

Organisational learning and development manual



2009246-0609



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Introduction

Part A

1 Introduction

The Organisational Learning and Development Manual is intended to serve as a reference to assist all Departmental 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 seeking training and development.

The Department of Environment and Conservation (DEC) Organisational Learning and Development Section (OLD) now has an electronic register, called the Australian Training Register (ATR), which lists over 70,000 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 of Environment and Conservation 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 Employee Performance Development Plan (EPDP) system forms an 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 a member of the OLD training team.

It will be necessary to update information about courses throughout the year: electronic broadcasts will provide the necessary updates.

To maintain an accurate training register it is imperative that ALL training completed by all Departmental people is recorded and entered into CONCEPT. When completing courses external to the Department it is the responsibility of the individual to forward their details and course information for entry into CONCEPT to:

Finance and Administration Officer
DEC Training Centre, Dwellingup
Ph: (08) 9538 1200
Fax: (08) 95381244

Department of Environment and Conservation

A Registered Training Organisation

Part B

2 Department of Environment and Conservation – A Registered Training Organisation

2.1 Registered Training Organisation

The Department of Environment and Conservation, is a Registered Training Organisation (RTO) operating within the Vocational Education and Training (VET) system. As an RTO, The Department is able to offer nationally recognised training to staff members.

To become an RTO, the Department has undertaken a registration process with the Training Accreditation Council (TAC) of the Western Australian Department of Education and Training. In order to be registered and maintain registration, the Department is audited by TAC for compliance against the Australian Quality Training Framework (AQTF) - Standards.

The Department of Environment and Conservation has chosen to be a Registered Training Organisation in order to provide Departmental staff with the opportunity to attain nationally recognised qualifications and statements of attainment.

2.2 Role of the DEC Organisational Learning and Development Section

One of the roles of the DEC OLD Section is to manage and maintain the Registered Training Organisation status. Responsibilities include the development, implementation, evaluation and continuous improvement of a quality training and assessment system, which meets the Australian Quality Training Framework (AQTF) standards and the operational needs of the Department.

This system is being implemented for all nationally recognised training and assessment activities.

One DEC OLD objective is to provide quality training and assessment products and services to all Departmental employees, resulting in the awarding of Nationally Recognised Training qualifications through formal training or through recognition of prior learning.

2.3 Australian Quality Training Framework (AQTF)

The AQTF was developed by the National Training Quality Council of the Department of Education, Science and Training, in conjunction with States and Territories.

The key objectives of the AQTF are to provide the basis for a nationally consistent, high quality vocational education and training system.

The Department must be registered and comply with the AQTF standards to issue nationally recognised qualifications or “Statements of Attainment”. The Department must meet all the standards of the AQTF to maintain registration as a Registered Training Organisation. A breach in these standards may result in Department losing Registered Training Organisation status.

For more information on the AQTF and nationally recognised training, refer to the RTO Training Procedures Manual, People Services, DEC intranet or contact:

RTO Compliance Officer
DEC Training Centre, Dwellingup
Ph: (08) 9538 1200
Fax: (08) 9538 1244

Course Enrolment Procedures

Part C

3 Course Enrolment Procedures

All personnel are encouraged to seek out training courses consistent with the goals set within the context of the EPDP appraisal. When agreement has been reached with the supervisor as to proposed training 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 and training to overcome a performance gap.

1.1 ***It will be the responsibility of managers to prepare and monitor their own training budgets with respect to fees, travel and accommodation.***

1.2 When preparing budget flex fields, the resource code 1786 must be used for all training expenditure.

2. Nomination (via a DEC90 nomination form) to attend a training course should only be made after careful consideration of the training need and the development plan. A copy of the DEC90 form is located on page 14.

2.1 There must be a clearly identified need for training.

2.2 The purpose of the training must be clearly identified, i.e. 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 preferred dates for attendance must be included in the nomination.

2.4 Supervisors must ensure that they consider: leave, the number of training courses attended by the nominee, work priorities and program costs to the Department, as well as the benefit to the person/Department, prior to nominating any personnel.

2.5 All DEC 90 nomination forms should be forwarded to the Manager, Learning and Development, through the relevant 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 via the relevant manager before forwarding to the Manager, Learning and Development.

2.7 Nominations must reach the Manager, Learning and Development six weeks prior to commencement of the course.

3. The Manager, Learning and Development, will then forward nomination details to the relevant training course contact, or the external agency involved.

4. Following approval to attend a course, the supervisor responsible and 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 supervisor will usually make accommodation arrangements notifying participants accordingly. Costs incurred in travel and accommodation will be paid from the relevant work budget as appropriate.

6. There is a requirement for all course participants to complete the course evaluation form 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.

For external courses, it is the **responsibility of all course participants** to complete and forward this information to the Manager, Learning and Development.

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

Both internal and external course providers conducting courses will have access to this information for their own evaluation of course effectiveness and modification as necessary.



DEC90

NOMINATION TO ATTEND PERSONAL DEVELOPMENT ACTIVITY

APPLICANT'S NAME: _____ EMPLOYEE NUMBER _____

POSITION: _____

LOCATION: _____

NAME OF COURSE: _____

CONTACT NUMBER: _____

E-MAIL ADDRESS: _____

COURSE CONDUCTED BY: _____

DATE: _____ VENUE: _____ FEE: _____

REASON FOR ATTENDANCE: Performance Gap Y / N Development Y / N Other Y / N

Please read the following statement before signing this nomination. I am aware of and understand the Skills Recognition and Mutual Recognition process explained in the Organisational Learning and Development Manual.

SIGNATURE _____ DATE: _____

ENDORSED DIST/SECT MGR: _____ DATE: _____

REG/BRANCH MGR: _____ DATE: _____

Complete the following information where payment is required in advance of the course

COURSE FEES A/C NO: _____

ACCOMMODATION A/C NO: _____

TRAVELLING A/C NO: _____

Forward the completed nomination to: Manager Learning and Development, Dwellingup or FAX: 08 95381244

Dwellingup Training Centre Administration Only

Approved
Not Approved

SIGNATURE: DEC People Services: _____ DATE: _____

Forward to Course Custodian: _____

Short Courses

Part D

4 Introduction to Short Courses

4.1 National Training Packages

National Training Packages are sets of nationally endorsed standards and qualifications for recognising and assessing people's skills. A Training Package describes the skills and knowledge that are needed to perform effectively in the workplace. They do not prescribe how an individual should be trained.

Training Packages are developed by industry through National Industry Training Advisory Bodies, Recognised Bodies or by enterprises to meet the identified training needs of specific industries or industry sectors.

4.2 Qualifications and Statements of Attainment

Every participant will receive a certificate of attendance from the Department upon successful completion of all the short courses listed in this manual.

However, if a component of a course completed is nationally accredited, it is then nationally recognised as a unit of competency, and a statement of attainment will be issued with the certificate of attendance upon successful assessment of that component.

Training Packages specify the combination of units of competency required for achieving a specific qualification. Staff who complete some, but not all units of competency for a qualification are awarded a Statement of Attainment. When they are assessed as competent in all of the required units of competency, they attain the qualification.

Each unit of competency will be working towards completion of one of the following qualifications:

- Advanced Diploma, Diploma, Certificate II, III, or IV in Public Safety;
- Certificate I, II, III, or IV in Conservation and Land Management;
- Certificate I, II, III, or IV in Conservation and Land Management (Specialising in Lands, Parks and Wildlife);
- Certificate II or IV in Government; or
- Diploma of Business.

For more information on units of competency relating to each of the qualifications mentioned above, log on to the DEC intranet, People Services, Manuals and Guides and view the Certificate Packaging for Statements for OLDM document. Alternatively, use the following web address:

<http://calmweb.calm.wa.gov.au/drbc/dsd/hrb/docs/certificate-packaging-for-oldm.pdf>

For further information on nationally accredited qualifications, courses and procedures refer to Section K (Registered Training Organisation Procedures).



Figure 1: These symbols represent nationally recognised training

4.3 Note to Course Supervisors

The Department of Environment and Conservation is committed to ensuring the provision of effective and efficient training throughout the organisation.

Consequently, the course supervisor is responsible for the safety and health of participants and for minimising disturbance to the environment during training and assessment activities.

The sensitivities of the training environment and people working or living in the vicinity of the training need to be taken into account. These can be best gauged by talking with the person responsible for the site.

Supervisors are also responsible for ensuring areas and facilities used for training are always returned to a safe, secure and tidy condition after use and that resources are returned to the appropriate storage location.

Minimising disturbances to people attending courses

In order to ensure that training has a minimal impact to work loads of attendees, course supervisors are encouraged to liaise with the managers of the staff attending the course and where possible:

- Deliver a training program in combination with other Departmental short courses being conducted in the same location around the same time;
- provide staff who are working outside of the metropolitan area with onsite training as opposed to central delivery, or utilise other techniques for delivery such as computer based packages or video conferencing;
- take into account availability of staff by being prepared to repeat courses over a reasonable time frame; and
- co-ordinate the delivery of training with other events such as during major seminars, staff meetings and workshops i.e. Administration Seminars, Regional Manager/District Manager meetings, Parks and Visitor Services workshops.

Training sites should be selected to assist the trainer/training provider in conducting and delivering training under realistic conditions, so that course participants are trained to the level of competency and expertise required. The delivery sites must provide the appropriate indoor and outdoor training and assessment facilities whilst adhering to occupational safety and health requirements applicable to the type of training being conducted.

5 Courses in Field Operations

5.1 Chainsaw Maintenance and Handling

I0003

Course 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 in diameter and 2 metres in height requires a Tree-Felling qualification.

Format

1 day version.

2 day version.

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 this qualification.

Course Contact

Brian Smith

Ph: (08) 9538 1078

Fax: (08) 9538 1203

Mobile: 0427 195 463

Dates

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

Cost

\$245 / person for 2 day version.

\$225 / person for 1 day version.

This does not include accommodation and other applicable costs.

Modules/Units of Competency

- RTC2304A Operate and maintain chainsaws



Nationally Recognised Training

5.2 Driver Training – 4WD Light Vehicle Operators Course

I0587

Course Description

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.

Format

A 4½ day live-in course presented at the DEC Training Centre, Dwellingup, or at other agreed locations.

Methodology

The program is both practically and theoretically based. However, 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, and driver approach to 4WD driving.
- Vehicle recovery equipment. Knowledge and safe use of high lift jacks, airbags and winches. Recovery of a vehicle from a bogged position.
- Cab drill and 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 a 4WD for off road driving.

Course Custodian

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

Shawsett Training

Ph: (08) 9248 7208

Website: www.shawsett.com.au

Contact

Peter Hill
Learning Programs Consultant
DEC Training Centre, Dwellingup
Ph: (08) 9538 1200
Email: peter.hill@dec.wa.gov.au

Dates

Delivered on a needs basis.

Cost

For Graduate Recruits and MATES trainees, the cost of the course, meals, and accommodation will be met jointly by the central training budget and the participant's work centre.

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

Modules/Units of Competency

- FPIFGM139A Operate 4x4 vehicle in off-road conditions
- FPIFGM140A Perform water crossing and recovery of 4x4 vehicles**



Nationally Recognised Training

**Attainment of this Unit is dependant on the weather and terrain conditions

5.3 Driver Training – 4WD Heavy Duty Vehicles Course**I0581****Course Description**

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

Format

A 4½ day live-in course presented at the DEC Training Centre, Dwellingup.

Methodology

The course is based on presentation of theory and interactive discussion before the 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, and driver approach to 4 wheel driving.
- Vehicle recovery equipment. Knowledge and safe use of high lift jacks, airbags, winches and snatch straps.
- 4WD techniques. Drivers approach, stallout procedure, steep ascents, steep descents, sand driving, mud driving, river crossings, 4WD general principles.
- Recovery of a vehicle from a bogged position.
- Cab drill and POWER checks.

Who Should Attend

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

External Training Provider

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

Shawsett Training

Ph: (08) 9248 7208

Website: www.shawsett.com.au

Course Contact

Peter Hill

Learning Programs Consultant

DEC Training Centre, Dwellingup

Ph: (08) 9538 1200

Email: peter.hill@dec.wa.gov.au

Dates

Delivered on a needs basis.

Cost

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

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

5.4 Driver Awareness

E1252

Course Description

The Driver Awareness course aims to raise the awareness of driving practices that contribute to the safety and welfare of course participants. The course is designed to develop the potential for the reduction of personal injury and vehicle damage.

Format

One full day, two hour theory session and six hour on road driving and skills enhancement.

Methodology

The program was developed based on need identified by DEC and extensive negotiation with industry to establish an effective course for drivers routinely exposed to metropolitan, country and gravel roads.

Key Subject Areas

- Develop hazard perception techniques.
- Develop awareness of risk potential in motor vehicle driving.
- Enhance physical driving skills in Standard Passenger Vehicles.
- Revise road craft and the road laws.

Who Should Attend

All staff who are required to drive government vehicles should attend this course.

External Training Provider

Shawsett Training

Ph: (08) 9248 7208

Website: www.shawsett.com.au

Course Contact

Peter Hill

Learning Programs Consultant

DEC Training Centre, Dwellingup

Ph: (08) 9538 1200

Email: peter.hill@dec.wa.gov.au

Dates

Course dates are regularly being scheduled by the provider (Shawsett Training).

Cost

The cost of \$165 per participant is met by Financial Services Branch, however cost centres will be required to meet cost of staff travel, accommodation (where necessary) and the cost of vehicle to use for the on road component of the course.

5.5 Law Enforcement Training

I0005

Course Description

A five day introductory course addressing the basics of law enforcement within DEC. The course introduces participants to the legislation administered by DEC, aspects of law and evidence, apprehending offenders, taking witness statements and records of interview, stopping and searching suspect vehicles, apprehending offenders, issuing infringement notices, writing breach reports and giving evidence in court.

