilitation, training material development and supply. Districts and Regions to cover participant's costs.

Level 2 Firefighter

10525

Description

This course follows on from the Basic Fire Fighter or Level 1 Fire Fighter. It provides additional information on predicting fire behaviour and identifying and implementing appropriate fire suppression techniques.

Expected Outcomes

On successful completion of this course, participants will be able to:

- Describe fuels and their characteristics and effects on fire behaviour.
- Identify and describe weather features and characteristics and their effects on fire behaviour.
- Identify and describe the effects of topography on fire behaviour.
- Describe indicators of extreme fire behaviour and the effects of ignition spacing.
- Identify a range of techniques for wildfire attack.
- Demonstrate and describe the techniques used for lighting a backburn and describe the importance of controlling a backburn.
- Describe and demonstrate the procedures to be followed when attacking and mopping up a wildfire.
- Identify and describe the precautions to be taken against the hazards of wildfire fighting.

Format

Five-day course.

Methodology

The course is based on theoretical presentation, case study, group activities and practical demonstration. Activities provide participants with an opportunity to develop skills in practical application of the knowledge provided.

Key Subject Areas

The course consists of 2 modules.

Module 2.28 – Wildfire Behaviour 2. This module focuses on the characteristics of fire behaviour, fuels, weather factors, topographical

features, prediction of fire danger and estimating on the fire ground.

Module 2.29 - Wildfire Suppression 2 provides information on techniques for wildfire attack, backburning, mop up and patrol, wildfire fighting hazards and leadership.

Both modules are nationally accredited. The module specifications are based upon and compliment the Australian Fire Agencies Competency Standards 1994 level 2.

Who Should Attend

Crew leaders, future crew leaders and field staff with limited fire management knowledge, who are expected to take on an active role in fire management and suppression.

Pre-requisites

The following training and experience or acceptable equivalent:

- Basic Fire Fighter or Level 1 Fire Fighter and Module 1.09 – Map Reading.
- Minimum 1 year experience in fire management and suppression.

Facilitator

Ross Mead, Fire Management Services, Kensington.

Locations and Dates

3rd – 7th February 2003, Albany, venue to be advised. 17th – 21st February 2003, Broome. 7th – 11th April 2003, Kensington, venue to be advised. 9th - 13th June 2003, Bunbury, venue to be advised.

Cost

Fire Management Services will cover costs of facilitation, training material development and supply. Districts and Regions to cover course and participant's costs.

Description

This course is designed to provide a basic understanding of fire behaviour, fire suppression techniques, personal protection and basic fire management principles.

It contains the same modules as the Basic Fire Fighters course plus additional information and is primarily aimed at field staff new to fire management activities

Expected Outcomes

In addition to those outcomes established in the Basic Fire Fighter Course, participants will be able to:

- Set up and use VHF radio systems that operate within the Department.
- Transmit and receive verbal radio communications.
- Record information
- Describe the Departments roles and responsibilities in fire management.
- Describe the organisation and rank structure within the Department including the Incident Control System used to manage emergency incidents.
- Identify and distinguish between urban and rural fire risks and hazards in the Departments area of responsibility
- Identify and describe relevant legislation and regulations and the Departments role in governing fire prevention.
- Describe the ignition mechanisms, protection measures and procedures regarding wildfire threats to buildings.

- Describe fire prevention and relocation activities that can be conducted around the home, workplace and community spaces.

Format

Five-day course.

Methodology

The course is based on theoretical presentation, practical demonstration, group work, practical drills and on the job training.

Key Subject Areas

The course consists of the following modules:

Module 1.07 - Personal Protection 1 which looks at protective clothing and equipment, survival techniques including personal protection and protection provided by vehicles, and heat induced illness.

Module 1.12a – Wildfire Behaviour 1. This module focuses on fire science to explain how materials burn and those factors affecting fire behaviour.

Module 1.12b – Wildfire Suppression 1. The purpose of this module is to provide information and skills with extinguishing mediums, operation of various fire fighting equipment, response to fire, strategies, tactics and techniques for fire suppression, wildfire hazards and safe working practices around aircraft.

Module 1.19 – Communication Systems (Part). This module provides the participant with knowledge and skills to set up and operate Departmental VHF radio communication equipment and to transmit and record verbal messages.

Module 1.22 – Fire Agency Awareness (Part) – The sections of this module studied provide information on the overall roles and responsibilities of the Department, its organisational structure and emergency management systems used.

Module 2.21 – Fire Prevention 1 looks at identifying urban and rural fire risks and hazards. It also identifies relevant legislation and government requirements relevant to fire management. Module 2.21 also identifies ways to educate the community in fire prevention.

All modules are nationally accredited. The module specifications are based upon and compliment the Australian Fire Agencies Competency Standards 1994 Level 1 and 2.

Who Should Attend

Recently employed field staff and those staff new to field fire management operations.

Pre-requisites

The following training and experience or acceptable equivalent:

- No pre-requisites required.

Facilitator

District and Regional Fire Coordinators.
Ross Mead, Fire Management Services, Kensington.
Peter Hill, Dwellingup Training Centre.

Locations and Dates

As required at District or Regional locations.
Dwellingup Training Centre –
November 3 - 7, 2003.

Cost

Fire Management Services will cover cost of training material development.

Districts and Regions to cover course and participant's costs.

Basic Firefighter

10662

Description

This course provides participants with basic knowledge of fire behaviour and suppression techniques. It also covers personal safety and protection during fire management activities.

Expected Outcomes

On successful completion of this course, participants will be able to:

- Explain and don appropriate protective clothing, head, eye, ear and footwear for fire suppression and management operations
- Describe and demonstrate the types and method of operation of vehicle protection and safety equipment
- Describe heat induced illness including its prevention, symptoms and treatment and describe survival techniques when trapped by fire
- Describe how materials burn
- Identify the three basic factors which affect fire behaviour and describe the general effects of each
- Describe the development of wildfires
- Demonstrate and describe the use of water, foam and other extinguishing agents in fire fighting
- Demonstrate and describe the use of firefighting equipment
- Describe the response to fire
- Demonstrate and explain basic fire suppression strategies and tactics

- Demonstrate and explain the risks and hazard of firefighting and the precautions to be taken
- Identify and demonstrate or describe, safety precautions to be taken when working in or around aircraft

Format

Three-day course

Methodology

The course is based on theoretical presentation, practical demonstration, group work, practical drills and on the job training.

Key Subject Areas

The course consists of three modules.

Module 1.07 - Personal Protection 1 which looks at protective clothing and equipment, survival techniques including personal protection and protection provided by vehicles, and heat induced illness.

Module 1.12a – Wildfire Behaviour 1. This module focuses on fire science to explain how materials burn and those factors affecting fire behaviour.

Module 1.12b – Wildfire Suppression 1. The purpose of this module is to provide information and skills with extinguishing mediums, operation of various fire fighting equipment, response to fire, strategies, tactics and techniques for fire suppression, wildfire hazards and safe working practices around aircraft.

All three modules are nationally accredited. The module specifications are based upon and complement the Australian Fire Agencies Competency Standards 1994 Level 1.

Who Should Attend

Requirement for all frontline fire fighters and staff to successfully complete this course prior to working on the fireline without immediate supervision.

Pre-requisites

The following training and experience or acceptable equivalent:

- No pre-requisite required.

Facilitator

District and Regional Fire Coordinators.

Ross Mead, Fire Management Services, Kensington.

Locations and Dates

As required at District or Regional locations.

Cost

Fire Management Services will cover cost of training material development. Districts and Regions to cover course and participant's costs.

Fireline Construction with Machines

10612

Description

From this course, participants will gain the knowledge and skills to construct fireline using machines at a fire.

Expected Outcomes

Upon satisfactory completion of this course, participants will be able to:

- Describe the role of machinery in implementing fire suppression strategies.
- Describe the types of machinery suitable for fireline construction.
- Describe safety procedures and demonstrate maintenance and protective measures appropriate to the use of machinery at fires.

- Describe how machinery can be employed to construct fireline at a range of fires.
- Describe and demonstrate the selection or routes for fireline construction at a range of incidents.
- Demonstrate the construction of fireline at a range of fires.
- Describe and demonstrate the pushing of trees at a range of incidents.

Format

Three-day course consisting of one and a half days theory, one-day practical demonstration and assessment. (practical demonstration and assessment time depends on number of participants).

Methodology

This course is based on theoretical presentation, practical demonstration and practical activities.

Key Subject Areas

This course consists of Module 2.35 – Fireline Construction With Machines. The following topics are addressed – Fire control strategies employing machines, types of machines used, methods of using machines to construct fireline, rates of fireline construction, machine fuel consumption, fireline construction standards, support and backup required by machines, safety and maintenance procedures and equipment required, fireline route selection and tree pushing.

Module 2.35 is nationally accredited. The module specifications are based on and complement the Australian Fire Agencies Competency Standards 1994 Level 2

Who Should Attend

Machine operators likely to be involved with constructing fireline and other machine based fire management activities.

These should include departmental personnel and other local contractors likely to be used on a regular basis for fire management and suppression activities e.g. timber industry, local council, local earthmoving contractors.

Pre-requisites

The following training and experience or acceptable equivalent:

- Participants must be competent machine operators.
- No other prerequisites required.

Facilitator

District and Regional Fire Coordinators
Ross Mead, Fire Management Services, Kensington.

Locations and Dates

As required at District or Regional locations.

Cost

Fire Management Services will cover the cost of training material development. Districts and Regions to cover course and participant's costs.

Basic Fire Awareness 10662

Description

The course provides participants with basic information on wildfire behaviour, suppression techniques, personal safety in a fire situation and fire management terminology.

This course does not qualify the participant as a wildfire fighter. It is primarily designed for people working at or near an area that may be affected by a wildfire.

Expected Outcomes

Upon satisfactory completion of this course, participants will be able to:

- Identify and describe the factors impacting on fire behaviour.
- Recognise and take precautions against the hazards of wildfire fighting.
- Demonstrate the basic use of handtools in fire fighting and mop up.
- Demonstrate the basic use of water in fire fighting and mop up.
- Identify the basic principles of fire suppression and mopping up procedures.

Format

8-hour course

Methodology

This course is based on theoretical presentation, practical demonstration and practical drills.

Key Subject Areas

The course consists of Module 1.26 – Basic Fire Awareness which covers how materials burn, the three major factors which affect fire behaviour, the development of a wildfire, basic fire suppression strategies and tactics, hazards of fire fighting and precautions to be taken.

Module 1.26 is nationally accredited. The module specifications are based on and complement the Australian Fire Agencies Competency Standards 1994 Level 1

Who Should Attend

Any personnel who may be working at or near an area which may be affected by a wildfire, or are supporting fire-fighting operations.

It provides people with a basic understanding of fire and fire management practices and terminology.

Pre-requisites

The following training and experience or acceptable equivalent:

- No prerequisites required.

Facilitator

District and Regional Fire Coordinators.

Ross Mead, Fire Management Services, Kensington.

Locations and Dates

As required at a District or Regional Location.

Cost

Fire Management Services will cover the cost of training material development. Cost centres to cover participant and course costs

Situation Unit Management

Description

The purpose of this module is to provide the participant with the knowledge and skills to be able to manage the situation information of an incident.

Expected Outcomes

Upon satisfactory completion of this course, participants will be able to:

1. Identify the role and describe the functions of the situation unit and its position in the incident control system structure.
2. Describe interactions of the situation unit with other parts of the incident control system and external organisations.
3. Describe the staffing, workspace requirements and specialist tools of the situation unit.

4. Describe and demonstrate the management of information inputs to the situation unit.
5. Describe and demonstrate the management and production of information outputs from the situation unit.
6. Describe the changeover requirements and responsibilities of the situation unit manager.

Format

Five-day course

Methodology

This course is based on theoretical presentation, practical demonstration and exercises.

Key Subject Areas

- relationship of situation unit within the incident control system
- staffing, work space and other requirements
- weather forecasts and control implications
- collection of data
- incident analysis
- prediction of incident situation
- preparation of incident maps and displays
- shift cycles and changeovers

Who Should Attend

People wishing to undertake the Situation Officer role at Level 2 and 3 incidents, and those aspiring to attend the Incident Planning course in the future.

Pre-requisites

The following training and experience or acceptable equivalent:

- Incident Control System, Level 2 Fire Fighter, Fire Weather course, Map Reading

- Moderate fire experience as a Sector Commander.

Facilitator

David Rawet, Fire Management Services, Bunbury.

Locations and Dates

21st – 25th July 2003, Busselton, venue to be advised.

Cost

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

Resources Unit Management

Description

The purpose of this module is to provide the participant with the knowledge and skills to manage the information requirements of resources allocated to an incident, including identification and deployment of resources.

Expected Outcomes

Upon satisfactory completion of this course, participants will be able to:

1. Identify the role and describe the functions of the resources unit and its position in the incident control system structure.
2. Describe interactions of the resources unit with other parts of the incident control system and external organisations.
3. Describe the staffing, materials and workspace requirements of the resources unit.
4. Describe and demonstrate management of information inputs to the resources unit.
5. Describe and demonstrate management of information outputs from the resources unit.

6. Describe the changeover requirements and responsibilities of the resources unit manager.

Format

Three-day course

Methodology

This course is based on theoretical presentation, practical demonstration and exercises.

Key Subject Areas

- relationship of the resources unit in incident control system
- interactions with other personnel
- staffing, materials and workspace requirements
- sources of resource data
- systems for display of resource data
- documentation required
- information outputs
- input to incident control plans
- involvement in shift changeovers

Who Should Attend

People wishing to undertake the Resources Officer role at Level 2 and 3 incidents, and those aspiring to attend the Incident Planning course in the future.

Pre-requisites

The following training and experience or acceptable equivalent:

- Incident Control System
- Some incident experience.

Facilitator

Ross Mead, Fire Management Services, Kensington.

Locations and Dates

27th – 29th May 2003, Busselton, venue to be advised.

Cost

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

Information Services Unit Management

Description

The purpose of this module is to provide the participant with the knowledge and skills to manage the information needs of internal and external stakeholders.

Expected Outcomes

Upon satisfactory completion of this course, participants will be able to:

1. Evaluate the need for an Information Services Unit, and the resources required.
2. Identify sources of information relevant to the stakeholder groups.
3. Identify stakeholders (internal to incident, media, communities, and community groups).
4. Develop communication objectives and strategies for the identified stakeholders.
5. Implement and evaluate communication plans.

Format

Three-day course

Methodology

This course is based on theoretical presentation, practical demonstration and exercises.

Key Subject Areas

- Information management in ICS.

- Development of communication plans.
- Community participation and interaction.
- Working with the media.
- Evaluation of communications plans.

Who Should Attend

People required to manage community and media information issues at incidents or events.

Pre-requisites

The following training and experience or acceptable equivalent:

- Incident Control System.
- Some incident experience. Some public liaison/participation experience preferred.

Facilitator

Contact Alex Moylett, Fire Management Services, Bunbury.

Locations and Dates

13th – 16th May, 2003. Busselton, venue to be advised.

Cost

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

Management Support Unit Management

Description

The purpose of this module is to provide the participant with the knowledge and skills to manage the Management Support function at an incident.

Expected Outcomes

Upon satisfactory completion of this course, participants will be able to:

1. Evaluate Management Support requirements at an incident.
2. Establish communications support for an incident.
3. Establish administrative support for an incident.
4. Maintain records during an incident and collate records at the cessation of an incident.

Format

Two-day course

Methodology

This course is based on theoretical presentation, practical demonstration and exercises.

Key Subject Areas

- The function of Management Support within ICS
- Operation of communications systems
- Keeping of incident logs / diaries
- Establishment, maintenance and archiving of incident records
- Provision and maintenance of administrative services at incidents
- Management of personnel at dispersed work locations

Who Should Attend

Personnel required to supervise radio and telephone operators and administrative staff at incidents.

Pre-requisites

The following training and experience or acceptable equivalent:

- Incident Control System.
- Some incident experience.

Facilitator

Contact Alex Moylett, Fire Management Services, Bunbury.

Locations and Dates

22nd – 23rd January, 2003. Bunbury, venue to be advised.

Cost

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

Fire Weather**Description**

The purpose of this module is to provide participants with the knowledge and skills to accurately predict the weather for a specific location.

Expected Outcomes

Upon satisfactory completion of this course, participants will be able to:

1. Accurately obtain relevant weather data at a particular location.
2. Interpret weather data to predict future weather conditions.
3. Describe air movements and patterns on a global scale.
4. Describe weather features as shown on a synoptic chart.
5. Identify various types of winds and describe the situations where, & times when, they may occur.
6. Identify and describe the differences between stable and unstable atmosphere and explain the impact of these weather types on a fire.
7. Understand seasonal variations in the fire climate.
8. Describe the types of weather information, and its limitations, available from the web homepage of the Bureau of Meteorology.
9. Apply information obtained from the field with that from formal sources to accurately predict the weather for a given location.

Format

One-day course

Methodology

This course is based on theoretical presentation, practical demonstration and exercises.

Key Subject Areas

The course consists of the following major points.

- Weather observations
- Observations and fire influence.
- Global circulation (the Big Picture)
- Synoptic patterns and air masses
- Winds
- Atmospheric stability
- Stability and its affect on fire behaviour
- Fire climate and seasonal variability
- Bureau of Meteorology services and prediction models
- Local weather variations and predictions.

Who Should Attend

District, Regional and Departmental Duty Officers, persons wanting to perform the roles of Incident Controller, Planning Officer, Operations Officer or Situation Unit Leader at Level 2 or 3 incidents.

Pre-requisites

The following training and experience or acceptable equivalent:

- Module 2.28 – Fire Behaviour 2 (part of Level 2 Fire Fighter).

Facilitator

Ross Mead, Fire Management Services, Kensington.

2003 Locations and Dates

18th March and 24th June 2003. Venue to be advised.

Cost

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

Fire Management within the Department of Conservation and Land Management 10036

Description

The purpose is to provide participants with knowledge, skill and understanding of the systems, procedures, requirements and legal matters that the Department's Fire Management Services and fire managers deal with and operate within.

Expected Outcomes

Broad appreciation of the management requirements for fire in the preservation of biodiversity and the protection of life, property and community values.

Participants will be able to integrate fire management into their normal work duties.

Participants will be able to contribute to fire management and suppression activities as appropriate to their knowledge and skills.

Format

Five-day course.

Methodology

This course is based on theoretical presentation, practical demonstration and exercises.

Key Subject Areas

- Fire legislation

- Incident management through ICS
- Prescribed burning
- Community participation
- New technology
- Health, fitness and duty of care
- Fire behaviour
- Fire and its interaction with our social and natural environment

Who Should Attend

All people who have, or may have, involvement in fire management; in operations, planning, logistics or administration.

Pre-requisites

The following training and experience or acceptable equivalent:

- No prerequisites required.

Facilitator

David Rawet, Fire Management Services, Bunbury.

Locations and dates

4th – 8th August, 2003. Busselton, venue to be advised.

Cost

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

Aircraft Navigator 10668

Description

The purpose of this course is to provide participants with the knowledge and skills to be able to manage aircraft operations in relation to prescribed burning.

Expected Outcomes

Upon the satisfactory completion of this course, participants will be able to:

- Demonstrate knowledge of relevant sections of the Civil Aviation Orders and Regulations.
- Demonstrate an appreciation of aircraft commonly used by the Department of Conservation and Land Management including pre operational and operational protocols
- Demonstrate understanding of approach, boarding and equipment loading protocols for fixed and rotary winged aircraft.
- Demonstrate an understanding of safe working practices in relation to aircraft operations.
- Demonstrate an ability to navigate from aircraft using various navigational aids.
- Demonstrate an understanding of prescribed burning processes.
- Demonstrate an understanding of various operational protocols in relation to aircraft burning (prior to, during and after ignition).
- Demonstrate an understanding of communication systems used in the aircraft and on the ground.
- Describe and demonstrate helitorch mixing operations, related safety and ignition procedures.
- Demonstrate understanding of incendiary equipment operation, maintenance and emergency management.

Format

Two-day course

Methodology

This course is based on theoretical presentation, practical demonstration and exercises.