Expected Outcomes

Participants are expected to be familiar with the day-to-day provisions of the legislation and understand how to interpret and apply the legislation. They are

also expected to understand the rules of evidence, be able to record witness statements and records of interview, be able to apprehend an offender and write a breach report and have a good understanding of court protocol and procedures when giving evidence.

Format

The course is presented in a classroom situation over five days and includes a visit to a court while it is in session. Participants will also have to take part in a role-play scenario in which they are required to demonstrate an understanding of the powers of an authorised officer, knowledge of the legislation and an ability to successfully apprehend an offender. A post course assignment in the form of a detailed breach report based upon the role play scenario must be submitted by all participants.

Methodology

Class room lessons supported by overheads, videos and speaking aids and reinforced by question and answer sessions. Assessment is by way of multiple choice answer exams on most topics covered in the course as well as an infringement notice writing exercise, a role play and post course assignment. Participants must successfully complete all assessed modules to pass the course.

Key Subject Areas

Key subject areas for this course include:

- Understanding legislation and evidence.
- Interviewing suspects and witnesses.
- Writing infringement notices.
- Giving evidence in court.
- Apprehending offenders.
- Writing breach reports.

Who Should Attend

Graduate Recruits and DEC staff whose functions include law enforcement as a necessary part of their duties.

Prerequisites

Good written and verbal communication skills and an interest in the law.

Facilitator

Kevin Morrison.

Dates

4th to 8th May 2009 in Dwellingup.

However, if there is sufficient demand from any of the Regional areas for a Law Enforcement Course a further course may be considered at a time to be determined.

Cost

There are no course costs for DEC staff attending this course; however travel, accommodation and meal expenses are the responsibility of the District from where the officer is travelling to attend the course.

Subject to approval by the Manager Learning and Development, travel, accommodation and meal expenses of graduate recruits and trainees may be met by central training budget.

Contact

Nature Protection Branch

Kevin Morrison

Principle Compliance Officer (Law)

Ph: (08) 9334 0285

Email: kevin.morrison@dec.wa.gov.au

5.6 Recreation Planning and Management

I0625

Course Description

Outdoor recreation planners and managers working 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 DEC 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 for the development of a recreation master 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

At the completion of this programme participants will have:

- A greater understanding of the concept of leisure and associated benefits.
- An introduction to the Department's role, responsibilities, policies and strategies in providing nature-based recreation and tourism opportunities.
- An understanding of recreation resource planning theory and principles.
- An understanding of the basis for site planning, plan preparation and implementation.
- More knowledge of managing visitors through information and interpretation.
- An understanding of the need for planning for people with disabilities.

Format

This is a live-in course conducted over 4 1/2 days with some sessions after dinner.

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 interpretation and related fields. A range of teaching methods are 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 societal benefits.
- DEC's role & responsibilities in managing for leisure.
- Recreation resource planning -basic principles and concepts.
- Recreation planning in the management planning process.
- Site planning & design - principles, processes & application.
- Visitor communications and interpretive planning.
- Project 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 and who seeks to understand the various principles and processes associated with planning and managing for recreation and tourism in natural areas.

Course Contact

Tracy Churchill
Ph: (08) 9334 0374
Email: tracy.churchill@dec.wa.gov.au

Gil Field
Ph: (08) 9334 0580
Email: gil.field@dec.wa.gov.au

Prerequisites

None.

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 if possible.

Venue

To be advised, however it will be located in Perth.

Cost

The cost of accommodation and meals will be met out of the Division's training budget. Participants will be responsible for the cost of travel to and from the training venue.

5.7 Designing Guided Interpretive Experiences Workshop

I0552

Course Description

This course empowers you to design your own guided interpretive experience with professional guidance.

You will learn scripting and presentation skills, and gain experience in planning and evaluating guided interpretive activities programs that enrich the experience of visitors to natural and cultural areas.

Expected Outcomes

As a result of this workshop participants will be able to: plan, design, develop, present, promote and evaluate an interpretive activity/experience and/or program of activities/experiences.

Format

4 day workshop.

Methodology

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

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

Key Subject Areas

- The principles of interpretation.
- Interpretation within ecotourism and heritage management.
- Communication strategies and techniques.
- The ways people learn.
- Plan and develop an interpretive activity/experience
- Use props.
- Script your presentation.
- Present an interpretive activity/ experience.
- Promote a guided interpretive activity/experience program.
- Evaluate guided activities/ experiences programs.

Who Should Attend

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

Prerequisites

None.

Facilitator

Anne Greig

Ph: (08) 9334 0418

Email: anne.greig@dec.wa.gov.au

Course Contact

Gil Field

Ph: (08) 9334 0580

Email: gil.field@dec.wa.gov.au

Dates

No dates have been scheduled for this course. Submit DEC90 as an expression of interest. The course will be provided on request with a minimum of 10 participants.

Venue

Where required.

Cost

Participants will be responsible for the costs of accommodation, meals and travel to and from the training venue. Workbook \$30.

5.8 Firearms Safety Course

I0037

Course Description

This 3 day course is designed to provide participants with the skills and knowledge required to use firearms for a range of Departmental purposes in a safe and appropriate manner.

Format

Three day course which includes classroom theory and on the range practical.

Methodology

This program was developed based on the needs of staff and requirements for national accreditation. The course focuses on the variety of skills and knowledge required to use a firearm within the Department for a variety of uses.

The classroom component of the course is followed by a day on the range where students can practice and demonstrate their competence with firearms in a range of scenarios.

Key Subject Areas

- Firearms legislation.
- Firearm and ammunition components and types.
- Firearm safety (including personal and community safety).
- Ballistics.
- Ethical considerations.

- Correct use of firearms (including shooting technique and cleaning, maintenance and storage).

Who Should Attend

Personnel who undertake duties within the Department that require the use of a firearm should attend this course.

To be included on the DEC Corporate licence, staff must attend and be deemed competent in this training.

Pre-requisites

Participants must have the following requirements prior to enrolling in this course:

- Federal police clearance: A National Police Certificate MUST be provided to John Rooney on the first day of training. This must be applied for in person at your local police station at a cost of approximately \$44.00.
- A statutory declaration for permission to carry and use firearms as specified on the Department Corporate License No. 9996035.
- Current Senior First Aid certificate.

Both the National Police Certificate and the signed Statutory Declaration form WILL BE COLLECTED by John Rooney on the first day of the course. If these documents are not provided you will not be permitted to participate in the course.

It is also recommended that participants complete the following courses offered by the Department or an equivalent course prior to commencing Firearms Safety:

- DECsafe.
- Visitor Risk Management.

Course Contact

John Rooney
 Corporate Firearms Officer
 Manjimup, 6258
 Ph. (08) 9771 7991
 Email: john.rooney@dec.wa.gov.au

Dates

April 29 - May 1,	Manjimup
May 20-22,	Kensington
July 8-10,	Kensington
July 29-31,	Kensington
August 19-21,	Kensington
September 9-11,	Kensington
September 23-25,	Kensington
October 14-16,	Kensington
November 11-13,	Kensington
November 25-27,	Kensington

Programs will run monthly for the rest of the year however, locations and exact dates are yet to be confirmed. Please contact John Rooney for further information.

Cost

\$500.00 per person which includes: the cost of the course, morning and afternoon tea and lunch.

Assessment

Participants will be required to successfully complete assessments that will examine written knowledge, practical, on range safe use during live firing, of a variety of firearms and basic marksmanship.

Modules/Units of Competency

- SROFAS001A Demonstrate knowledge of Firearms Legislation, firearms and community safety
- SROFAS005A Demonstrate use of category 'H' firearms safely
- RTD2125A Use firearms to humanely destroy animals*



Nationally Recognised Training

*This unit will be attained on successful completion of a post course assessment.

5.9 Introductory Course for Volunteer Management

I0538

Course Description

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

Format

3 day workshop, held in the Training Centre at Kensington.

Methodology

This course is based on presentations, discussion and 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.

Course Contact

Ms Margaret Buckland

Ph: (08) 9334 0251

Email: marg.buckland@dec.wa.gov.au

Date

To be advised.

Cost

Nil.

5.10 Bulldozer Operations

I0616

Course Description

To provide course participants with the skills and knowledge to enable them to operate a track dozer competently, safely and efficiently in a forest environment.

Format

Theory 3 days, practical yet to be advised.

Contact

Department of Environment and Conservation, Walpole
Ph: (08) 9840 1027

Venue

As required.

Date

As required.

5.11 Cave Guiding Course

I0126

Course Description

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

Format

This three and a half day course includes theory presentations, role plays and a practical component.

The course will offer participants an introduction to the Yanchep Cave Systems and surrounding parks and this will also form the basis for the practical cave tour assessment.

Methodology

The course is based on theoretical presentations and practical exercises where participants will be exposed to many aspects of the guiding section.

Assessment will be both theoretical and practical with participants leading a tour group through a cave as part of their final assessment.

Key Subject Areas

- Introduction to Yanchep National Park.
- Delivering your presentation.
- Customer Service.
- Dealing with Customer Difficulties.
- History of the Park.
- Cave Guiding Daily Duties.
- The Formation of Caves.
- Speleothem formations.
- Practical cave tour.
- Legal Duties of a Cave Guide.
- Cave Flora and Fauna.

Who Should Attend

Departmental staff who will be involved in the Cave Guiding activities at Yanchep National Park.

Prerequisites

Current Senior First Aid Certificate.

Course Contact

Inga Price

Yanchep National Park

Ph: (08) 95611004

Fax: (08) 95612316

Email: inga.price@dec.wa.gov.au

Venue

Yanchep National Park.

Date

As required.

Modules/Units of Competency

- THTFTG01B Work as a Guide



Nationally Recognised Training

5.12 Cave Leader Course

I0678

Course Description

A person who has completed this course successfully will be able to lead groups through caves that have a low degree of difficulty in a manner that maximises group safety and minimises environmental impact.

Format

3 day course includes theory presentations and field visits to caves to model and workshop practical application.

Candidates are expected to provide their own personal equipment (helmet and light).

Specialised equipment and ropes required for the program will be supplied.

Methodology

Theory and practical exercises. Assessment is ongoing throughout the course, plus a theory assessment at the conclusion of the third day.

A practical assessment is carried out at a later date by arrangement with an assessor.

Key Subject Areas

- Speleology.
- Geology, cave development, speleothems.
- Biology.
- Palaeontology.
- Archaeology.
- Minimal Impact and Cave conservation:
 - Types of environmental impact.
 - Methods to minimise environmental impact.
 - Australian Speleological Federation Minimal Impact Caving Code.
- Planning and Guiding a caving activity:
 - Permits.
 - Equipment.
 - Hazards.
 - Communication.
 - Legal responsibilities:
 - Duty of Care.
 - Negligence.
 - Industry standards.
 - Briefing, debriefing.
 - Occupational Safety and Health procedures.
 - Emergency procedures.

Who Should Attend

Any Departmental employee, who is involved in cave leadership in their position, should attend this course.

Prerequisites

- Current Senior First Aid Certificate (St John's, Red Cross or higher).
- Six episodes of participating in an outdoor recreation activity where the applicant has acted as assistant leader or leader. This can overlap the following:
 - Logged experience in caves of at least six cave visits over the past year.

- Abseiling and/or laddering experience (there are vertical entry caves in the program) is desirable but not necessary for horizontal cave leader candidates.
- Abseiling accreditation for vertical cave leader.

Course Contact

Caves Manager

Anne Wood

Blackwood District

Ph: (08) 9757 7035

Email: anne.wood@dec.wa.gov.au or calgardup@dec.wa.gov.au

Venue

Margaret River DEC office and Leeuwin Naturaliste National Park.

Dates

As required.

Cost

\$396 for course and:

\$242 for practical assessment.

5.13 Outback Survival Course

I0016

Course Description

Survival situations can not generally be anticipated, they just happen. Whether or not you survive such a situation largely depends on the decisions you make in the first few hours. Your decisions can be made easier if you have had some training in what is known as bush survival. That's what this course is all about - preventing a mishap from becoming a tragedy. Please do not let the first time you need to try out survival skills - be in an actual situation.

Expected Outcomes

To increase safety of participants working in remote locations and to improve their ability to successfully cope with a survival situation.

To install a positive mental attitudes towards using bush survival skills.

To develop the Bushcraft skills and confidence required to be an effective First Response Team member in a team during a search and rescue operation.

To prevent a mishap becoming a tragedy.

Format

A three day course:

An all day theory session held in the activity room of the Wellington Discovery Forest Centre on the Friday from 9.00am to 5.00pm.

The practical weekend follows in the Wellington National Park throughout Saturday and Sunday, concluding at approximately 3pm.

Methodology

Many topics are covered during this course which includes theory sessions consisting of lectures, demonstrations and videos with plenty of "hands on

experience". Followed by a practical camping weekend - putting the theory into practice.

Key Subject Areas

- You will learn about:
- Planning a safe trip.
- Psychology of survival.
- Map reading and navigation.
- Water procurement techniques.
- Alternative fire-lighting methods.
- Edible and medicinal plant identification.
- Avoiding poisoning by toxic vegetation.
- Stellar and solar navigation.
- Modern survival techniques.
- Traditional bush-living skills.
- Useful and harmful sea coast creatures.
- Snake Awareness.
- Day and night signals.
- Minimal impact camping methods.

Plus many more useful tips and skills to make your outings safer and more enjoyable.

Who Should Attend

Anyone venturing into the bush areas of Western Australia.

External Training Provider

Bob Cooper – Outdoor Survival Pty Ltd.

Facilitators

Bob Cooper, Bob Hunter, Mike House and Vanessa Paget.

Contact

Bob Cooper

Phone: (08) 93771767

Email: info@bobcoopersurvival.com

Venue

Training room in Perth for theory.

Practical phase in bush location, 1 hour from Perth.

Dates

April through to December each year

Cost

\$685 per participant inc GST. This fee covers all theory and practical instruction sessions, associated handout material and meals for the weekend camp. Also included is a comprehensive personal bush survival kit packed with quality items and which is designed, tested and made in WA for our Australian outback conditions.

On successful completion of the course, you will be presented with the Outback Safety & Survival Certificate.

5.14 Leave No Trace (LNT) for Land Managers

E1275

Course Description

Threatening processes and rapid demographic changes in regional and remote areas are compounding pressures on natural and cultural heritage areas.

The course addresses structured learning and communications strategies for minimal impact education in natural and cultural heritage values, behaviour change, focussed on biosecurity and invasive species, fire, wildlife, waste management, and shared use/good neighbour relations.

Format

3 days (0.5 days in classroom; 2.5 days in field).

Methodology

The LNT for Land Managers course is based on theoretical presentations, practical demonstrations and field exercises. The first day involves a 2-3 hour classroom session which introduces participants to LNTA, LNT principles and the MOU between the Department and LNTA. Following this, participants relocate to the field to undertake 2 nights of camping to apply LNT principles.

Key Subject Areas

Participants will learn to apply the 'Leave No Trace' principles which are recognised internationally. These include:

- Plan ahead and prepare.
- Travel and camp on durable surfaces.
- Dispose of waste properly.
- Leave what you find.
- Minimise campfire impacts.
- Respect wildlife.
- Be considerate of your hosts and other visitors.

Who Should Attend

Regionally based staff who are involved in PVS outputs and Nature Conservation Programs. The program is also tailored specifically for National Park Rangers and Trainees who have a high interaction with the general public.

Facilitator

Cameron Crowe
Leave No Trace Australia Ltd
Ph: (08) 9384 9062
Contact: info@LNT.org.au
Email: www.LNT.org.au or
cameron@LNT.org.au.

Dates

Spring and Autumn

Venues

Dwellingup or DEC Regional Centres

Cost

\$495 per participant. Participants will receive joining instructions with an equipment list for the field component of this course. Where possible, participants are encouraged to be self sufficient for the camping component and bring their own equipment (eg: sleeping bags/tents, cooking gear, roll mats and backpacks).

Contact

Timothy Moore
A/Training Officer
DEC Training Centre, Dwellingup
Ph: (08) 9538 1200
Email: tim.moore@dec.wa.gov.au

Modules/Units of Competency

- SROOPS001B Implement Minimal Impact environmental Practices
- SROOPS002B Plan for Minimal Impact Environmental Practices



Nationally Recognised Training

5.15 Verbal Judo

E0392

Course 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 the Department and Managers to clearly define how staff are trained professionally to meet and greet people, and how staff respond when they meet resistance.

Format

2 day course aimed at field staff.

A 1 day course entitled "Verbal Judo for the Contact Professional" now exists for non field staff.

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 versus 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. Verbal Judo is effective at the front counter and in the boardroom – wherever the potential for conflict exists.

External Training Provider

Will King

Australasian Director

Verbal Judo Australia

Ph: (08) 9294 4881

Email: will@verbaljudo.com.au Website: www.verbaljudo.com.au

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.

Cost

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

Costs for a 2 day course are \$5,940, (\$540 GST included), plus expenses if applicable. (Expenses include necessary travel, meals and accommodation costs).

Participant numbers for the two-day course are restricted to 25 due to time constraints for examinations and role playing exercises.

Costs for a 1 day course are \$2970 (\$270 GST included) plus expenses if applicable (limit of 40 participants).

5.16 Introduction to ArcGIS9.x

Course Description

A GIS (Geographic Information System) is a computer system that allows users to collect, store, manipulate, and query geographic data. A GIS can be used to make maps that are not just pretty – but smart. The purpose of this course is to provide the participant with a basic knowledge of the ArcGIS 9.x software suite to manipulate and edit spatial data, and create maps for use in reports and presentations.

An alternative to ArcGIS is DECgis, a simpler GIS software package for which there is also a DEC training course.

Expected Outcomes

Successful completion of this course will enable participants to create a GIS project in ArcGIS 9.x.

Format

2 days course.

Methodology

This course is a combination of demonstrations, GIS theory, and self-paced exercises for the first one-and-a-half days.

The last half of day two is dedicated to finishing the course exercises or to project work for the participants who have finished the exercises.

Key Subject Areas

- Getting started.
- Adding data.
- Symbolisation.
- Labelling and annotation.
- Data tables.
- Creating and editing shapefiles.
- Editing data attributes.
- DEC Tools.
- Coordinate systems and map projections.
- DEC Map Production tool.
- Manual map production.

Who Should Attend

Any DEC employee who may need to use ArcGIS for data manipulation, storage, or analysis; or any staff wanting to undertake the Incident Mapping course.

Prerequisites

Basic knowledge of computers and the Windows operating system is assumed. The course covers the basics of GIS so no previous knowledge of GIS is necessary. Participants must have an ArcGIS, or access to an ArcGIS licence, before attending the course. Users will need to contact the GIS Section, and obtain the necessary approvals, before being given access to any GIS software.

Course Contact

Liesma Kukuls

Email: liesma.kukuls@dec.wa.gov.au

Ph: (08) 9334 0400

Contact

GIS Training Coordinator,
GIS Section, Kensington office

Dates

No dates have been scheduled although training is conducted regularly throughout the year. If numbers are sufficient, courses can be conducted in regions and districts.

Venue

To be advised

Cost

\$275 (Note that this cost is for training courses in Perth and may vary if the courses are conducted elsewhere).

5.17 DEC GIS

Course Description

A GIS (Geographic Information System) is a computer system that allows users to collect, store, manipulate, and query geographic data. A GIS can be used to make maps that are not just pretty – but smart. The purpose of this course is to provide the participant with the knowledge to use DEC GIS – DEC's corporate GIS viewer – to view, create, and manipulate spatial data, and to create basic maps for use in reports and presentations.

For more advanced map production and analysis, then the ArcGIS software suite is required (this is covered in a separate training course).

Expected Outcomes

Successful completion of this course will enable participants to view and manipulate data for a simple GIS project in DEC GIS.

Format

½ -day course.

Methodology

This course is a combination of demonstrations, GIS theory, and self-paced exercises.

Key Subject Areas

- Adding data.
- Symbolisation and labelling.
- Data tables and attributes.
- Creating and editing shapefiles.
- DEC Corporate data menu.
- Coordinate systems and map projections.
- DEC Map Production tool.

Who Should Attend

Any DEC employee who may need to use a GIS to view or create maps of spatial data.

Prerequisites

Basic knowledge of computers and the Windows operating system is assumed. The course covers the basics of GIS so no previous knowledge of GIS is necessary. Users will need to contact the GIS Section, and obtain the necessary approvals, before being given access to any GIS software.

Contact

GIS Training Coordinator,
GIS Section, Kensington office

Course Contact

Liesma Kukuls
Email liesma.kukuls@dec.wa.gov.au
Ph: (08) 9334 0400

Dates

No dates have been scheduled although training is conducted regularly throughout the year. If numbers are sufficient, courses can be conducted in regions and districts.

Venue

To be advised

Cost

\$75 (Note that this cost is for training courses in Perth and may vary if the courses are conducted elsewhere).

5.18 Harvest Trees Manually Level I (Basic Fallers Course)

E1245

Course Description

This course outlines 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 no more than 50cm at position of scarf cut and height of up to 20m.

Format

3 day course – includes assessment.

Methodology

This course 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 approximately 30-40 trees each, under full supervision during this course.

Key Subject Areas

- Occupational, Safety and Health 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 de-limbing.

Who Should Attend

Departmental staff who will be required to fall trees up to 50cm in diameter and 20m in height.

Prerequisites

Physically fit.

Chainsaw operation qualification.

Course Contact

Brian Smith

Ph: (08) 9538 1078

Mobile: 0427 195 463

Dates

No dates have been scheduled for this course. The course will be provided on request with a minimum requirement of 2 participants.

Cost

\$725 per person.

5.19 Harvest Trees Manually Level II (Intermediate Fallers Course)

E1255

Course Description

This course outlines the work involved in the preparation, planning and manual chainsaw harvesting (falling) of trees at the INTERMEDIATE level:

- Trees of any species with a diameter no more than 80cm at position of scarf cut, with a height of up to 40 m.

This course is a pre-requisite for the Advanced Fallers Course.

Format

4 day course which includes assessment.

Methodology

Course involves completion of 3 hours theory in a classroom situation followed by demonstration, controlled learning, practice and finally assessments in the field.

Trainees are expected to fall approximately 25 trees under supervision using fan, sectional and strap cuts.

Key Subject Areas

- Occupational Safety and Health 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, de-limbing.

Who Should Attend

Departmental staff who will be required to fall trees with a diameter of no more than 80cm at position of scarf cut, with a height of up to 40 m.

Prerequisite

Physically fit.

Chainsaw operation qualifications.

Basic faller (optional).

Course Contact

Brian Smith

Ph: (08) 9538 1078

Mobile: 0427 195 463

Dates

No dates have been scheduled for this course. The course will be provided on request with a minimum requirement of 2 participants.

Cost

\$950 per person.

5.20 Harvest Trees Manually Level III (Advanced Fallers Course)**E1273****Course Description**

This course 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 i.e. hazardous but not dangerous.

Format

4–5 day course which includes assessment.

Methodology

Half day of theory (includes revision of Intermediate level) followed by demonstration, controlled learning, practice and assessments.

Participants will be expected to fall approximately 20 trees.

Key Subject Areas

- Occupational Safety and Health 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, de-limb and crosscut.

Who Should Attend

Departmental staff who will be required to fall trees greater than 80cm diameter and those nominated to fall trees at fires.

Prerequisite

Physically fit.

Chainsaw operator.

Intermediate faller (preferably with considerable experience).

Course Contact

Brian Smith

Ph: (08) 9538 1078

Mobile: 0427 195 463

Dates

No dates have been scheduled for this course. The course will be provided on request with a minimum requirement of 2 participants.

Cost

\$975 per person.

5.21 Apply Tree Jacking Techniques**E1200****Course Description**

This course describes the work involved in applying tree-jacking felling techniques in forest conditions.

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.

Key Subject Areas

- Occupational Safety and Health regulations, policies and procedures.
- Establish communication systems.
- Determining lifting capacity.
- Accessing, planning conditions and surroundings.
- Fall trees using jacks.
- Maintain jacks.

Who Should Attend

Departmental staff who may be required to fell heavily leaning trees. Please note tree-jacking is a two-person operation.

Pre-requisite

Advanced Fallers Qualifications.

Course Contact

Brian Smith

Ph: (08) 9538 1078

Mobile: 0427 195 463

Dates

No dates have been scheduled for this course. The course will be provided on request with a minimum requirement of 2 participants.

Cost

\$2,500 per course (\$1,250 per person).

6 Courses in Safety and Health

6.1 DECSafe/Safety Awareness Training (Blue Card)

I0608/51466

Course Description

A combination of the DECSafe and Safety Awareness course that still provide the necessary outcomes for participants to receive the DECSafe certificate 10608 and the blue card 51466.

This program covers a range of topics, including:

- Occupational safety and health provisions and structures in the workplace.
- The risk management process.
- Procedures for dealing with occupational safety and health issues.

Format

1 day training.

Methodology

The program is based on lecture style presentation, group discussion, syndicate, exercises and activities.

Participants are encouraged to actively participate through the process of questioning and relating and sharing their own experiences.

Key Subject Areas

- Legislation-Occupational Safety and Health act 1984 (particularly Duty of Care).
- Departmental Policy.
- Staff counselling (Peer Support and employee assistance program).
- Drug and Alcohol policy.
- Risk Management, hazard identification, risk assessment, risk control and safe work procedures.
- Hazard and Incident reporting procedures and Incident analysis.
- Issue resolution.
- Staying Safe in the B & C industry.
- Environment & other considerations.

Who Should Attend

All employees - giving priority to employees who come under the construction envelope.

Prerequisites

Nil.

Facilitator

Risk Management Section

Contact: Ph: (08) 9219 9780
Course Contact: Peter Burton

Venue

As required.

Dates

On request, as required.

Cost

Districts to meet all costs including logistics of employees.

Modules/Units of Competency

- PUAOHS001A Follow Defined Occupational Health and Safety Policies and Procedures



Nationally Recognised Training

6.2 Health and Fitness Awareness Session

Course Description

This short program is designed to provide awareness of DEC's health promotion program, as well as its role within supporting the safety, health and wellbeing of DEC's staff. The focus is on reasons why a person should include exercise within their day-to-day activities and how the Health and Fitness Policy can support staff in doing this. Further information is covered as to starting and staying in a fitness routine and the likely physical demands of the job environment at hand, reinforcing the requirement for specific fitness and strength capacities. The session also includes goal setting for health, fitness and wellbeing. The session finishes with a facilitated fitness walk.

Expected Outcomes

As a result of this program, participants will:

- Understand how the Risk Management Section can assist in achieving health and fitness goals, as well as offer support.
- Understand how they can undertake training or conditioning to facilitate their health and physical capacities in their job role.
- Understand the role of the Health and Fitness Policy and other prevalent policies within the Risk Management Section.
- Understand how to keep within an exercise routine.
- Be skilled in determining health and fitness goals.

Format

2 ½ Hours.

Methodology

This program is based on presentation, discussion, activity and requires participants to contribute. Theory and modelling are presented and participants are encouraged to contribute from their own experiences and current habits.

Key Subject Areas

- Physical fitness requirements in relation to job demands.
- Keeping Active.
- The ongoing struggle.
- Impacts of work upon health.
- How do your job demands affect you and what physical conditioning would suit.
- Setting your goals.

Who Should Attend

Any staff member who needs to have an understanding of staying healthy and fit within their job role at DEC (any job role applies).