Key Subject Areas

- Civil Aviation Orders and Regulations.
- Safety aspects, aerodromes and aircraft.
- Aerial burn flight plans
- Incendiary equipment capabilities and limitations.
- Pre flight planning, distance, time and direction.
- Basic visual navigation.
- Air to ground communications
- Administrative requirements.
- Remote area navigation.
- Helitorch operations
- Helicopter landing site specifications.
- Dangerous goods transport and storage.

Who Should Attend

People wishing to work as navigators for prescribed burning operations.

Pre Requisites

The following training and experience or acceptable equivalent:

- Level 2 Fire Fighter, Radio Communications, Map Reading, ICS
- 2 seasons experience as a Sector Commander at prescribed burns.
- Ability to fly in light aircraft (fixed wing and helicopter).

Facilitator

Peter Gibson, Fire Management Services, Wanneroo.

Locations and dates

To be advised.

Cost

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

Incendiary Machine Operator (Aircraft Burning Operations) 10669

Description

The purpose of this course is to provide the participant with the knowledge and skills to safely and efficiently operate the aerial incendiary machine in an aircraft.

Expected Outcomes

Upon satisfactory completion of this course, participants will be able to:

- Demonstrate knowledge of relevant sections of the Civil Aviation Orders and Regulations.
- Demonstrate an appreciation of aircraft commonly used by the Department of Conservation and Land Management including pre operational and operational protocols
- Demonstrate understanding of approach, boarding and equipment loading protocols for fixed and rotary winged aircraft.
- Demonstrate an understanding of safe working practices in relation to aircraft operations.
- Demonstrate understanding of incendiary machine operation, maintenance and emergency management.
- Demonstrate ability in effective use of aircraft communications equipment.
- Demonstrate ability to maintain aerial incendiary equipment.

Format

Two-day course.

Methodology

This course is based on theoretical presentation, practical demonstration and exercises.

Key Subject Areas

- Civil Aviation Orders and Regulations
- Safety aspects, aerodromes and aircraft.
- Incendiary equipment capabilities and limitations.
- Incendiary equipment maintenance and upkeep.
- Basic visual navigation.
- Aircraft communications
- Administrative requirements.
- Dangerous goods transport and storage.

Who Should Attend

Those people wishing to become Incendiary Machine Operators (IMO's) and existing IMO's wishing to maintain their competency.

Pre Requisites

The following training and experience or acceptable equivalent:

- Basic Fire Fighter, Map Reading, Communications Systems.
- 2 seasons experience as a member of a fire crew at prescribed burns or wildfires.
- Ability to fly in a light aircraft (fixed wing and helicopter)
- Mechanical repair aptitude preferred.

Facilitator

Peter Gibson, Fire Management Services, Wanneroo.

Locations and dates

To be advised.

Cost

Cost centres to cover participant travel and accommodation costs. Fire Management Services will cover the cost of presentation and training material development.

Helitorch Operations 10664

Description

The purpose of this course is to provide the participant with the knowledge & skills to manage a helitorch mixing for aircraft burning operations.

Expected Outcomes

Upon satisfactory completion of this course, participants will be able to:

- Describe the key elements of safe & sufficient helitorch site set up.
- Demonstrate an understanding of safe working practices in relation to aircraft approach, flight & sling load operations.
- Demonstrate an understanding of safe & efficient helitorch mixing operations.
- Demonstrate an understanding of equipment maintenance.

Format

One-day course

Methodology

This course is based on theoretical presentation, practical demonstration & exercises.

Key Subject Areas

- Aircraft safety
- Sling load operations with helicopters
- Fuel mixing operations
- Operational equipment
- Equipment maintenance

Who Should Attend

Personnel wishing to perform the role of helitorch operator for aircraft burning operations.

Pre Requisites

The following training and experience or acceptable equivalent:

- Basic Fire Fighter, Radio Communications, Map Reading.

Facilitator

Peter Gibson, Fire Management Services Wanneroo

Location & Dates

To be advised.

Cost

Cost centres to cover participant travel & accommodation costs. Fire Management Services will cover the cost of presentation & training material development.

Air Attack Supervisor 10667

Description

The purpose of this course is to provide the participant with the knowledge & skills to perform the role of Air Attack Supervisor at bushfires.

Expected Outcomes

Upon satisfactory completion of this course, participants will be able to:

- Demonstrate an appreciation of aircraft commonly used for aircraft suppression operations including pre operational & operational protocols.
- Demonstrate understanding of approach, boarding & equipment loading protocols for fixed & rotary wing aircraft.
- Demonstrate an understanding of safe working practices in relation to aircraft using various navigational aids.
- Demonstrate an understanding of aircraft communications systems.
- Describe the various aircraft operation roles in the ICS.

Format

Two-day course

Methodology

This course is based on theoretical presentation, practical demonstration & exercises.

Key Subject Areas

- Basic Visual Navigation
- Aircraft Safety
- Water Bombing Terminology
- Principals of Water Bombing
- Basic ICS
- Aircraft Communications

Who Should Attend

- Air Attack Supervisors
- Those intending on becoming AAS
- Pilots Aerial Suppression

Pre Requisites

The following training and experience or acceptable equivalent:

- Level 2 Fire Fighter, ICS, Map Reading, Radio Communications.
- Minimum 2 years experience as Sector Commander.
- Ability to fly in light aircraft (fixed wing and helicopters)

Facilitator

Peter Gibson

Location & Dates

To be announced.

Cost

Cost centres to cover participant travel & accommodation costs. Fire Management Services will cover the cost of presentation & training material development.

Ground Controller (Water bombing)

10666

Description

The purpose of this course is to provide the participant with the knowledge & skills to co-ordinate aerial fire suppression operations.

Expected Outcomes

Upon satisfactory completion of this course, participants will be able to:

- Demonstrate an ability to coordinate aerial fire suppression operations
- Demonstrate an understanding of integrated approach to fire fighting, which incorporates water bombing aircraft
- Be conversant with aerial suppression terminology
- Demonstrate & understand of safe working principles, with regard to aerial suppression operations

Format

1 day course

Methodology

This course is based on theoretical presentation, practical demonstration & exercises.

Key Subject Areas

- Incident Control System
- Principles of Water Bombing
- Aircraft Safety
- Water Bombing Terminology

Who Should Attend

People who may be required to coordinate aerial suppression operations at bushfires.

Pre Requisites

The following training and experience or acceptable equivalent:

- Level 2 Fire Fighter, ICS, Radio Communications, Map Reading.
- Minimum 2 years experience as a Sector Commander.

Facilitator

Peter Gibson

Locations & Dates

To be announced.

Cost

Cost centres to cover participant travel & accommodation costs. Fire Management Services will cover the cost of presentation & training material development.

Water Bomber Refiller 10665

Description

The purpose of this course is to provide the participant with the knowledge & skills to refill water bombing aircraft during fire suppression operations.

Expected Outcomes

Upon satisfactory completion of this course, participants will be able to:

- Demonstrate an understanding of safe work principles, with regard to aircraft operations
- Demonstrate correct aircraft refill methodology
- Be conversant with equipment used for refilling operations

Format

½ day course

Methodology

This course is based on theoretical presentation, practical demonstration & exercises.

Key Subject Areas

- Safe working principles & working with aircraft

- Refilling methods
- Refilling equipment use & maintenance

Who Should Attend

People required to refill water bombing aircraft during fire suppression operations.

Pre Requisites

The following training and experience or acceptable equivalent:

- No pre requisites required.

Facilitator

Peter Gibson

Location & Dates

To be announced.

Cost

Cost centres to cover participant travel & accommodation costs. Fire Management Services will cover the cost of presentation & training material development.

Courses in Corporate Training

(*) Accredited Nationally

(**) NFROT or Accredited International

Human Resource Management - The Role and Responsibilities of Members of Selection Panels.

This one-day course is available to all employees. This would increase the effectiveness of selection panels & ensure continued compliance with legislative obligations.

The content of the course includes:

- An overview of the process
- Information regarding legal requirement including the public sector standards & EEO legislation
- Issues associated with the shortlisting of applicants
- Interview techniques
- Documenting interviews
- Practical session

Contact

Alan Byrne

Venue

TBA

Date

TBA

Cost

\$85 with maximum of 15

Convenors of Selection Panels - Roles & Responsibilities

A one-day course for all employees & particularly for supervisors & managers.

Course content includes:

- Legal obligations & compliance
- Shortlisting of applicants

- Setting up panels & briefing panel members
- Formulating interview questions
- Making a decision & documenting the report
- Providing feedback to applicants
- Practical session

Contact

Alan Byrne

Venue

TBA

Date

TBA

Cost

\$100 with maximum of 15

IDAPES Training S 10649 L 10649

This course is designed to provide our supervisors & managers with the skills necessary to undertake performance management interviews for team members.

Expected Outcomes

- Understanding of the IDAPES procedures, understanding of the IDAPES guidelines & IDAPES forms.
- Understanding of the rules for setting objectives
- Understanding of the bias in rating systems
- Demonstrates the ability in giving effective feedback

➤ Addressing poor performance

Format

This is a one-day course and is conducted at workcentres throughout the State.

Methodology

The morning session is primarily theory & interactive discussion. The afternoon session is dedicated to role-playing & activities that enhance the theory.

Key Subject Areas

Guidelines & Policy, setting objectives & goals, conducting interviews, rating scales, giving positive feedback, addressing poor performance & the legislation behind dealing with poor performance, completion of all IDAPES forms, role & responsibility of the supervisor.

Who Should Attend

All managers, supervisors, team leaders who have the responsibility of giving feedback to team members.

Facilitator

Alan Byrne, Co-ordinator Organisation Learning & Development, Department of Conservation and Land Management, Training Centre, Dwellingup, 6213 Phone (08) 95381200 Fax (08) 95381244.

Dates

As required.

Cost

N/A

Job Application & Interview Skills

E1197

This course is designed to provide employees with an awareness of current job application & interview

techniques & understanding of the requirements for effectively addressing job related selection criteria.

Content includes:

- ❑ Current requirement in the public sector
- ❑ Skills & competency analysis
- ❑ Writing a resume
- ❑ Addressing selection criteria
- ❑ Behavioural interview & the interview process

Contact

Alan Byrne

Venue

TBA

Date

TBA

Train Small Groups

E1190

The three-day 'Train Small Groups' course is based on the unit of competence ('Train Small Groups BSZ404A') within the 'Training Package for Assessment & Workplace Training BSZ98.' Successful completion of this Unit will enable the participant to plan, deliver & review training in accordance with the standards set by the National Assessors & Workplace Trainers Body (NAWTB). The course is designed for those who conduct on- or off-the-job training of personnel in the workplace (but not as a major part of their job), on a one-to-one basis &/or to small groups (of up to five persons).