Prerequisites

Nil.

Facilitator

Robyn McGrath

Contact: (08) 9219 9782

Course Contact: Robyn McGrath

Dates

No specific dates for this course are scheduled. To express an interest please contact the above person.

Venue

DEC, Dwellingup Training Centre.

Cost

Not Applicable.

6.3 DECSafe

I0608

Course Description

This course will provide the necessary outcomes to receive the DECSafe certificate 10608.

Expected Outcomes

This program covers:

- Occupational safety & health (OSH) provisions & structures in the workplace.
- The Risk Management Process.
- Procedures for dealing with OSH issues.

Format

1 Day training.

Methodology

Lecture style presentation, group discussions and activities.

Key Subject Areas

- Legislation.
- Departmental policies & procedures.
- Risk Management.
- Workers Compensation.
- Incident Analysis.
- Hazard Reporting.

Who Should Attend

All employees to gain knowledge of OSH and there responsibilities.

Prerequisites

Nil

Facilitator

Risk Management Section

Contact: 92199780

Course Contact: Peter Burton

Dates

On request, as required.

Venue

As required.

Cost

Districts to meet all costs including logistics of employees.

6.4 Safety Awareness Training (Blue Card)

51466

Course Description

This course describes the new requirements for safety awareness training for workers working on construction sites in WA. The course is nationally accredited. Effective 2007 card last for 3 years.

Expected Outcomes

- Learners will have knowledge of:
- OSH Law in WA.
- Duty of care requirements, all parties.
- Safety & Health Representatives and committees.

- Resolution of workplace issues.
- The right to refuse work.
- Workplace policies & procedures.
- Documentation.

Format

4 Hours.

Methodology

Lecture style presentation, group discussion.

Key Subject Areas

- Module One-OSH The Law, Your Employer & You.
- Module Two- Managing Risks in the Workplace.
- Module Three- Staying Safe in the B & C Industry.
- Module Four- Environment & Other Considerations.

Who Should Attend

All operational staff, priority to employees who come under the construction envelope.

Prerequisites

Nil

Facilitator

Risk management Section

Contact: 9219 9780

Course Contact: Peter Burton

Dates

On request, as required.

Venue

As required.

Cost

Districts to meet all costs including logistics of employees.

This is a nationally recognised course delivered by both internal and external providers.

6.5 Senior First Aid 2 Day Course + 1 Day Flexible Learning Course

I0006

Course Description

This course is designed to provide participants with the knowledge and skills required to conduct senior first aid in an emergency.

Format

2 days, 12 -16 participants.

1 day, 12 - 16 participants.

Methodology

This course consists of lecture-style presentations and practical components, assessment is practical skill based plus a theory component.

Who Should Attend

Those who need full First Aid qualifications in their work role.

Prerequisites

If attending the 1 day flexible learning course staff must complete pre- course work in their own time in the form of a CD or work booklet.

Facilitator

Robyn McGrath

Contact: (08) 9219 9782

Course Contact: Robyn McGrath

Dates

As requested. Can be done metro or on-site.

Cost

\$110 (includes course resources)

6.6 Visitor Risk Management

I0605

Course Description

The purpose of this training module is to provide the participant with the necessary knowledge and 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.

Format

Two days running over a three day training course as well as a post course practical assignment:

"Conduct a risk assessment in your work centre". Minimum 8, Maximum 12 participants.

Methodology

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

Strategies may include:

- Lecture presentations.
- Audio visuals.
- Group work.
- Brainstorming sessions.
- On-site training and 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 co-ordinating, supervising or engaged in the supply of visitor services to members of the public.

Participants are required to have the endorsement of their managers and will be expected to work with the local staff member responsible for 'Visitor Risk Management' in the work centre.

Course Contact

Corporate Health Officer
Risk Management Section
Ph: (08) 93340397


Dates

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

Cost

To be advised.

Modules/Units of Competency

<ul style="list-style-type: none"> • RTC3201A Conduct operational inspection of park facilities

<p>Nationally Recognised Training</p>

6.7 Occupational Health and Safety Representatives

E0535

This is a nationally recognised course delivered by an external provider.

Description

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

Format

5 day course.

Key Subject Areas

- What is the legislative framework for OSH in WA.
- What is "duty of care" and how is it applied in a practical way in the Workplace.

- Brief overview of recent amendments to the OSH Act 1984 and the MSI Act 1994.
- What are the roles and responsibilities of the key duty holders eg: employers (managers, supervisors), employees etc.
- Election of safety and health representatives.
- Resolution of issues and refusal to work.
- Role of inspectors and enforcement.
- What are the functions of a safety and health representative.
- What are the functions of a safety and health representative.
- How do I use Provisional Improvement Notices or PINs.

Who Should Attend

Elected Safety and Health Representatives.

Prerequisites

Nil.

Facilitator

Risk Management Section

Ph: (08) 9334 0397

Dates

Various, please contact WorkSafe website: www.worksafe.wa.gov.au

Cost

To be advised (approximately \$595 depending on provider).

6.8 ChemCert WA Farm Risk Management in Pesticide Use

E1272

This is a nationally recognised course delivered by an external provider.

Course Description

All Departmental staff dealing with pesticides will receive essential training in all aspects of chemical use with particular emphasis on a risk management approach to the use of pesticides in pest management, to identify hazards in chemical use and put in place appropriate risk controls.

There is emphasis on pest resistance to chemicals, sustainable environmental practices, the health of chemical users and the public, the importance of establishing practical procedures for chemical use tasks and compliance with regulatory requirements and record keeping.

ChemCert WA offers a Basic Course and a Reaccreditation Course. Reaccreditation is recommended after 5 years to maintain ChemCert accreditation.

Assessment

Completed during the course are designed to amass evidence of the participant's knowledge, skills and attitudes in relation to the competencies. These evidence-

gathering techniques include written questionnaires, self assessment and structured activities.

Qualification

Training and assessment provided in this course is based on competencies contained within Australian National Training Framework Training Packages. Competencies addressed in this course are common to three training packages – Conservation and Land Management Training Package (RTD02), Rural Production (RTE03) and Amenity Horticulture (RTF03). The Level 3 competencies addressed are:

- RTC 3704A Prepare and apply chemicals (Level 3).
- RTC 3705A Transport, handle and store chemicals (Level 3).

If participants demonstrate competency in RTC 3704A and RTC 3705A, ChemCert WA can establish through mapping that competencies:

- RTC 1701A Follow basic chemical safety rules (Level 1), and
- RTC 2706A Apply chemicals under supervision (Level 2), are also covered.

Accreditation

ChemCert accreditation is for 5 years, after which ChemCert WA recommends reaccreditation through the Reaccreditation Course or a Specialist Course.

Basic Course – 2 days (nominal 12 hours training and assessment).

Eligibility – open to anyone.

Cost: \$380 per person or \$370 each for two or more people from the same organisation.

Reaccreditation Course – 1 day (nominal 8 hours training and assessment).

Eligibility – open to those people who have completed a ChemCert Basic Course.

Cost

\$265 per person or \$255 each for two or more people from the same organisation.

External Training Provider

For further enquires or expressions of interest, contact Janis Hadley, Executive Manager, ChemCert WA.

Ph/fax: (08) 9341 5325

Email: farmcarewa@bigpond.com

Website: www.chemcertwa.com.au

Contact

DEC Training Centre, Dwellingup

Ph. (08) 9538 1200

Venue

As Required.

Modules/Units of Competency

- RTC 3704A Prepare and Apply Chemicals
- RTC 3705A Transport, Handle and Store Chemicals



Nationally Recognised Training

6.9 1080 Authorisation – Use and Possession

E1235

Course Description

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.

Format

1 1/2 day training course.

Methodology

The course is based on a series of lectures addressing the legal requirements of using 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 to use 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 for using 1080 pesticides to minimise the risk posed to non-target species.
- Departmental policy and procedures for using 1080 pesticides.

Who Should Attend

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

Course Contact

John Asher
Ph: (08) 9725 5951
john.asher@dec.wa.gov.au

Dates

As required.

Cost

\$60.00 per person.

6.10 1080 Authorisation – Risk Assessment Approval**E1236****Course Description**

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 the 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.

Format

1/2 day training course. It is usual to undertake this course at the same time as the 1080 Authorisation – Use and Possession course.

Methodology

This 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

Departmental personnel who are required to undertake risk assessments of 1080 baiting proposals and who authorise applicants to use and possess 1080 pesticides. In most instances this will be the responsibility of the District Nature Conservation Officer.

Course Contact

John Asher
Ph: (08) 9725 5951
Email: john.asher@dec.wa.gov.au

Dates

As required.

Cost

\$60 per person (inclusive with the cost of the 1080 Authorisation - Use and Possession course).

7 Courses in Nature Conservation

7.1 DEC Wildlife Rehabilitator's Course

Course Description

The course is designed for anyone in the community interested in the welfare and protection of native wildlife. Information is presented by Perth Zoo's veterinary staff, DEC wildlife officers and some of Western Australia's most experienced wildlife rehabilitators. They share their expertise in their specialised fields – marsupials (kangaroos and possums), reptiles, and birds (including raptors).

This course also caters for those interested in volunteering their time at an established wildlife rehabilitation centre. It is a prerequisite also for those volunteers who, in the future, would like to become an accredited DEC Wildlife Rehabilitator and care for animals in their own home.

Expected Outcomes

Participants gain an understanding of factors involved in, and methods of rehabilitating sick or injured wildlife, including: relevant legislation, health assessment of an animal, relevant occupational safety and health, recommended standards of care in all stages of rehabilitation, appropriate housing, and suitable procedures for releasing native fauna back into the wild.

On completion of the course participants are equipped with basic understanding of the above procedures which allows them to be mentored by an accredited wildlife rehabilitator in practical hands-on duties in caring for sick and injured wildlife within a wildlife rehabilitation centre.

Format

Two full days, or two half days together with one full day.

Methodology

The program is based on lecture style presentations, discussion and some hands on learning. Participants receive a certificate of participation on completion of the course.

Key Subject Areas

- Initial care of sick and injured wildlife – including immediate first aid, making a health assessment of an animal, transportation, occupational safety and health, cleaning and quarantine at home, initial short term housing and care. This includes information based on “The Minimum Standards for Wildlife Rehabilitation in WA” document.
- Care of birds – admission, identification, record keeping, stages of rehabilitation (1 – intensive care, 2 – acclimatisation, 3 – pre-release), and release; diet and other practical information relating to care.
- Care of raptors – identification, anatomy, nutrition, housing, rehabilitation procedures (including hand rearing), safe handling.

- Care of reptiles and amphibians – species identification, transportation, handling enclosure setup, c
- are and husbandry, diet and feeding, release requirements
- Care of mammals – identification, handling techniques, stages of rehabilitation.
- Legislation – introduction to state legislation relating to the keeping of native fauna; and conservation and display of native flora and fauna in WA.

Who Should Attend

Anyone in the community interested in the welfare and protection of native wildlife.

Course Contact

DEC Staff

Contact

Judith Holmes
Community Involvement Unit, Kensington
Ph: (08) 9334 0582

Dates

March 28, 29 - rural course (Newman)
May 9, 16 (mornings) 17 (morning and afternoon) - DEC Kensington
July 11, 12 (morning and afternoons) - DEC Kensington
September 5, 12 (mornings) 13 (morning and afternoon) - DEC Kensington.

Cost

\$198.00 including GST

7.2 Botany Course

E0677

This is a nationally recognised course delivered by an external provider

Course Description

This course provides participants with an introduction and hands on experience to Botany.

Format

The course is a 3 day workshop style program.

Methodology

The program consists of theoretical presentations in Australian native flora, common families, morphology and basic skills in plant recognition.

Key Subject Areas

- Australian native flora.
- Plant nomenclature and classification.
- 4 common families of Australian native flora.
- Basic skills in plant recognition (morphology, keys, recognition by association).

- Plant morphology.

Who Should Attend

The Botany course is suitable for all Departmental personnel, especially those new to the organisation, and those who may be unfamiliar with botany skills.

Course Contact

Rick Murray

Contact

DEC Training Centre, Dwellingup

Ph: (08) 9538 1200

Fax: (08) 9538 1244

Dates

To be advised.

Cost

To be advised.

7.3 Flora Conservation Course

I0618

Course Description

The Flora Conservation Course is designed to provide a basic understanding of Western Australia's flora and its conservation, with an emphasis on the South West Botanical Province.

Expected Outcomes

Participants will gain a basic understanding of; legislation that relates to flora conservation, survey and monitoring techniques, plant identification skills, ex-situ conservation, seed collection, translocations, plant disease and diagnosis, and threatened ecological communities.

Format

The course is presented by a variety of DEC specialists and includes both theoretical and practical components. The Flora Conservation Course is a live-in, five day course.

Methodology

The program consists of various lecture presentations, case studies, relevant field trips and field exercises. Participants are encouraged to actively participate in the question process throughout presentations and during field activities. Participants will complete short assessments throughout the course.

Key Subject Areas

- Introduction to flora.
- Flora Legislation.
- Survey Techniques.
- Plant Identification.
- Ex situ conservation and seed collection.

- Plant disease and diagnosis.
- Threatened Ecological Communities.
- Translocations.
- Monitoring Techniques.
- Recovery Catchments.
- Other specialised topics regarding flora.

Who Should Attend

The course is suited to all Departmental personnel participating, or interested in participating, in flora conservation. However priority will be given to operational staff working in flora conservation who are new to the Department, for example, Flora Conservation Officers.

Prerequisites

There are no prerequisites however, previous exposure to on-ground flora conservation issues would be advantageous.

Course Contact

Melanie Harding
Senior Botanist; or
Kelly Poultney
A/Administrative Officer Flora
Species and Communities Branch, Kensington
Ph: (08) 9334 0455
Fax: (08) 9334 0278

Dates

To be confirmed, courses usually held in September.

Venue

To be held at Perupin 2009.

Cost

Between \$600 - \$750.

7.4 Fauna Management

I0376

Course Description

The program is designed to provide participants with an appreciation of fauna management and the competence required to plan and implement operational fauna management programs.

Format

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

Methodology

The course program is intensive and is split into field and classroom sessions. The field sessions are based on participation in fauna surveys, including trapping and spotlighting.

Participants are encouraged to question, assist each other and get as much hands-on experience as time permits. The classroom sessions are largely based on presentation with some case studies, discussion and activity. Assessment includes a pre-course assignment and a written open-book test at the conclusion of the 5-day program.

Key Subject Areas

- Our responsibilities and obligations in fauna management.
- Conservation status of WA fauna (the categories and criteria, listings and management priorities).
- Recovery Plans.
- Why is fauna under threat.
- Disturbance ecology, identification and management of threatening processes.
- Ecology and management requirements of WA fauna.
- Developing fauna management plans.
- Implementing fauna management strategies (animal ethics, fauna survey techniques, data management and translocations).
- Managing and 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 and translocation programs.

Course Contact

Peter Orell
Wildlife Branch, Kensington
Ph: (08) 9334 0454
Email: peter.orell@dec.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

\$650 for Departmental personnel and volunteers, \$1200 for external participants. These costs may be reviewed and subject to change.

Course Description

This practical course is designed to enable participants to become proficient in understanding snake behaviour, identifying hazardous situations and developing skills in catching and containing Australian venomous snakes.

Format

Generally offered as a 3 day intensive course, although a 1 day abbreviated course is available.

Shorter Snake Awareness seminars are also available however, have no "hands-on" component.

Live venomous snakes are used in all training courses and seminars.

Methodology

Combination of theory and practical.

Theoretical components enable participants to understand:

- Implications of coming into contact with venomous snakes.
- Snake biology and ecology in the relevant region of Australia.
- Importance of temperature as it affects snakes.
- Snake hazard management in the workplace.
- Importance of protective clothing as relating to OS&H.
- Current first aid and medical management for snake bite.

Practical components include:

- Developing skills in the use of purpose-made tools for catching, restraining or containing venomous snakes.
- Interpretation of snake behaviour when humans and venomous snakes interact.
- Identification of medically significant snakes in relevant region of Australia.

A certificate is issued to participants (after payment for course is received).

Key Subject Areas

- Medical reasons for avoiding venomous snakes.
- Introduction to snakes.
- Snake "handling" and health risks.
- Rules for contact with venomous snakes.
- Interpretation of snake behaviour.
- First aid for snake bites (introductory exercise).
- Identification of venomous snakes.
- Introduction to snake biology.
- Snake hazards and risk management.
- Elapid snake biology.
- Restraint of venomous snakes.
- Euthanasia of reptiles.
- Effects of snake bite first aid and medical management of snake bite.

Who Should Attend

All DEC staff working outside/in the field where there is the potential for contact with venomous snakes.

External Training Provider

Geoff Coombe
Wildlife & Training Consultant: Living with Wildlife
Ph: (08) 8524 7050
Fax: (08) 8524 7046
Mobile: 040 883 8034
Email: gncoombe@bigpond.com
Internet: www.livingwithwildlife.com.au

Contact

DEC Training Centre, Dwellingup
Ph: (08) 9538 1200.

Dates

As required. Courses or seminars conducted anytime depending on availability.

Costs

Three day course cost (min 10, max 16 participants) is \$3500 + GST.
One day course cost (min 10, max 16 participants) is \$1400 + GST.
Seminar cost (min 10, max 25) is \$1400 +GST.

7.6 Phytophthora cinnamomi Disease Management Course

I0604

Course Description

Participants will learn the history and biology of the highly destructive introduced plant pathogen and how to plan for, manage and monitor outcomes for the protection of biological diversity in the vulnerable zones of the south west of Western Australia.

Format

2 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.
- Implementation processes.

Who Should Attend

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

Course Contact

Michael Pez
Forest Management Branch
Ph: (08) 9423 2961

Dates

July (often held in conjunction with Graduate Recruit Training Program) or on demand, with a minimum of 8 participants required.

Venue

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

Cost

\$300 per participant which includes a copy of the Manual of Management Guidelines, information booklets and course notes.

Modules/Units of Competency

- RTC3404A Control plant pests, diseases and disorders



Nationally Recognised Training

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

I0611

Course 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 Environment and Conservation.

Format

A 3 day theory and practical course. Approximately 60% of the course is conducted 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. Written assessment will be done after lecture sessions. Practical exercises will be assessed in the field.

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 others who need an introductory understanding of the Pc Interpretation process.

Course Contact

Michael Pez
Forest Management Branch
Bentley
Ph: (08) 9423 2961

Dates

No dates have been scheduled. Courses will be conducted on request (minimum of 6 people required).

Cost

\$700 per person (internal DEC cost).

Price on application for external applicants.

7.8 Phytophthora cinnamomi: Hygiene Course for Local Government Authorities

I0614

Course Description

This is a program tailored to the need of local government and the circumstances in which their work crews generally operate.

Participants will learn the history and biology of the highly destructive introduced pathogen of Western Australia's native plants. As an operator of vehicles and machinery; participants also will learn how they help protect native plants and animals in the vulnerable zones of the south west of Western Australia.

Format

This course is delivered in 3 hour workshop.

Methodology

The workshop involves presentations, discussions, action learning and assessments.

Key Subject Areas

- The pathogen.
- Its biology.
- Impact on biological diversity.
- Actions required by field operators to protect native plants and animals, including effective vehicle and machinery cleaning.

Who Should Attend

All local government staff and contractors who operate vehicles and machines adjacent to bushland or roadside vegetation within the zone that extends from Eneabba to Esperance.

Course Contact

Michael Pez
Forest Management Branch
Bentley
Ph: (08) 9423 2961

Dates

To be determined.

Venue

Anywhere in Western Australia if a pre-course payment for eight or more participants is received.

Cost

\$100 per participant includes a copy of Managing Phytophthora Dieback – Guidelines for Local Government, information booklets and course notes. For remote locations facilitator travel expenses may need to be recouped.

7.9 Phytophthora cinnamomi Field Operators Course**I0609****Course Description**

Participants will learn the history and biology of the highly destructive introduced pathogen of Western Australia's native plants and as an operator of vehicles and machines how you can help protect native plants and animals in the vulnerable zones of the south west of Western Australia.

Format

This course is delivered in a 2 hour workshop.

Methodology

The workshop involves presentations, discussions and assessments.

Key Subject Areas

- The pathogen.
- Its biology.

- Impact on biological diversity.
- Actions required by field operators to protect native plants and animals.

Who Should Attend

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

Contact

Kevin Vear

Ph: (08) 9334 0408

Email: kevin.vear@dec.wa.gov.au

Course Contact

Michael Pez

Forest Management Branch, Bentley

Ph: (08) 9423 2961

Dates

To be determined.

Venue

Anywhere in Western Australia if a pre-course payment for eight or more participants is received.

Cost

\$100 per participant includes a copy of the Manual of Management Guidelines, information booklets and course notes.

For remote locations, facilitator travel expenses may need to be recouped.

7.10 Managing Weeds in Bushland

I0688

Course Description

This course is developed in order to provide participants with the skills and knowledge required to successfully develop and implement a weed management strategy.

Format

This is delivered annually through practical and theoretical workshops. Course dates to be advised.

Methodology

Delivery of this course involves lecture-style presentations, group activities, practical exercises and field excursions. Theory and practical assessments will be undertaken by participants throughout the week.

Key Subject Areas

The following topics will be addressed:

- Environmental weed identification.

- Weed management.
- Mapping and the distribution of weeds.
- Herbicide use and application in bushland.
- Monitoring control methods.

Who Should Attend

Departmental staff undertaking nature conservation roles or who are otherwise involved in weed management duties.

Course Contact

Kate Brown
Bushland Management Advisor (Urban Nature)
Ph: (08) 9423 2905
Email: kate.brown@dec.wa.gov.au

Dates

To be advised.

Cost

To be advised.

8 Courses in Marine Qualifications

8.1 Open Water Diver

E0895

This is a nationally recognised course delivered by an external provider.

Course Description

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

Format

This is a 5 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 and emergency response.

Key Subject Areas

- Watermanship Assessment.
- Buoyancy.
- Absolute Pressures.
- Equalisation.
- Diving Equipment.
- Environmental Factors.
- Beach and Boat Diving.
- Emergency Responses and Compressed Air Diving Activities.

Who Should Attend

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

Prerequisites

Current medical clearance.

Contact

Timothy Moore
A/ Training Officer
Ph: (08) 9538 1200
Email: tim.moore@dec.wa.gov.au

Dates

As required.

Cost
N/A.

8.2 Rescue Diver

E0893

This is a nationally recognised course delivered by an external provider.

Course Description

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 and have current medical clearance.

Format

This is a 4 day course with 11/2 days dedicated to theory and 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.

Prerequisites

- Current First Aid Certificate.
- Listed on the Department's diver registration.
- Current Medical Clearance.

Course Contact

Timothy Moore
A/ Training Officer
Ph: (08) 9538 1200
Email: tim.moore@dec.wa.gov.au

Dates

As required.

Cost

N/A.

8.3 Coxswain Certificate**E0075**

This is a nationally recognised course delivered by an external provider.

Course Description

This certificate entitles anyone over the age of 18 to be the Master and Engineer aboard a vessel less than 10 metres in length for onshore operations (within 15 nautical miles) and partially smooth waters.

Requirements

- Eyesight test and medical declaration valid for 2 years.
- 360 days recreational sea service supported by an independent statutory declaration or 270 days commercial sea service logged in a sea service booklet and signed by the skipper or owner of the vessel (6 months of the total service shall be within the last 5 years).
- Completion of the modules: Marine Operator's Certificate of Proficiency, Elements of Shipboard Safety and Current Senior First Aid.
- Have completed an approved training program that satisfies the competencies set out in the NSCV.
- Oral examination.

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.

Contact

Jessica Mann

A/Coordinator Training and Cadetship Programs

DEC Training Centre, Dwellingup

Ph: (08) 9538 1200

Email: jessica.mann@dec.wa.gov.au

More information can also be accessed by visiting the Challenger TAFE website:

www.challengertafe.wa.edu.au

Dates

As required.

Cost

To be advised.

8.4 Coxswain Restricted to 8 meters**E0079**

This is a nationally recognised course delivered by an external provider.

Course Description

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

Format

4 day course not including Senior First Aid. Part-time evening classes may also be available from some venues.

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 and 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.

Contact

Jessica Mann
A/Coordinator Training and Cadetship Programs
DEC Training Centre, Dwellingup
Ph: (08) 9538 1200
Email: jessica.mann@dec.wa.gov.au

Dates

As required.

Cost

N/A.

9 Courses in Fire Management

2009 Training Dates and Locations

At the time of publishing this document dates and locations had not been allocated to courses. Participants interested in attending courses should visit the FMS website for course dates and locations when nominating for the courses. FMS publishes the latest calendar of its training on its website as course details change.

Explanation of Fire Management Services Training and Assessment Systems

Fire Management Services (FMS) runs a series of training modules for skills relating to fire management. Where the learning leads to the completion of a nationally recognised award (Unit/s of Competence and/or Short Courses) this is indicated.

The Units and qualifications drawn upon in FMS are predominantly drawn from the Public Safety Training Package (PSTP), but other Training Packages may also be accessed.

In the future, prerequisites for training courses will be based on Units wherever applicable. In the meantime completion of the relevant training module and evidence of appropriate experience will be accepted.

FMS training is predominantly based on the requirements for each role in incident management.

There will be opportunity for fire-fighters to receive national recognition for their skills and to be awarded qualifications even if they have not attended a fire-fighting

training course. Their skills or competencies can be assessed in their workplace, simply by observing that they perform the work as required by the competency Unit standard. To date, competency assessment for National Units of Competence have been developed for the basic fire fighting competencies only. Assessment tools for higher level competencies are still being developed.

There are a number of courses within the FMS training system that do not have any national qualification associated with them, for instance Resources Unit Management. Most of these are AIIMS roles. Recognition is presently restricted to DEC, but may be extended when and if national standards are developed for these roles.

A change in terminology has occurred in that AIIMS (Australasian Inter-service Incident Management System) has replaced ICS (Incident Control System). This happened with the publication of the 3rd Edition of the AIIMS manual in 2005.

Course Description

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

Expected Outcomes

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

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

Format

Three month self paced reading program and 5½ 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.
- Managing the transfer of control and emergency incidents.

- Managing the escalation of commitment.

Who Should Attend

Incident management team members required to work at Level 3 incidents.

Prerequisites

- Incident Controller, Planning Officer, or Operations Officer.
- Extensive fire or other incident experience at a senior level.

Course Contact

David Rawet
Fire Management Services, Bunbury.
Ph: (08) 9725 5981
Fax: (08) 9725 4900
Email: david.rawet@dec.wa.gov.au

Cost

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

9.2 Fireline Leadership Program

I0007

Course 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 to:

- Select and apply one of a range of leadership styles according to the situation.
- Apply appropriate communication techniques in interpersonal interactions.
- Apply team building and problem solving techniques.
- Detect and mitigate decision errors.
- Manage stress and other human factors.

Format

5 day residential.

Methodology

This course uses theoretical learning, case study exercises and scenarios. There is one pre-course text.

Key Subject Areas

- Foundations of leadership.
- Composition of a leader.
- Leadership principles.
- Leadership responsibilities.
- Situational leadership.

- Human error.
- Teambuilding.
- Training.
- Debriefing.
- Stress.
- Fear.
- Expectations and behaviour.
- Performance feedback and accountability.
- Feedback and communications tools.
- Critical or traumatic stress.
- Professional ethics.
- Resolving conflict.