Expected Outcomes

To enable people involved in training to acquire the knowledge, skills & attitudes necessary to plan, deliver & review training in the workplace on a one-to-one basis or to small groups, for the purposes of developing employees' competence to the required level.

Train small groups is a nationally endorsed unit of competency comprised of the following 4 elements:

Prepare for Training
Deliver Training
Provide Opportunities for Practice
Review Training Services Australia

Format

A three-day Workshop

Methodology

This three-day course is aimed at persons requiring "hands-on" training skills, for one-to-one or small group presentations. It is delivered in a practical workshop style, designed to optimise the involvement of participants.

Key Subject Areas

The content of the course includes but is not limited to:

The role of the trainer
Competency standards
Competency based Training
Competency based Assessment
Principles of Adult learning
Task analysis
Development of training session plans
Training delivery methods

Who Should Attend

Skilled operators, team leaders, supervisors, managers, technical experts & others whose role includes (as a minor component) training of up to five personnel at any one time.

Facilitator

Geoff Trott, Training Services Australia
Phone: (08) 9473 1900 Fax (08) 0473 1922.

Dates

Dates can be found on the attached calendar or by visiting our website at tsa.wa.com.au

Cost

\$530 per participant. Special rates can be negotiated for in-house workshops.

Workplace Training Course E1191

Successful completion of the five-day course in '**Workplace Training**' will enable the participant to **prepare, promote, deliver & review** training. It is aimed at people for whom training in the workplace is a large part of their job, or a full job function within a structured training & assessment system. These people would generally hold considerable responsibility for the training courses development & delivery. The course will prepare trainers for their role as change agents through the facilitation of learning. As training is a developmental process, it is essential the trainer be actively involved in providing opportunities to assist trainees acquire knowledge, learn new skills, modify attitudes & behaviour to enhance & improve on the job performance. Active participation in the course will ensure vital skills & techniques are mastered & transferred to the work environment.

Expected Outcomes

To enable workplace trainers to develop the knowledge, skills & attitudes necessary to plan, promote & conduct effective on & off the job training, including identifying training needs; developing training materials & resources & reviewing training courses.

The course incorporates the following nationally endorsed units of competency:

BSZ404A Train Small Groups
BSZ405A Plan & Promote a Training Course
BSZ406A Plan a Series of Training Sessions

BSZ407A Deliver Training Sessions
BSZ408A Review Training

Methodology

This five-day course would meet the needs of persons for whom training comprises the major component of their role &/or they manage the training function within an organisation. It is delivered in a practical workshop style designed to optimise the involvement of participants.

Format

A 5-day Workshop

Key Subject Areas

The content of the course includes, but is not limited to:

Role of the trainer

Adult learning principles

Facilitating group learning

Competency Based Training (CBT)

Identifying competency needs

Planning & promoting training

Developing & documenting training material

Skills recognition

Who Should Attend

Key training personnel with considerable responsibility for training courses, development & delivery.

Facilitator

Geoff Trott, Training Services Australia
Phone: (08) 9473 1900 Fax (08) 0473 1922.

Dates

Dates can be found on the attached calendar or by visiting our website at tsa.wa.com.au

Cost

\$850 per participant Special rates can be negotiated for workshops conducted by Training Services Australia on behalf of our clients, exclusively for their personnel, (either

at our Training Centre or another venue of the client's choosing). These workshops can be tailored to meet an organisation's specific requirements.

Workplace Assessment EO910

The three-day '**Workplace Assessment**' course facilitates the acquisition of skills by participants, which will enable them to judge the competency of individuals against prescribed standards of performance. It is designed primarily for those in supervisory, line management or assessment roles, who are in regular contact with the categories of personnel (in terms of occupations &/or skills) being assessed & therefore conversant with the levels of skill as well as the environment in which they are to be applied.

The course, centring on Competency Based Assessment (CBA), explores techniques for gathering evidence of performance & ascertaining its validity as a measurement tool, against a given set of standards or competencies. Methods of assessment, formats for recording assessments & storing the results of these are examined, as are mechanisms for providing effective feedback regarding performance measurement results to management, as well as the person(s) being assessed.

Participants are introduced to the concept of continuous assessment of performance & the linkage of competency based assessment to quality assurance, occupational health & safety, performance appraisal systems & procedures. Additionally, a practical framework for ongoing identification of individuals' training & development needs is examined.

Expected Outcomes

To equip participants with the skills, knowledge & attitude, to effectively assess the abilities of others against prescribed standards of competence.

Units of competency

The course incorporates the following nationally endorsed units of competency:

BSZ401A Plan Assessment

BSZ402A Conduct Assessment

BSZ403A Review Assessment

Methodology

The workshop is delivered in a practical style, designed to optimise the involvement of participants

Format

A three-day Workshop

Key Subject Areas

The content of the course includes, but is not limited to:

The role of an assessor

Competency Based Assessment (CBA)

Key features of skills recognition

Establishing suitable assessment methods

Developing assessment tools

Planning, arranging & conducting a valid assessment

Format & essential requirements of an assessment report

Reviewing assessment procedures & techniques

Who Should Attend

Primarily line managers, supervisors, trainers & assessors. The course would also be applicable to those intending to provide an assessment service.

Facilitator

Geoff Trott, Training Services Australia
Phone: (08) 9473 1900 Fax (08) 0473 1922.

Dates

Dates can be found on the attached calendar or by visiting our website at tsa.wa.com.au

Cost

\$530 per participant Special rates can be negotiated for workshops conducted by Training Services Australia on behalf of our clients, exclusively for their personnel, (either at our Training Centre or another venue of the client's choosing). These workshops can be tailored to meet an organisation's specific requirements.

Certificate IV in Assessment & Workplace Training

E1192

Successful completion of the eight-day '**Certificate IV in Assessment & Workplace Training**' course will equip participants to prepare, promote, deliver & review training. It will also facilitate the acquisition by participants of the knowledge & skills essential to assess the competency of individuals against prescribed standards of performance. The course would generally benefit people who hold considerable responsibility for training course development & delivery & who may be involved in the assessment process.

Expected Outcomes

To equip participants with the skills knowledge & attitude essential to: Plan, promote & conduct effective on & off the job training, including identifying training needs; developing training materials & resources, reviewing training courses.

The effective assessment of persons' abilities against prescribed standards of competence, reviewing training courses. The effective assessment of persons' abilities against prescribed standards of competence.

Units of competency

The course incorporates the following nationally endorsed units of competency:

BSZ401A Plan Assessment
BSZ402A Conduct Assessment
BSZ403A Review Assessment
BSZ404A Train Small Groups
BSZ405A Plan & Promote a Training Course
BSZ406A Plan a Series of Training Sessions
BSZ407A Deliver Training Sessions
BSZ408A Review Training

Methodology

The workshop is delivered in a practical style, designed to optimise the involvement of participants

Format

An eight-day Workshop

Key Subject Areas

The content of the course includes, but is not limited to:

Role of the assessor & trainer

Competency based assessment & training

Key features of skills recognition
Establishing suitable assessment methods
Developing assessment tools
Planning, conducting & reviewing training & assessment
Format & essential requirements of an assessment report
Promoting training
Identifying competency needs
Adult learning principles

Who Should Attend

Key training personnel with considerable responsibility for training course development, delivery, and who require knowledge of, or will be involved in, the assessment process.

Facilitator

Geoff Trott, Training Services Australia
Phone: (08) 9473 1900 Fax (08) 0473 1922.

Dates

Dates can be found on the attached calendar or by visiting our website at tsa-wa.com.au

Cost

\$1,380 per participant. Special rates can be negotiated for workshops conducted by Training Services Australia on behalf of our clients, exclusively for their personnel, (either at our Training Centre or another venue of the client's choosing). These workshops can be tailored to meet an organisation's specific requirements.

Diploma of Training & Assessment Systems

E1193

This Diploma course caters for those who require specialist competencies for designing, implementing, managing & evaluating assessment & training systems. They may also be responsible for conducting competency needs analysis, designing training courses & developing assessment tools & procedures. The units of competency emphasise system level operation & management. The packaging of the '***Diploma of Training & Assessment Systems***' allows for flexible entry & exit points. For example, some individuals wishing to attain the Diploma may have a background in assessment & training & have undertaken the '*Certificate IV in Assessment & Workplace Training.*'

Others may have moved into a position of responsibility for these areas without a practitioner background. Both these & other circumstances of intending participants are equally well accommodated.

Expected Outcomes

To enable training & assessment specialists to develop the knowledge, skills & attitude necessary to analyse the competency requirements of an organisation; design training courses; develop assessment tools & procedures & design, establish & manage training & assessment systems.

Note: The range of skills & knowledge acquired by participants will depend on the units of competency they successfully complete.

To qualify for the '*Diploma of Training & Assessment Systems,*' at least **four (4) units** from the following group of competencies must be successfully completed:

BSZ501A Analyse Competency Requirements

BSZ502A Design & Establish the Training System

BSZ503A Design & Establish the Assessment System

BSZ504A Manage the Training & Assessment System

BSZ505A Evaluate the Training & Assessment System

BSZ506A Develop Assessment Procedures

BSZ507A Develop Assessment Tools

BSZ508A Design Training Courses

PLUS an additional six (6) units from the '*Training Package for Assessment & Workplace Training - BSZ98.*'

PLUS an additional minimum of three (3) units relevant to the implementation of assessment & workplace training from other 'Training Packages.' For example, these may include financial management, project management or human resource management competencies appropriate to a Diploma level qualification.

Methodology

The workshop is delivered in a practical style, designed to optimise the involvement of participants

Format

Public courses conducted by Training Services Australia will (for logistical reasons relating to scheduling of workshops) generally offer training in groupings of two units, each usually of three days duration.

Comprehensive assignments are to be undertaken by participants in addition to attendance at the Course.

Certification cannot be awarded until the successful completion of these.