Who Should Attend

Personnel who hold or are in training towards holding supervisory positions at incidents.

Pre requisites (the following training and experience or acceptable equivalent): Eligible for consideration for crew leader, Overseer, Strike Team Leader, Sector Commander, Unit Leader or higher AIMS position.

Course Contact

David Rawet
 Fire Management Services, Bunbury.
 Ph: (08) 9725 5981
 Fax: (08) 9725 4900
 Email: david.rawet@dec.wa.gov.au

Cost

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

9.3 Major Incident Management

I0008

Course Description

The purpose of this module is to provide the participant with the knowledge and skills to manage Level 3 incidents as Incident Controller.

Note: this course is under development for 2009 delivery.

Expected Outcomes

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

- Describe the legal, political, social and community framework within which incident management operates.
- Demonstrate the application of management systems to Level 3 incidents.
- Demonstrate
- the application of risk management principles to incident management.

- Describe and demonstrate effective communication strategies within an incident context.
- Describe effective management strategies for occupation health, safety and welfare at Level 3 incidents.
- Describe and demonstrate compliance with financial management requirements at Level 3 incidents.

Format

5 day course.

Methodology

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

Key Subject Areas

The course consists of Module 6.02 -which covers:

- The legal, political, social and community framework within which ICs operate.
- Roles and responsibilities of the Incident Controller and the Incident Management Team.
- Incident Management Systems.
- Managing demobilisation and recovery.
- Delegation and coordination, Managing OH&S, EEO and industrial issues.
- Incident Management Risk Management.
- Community risk management.
- Emergencies and community responses.
- The skills for communicating during a crisis.
- Management of operational communications.
- Media communications.
- Health and safety obligations and responsibilities.
- Stress in incident management
- Critical incident stress.
- Financial management and accountability.

Who Should Attend

Persons performing the Incident Controller role at Level 3 incidents.

Prerequisites

- Incident Planning course.
- Accreditation as Level 2 Incident Controller.

Course Contact

David Rawet

Fire Management Services, Bunbury.

Ph: (08) 9725 5981

Fax: (08) 9725 4900

Email: david.rawet@dec.wa.gov.au

Cost

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

Recognition

Completion of the course will provide DEC recognition for Module 6.02 Major Incident Management.

Modules/Units of Competency

- PUAOPE006A Control multi-agency emergency situations



Nationally Recognised Training

9.4 Incident Planning

I0123

Course 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:

- Identify and evaluate data for a given scenario on incident status and possible incident development.
- Prepare written and visual summaries for a given scenario.
- Describe and demonstrate the procedures for preparing information display boards and supervise the presentation and maintenance of information.
- Conduct, for a given scenario, an incident analysis and develop a control objective, strategies, and tactics for the incident (inclusive of environmental issues).
- Detail and demonstrate the procedures for preparing incident action plans.
- Demonstrate the development of recovery plans.
- Describe and, for a given scenario, demonstrate the procedures for managing the safety and performance of all personnel.
- Determine priorities in the resourcing of a range of incidents.
- Detail and for a given scenario, demonstrate the procedures for managing changeovers and transfer of control.
- Describe the requirements and process for the conduct of an operational analysis.
- Conduct incident meetings.

Format

5 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.

Who Should Attend

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

Prerequisites

- Situation Unit Management course.
- Introduction to AIIMS.

Course Contact

David Rawet

Fire Management Services, Bunbury.

Ph: (08) 9725 5981

Fax: (08) 9725 4900

Email: david.rawet@dec.wa.gov.au

Cost

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

Recognition

Completion of the course will provide DEC recognition for Module 5.02 Incident Planning.

Modules/Units of Competency

- PUAFIR502A Develop Incident Control Strategies



Nationally Recognised Training

Course 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:

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

Format

5 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.

Who Should Attend

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

Prerequisites

- Introduction to AIIMS.

- Moderate experience in fire or logistics section roles.

Course Contact

David Rawet
Fire Management Services, Bunbury.
Ph: (08) 9725 5981
Fax: (08) 9725 4900
Email: david.rawet@dec.wa.gov.au

Cost

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

Recognition

Completion of the course will provide DEC recognition for Module 5.03 Logistics Management.

9.6 Operational Management

I0122

Course 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:

- Describe the process of appreciation of an incident, and, for a given scenario, establish objectives for its control.
- Describe and demonstrate the process for developing an operational control structure at a range of incidents.
- 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.
- Describe the process for communicating an objective and strategies to operational personnel, management and external stakeholders and apply these procedures to a given scenario.
- Describe and demonstrate the supervision of operational personnel at a range of incidents.
- Describe and demonstrate the establishing and maintaining of an operational communications system and network.
- Describe and demonstrate the process for reviewing the allocation of resources at a range of incidents.
- Describe and demonstrate the procedures for changeovers and transfer of control at a range of incidents.
- Describe and demonstrate incident record management at a range of incidents.

- Describe and demonstrate the securing of an incident site and the redeployment of resources.

Format

5 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.

Who Should Attend

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

Prerequisites

- Fire Operations 1.
- Introduction to AIIMS.
- Fire Weather.
- Moderate experience as a Sector Commander.

Course Contact

Ross Mead
 Fire Management Services, Kensington.
 Ph: (08) 9334 0336
 Fax: (08) 9367 9913
 Email: ross.mead@dec.wa.gov.au

Cost

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

Recognition

Completion of the course will provide DEC recognition for Module 4.03 Operational Management.

Modules/Units of Competency

- PUAOPE 007A Command agency personnel within a multi-agency emergency response



Nationally Recognised Training

9.7 AIIMS (Australasian Inter-Service Incident Management System)

I0009

Course Description

This course provides participants with working knowledge about AIIMS as used by the Department and other emergency response organisations within the state. The module covers the philosophy, structure and processes of the system.

This course supersedes the previous Module 4.04 Introduction to ICS. The term ICS has been replaced by AIIMS.

Expected Outcomes

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

- Explain the purpose of AIIMS and its relationship to national, state, organisational and local emergency management arrangements.
- Explain the intended system outcomes, key features, and benefits when applied to incident management.
- Explain the key system concepts of AIIMS.
- Describe the scope of the incident control function.
- Explain the scope of the planning, operations and logistics functions.
- Identify the purpose and key features of an Incident Action Plan, and the factors considered in its development.
- Outline the essential information exchanges that should occur between incident personnel.
- Outline the features of an effective changeover of personnel and equipment.

Format

A two 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 21588VIC – Course in Australasian Inter-service Incident Management System (AIIMS). It provides knowledge of AIIMS as used by DEC 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.

Who Should Attend

Personnel required to manage a Unit or Sub-Unit of a Section, or a Sector within the AIIMS structure. This applies to all types of emergencies which may be encountered by personnel working for this Department, not just fire.

Prerequisites (the following training and experience or acceptable equivalent):

No prerequisites required.

Course Contact

David Rawet
Fire Management Services, Bunbury.
Ph: (08) 9725 5981
Fax: (08) 9725 4900
Email: david.rawet@dec.wa.gov.au

Cost

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

Modules/Units of Competency

- 21588VIC – Course in Australasian Inter-service Incident Management System (AIIMS)



Nationally Recognised Training

9.8 AIIMS Awareness

Course Description

The purpose of this course is to give participants an overview of AIIMS and how it operates.

Expected Outcomes

On successful completion of this course, participants will have an:

- Overview of the principles and processes underpinning AIIMS.
- Awareness of how AIIMS is applied in an operational context.

Format

A half day course.

Methodology

The program is based on presentation and group activity.

Key Subject Areas

The course consists of DEC Module 1.27 AIIMS Awareness. It provides an overview of AIIMS as used by DEC and other interacting agencies.

Who Should Attend

Any personnel who are involved in emergency operations (in any of the AIIMS Sections) and not required to undertake the Introduction to AIIMS course. This includes firefighting and support personnel. This applies to all types of emergencies which may be encountered by personnel working for this Department, not just fire.

Prerequisites

No prerequisites required.

Course Contact

David Rawet
Fire Management Services, Bunbury.
Ph: (08) 9725 5981
Fax: (08) 9725 4900
Email: david.rawet@dec.wa.gov.au

Cost

Cost centres to cover participant costs. Fire Management Services will cover their own costs where they are involved.

Recognition

Completion of the course will provide DEC recognition for Module 1.27 AIIMS Awareness.

9.9 Prescribed Burning 1

I0138

Course 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 Agencies/Departments policy for prescribed burns.
- Identify and describe the range of desired conditions and fire behaviours in prescribed burning and the factors which affect 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

Distance learning plus compulsory attendance at class contact days.

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 participants 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.

Who Should Attend

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

Prerequisites

- Fire Operations 1.
- Participants should have a minimum 2 years experience of fire behaviour and suppression techniques.

Course Contact

Ross Mead
Fire Management Services, Kensington.
Ph: (08) 9334 0336
Fax: (08) 9367 9913
Email: ross.mead@dec.wa.gov.au

Cost

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

Recognition

Completion of the course will provide DEC recognition for Module 3.17 Prescribed Burning 1.

Modules/Units of Competency

- PUAFIR406A Develop prescribed burning plans
- PUAFIR407A Conduct prescribed burning



Nationally Recognised Training

9.10 Fire Operations 1

I0379

Course 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

5 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. In addition to identification of type, number and practical application of various resources and their management.

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.

Prerequisites

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

Course Contact

Ross Mead

Fire Management Services, Kensington.

Ph: (08) 9334 0336

Fax: (08) 9367 9913

Email: ross.mead@dec.wa.gov.au

Cost

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

Recognition

Completion of the course will provide DEC recognition for Module 3.04 Fire and Incident Operations and Module 3.18 Wildfire Suppression 3.

Modules/Units of Competency

- PUAOPE001A Supervise response



Nationally Recognised Training

9.11 Level 2 Fire Fighter

I0525

Course 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

5 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, back-burning, mop up and patrol, wildfire fighting hazards and leadership.

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.

Prerequisites

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

Course Contact

Alex Moylett
 Fire Management Services, Bunbury.
 Ph: (08) 9725 5933
 Fax: (08) 9725 4900
 Email: alex.moylett@dec.wa.gov.au

Cost

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

Recognition

Completion of the course will provide DEC recognition for Module 2.28 Wildfire Behaviour 2 and Module 2.29 Wildfire Suppression 2.

Modules/Units of Competency

- PUAFIR303A Suppress wildfire
- PUAFIR309A Operate pumps



Nationally Recognised Training

9.12 Level 1 Fire Fighter

I0557

Course 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:

- 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 fire-fighting equipment.
- Describe the response to fire.
- Demonstrate and explain basic fire suppression strategies and tactics.
- Demonstrate and explain the risks and hazard of fire-fighting and the precautions to be taken.
- Identify and demonstrate or describe, safety precautions to be taken when working in or around aircraft.
- Set up and use VHF radio systems that operate within the Department.
- Transmit and receive verbal radio communications.
- Record information.
- Identify and distinguish between urban and rural fire risks and hazards in the Departments area of responsibility.

Format

5 day plus course (depending on course modules selected).

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 1.09 – Map Reading 1. This module covers the interpretation of maps and the development of routes for travel.
- Module 1.12A – Wildfire Behaviour 1. This module focuses on fire science to explain how materials burn and those factors which affect 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.

Who Should Attend

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

Prerequisites (the following training and experience or acceptable equivalent):
No prerequisites required.

Course Contact

Alex Moylett
Fire Management Services, Bunbury.
Ph: (08) 9725 5994
Fax: (08) 9725 4900
Email: alex.moylett@dec.wa.gov.au

Cost

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

Recognition

Completion of the course will provide DEC recognition for Modules 1.07 Personal Protection 1, 1.09 Map Reading 1, 1.09 Map Reading 1, 1.12A Wildfire Behaviour 1, 1.12B Wildfire Suppression 1, 1.19 Communication Systems (part).

Modules/Units of Competency

- PUAFIR201A Prevent injury
- PUAFIR204A Respond to wildfire
- PUA EQU001A Prepare, maintain and test response equipment
- PUA OPE002A Operate communications systems and equipment
- PUA OPE003A Navigate in urban and rural environments
- PUATEA001A Work in a team
- PUA OHS001A Follow defined occupational health and safety policies and procedures
- PUATEA004A Work effectively in a public safety organisation



Nationally Recognised Training

9.13 Structural Fire Fighting

Course Description

The intent of the course is to provide fire personnel with the knowledge and skills to safely deal with protecting a structure from an approaching fire and, using

external fire suppression techniques only, to extinguish a building which may be in the early ignition stage. It is specifically designed to provide information to fire fighters which will allow them to maintain their personal safety when dealing with structural fires.

Expected Outcomes

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

- Describe the process for responding to incidents and identify and demonstrate the correct PPE to be worn.
- Define fire and describe the behaviour patterns of a compartment/structural fire.
- Describe/demonstrate the methods and tactics for extinguishing a structural fire or protecting a structure from fire.
- Describe the classes of fire and identify the types of equipment which may be used at a structural incident.
- Describe and/or demonstrate the actions that occur both during and after an incident.

Format

A two day course. One day mainly theory and one day mainly practical drills and activities.

Methodology

The program is based on presentations, case studies, group activities and practical drills. The drills are designed to provide participants with the opportunity to develop and practice practical skills needed to carry out structural fire fighting operations.

Key Subject Areas

- Proceeding to the fire – turn out procedures, personal safety, observations enroute.
- Structural fire behaviour – define fire, heat transfer, fire behaviour and development, fuel controlled and ventilation controlled fires, ignition sources, reading the fire, extinguishment methods.
- Ancillary equipment – extinguishing equipment, entry equipment, ropes, ladders, hoses etc.
- Combating Structural fires – Fire fighting strategies, access to the fire, conditions at the fire, hazard identification, fire fighter traps, motor vehicles, protecting structures from fire.
- Ancillary operations and cleanup – clean up and collection of equipment, leaving the incident, record keeping.

Who Should Attend

Course participants should be frontline fire supervisors – Sector Commanders, Overseers and Crew Leaders. Those personnel who may be required to supervise fire fighting personnel in the protection of structures from fire or extinguishing burning structures.

Prerequisites

To ensure participants have the prerequisite level of fire knowledge, skills and fitness, each participant must be assessed as competent to a minimum of “Fire Fighting Level 1” and have passed the fire line fitness test.

Course Contact

Ross Mead
Fire Management Services, Kensington.
Ph: (08) 9334 0336
Fax: (08) 9367 9913
Email: ross.mead@dec.wa.gov.au

Cost

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

Recognition

Satisfactory completion of the course will provide DEC and FESA recognition by issue of "Record of Completion" for Structural Fire Fighting.

Demonstration of competence (post-course) or completion of the FESA "Hot Fire Operations" training course will provide the following:

Modules/Units of Competency

- PUAFIR 202A Respond to Isolated/Remote Structure Fire.



Nationally Recognised Training

9.14 Fire Control Line Construction using Machines

I0612

Course Description

From this course, participants will gain the knowledge and skills to construct fire-line 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 fire-line 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 fire-line at a range of fires.
- Describe and demonstrate the selection or routes for fire-line construction at a range of incidents.
- Demonstrate the construction of fire-line at a range of fires.
- Describe and demonstrate the pushing of trees at a range of incidents.

Format

2.5 - 3 day course consisting of 1.5 days theory, 0.5 - 1 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 – Fire Control Line Construction Using Machines. The following topics are addressed - Fire control strategies employing machines, types of machines used, methods of using machines to construct fire-line, rates of fire-line construction, machine fuel consumption, fire-line construction standards, support and backup required by machines, safety and maintenance procedures, equipment required, fire-line route selection and tree pushing.

Who Should Attend

Machine operators likely to be involved with constructing fire-line 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.

Prerequisites

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

Course Contact

Alex Moylett

Fire Management Services, Bunbury.

Ph: (08) 9725 5994

Fax: (08) 9725 4900

Email: alex.moylett@dec.wa.gov.au

Cost

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

Recognition

Completion of the course will provide DEC recognition for Module 2.35 Fire Control Line Construction Using Machines.

Course 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 the essential elements required for a wildfire to burn, and how these elements relate to fire extinguishment.
- Identify the basic factors that affect wildfire behaviour.
- Describe the structure and types of wildfire.
- Identify basic wildfire suppression strategies and tactics.
- Identify the common risks of wildfire as a workplace and the precautions to be taken to reduce these risks.
- Identify the range of options, and their limitations, available to protect personnel from the hazards of an approaching fire.
- Explain how fire-ground personnel:
 - a) are organised, and
 - b) communicate with one another.
- Demonstrate simple fire suppression tactics.

Format

1 day (approx. 6 hours).

Methodology

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

Key Subject Areas

The Course in Basic Wildfire Awareness covers how materials burn, the 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, and fire communications and organisation.

The course is nationally accredited.

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.

Prerequisites (the following training and experience or acceptable equivalent):

No prerequisites required.

Course Contact

Alex Moylett

Fire Management Services, Bunbury.
Ph: (08) 9725 5994
Fax: (08) 9725 4900
Email: alex.moylett@dec.wa.gov.au

Cost

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

Modules/Units of Competency

- 21587VIC – Course in Basic Wildfire Awareness



Nationally Recognised Training

9.16 Safety Unit Management

I0017

Course Description

The purpose of this module is to provide the participant with the knowledge and skills to be able to perform the Safety Advisor role and to manage the Safety Unit at an incident.

Note: this course is under development for 2009 delivery.

Expected Outcomes

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

- Describe the role of Safety Advisor at incidents.
- Describe and demonstrate the establishment and management of safety advisory role(s) at incident.
- Describe the conduct of a safety investigation at an incident.
- Describe the application of risk management principles within an incident context.

Format

3 day course.

Methodology

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

Key Subject Areas

- Relationship of safety unit within AIIMS.
- Staffing, workspace and other requirements.
- Risk management.
- Communication of safety risks and hazards.
- Safety incident investigation.

Who Should Attend

People wishing to undertake the Safety Advisor role at Level 2 and 3 incidents.

Prerequisites

- Introduction to AIIMS.
- Fire Operations Level 1.
- Map Reading.
- Moderate fire experience as a Division Commander.

Course Contact

Ross Mead

Fire Management Services, Kensington.

Ph: (08) 9334 0336

Fax: (08) 9367 9913

Email: ross.mead@dec.wa.gov.au

Cost

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

Recognition

Completion of the course will provide DEC recognition for Module 4.48 Safety Unit Management.

9.17 Situation Unit Management

I0622

Course 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:

- Identify the role and describe the functions of the Situation Unit and its position in the AIIMS structure.
- Describe interactions of the Situation Unit with other parts of AIIMS and external organisations.
- Describe the staffing, workspace requirements and specialist tools of the Situation Unit.
- Describe and demonstrate the collection and management of information inputs to the Situation Unit.
- Describe and demonstrate the management and production of information outputs from the Situation Unit.
- Describe the changeover requirements and responsibilities of the Situation Unit.

Format

4 day course.

Methodology

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

Key Subject Areas

- Relationship of Situation Unit within AIIMS.
- Staffing, workspace, shift cycle and changeover management.
- Weather forecasts and control implications.
- Collection of data.
- Incident analysis.
- Prediction of incident situation.
- Evaluation of environmental factors relevant to incidents.
- Preparation of incident maps and displays.
- Development of incident strategic and tactical options.

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.

Prerequisites

- Introduction to AIIMS.
- Fire Behaviour Analysis.

Course Contact

David Rawet

Fire Management Services, Bunbury.

Ph: (08) 9725 5981

Fax: (08) 9725 4900

Email: david.rawet@dec.wa.gov.au

Cost

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

Recognition

Completion of the course will provide DEC recognition for Module 4.40 Situation Unit Management.

9.18 Fire Behaviour Analysis

Course Description

The purpose of this module is to provide the participant with the knowledge and skills to be able to analyse fire behaviour and develop fire predictions for large and complex incidents.

Expected Outcomes

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

- Identify the role and describe the functions of the fire behaviour analyst and its position in the AIIMS structure.
- Collect and evaluate data relevant to fire behaviour from a range of sources.
- Develop predictions of fire behaviour for a range of fuel types.
- Develop predictions of fire suppression in a range of environments.
- Prepare tables, descriptive text and maps of predictions for distribution to users in Planning and Operations Sections.

Format

3 day course.

Methodology

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

Key Subject Areas

- Collection and analysis of data.
- Weather forecasts and fire implications.
- Fire behaviour models.
- Prediction of fire behaviour.
- Presentation of data in map, tabular and descriptive formats.

Who Should Attend

People wishing to undertake the Fire Behaviour Analyst role at Level 2 and 3 incidents, and those aspiring to attend the Situation Unit Management course in the future.

Prerequisites

- Level 2 Fire Fighting.
- Fire Weather course.
- Moderate fire experience as a Sector Commander.

Course Contact

David Rawet

Fire Management Services, Bunbury.

Ph: (08) 9725 5981

Fax: (08) 9725 4900

Email: david.rawet@dec.wa.gov.au

Cost

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

Recognition

Completion of the course will provide DEC recognition for Module 3.40 Fire Behaviour Analyst.

9.19 Incident Mapping

Course Description

The purpose of this module is to provide the participant with the knowledge and skills to produce a range of mapping products used by incident personnel.

Expected Outcomes

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

- Describe the Mapping Sub Unit Roles and responsibilities within the Situation Unit of the Australasian Inter-service Incident Management System.
- Identify and describe map products used in fire incidents.
- Describe the scheduling and delivery of maps by the Mapping Sub Unit at fires.
- Produce a range of map products used at fire incidents.
- Demonstrate the management of map data for fire incidents.

Format

2 day course.

Methodology

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

Key Subject Areas

- The role and responsibilities of Mapping Sub Unit personnel.
- The map products.
- Map production workloads and scheduling.
- The mapping tool.
- Producing map products.
- Electronic access and storage of map products.

Who Should Attend

Persons with GIS mapping skills seeking to work at incident within the Situation Unit.

Prerequisites

- AIIMS Awareness.
- Competency in use of Departmental GIS systems.

Course Contact

Alex Moylett
Fire Management Services, Bunbury.
Ph: (08) 9725 5994
Fax: (08) 9725 4900
Email: alex.moylett@dec.wa.gov.au

Cost

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

Recognition

Completion of the course will provide DEC recognition for Incident Mapping.

9.20 Resources Unit Management

Course 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:

- Identify the role and describe the functions of the Resources Unit and its position in the AIIMS structure.
- Describe interactions of the Resources Unit with other parts of AIIMS and external organisations.
- Describe the staffing, materials and workspace requirements of the Resources Unit.
- Describe and demonstrate collection and management of information inputs to the Resources Unit.
- Describe and demonstrate management of information outputs from the Resources Unit.
- Describe the changeover requirements and responsibilities of the Resources Unit.

Format

5 day course.

Methodology

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

Key Subject Areas

- Relationship of the Resources Unit in AIIMS.
- Interactions with other personnel.
- Staffing, materials and workspace requirements.
- Sources of resource data.
- Systems for display of resource data.
- Management of shift work times.
- Documentation required.
- Information outputs.
- Input to Incident Action Plans.
- Involvement in shift changeovers.

Who Should Attend

People wishing to work in the Resources Unit or undertake the Resources Unit Leader role at Level 2 and 3 incidents.

Prerequisites

- AIIMS Awareness.
- Some incident experience.

Course Contact

Alex Moylett
Fire Management Services, Bunbury.
Ph: (08) 9725 5994
Fax: (08) 9725 4900
Email: alex.moylett@dec.wa.gov.au

Cost

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

Recognition

Completion of the course will provide DEC recognition for Module 4.41 Resources Unit Management.

9.21 Information Management Services Unit

Course 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:

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

Format

4 day course.

Methodology

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

Key Subject Areas

- Information management in AIIMS.
- 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.

Prerequisites (the following training and experience or acceptable equivalent):

- Introduction to AIIMS.
- Some incident experience.
- Some public liaison/participation experience preferred.

Course Contact

Ross Mead
 Fire Management Services, Kensington.
 Ph: (08) 9334 0336
 Fax: (08) 9367 9913
 Email: ross.mead@dec.wa.gov.au

Cost

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

Recognition

Completion of the course will provide DEC recognition for Module 4.45 Information Services Management.

Modules/Units of Competency

- PUACOM012A Liaise with media at a local level



Nationally Recognised Training

9.22 Management Support Unit Management

Course 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:

- Evaluate Management Support requirements at an incident.
- Establish communications support for an incident.
- Establish administrative support for an incident.
- Provide assistance to key incident personnel.
- Manage the collation and copying of incident action plans.

- Maintain records during an incident and collate records at the cessation of an incident.

Format

2 day course.

Methodology

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

Key Subject Areas

- The function of Management Support within AIIMS.
- 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.

Prerequisites

- AIIMS Awareness.
- Some incident experience.

Course Contact

Alex Moylett

Fire Management Services, Bunbury.

Ph: (08) 9725 5994

Fax: (08) 9725 4900

Email: alex.moylett@dec.wa.gov.au

Cost

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

Recognition

Completion of the course will provide DEC recognition for Module 4.42 Management Support Unit Management.

Modules/Units of Competency

- PUACOM001A Communicate in the workplace



Nationally Recognised Training

9.23 Communications Planning Unit Management

Course Description

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

Expected Outcomes

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

- Identify the role and describe the functions of the Communications Planning Unit.
- Describe the setting up and management of the Unit.
- Describe the Units interaction with other parts of the AIIMS structure.
- Identify and understand communications networks and systems available for the Communications Plan.
- Describe the management of information at an incident.
- Describe the process for identifying the communications needs of AIIMS Sections and Units.
- Describe and demonstrate the process of developing a Communications Plan.
- Describe the review and maintenance processes and procedures for the Communications Plan.
- Describe the changeover and demobilisation requirements and responsibilities of the Communications Planning Unit.

Format

3 day course.

Methodology

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

Key Subject Areas

- The function of Communications Planning within AIIMS.
- Identifying and understanding communications systems and networks available to the incident.
- Identifying the communications needs of an incident.
- Developing a Communications Plan to meet incident requirements.
- The review and ongoing management of the Communications Plan.
- Identifying and managing changeover and demobilisation requirements.

Who Should Attend

Personnel required to manage the Communications Planning Unit and develop and implement a Communications Plan for a Level 2 or 3 incident.

Prerequisites

- Communications Systems (Module 1.19).
- Introduction to AIIMS.
- Operational experience to Sector Commander level.

Course Contact

Ross Mead
Fire Management Services, Kensington.
Ph: (08) 9334 0336
Fax: (08) 9367 9913
Email: ross.mead@dec.wa.gov.au

Cost

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

Recognition

Completion of the course will provide DEC recognition for Module 4.47 Communications Planning Management.

9.24 Catering Unit Management

Course Description

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

Expected Outcomes

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

- Describe the role and functions of the Catering Unit.
- Identify the Agency requirements and guidelines for the provision of food and drink for personnel working at incidents.
- Describe the Agencies administrative procedures for the purchase of food and drink.
- Demonstrate a knowledge and understanding of correct hygiene procedures for food handling, preparation, storage and transport.
- Describe the nutritional and fluid intake requirements of fire fighters.
- Select appropriate menus for personnel at a range of incidents.
- Describe the staffing, work space and sitting requirements for the Catering Unit.
- Describe and demonstrate development and implementation of catering plans at a range of incidents.
- Describe the change over and demobilisation requirements and responsibilities of the Catering Unit manager.