Key Subject Areas

The content of the course, reflects a strong systems/management focus & includes, but is not limited to:

Training needs analysis (TNA)

Analysis, & documentation of competency requirements

Determining the training & assessment system features

Design & development of a training & assessment records system

Establishing procedures for the review of Training & assessment

Establishing quality assurance procedures

Planning & conducting the training/assessment system evaluation

Development of strategic training & assessment system interventions

Development & piloting of assessment tools & procedures Designing & developing training courses

Who Should Attend

Training specialists or managers, who are responsible for the design, establishment, management, monitoring &/or evaluation of training & assessment systems. They may also be responsible for analysing competency requirements of an organisation, designing training courses & developing assessment procedures & tools.

Facilitator

Geoff Trott, Training Services Australia
Phone: (08) 9473 1900 Fax (08) 0473 1922.

Dates

Dates can be found on the attached calendar or by visiting our website at tsa.wa.com.au

Cost

\$600 per unit Special rates can be negotiated for workshops conducted by Training Services Australia on behalf of our clients, exclusively for their personnel, (either at our Training Centre or another venue of the client's choosing). These workshops can be tailored to meet an organisation's specific requirements.

Conversing with Community 10661

A workshop designed to help all Departmental employees & if appropriate, their partners, deal effectively with controversy generated by local & statewide issues involving the Department.

Expected Outcomes

- Developing skills in self- protection with local people about conservation issues,
- including the ability to de-personalise extreme views.
- Strategies & practice in skills for defusing aggression & facilitating reasoned discussion rather than confrontation
- Identification of ongoing support & development strategies at the local & corporate level
- Enhanced teamwork based on shared experiences & needs.

Format

Interactive workshop at local work centres

Methodology

Learning is drawn from presentations, interactive group work, discussion & role-plays & pre- workshop survey to assist customising the training to the local issues.

Key Subject Areas

- Models of Communications
- Reflective responses, empathy & assertion
- Diffusing anger & aggression
- Strategies for not taking work based issues personally

Who Should Attend

Staff or teams who operate in controversial courses & environments. Staff who are seeking to build trust & community relationships in an issue laden atmosphere.

Facilitator

Tammie Reid

Dates

As required

Cost

To be advised

Aboriginal Cultural Awareness Program *I0173*

Reconciliation through cultural awareness is an introductory one or two day workshop, delivered by Indigenous Australian facilitators and designed as a part of a longer-term organisational training strategy to assist staff to develop more productive working relationships with Indigenous Australians.

Contact
Noel Nannup
9334 0283

Venue
Local

Date
As required

Heritage Management and Planning Course *E1198*

The Heritage Council of WA, in conjunction with the Research Institute for Cultural Heritage, presents an intensive, practical course specifically aimed planners. The course has been designed for those professionals who have a general knowledge of heritage but wish to enhance their knowledge of the decision-making processes involved. The course will cover important issues including:

- Heritage legislation & how it works
- Heritage & the role of local government (including Municipal Inventories)
- The development referral process
- Heritage agreements: what are they & how do they work
- Registration, what does it mean?
- Conservation plans: what are they meant to achieve
- Heritage funding & incentives

Additionally, the course involves practical case study tours where many of the above issues are covered in sessions held at heritage buildings.

Contact
Stephanie Wood
9220 4115 or email
swood@hc.wa.gov.au

Venue
TBA

Date
Usually coincides with the end of the financial year - ie last week in June/first week in July (see the Heritage Council's website closer to this time for details - www.heritage.wa.gov.au)

Public Participation *I0613*

- A two-day workshop designed
- to equip staff with the skills and understanding to effectively implement public participation across a range of categories.
 - To build familiarity with the policy, strategy and manual as a basis for public participation planning and implementation.

Expected Outcomes

As a result of this workshop participants will

- Understand the pp policy, strategy and manual
- Be aware of the skills and experience already available in the Department
- Demonstrate an ability to plan a public participation program - objectives, stakeholders & strategy
- Be able to draw on and apply public participation process knowledge in everyday situations
- Develop judgement on when to call for professional facilitation advice & service

- Be able to use the planning and reporting mechanisms
- Identify for themselves any ongoing support and development they require
- Be aware of the support & resources currently available in the Department

Format

A two-day workshop

Methodology

This course is based upon presentation, case study, discussion and activity, drawing heavily upon the experience of the participants.

Conceptual frameworks, models and strategies are presented and participants are encouraged to question, relate the concepts to their own work & experiences and share ideas for good practice.

Key subject areas

- Understanding the corporate position, policy and principles
- Initiating & deciding on the appropriate categories and techniques
- Exploring stakeholders and roles
- Detailed planning, monitoring and evaluation
- Developing judgements using the manual & planning frameworks
- Exploring the experience that already exists within the Department

Who should attend

This course is designed for branch, regional & district managers, program leaders, members of regionally based projects & others who are in direct contact with community groups and processes.

Facilitator

Tammie Reid
Community Education Officer

Date

As required

Cost

Approximately \$250 pp

Certificate III in Government Purchasing Management

This updated course provides entry-level qualifications for a career in the public service in simple purchasing. It covers the required basic units of national competency including ethics, legislation and occupational health and safety and provides the necessary electives covering service and delivery, use of technology and organisation of information. The course outlines the process of purchasing in the public sector, policy issues, credit card use, documentation and procedures, request for quotation documentation, Q&A and customer service.

Contact

External Consultants
Glenn Giudici 93340118

Venue

Perth

Date

TBA

Cost

\$495 includes lunch, refreshments and course manual

Certificate IV in Government - Procurement & Contracting 10671

Completion of all modules is required to complete this qualification.

This is a specialist qualification covering the competencies required for the procurement of complex goods and services in the Public Service. Each module provides comprehensive knowledge and understanding of the area covered. A prerequisite for this course is completion of the Certificate III in Government purchasing management.

Contact

External consultants
Glenn Giudici 93340118

Venue

Perth

Date

TBA

Module - Procurement Planning

This module covers the process of developing a procurement plan, including the planning process, research requirements, policies & principles, analysing the market, incentives, purchasing method, outputs, outcomes & measures, the tendering process, planning evaluation & contract management planning.

Contact

External consultants
Glenn Giudici 93340118

Venue

Perth

Date

TBA

Cost

\$640 per person, includes lunch, refreshments and course manuals.

Module - Introduction to Contracts and the Law

This module provides a sound legal framework in the development & management of Public Sector.

Contact

External consultants
Glenn Giudici 93340118

Venue

Perth

Date

TBA

Cost

\$425 per person, includes lunch, refreshments and course manuals

Module - Specification and Tender Development

This module covers the process of requesting & receiving offers. It includes the process for request documentation, the tendering process, needs & outcomes, request methods, requirements, tender document types, planning a request document, quality issues, evaluating & receiving requests.

Contact

External Consultants
Glenn Giudici

Venue

Perth

Date

TBA

Cost

\$425 per person, includes lunch, refreshments and course manuals

Module – Contract Award

This module covers the tender evaluation process, including the role of evaluation, evaluation techniques & methodologies, evaluation of offers, communication & negotiation, reports, records & documentation.

Contact

External consultants
Glenn Giudici 93340118

Venue

Perth

Date

TBA

Cost

\$425 per person, includes lunch, refreshments and course manuals

Module - Contract Management

This module covers the process of contract management including contract analysis, roles & responsibilities, evaluation & feedback in the areas of transition, operation, completion & evaluation of contracts.

Contact

External consultants
Glenn Giudici 93340118

Venue

Perth

Date

TBA

Cost

\$425 per person, includes lunch, refreshments and course manuals

Module - Disposal of Assets

This module covers disposal of assets in the Public Sector environment & includes identification of assets for disposal assets with special needs & development & implementation of disposal strategies.

Contact

External consultants
Glenn Giudici 93340118

Venue

Perth

Date

TBA

Cost

\$205 per person, includes lunch, refreshments and course manuals

Module - Contract Negotiation

This module provides a comprehensive knowledge & understanding & practice of the role of negotiation in the procurement process.

Contact

External consultants
Glenn Giudici 93340118

Venue

Perth

Date

TBA

Cost

\$425 per person, includes lunch, refreshments and course manuals

Module - Risk Management

This module covers risk policy, context, awareness, planning to manage risk, contingency plans, the evaluation of performance & risk management processes.

Contact

External consultants
Glenn Giudici 93340118

Venue

Perth

Date

TBA

Cost

\$425 per person, includes lunch, refreshments and course manuals

Working More Effectively with Groups – A Public Participation Toolkit

A one-day workshop, introducing some common and effective facilitation techniques to enable groups to resolve issues and plan more effectively together. The workshop content will include conflict resolution, working with difference and will be based upon the public participation challenges and experiences of the participants. The workshops will be held at regional centres during May.

Contact

Tammie Reid

Venue

Metro, Bunbury, Albany, Geraldton, Manjimup

Dates

During May

Cost

N/A

Tools and Techniques for Public Participation

A two-day workshop that provides an introduction to a range of different practical tools and techniques for all levels within the public participation spectrum. It encourages participants to model a number of techniques, looks in depth at advisory committees and groups. It includes overviews of tools and techniques and provides a very useful tip sheet, which has detailed information on selecting, implementing and evaluating a broad range of participation activities.

Participants will have learned how to implement a variety of techniques to:

- Promote awareness by sharing information
- Gather broad based feedback foster meaningful discussions
- Facilitate agreement
- Provide effective forums for public discussions

Venue

Mandurah/ Kensington

Dates

June

Costs

To be advised

Contact

Tammie Reid

Introduction and Overview of Public Participation – A Condensed Version of the Two-day Introductory Workshop

A two-hour interactive presentation to introduce the Department's public participation framework and strategy and to explore the expectations and impacts this has for participants.

Public participation is a practical way of involving the community in the Department's activities. It is a strategy for involving others in Departmental decision making with the intention of achieving better conservation and participation outcomes for all.

The presentation will include current and local examples of public participation, and will highlight the resources and support that underpin this new strategic direction for the Department.

A facilitated discussion focused on the implications this has in the workplace and for participants, will conclude the presentation.

Venue
At workcentres

Dates
As required

Contact
Tammie Reid

Costs
N/A

Courses in Management & Leadership

Part D

The Effective Manager Program E0940

The Department has been among the first organisations in Australia to take part in a nation wide initiative aimed at developing and supporting those people at the coalface of managing teams and projects. The training program is called the Certificate IV of Management "Effective Manager". Since 1998, one hundred and sixteen Departmental people have completed the Effective Manager program and a further twenty two people have completed the Diploma.

The program is aimed at frontline managers which includes office managers, team leaders, supervisors, leading hands, first line managers, co-ordinators, supervisors, forepersons.

Frontline management is about the responsibilities of leading, managing and influencing a group of workers. These responsibilities include the number of people they manage, the environment in which they work the resources they are accountable for and the sort of daily tasks they carry out. The eleven modules include;

1. Managing Yourself
2. Communication
3. Decision Making
4. Motivation and Job Design
5. Recruitment and Selection
6. Development and Appraisal
7. Leadership and Power
8. Managing Difference
9. Structures and Networks
10. Culture and Quality
11. Managing Change

The Challenger TAFE (Fremantle) delivers the Effective Manager program over an intense six-month period. The Effective Manager program is a world class and competitively priced program, which includes material, that has been developed specifically for open/distant learning. On successful completion of the program learners will be awarded the Certificate IV of Management (Effective Manager).

The program caters for the continuous learner as successful completion of the Certificate IV allows the learner to articulated directly into the Diploma of Management. The Diploma requires an additional three units as follows;

Marketing for Managers.
Budgeting and Finance,
Occupational Health, Safety and Welfare.

Murdoch University will then recognises units from both courses to articulate into undergraduate or postgraduate management courses.

Leadership and Organisational Development Program

10659

The ability to lead is vital to managerial success - being able to set and communicate a clear direction, to motivate, to provide coaching and feedback, and to help other will ensure personal and business success for managers within our organisation.

In partnership with Murdoch University, Centre for Learning, Change and Development, we are pleased to announce the new learning opportunity that has been designed expressly for the Department. The program features a multi faceted approach incorporating theory, experiential learning and above all collegial learning.

Projects

During the program participants will be syndicated into project teams to work on a project that a Director has identified as critical to the organisations development. This Director or their sponsor will coach and mentor the project team through to final presentation. There are two main purposes that the projects aim to develop during the Leadership and Organisational Development Program;

- To provide a basis to apply and learn the concepts and skills covered in the program including areas such as teamwork, problem solving processes, leadership, planning, managing change and interpersonal relations
- To help achieve useful organisation and cultural change defining the scope, gathering data, recommending and, if possible, implementing.

Expectations of Participants

During the five and a half-day residential program, participants are given the project briefs at the start of the program and are expected to;

- Make a 20-minute presentation on the project indicating the project scope, methodology, possible recommendations and plans on how to proceed.
- Outline risks, resources and times required to complete the project over the next 4 months

What is required by each project team over the four month period is very much dependant on the specifics of the project, the team itself and the Director and Sponsor of the project. It is therefore up to the Director, Sponsor and team members to negotiate resources, time, team involvement (or not) and the amount of time to achieve this.

Departmental people from all areas are encouraged to discuss their participation in the LODP with their managers at their next IDAPES meetings.

Accessing the Australian Training Register

Part E

Accessing the Australian Training Register

The Australian Training Register

The system is an electronic register for training courses and resources available for all Departmental staff to access through contacting the Training Staff, at Dwellingup.

Background Information

The ATR is a computer database listing 32,000 public access training programmes, courses, conferences and seminars that is updated every month. The system also has the capacity to reference over 10,000 training resources eg films, videos, training packages and calenders. Considering the extensive range of the system, Departmental staff should begin to think of this as their source of information on the various courses offered by external providers in the conjunction with the Training and Development Manual.

Course Categories

The number of courses, seminars, workshops and conferences across Australia contained within the ATR varies from month to month. Courses are divided into different categories. The categories are as follows;

- Communications
- Engineering
- Finance
- General Management
- Human Resource Development
- Information Technology
- Law
- Marketing Management
- PC Productivity
- Personal Development
- Public Sector
- Special

Training Register Search

The operator can select courses by category, key word, title, provider, date, and location or any combination of these search parameters. The ATR system searches the register for all the courses seminars, workshops and conferences that meet the identified selection criteria.

Information about courses is displayed initially with;

- Course Title
- Duration & Cost
- Location & Date

Accessing the Australian Training Register

Training Details

The ATR system can present a full screen of details about a particular course, seminar, workshop or conference. Details, which are displayed, include;

- Title
- Presenter Methodology
- Course aims / description
- Course outline / outcomes
- Who should attend
- Duration
- Cost
- Availability of discounts
- Course provider
- Contact phone numbers
- Location
- Venue
- Date

These details can be printed for distribution. The system can also print a facsimile form to either request additional information on a course or to reserve places.

Updates

The ATR is updated every month via computer discs. The system has a default capacity, which ensures the system collapses if the Department of Conservation and Land Management does not renew the subscription annually

Additional Features

The system also has the following features;

- Database of Training Consultants
- Facility to add the Department's in-service training
- Optional specialised databases
- Locate Industry Training Authorities
- Pop up calender
- Links to Staff Management Systems
- Facility to add your own notes/comments on selected courses

Staff are encouraged to contact the training officers at the Dwellingup Training Centre for further information on accessing any of the 32,000 courses or 10,000 training resources available on the register.

Undergraduate & Postgraduate Courses

Part F

Undergraduate & Postgraduate Courses

Undergraduate Courses

Undergraduate courses are available in a range of diverse disciplines. Many of these programs can be accessed through Distance Education and Open Learning. Below is a sample of the programs available in natural and cultural resource management. However, information on a range of diverse programs in a variety of disciplines (eg. management, information technology, tourism and leisure studies) can be accessed via the Training Centre, Dwellingup. Please contact the Training Staff for information regarding any of the undergraduate courses available.

Certificate IV in Conservation and Land Management

E1208

This course is designed to meet the requirements of Departmental personal seeking to improve their performance and develop their careers. The course aims to provide theoretical and practical skills relevant to land and natural resource management/rehabilitation/revegetation/park customer relations.

General information

- ❖ Modules in the course are offered in face to face and external modes
- ❖ Work projects and tasks can contribute to module competencies and can be assessed at the workplace by arrangement.
- ❖ Enrolment in modules taken externally can be done at any time of the year.
- ❖ Enrolment forms are available from the Training Centre Dwellingup
- ❖ Entrance to the course is restricted to permanent Departmental personal.
- ❖ Total course hours - 600

Postgraduate Courses

With more and more private enterprise managers undertaking Master of Business Administration (MBA) and other business courses, management education is becoming an essential companion on the management career path. Departmental managers and staff aspiring to fulfil middle to senior management roles should seriously consider enrolling in PostGraduate Management studies.

Perhaps the most important message about management education is the need to shop around for the course that really suits the individual, and the individual's career aspirations. This is especially true in these times of uncertain budgetary climate for higher education, with costs of courses likely to increase. Departmental staff wishing to pursue the management field of study should contact the Training Staff at Dwellingup for information on the programs available for both on campus and Distance Education modes.

Undergraduate & Postgraduate Courses

The training staff can also access up to 6,000 postgraduate programs, in a range of diverse disciplines (eg. science, information technology) that are available throughout Australia.

Scholarships

Part G

Scholarships

Executive Director's Scholarship for Study Assistance

The Executive Director's Scholarship for Study Assistance (formerly, the Executive Director's Scholarship) is made available to all wages employees to financially assist them in their post secondary education studies to be considered for Field Officer positions throughout the state.

Background

Since the closure of the Field Cadet Training Scholarship in December 1991, wages employees have had limited opportunities to enter field officer positions. Prior to the closure, the Executive Director would offer one position per year to wages employee to enter the second-year cadetship course, at the Dwellingup Training Centre. Applicants were interviewed and assessed for suitability to complete both the second year of the two-year cadet Scholarship and approximately four units of the first-year TAFE course, via external studies. In 1996, the scholarship was reintroduced and since then nine wages employees have successfully completed or are currently studying the Certificate IV in Land Management, offered by TAFE.

In its new form, the Executive Director's Scholarship for Study Assistance is designed to encourage wages employees to take on post-secondary studies, by providing the successful applicant with both financial support and study time to ease the heavy burden of combining work and study.

Successful applicants who make the decision to withdraw from their course of study may be required to make a pro-rata refund of the monies allocated by the Department.

Process

The scholarship is again offered for 2003 to allow wages employees to enter a range of field officer positions. The process for awarding of the scholarship is as follows:

- The Executive Director's Study Assistance Scholarship will be advertised annually in September/October, inviting interested permanent wages employees to apply in writing. **Applications close on 1st October 2003.**
- Applicants will be interviewed and assessed via the Australian Council for Educational Research (ACER) aptitude tests to ascertain each applicant's suitability to study at either the certificate or tertiary level.

Scholarships

- The successful applicant is provided with quarterly instalments of \$250 over the four-year TAFE course of study, or \$333 over the six-year tertiary course of study. That is a total of \$8000 for the tertiary Scholarship and \$4000 for the TAFE course. These instalments should adequately cover campus fees, books, stationery, stamps and incidental costs associated with external study and contribute towards the cost of Higher Education Contribution Scheme (HECS).
- The successful applicant will receive the support of the District/Branch manager in approving five hours per week for study leave during college semesters. Office space and access to a Departmental computer will be provided if available.

For further information on the Executive Director's Study Assistance Scholarship, interested wages employees should contact the Training Centre, Dwellingup on (08) 95381200 or fax (08) 95381244 or alanby@calm.wa.gov.au

Scholarships

Executive Director's Career Development Scholarship

All Departmental people are encouraged to study and complete formal qualifications relevant to their position within the Department. To assist Departmental people to enter post secondary education qualifications, Corporate Executive has allocated funds totalling up to \$20,000 to be made available annually for undergraduate and postgraduate study assistance. A further amount up to \$10,000 is available for Career Development opportunities, including but not limited to tertiary studies, for people from a range of Diverse groups within the Department. Applicants must clearly indicate within the application intent of the application, ie study or diversity. Administration of the funds and the scholarship scheme is the responsibility of People Services Branch.

Departmental people are requested to apply using the Application for the Executive Director's Career Development Program form. The applicant must indicate the units they propose to study for that given year. All applicants must provide a signature from a nominator (someone who is familiar with the applicant and can provide a detailed appraisal) supporting their application and **must support your application with documented evidence of enrolment and course fees.**

Departmental people wishing to embark on undergraduate studies are encouraged to pursue courses that offer the study material in external study mode. However, Career Development and time off to attend lectures may be granted to Departmental people subject to the course of study not being available in external study mode or after work hours.

Study leave provisions are detailed in awards as appropriate.

The relevance of the course of study to a future career within the Department and the merit of the application will be the main criteria used by a panel which will be assessing and making recommendations on the application. The selection panel will also ensure that the number of people attending the courses of study at any one time shall not unduly interfere with the work of the district, region, branch or business unit. Scholarship funds will only be made available to those people studying an award course i.e. Certificate IV, Undergraduate course. No funds will be made available for short courses (i.e. Australian Institute of Management AIM) or similar courses. The Department may pay in advance financial support, to a **maximum** of \$500 per semester as assistance, to each applicant on an approved study Scholarship.

Scholarships

Sufficient documentary evidence of fees associated with the course of study **must** accompany the Executive Director's Career Development Form. Upon completion of each semester's scholarship the employee is to provide adequate proof of completion, i.e. a Statement of Academic Record.

Successful applicants who make a the decision to withdraw from the their course of study may be required to make a pro-rata refund of the monies allocated by the Department.

The Executive Director's Career Development Scholarship also caters for the range "Diverse Groups", within the Department. The Australian population includes indigenous people, people from racially and ethnically diverse backgrounds, including non-English-speaking backgrounds, and people with disabilities. Overall the Department's workforce, particularly at senior levels and the wages workforce have much less diversity than the Australian population. Diversity is important if the Department is to reflect the full range of positive values held by society and serve all our customers well.

The Department is statistically not alone as this problem exists across government. State Government policy on increasing diversity in the public sector workforce obliges the Department to put in place strategies which will support cultural change such as increased diversity.

A proportion of the available funds within the Executive Director's Career Development Scholarship will be committed to support development opportunities for people from a range of diverse groups. This is consistent with Government policy requiring the Department to have strategies in place to meet objectives set by the Government's Equity and Diversity Plan 2001 – 2005. This is achieved by providing Career Development opportunities for our people from diversity groups, including (but not limited to) Indigenous Australians, people with disabilities, people from culturally diverse backgrounds, and youth (people aged under twenty-five years). The allocated funding could be used to encourage and support people to enhance and develop their careers and increase their contribution to the Department's mission. Furthermore, it would provide an opportunity to develop, reward and retain knowledgable and capable people from diversity groups in the Department.

In offering this Career Development opportunity, the Department recognises that historical practices have contributed to a lack of diversity in the workplace and this opportunity provides a means by which such inequities can be appropriately addressed.

Scholarships

Successful applicants who make the decision to withdraw from their course of study or development opportunity may be required to make a pro-rata refund of the monies allocated by the Department.

Scholarships

All Departmental personnel interested in applying should follow the steps below;

Managers must ensure that **all** Departmental people have the opportunity to view this document. Applications must be forwarded the Co-ordinator Organisational Learning and Development, at the Training Centre, Dwellingup **no later than 1700hrs on 1st October 2003**. All enquires should be directed to the Training Centre, Dwellingup on 08 95381200 or Fax 08 95381244 or e-mail alanby@calm.wa.gov.au

Departmental people interested in applying should follow the steps below;

1. Complete the Executive Director's Career Development Scholarship Application form.
 2. Attach a schedule with a breakdown of all costs associated with the course of study. A short summary justifying your expenditure is also required.
 3. Attach a summary justifying the area of study you have chosen.
 4. Indicate **clearly** that you are applying for the "Diversity Funds" within the Career Development Scholarship
 5. Have your manager endorse your application.
 6. Have your application forwarded to your nominator for his/her support.
 7. The application is then forwarded to Co-ordinator Organisation Learning and Development, C/- Department of Conservation and Land Management Training Centre, Dwellingup no later than **1st October 2003**.
 8. All applicants will be notified by 1st December 2003
- Applications are then collated and assessed by the Training Centre and then forwarded to the Executive Director for approval.

Scholarships

Sciences Scholarship

In Memory of Statement

The scholarship is in memory of the late Dr George Malajczuk who passed away in January 1997 at the age of 52. George had a distinguished career with the Department. On completing his undergraduate degree with the University of Western Australia he began his career at the Harvey Office. He completed his Masters and Doctorate at Yale University. His Doctorate in applied mathematical programming techniques set the standard for many land management planning activities throughout the State.

Later, he was appointed regional leader (planning) for the Swan Region before being appointed principal economist and subsequently Director of Economics.

George was the scientific excellence underpinning a number of the Department's initiatives. It is this scientific excellence that is to be fostered and nurtured with the scholarship award.

The Sciences Scholarship is available to all Departmental people every year who have as a minimum a tertiary qualification, such as a degree or diploma. People with a higher degree such as Honours or a Masters are strongly encouraged to apply. The Scholarship is designed to provide continuing education opportunities in a range of science disciplines and has a monetary value of up to \$20 000.

Successful applicants who make the decision to withdraw from their course of study may be required to make a pro-rata refund of the monies allocated by the Department.

Scholarships

All Departmental personnel interested in applying should follow the steps below;

1. Complete the Sciences Scholarship Application form.
2. Attach a schedule with a breakdown of all costs associated with the course of study. A short summary justifying your expenditure is also required.
3. Attach a minimum of one page outlining your proposed area of study.
4. Have your manager endorse your application.
5. Have your application forwarded to your Director for his support.
6. The application is then forwarded to Co-ordinator Organisation Learning and Development, C/- Department of Conservation and Land Management Training Centre, Dwellingup no later than **1st October 2003**.

Applications are then collated and assessed by the Training Centre and then forwarded to the Executive Director for approval. All applicants will be notified by 1st December 2003.

Past Recipients.

1998 Kevin Crane

1999 Nick D'Adamo

2000 Mike Meinema

2000 Peng Soong

2001 John Lloyd

2002 Stephen White

2003 Nicole Noakes

2003 Kylie Ryan

Scholarships

Leadership Scholarship

In Memory of Statement

The scholarship is in memory of the late Seamus Mulholland who passed away in January 1997 at the relatively young age of 32. Seamus was a brilliant economist and was heading the important plantations strategy aimed at industry development as well as helping to fight the state's salinity problems. Seamus successfully completed joint Bachelor of Science and Bachelor of Economics degrees beginning at the University of Western Australia and finishing at the Australian National University. He returned to UWA to complete his Masters of Science in Natural Resource Management.

Seamus was a well-respected leader who demonstrated a delicate balance of courage, wisdom and integrity. It is this leadership quality that is to be fostered and nurtured with the scholarship.

The Leadership Scholarship is designed to provide continuing education opportunities in a range of **management/leadership** disciplines and is available to all Departmental people.

The Scholarship is designed to provide continuing education opportunities in the leadership or management study discipline for both undergraduate and postgraduate studies. The scholarship has a monetary value of up to \$20 000.

Successful applicants who make the decision to withdraw from their course of study may be required to make a pro-rata refund of the monies allocated by the Department.

Scholarships

All Departmental personnel interested in applying should follow the steps below;

1. Complete the Leadership Scholarship Application form.
2. Attach a schedule with a breakdown of all costs associated with the course of study. A short summary justifying your expenditure is also required.
3. Attach a minimum of one page outlining your proposed area of study.
4. Have your manager endorse your application.
5. Have your application forwarded to your Director for his support.
6. The application is then forwarded to Co-ordinator Organisation Learning and Development, C/- Department of Conservation and Land Management Training Centre, Dwellingup no later than **1st October 2003**.
7. Applications are then collated and assessed by the Training Centre and then forwarded to the Executive Director for approval.

All applicants will be notified in writing by 1st December 2003.

Past Recipients.

Stev Slavin

Peter Dans

Kellie Agar

Nigel Sercombe

Andrew Hill

Cliff Gillam

Gae Mackay

Scholarships

C. E. Lane Poole Memorial Trust Award

This Award has been named after Charles Edward Lane Poole, who was appointed Inspector-General of the Woods and Forests Department in Western Australia in 1916, and who was responsible for establishing the legal framework for the State's forestry operations.

The legal framework was the 1918 Forests Act.

Before the Act was introduced there was no legislation to control the amount of timber cut, the place and manner of cutting, or to regenerate the forest after cutting.

When he arrived in Western Australia in 1916, Lane Poole saw the consequences of 70 years of uncontrolled felling in the State's hardwood forests and realised that without regulation the forests would be devastated within a short time.

He formulated forest management regulations that would reduce the amount of timber cut to a level the forest could sustain.

Part of his plans included dedicating all the remaining forest as State forest by an Act of Parliament, and the appointment of Forest Officers who had the legal powers to enforce the management regulations.

Against opposition from sawmilling and commercial interests, Lane Poole was successful in getting the necessary legislation through Parliament to lay the foundations for forest management.

Scholarships

Without his efforts and those of his successors it is likely that there would be little of the State's forest left today.

THE WESFI CONNECTION

The Lane Poole Memorial Trust was established to commemorate the work of Charles Edward Lane Poole and, in particular, the connection between the former Conservator of Forests and the late Thomas Cullity.

The Trust was initiated by WESFI Chairman, Denis Cullity, and developed by a Board of Trustees representing the former Forests Department and WESFI.

The current Chairman of the Board is the Acting Executive Director of the Department of Conservation and Land Management, Keiran McNamara.

The WESFI connection resulted from a belief held by Lane Poole that forestry needed to be inter-disciplinary to cater for the needs of society.

In 1917 he argued with the Commonwealth Government that research into forest products be developed in Western Australia.

As a result of his efforts, investigations into pulp and paper manufacture from eucalypts began at the Perth Technical School, where a small laboratory paper machine was built.

This work by Isaac Boas was fundamental to the birth of the pulp and paper industry in Australia.

Mr Boas went on to become the first Chief of the Division of Forest Products with the CSIRO. A timber-seasoning kiln was also installed at the School of Engineering at the University of Western Australia, in conjunction with the Forests Department and with the full support of Professor Tomlinson, the first Head of the School of Engineering.

Professor Tomlinson persuaded a final year engineering student, Thomas Cullity, to run the kiln and to use his investigations as a basis for his degree thesis in civil engineering. When Thomas Cullity graduated in 1918, Lane Poole offered him the newly created position of Utilisation Officer in the Forests Department which he held for one year before leaving to start up Millar new commercial kilns at Yarloop.

Thomas Cullity maintained an interest in forestry and timber for the rest of his life and founded Cullity Timbers in 1928 and Westralian Plywoods in 1943. From these companies WESFI was formed.

Scholarships

It is of interest to note that his life-long friend, Stanley Clarke, succeeded Mr Cullity as Utilisation Officer at the Forests Department. Stanley Clarke later became the second Chief of the Division of Forests Products, and in whose honour the Institute of Wood Science has established the Stanley A. Clarke Medal.

Since its introduction in 1983, the following employees from the Department of Conservation and Land Management and the former Forests Department, have received the C E Lane Poole Award.

PAST WINNERS

1983	Paul Marsh, Ray Fremlin
1984	Graeme Hutchinson
1986	Gerard van Didden, Tony Brandis
1987	Peter Keppel
1989	Greg Voigt
1990	Andre Ryansewycz
1991	Greg Mair
1992	Mervyn Smith, Derek Winters
1993	Alan Hordacre
1994	Michael Cully
1995	Tim Birmingham
1996	Bob Hingston
1998	Murray Carter
2000	Michelle Widmer
2001	John Carter
2002	Ian Dumbrell

Scholarships

THE AWARD

The award provides financial assistance to officers of the Department to participate in courses of study that are relevant to their employment.

The Award, which covers the cost of travel, tuition and accommodation, enables the recipient to study anywhere in Australia and New Zealand for up to six weeks.

The recipient will be required to submit to the Dwellingup Training Centre a 1500-word report on the study within three months of return and will be encouraged to give a presentation where appropriate.

ELIGIBILITY

All Departmental personnel employed under the Public Service Act, and engaged in forestry management activities, are eligible to apply for the award.

Successful applicants who make the decision to withdraw from their course of study may be required to make a pro-rata refund of the monies allocated by the Department.

APPLICATIONS

Applicants must indicate to the Trustees in writing the purpose and destination of their study. A draft itinerary showing the places intended to visit, what is expected to be seen there and the estimated cost should accompany the application. The Department will assist, if necessary, in finalising the itinerary with host organisations for a successful applicant.

The application must be accompanied by a recommendation from the applicant's officer-in-charge.

All scholarship applications must be received by **1st October 2003**.

All applicants will be notified in writing by 1st December 2003

ADDRESS your application to:

Alan Byrne
Scholarship Application
Department of Conservation and Land Management Training Centre
Dwellingup

Scholarships

Scholarship for all Departmental Women

In Honour of Statement

This scholarship honour's the work of June Craig, Western Australia's first female Minister with a conservation related portfolio and second ever female Cabinet Minister. This scholarship is designed to encourage, support and facilitate *all* women in the Department to enhance and develop their careers and increase their contribution to the Department's mission. Furthermore, it is an opportunity to develop, reward and retain knowledgeable and competent women in the Department.

It was June's life in the rural town of Dardanup, as a mother, farmer and employer of new migrants that brought to her attention the disturbing lack of community support, both materially and emotionally, for migrants and rural women. In 1972 June established the Citizens' Advice Bureau and Good Neighbour Council in Bunbury. In 1974, she became the Liberal member for the former seat of Wellington and went on to become Minister for Lands and Forests in 1977-78. She went on to become Minister for Local Government and Urban Development and Town Planning until 1983. Her strong community involvement continues to this day and has included becoming Australia's first woman National President of Save the Children Fund and Chairman of Presbyterian Ladies College. June strongly supports an education system that can encourage women to express themselves, use technology as a positive learning mechanism and provide them with the confidence to achieve their highest aspirations. In 1994 June was awarded an AM (Member in the Order of Australia) to honour her contribution to community and charities.

June Craig is a notable example of a Western Australian woman for whom contributing to the community and conserving the environment has been a way of life, a means of self-expression, and a career. This scholarship has been developed to encourage, support and facilitate all women within the Department to enhance and develop their careers and increase their contribution to the Department's mission. Furthermore, it is an opportunity to develop, reward and retain knowledgeable and competent women in the Department.

Scholarships

History of the Scholarship Western Australian people, women continue to live and care for the environment as they always have done.

In July 1999 the trust was established and formally announced by the Minister for the Environment.

Objectives of the Scholarship

The Scholarship aims to provide financial assistance towards travel or study assistance opportunities for women in the Department of Conservation and Land Management.

In 1999 Western Australia celebrated one hundred years of women's suffrage. At the same time, equally to be celebrated was the achievement of women in the environment - the story of conservation ethics in this state belongs as much to women as to men. As the fight went on to bring true representation to the

The scholarship has a monetary value of up to \$20,000 per year and can be awarded to an individual or a number of Departmental women who wish to further their study assistance opportunities. Applications shall be accepted for the following areas;

- ♦ Continuous learning via undergraduate or post graduate studies
- ♦ Study or sabbatical leave
- ♦ Attending professional development Scholarships such as the Leadership Development Scholarship conducted at Monash University in Mt Eliza, Victoria
- ♦ Research funding
- ♦ Participating in seminars or workshops
- ♦ Participating in exchange scholarships at the national and international level

All women within the Department are encouraged to apply for the Award regardless of their academic background or current position within the Department. To encourage women within the Department to develop their careers corporate funds totalling up to \$20 000 will be made available annually for the scholarship.

Women within the Department will be requested to apply in October, for the following calendar year, using the scholarship Application Form. The applicant must clearly indicate the purpose and intent of the Award and provide documentation supporting their application. **The scholarship will not be offered to previous recipients in consecutive years.**

Scholarships

Sufficient documentary evidence of fees associated with the proposal must accompany the application form. Successful applicants who make a conscience decision to withdraw from their course of study may be required to make a pro-rata refund on the monies allocated by the Department.

Recipients will be required to submit to their Director and the Dwellingup Training Centre a 1500-word report on the outcomes of the award within three months of return and will be encouraged to give a presentation where appropriate.

Departmental women interested in applying should follow the steps below;

1. Complete the Scholarship Application form.
2. Attach a schedule with a breakdown of all costs associated with the proposal. A short summary justifying your expenditure is also required.
3. Prepare a minimum of one page outlining your proposal.
4. Have your application forwarded to your nominator for his/her support.
5. The application is then forwarded to Co-ordinator Organisation Learning and Development, C/- Department of Conservation and Land Management Training Centre, Dwellingup no later than **1st October 2003**.

Applications are then collated and assessed by the Training Centre and then forwarded to the Executive Director for approval. Applicants both success and unsuccessful will be informed by mid December 2003.

PAST RECIPIENTS

2000

JUNE ELLIS CAROL DYMOND DR JAY GOMBOSO
DONNA GREEN ELIZABETH MOORE

2001

CHRISTINE GILBERT JENNIE CARY DR JAY GOMBOSO
ANNE COCHRANE ANN-MARIE O,CALLAGHAN

2002

TAMMIE REID INGRID HUNT CHERYL COWELL
LAURA BECK. DR MARGARET BYRNE

2003

Brenda Smith

Kath White

Stella King

Leonie Monk

Chontarle Pitulej

Tiffany Aberin

Self-directed Education & Training

Part H

Self-directed Education & Training

Videos and Workbooks

The Department supports progressive educational concepts, such as self-directed learning, particularly when distance, time and cost do not allow Departmental people to attend metropolitan or regional training Programs. To this end, the Department has been looking for ways to bring training courses to as many Departmental people as possible. This is accomplished by the purchase of a library of training videos and manuals for distribution to workplace centres.

The video titles are listed below:

1. The Power of Assertive Behaviour.
2. How to Successfully Manage your Time.
3. Effective Meeting Participation.
4. Team Building - a Positive Approach.
5. Courtesy, Etiquette and Attitude in the Workplace.
6. Managing Stress in the Workplace.
7. Effective Report Writing.
8. Performance and Development Review
9. Coaching for Improved Performance
10. Setting goals and objectives
11. Giving and receiving feedback
12. Delivering Successful Presentations

On-line Learning Opportunities

People Services Branch has recently invested in two on-line learning programs to complement the IDAPES workshops. The program details are as follows;

1. **Improving Staff Performance**
2. **Giving Feedback**

These two online courses provide an in-depth coverage of the topics using on-screen information, self-diagnostics, exercises, templates and checklists to effect learning. The online courses take between 30mins-2hrs to complete. The online courses also contain online self-assessment for immediate and impartial feedback. Some of the attributes of the programs are:

□ **Onscreen information.**

Well presented with the aid of pictures and diagrams.

□ **Self diagnostics.**

Multiple choice questions with immediate results and interpretation of your performance.

Self-directed Education & Training

On-line Learning Opportunities

- **Exercises**

Are given to complete and reinforce the theory, normally in the form of a worksheet.

- **Templates.**

Useful templates that can be used in the workplace to effect effective management.

- **Checklists.**

To follow your progress through the training, particularly if you do it over more than one session.

- **Assessment.**

10 Multiple choice questions. Results are immediate and questions that you got right and wrong identified with links to relevant text.

Departmental people wishing to participate in this on-line learning opportunity should use the Intranet - locate Corporate Services, locate People Services Branch, Locate Organisation Learning and finally locate IDAPES Information.

Feedback on the usefulness of the program and any enquires should be forwarded to Mr Peter Hill on 95381200 or peterhi@calm.wa.gov.au

To order the above videos, please contact the training staff on (08) 9538 1200, FAX (08) 9538 1244 or E-mail address alanby@calm.wa.gov.au Videos will be loaned for a two-week period.

Feedback Sheet

Part I



Feedback Sheet

Title of session _____ Date _____

What were the key ideas in this session?

What aspects of this session worked best for you and why?

What aspects of this session would you have changed? What would have you added?

Have you any further comments that you would like to address to the individual presenter(s)

Please use this scale to give your overall view of the session. Please block out one circle for each answer

	1	2	3	4	5
	Not at all			Excellent	
1. Was the subject matter relevant to your needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. How effective was the style of the session?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. How useful were the teaching aids, overheads, handouts, exercises, props?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Did the presenter(s) encourage an interactive exchange with the participants?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Have you any comments that you would like to make to express to the organisers?

Your name (optional) _____

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Part J

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