Format

4 day course.

Methodology

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

Key Subject Areas

- Agency and agreement requirements for food and drink.
- Position and role of the Catering unit within the AIIMS structure.
- Unit staffing, workspace and sitting requirements.
- Workplace hazards.
- Prediction of incident catering requirements.
- Nutrition, food and fluid requirements.
- Purchase of food and drink.
- Food hygiene, handling and storage requirements.
- Supervision of food preparation and packaging.
- Menu preparation.
- Shift changeovers and demobilisation.

Who Should Attend

Personnel required to manage the Catering Unit or participate in catering for an incident.

Prerequisites

- AIIMS Awareness.
- Personal Safety (Module 1.07).
- Basic Fire Awareness.

Course Contact

Ross Mead
Fire Management Services, Kensington.
Ph: (08) 9334 0336
Fax: (08) 9367 9913
Email: ross.mead@dec.wa.gov.au

Cost

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

Recognition

Completion of the course will provide DEC recognition for Module 4.46 Catering Unit Management.

9.25 Ground Support Unit Management

Course Description

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

Expected Outcomes

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

- Identify the role and describe the functions of the Ground Support Unit and its position in the Australasian Inter-service Incident Management System structure.
- Describe the roles, responsibilities and the management of the Ground Support Unit.
- Describe the staffing, workspace requirements and specialist tools of the Ground Support Unit.
- Demonstrate the planning and implementation of GSU responsibilities for a shift changeover and the specific roles and scheduling that Ground Support Personnel manage for shift changeovers.
- Describe the Sub-units of the Ground Support Unit, Delivery Sub-unit, Traffic, Signage and Marshalling Sub-unit, Plant and Vehicle Support Sub-units.
- Describe the interaction of the Ground Support Unit with other parts of the Australasian Inter-service Incident Management System and external agencies.
- Describe and demonstrate the management of information in the Ground Support Unit.
- Describe the changeover and demobilisation requirements and responsibilities of the Ground Support Unit.
- Describe and demonstrate the management of services and the production of plans from the Ground Support Unit including:
 - Delivery Plan.
 - Traffic and Signage Plan.
 - Vehicle Support Service Plan.
 - Plant Support Service Plan.
 - Marshalling and Transport Plan.

Format

3 day course.

Methodology

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

Key Subject Areas

The function of Ground Support within AIIMS.

Who Should Attend

Personnel required to perform or supervise Ground Support activities at incidents.

Prerequisites

- AIIMS Awareness.
- Some incident experience.

Course Contact

Alex Moylett

Fire Management Services, Bunbury.

Ph: (08) 9725 5994

Fax: (08) 9725 4900

Email: alex.moylett@dec.wa.gov.au

Cost

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

Recognition

Completion of the course will provide DEC recognition for Module 4.43 Ground Support Unit Management.

9.26 Fire Weather**Course Description**

The purpose of this module is to provide participants with the knowledge and skills to understand weather information provided by the Bureau of Meteorology and to use this weather information to predict likely weather conditions for a specific location.

Expected Outcomes

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

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

Format

1 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 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.

Prerequisites

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

Course Contact

Ross Mead
 Fire Management Services, Kensington.
 Ph: (08) 9334 0336
 Fax: (08) 9367 9913
 Email: ross.mead@dec.wa.gov.au

Cost

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

Recognition

There is no formal recognition for this program.

9.27 Fire Management within DEC

Course Description

The purpose is to provide participants with knowledge, skill and understanding of the systems, procedures, requirements and legal matters that the Departments 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

5 day course.

Methodology

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

Key Subject Areas

- Fire legislation.
- Incident management through AIIMS.
- 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.

Prerequisites

No prerequisites required.

Course Contact

David Rawet
Fire Management Services, Bunbury.
Ph: (08) 9725 5981
Fax: (08) 9725 4900
Email: david.rawet@dec.wa.gov.au

Cost

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

Recognition

There is no formal recognition for this program.

9.28 Incendiary Operations Supervisor

Course 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 DEC 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

2 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.

Prerequisites

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

Course Contact

Natasha Oke
 Fire Management Services, Bunbury.
 Ph: (08) 97246118
 Fax: (08) 9367 9913
 Email: natasha.oke@dec.wa.gov.au

Cost

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

9.29 Air Observer

Course Description

The purpose of this course is to provide participants with the knowledge and skills to be able to provide fire related information and intelligence from an aircraft.

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 DEC 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.

Format

2 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.

Prerequisites

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

Course Contact

Natasha Oke

Fire Management Services, Bunbury.

Ph: (08) 97246118

Fax: (08) 9367 9913

Email: natasha.oke@dec.wa.gov.au

Cost

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

9.30 Incendiary Machine Operator (Aircraft Burning Operations)

Course 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 DEC 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

2 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.

Prerequisites

- Level 1 Fire Fighter.
- 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.

Course Contact

Natasha Oke

Fire Management Services, Bunbury.

Ph: (08) 97246118

Fax: (08) 9367 9913

Email: natasha.oke@dec.wa.gov.au

Cost

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

9.31 Helitorch Operations

Course 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

1 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.

Prerequisites

Incendiary Operations Supervisor.

Course Contact

Natasha Oke
Fire Management Services, Bunbury.
Ph: (08) 97246118
Fax: (08) 9367 9913
Email: natasha.oke@dec.wa.gov.au

Cost

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

Recognition

There is no formal recognition for this program.

9.32 Air Attack Supervisor

Course 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 AIIMS.

Format

2 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 AIIMS.
- Aircraft Communications.

Who Should Attend

- Air Attack Supervisors, those intending on becoming AAS and Pilots Aerial Suppression.

Prerequisites

- Level 2 Fire Fighter.
- Air Observer.
- PUAOPE001A Supervise response.
- Ability to fly in light aircraft (fixed wing and helicopters).
- Minimum 2 years experience as a Sector Commander.

Course Contact

Natasha Oke

Fire Management Services, Bunbury.

Ph: (08) 97246118

Fax: (08) 9367 9913

Email: natasha.oke@dec.wa.gov.au

Cost

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

9.33 Ground Controller (Water Bombing)

Course 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

- AIIMS.
- Principles of Water Bombing.
- Aircraft Safety.
- Water Bombing Terminology.

Who Should Attend

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

Prerequisites

- Level 2 Fire Fighter.
- Minimum 2 years experience as a Sector Commander.

Course Contact

Natasha Oke

Fire Management Services, Bunbury.

Ph: (08) 97246118

Fax: (08) 9367 9913

Email: natasha.oke@dec.wa.gov.au

Cost

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

Recognition

There is no formal recognition for this program.

9.34 Water Bomber Refiller

Course 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.

Prerequisites

No pre requisites required.

Course Contact

Natasha Oke

Fire Management Services, Bunbury.

Ph: (08) 97246118

Fax: (08) 9367 9913

Email: natasha.oke@dec.wa.gov.au

Cost

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

10 Courses in Corporate Training

10.1 Human Resource Management – The Role and Responsibilities of Members of Selection Panels

E1248

Course Description

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

The content of the course includes:

- An overview of the process.
- Information regarding legal requirements including the public sector standards and EEO legislation.
- Issues associated with the short listing of applicants.
- Interview techniques.
- Documenting interviews.
- Practical session.

Contact

Patricia Mwiragua
Assistant Human Resources Officer
People Services Branch
Ph: (08) 9334 0155
Fax: (08) 9334 0478
Email: patricia.mwiragua@dec.wa.gov.au

Venue

To be advised.

Date

To be advised.

Cost

To be advised.

10.2 EPDP Training

SI0648 LI0649

Course Description

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

Format

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

Methodology

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

Key Subject Areas

- Guidelines and Policy.
- Setting objectives and goals.
- Conducting interviews.
- Rating scales.
- Giving positive feedback.
- Addressing poor performance and the legislation behind dealing with poor performance.
- Completion of all EPDP forms.
- Role and responsibility of the supervisor.

Who Should Attend

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

Contact

DEC Training Centre, Dwellingup.

Ph: (08) 9538 1200

Fax: (08) 9538 1244

Dates

As required.

Cost

N/A.

10.3 Job Application and Interview Skills

E0524

Course Description

This course is designed to provide employees with an awareness of current job application and interview techniques and understanding of the requirements for effectively addressing job related selection criteria.

Key Subject Areas

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

Contact

DEC Training Centre, Dwellingup.

Ph: (08) 9538 1200

Fax: (08) 9538 1244

Venue

To be advised.

Date

To be advised.

10.4 Workplace Training Course

E1191

This is a nationally recognised course delivered by an external provider.

Course Description

Successful completion of the five-day course in 'Workplace Training' will enable the participant to prepare, promote, deliver and 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 and assessment system.

These people would generally hold considerable responsibility for training course development and 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 and behaviour to enhance and improve on the job performance. Active participation in the course will ensure vital skills and techniques are mastered and transferred to the work environment.

Modules/Units of Competency

- TAAENV402A Foster and promote an inclusive learning culture
- TAADEL401A Plan and organise group based delivery
- TAADES402A Design and develop learning programs
- TAADEL301A Provide training through instruction and demonstration of work skills



Nationally Recognised Training

Methodology

This five-day course would meet the needs of persons for whom training comprises the major component of their role and/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 and promoting training.
- Developing and documenting training material.
- Skills recognition.

Who Should Attend

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

External Training Provider

Geoff Trott, Training Services Australia

Contact

DEC Training Centre, Dwellingup

Ph: (08) 9538 1200

Dates

Dates can be found by visiting the Training Services Australia website at: www.tsa-wa.com.au/

Cost

\$915 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. Please note a minimum of 6 people is required for exclusive workshops.

10.5 Workplace Assessment

E0910

This is a nationally recognised course delivered by an external provider.

Course Description

The five 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 and/or skills) being assessed and 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 and ascertaining its validity as a measurement tool, against a given set of standards or competencies.

Methods of assessment, formats for recording assessments and 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 and the linkage of competency based assessment to quality assurance, occupational health and safety, performance appraisal systems and procedures.

Additionally, a practical framework for ongoing identification of individuals' training and development needs is examined.

- TAAASS401A Plan and organise assessment
- TAAASS403A Develop assessment tools
- TAAASS402A Assess competence
- TAAASS404A Participate in assessment validation



Nationally Recognised Training

Modules/Units of Competency

Methodology

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

Format

A five 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 and conducting a valid assessment.
- Format and essential requirements of an assessment report.
- Reviewing assessment procedures and techniques.

Who Should Attend

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

External Training Provider

Geoff Trott, Training Services Australia.

Contact

DEC Training Centre, Dwellingup
Ph: (08) 9538 1200

Dates

Dates can be found by accessing the Training Services Australia website: www.tsa-wa.com.au

Cost

\$915 per participant. Special rates may 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. Please note a minimum of 6 people is required for exclusive workshops.

10.6 Certificate IV in Training and Assessment

E1192

This is a nationally recognised course delivered by an external provider.

Course Description

Due to Training Package restructuring, the Certificate IV in Training and Assessment (TAA40104) has replaced the previous qualification in Workplace Training and Assessment (BSZ). Certificate IV in Training and Assessment now comprises of 14 units (which may be done in four separate blocks) over 15 days, followed by workplace assignments. For further details on the training go to:

www.tsa-wa.com.au

This training facilitates the acquisition by participants of the knowledge and 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 and delivery and who may be involved in the assessment process.

Modules/Units of Competency

- TAAENV401A Work effectively in vocational education training
- TAADES401A Use training packages to meet client needs
- TAAASS401A Plan and organise assessment
- TAAASS403A Develop assessment tools
- TAAASS402A Assess competence
- TAAASS404A Participate in assessment validation
- TAAENV402A Foster and promote an inclusive learning culture
- TAADES402A Design and develop learning programs
- TAADEL401A Plan and organise group based delivery
- TAADEL402A Facilitate group based learning
- TAADEL301A Provide training through instruction and demonstration of work skills
- TAAENV403A Ensure a healthy and safe learning environment
- TAADEL403A Facilitate individual learning
- TAADEL404A Facilitate work-based learning



Nationally Recognised Training

Methodology

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

Format

A total of 15 day workshop.

Key Subject Areas

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

- Role of the assessor and trainer.
- Competency based assessment and training.
- Key features of skills recognition.
- Establishing suitable assessment methods.
- Developing assessment tools.
- Planning, conducting and reviewing training and assessment.
- Format and 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.

External Training Provider

Geoff Trott, Training Services Australia

Contact

DEC Training Centre
Ph: (08) 9538 1200

Dates

Dates by visiting the Training Services Australia Website at:
www.tsa-wa.com.au/

Cost

\$2860 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. Please note a minimum of 6 people is required for exclusive workshops.

10.7 Conversing with Community

I0018

Course Description

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

Format

Interactive workshop at local work centres.

Methodology

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

Key Subject Areas

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

Who Should Attend

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

Course Contact

Tammie Reid
Ph: (08) 9725 5948
Email: tammie.reid@dec.wa.gov.au

Dates

As required.

Cost

To be advised.

10.8 Facilitation Skills

Course Description

The course introduces staff to the basics of working more effectively with individuals and groups. The program aims to further develop knowledge and skills for designing, facilitating and evaluating effective meetings and workshops in order to produce useful and practical results.

Format

Two-day course.

Methodology

The training format will be a mix of theory, modelling and discussion supported by practice to embed the learning and test the processes.

Key Subject Areas

- Techniques to assist with planning projects/situations, making decisions and gathering information.
- Ordering/ranking options and reviewing situations.
- Team-building.
- Establishing clarity of purpose, good design, resources, checklists and templates.

Who Should Attend

All staff who involve and/or consult the community and other stakeholders will gain something from this course.

Contact

Amanda van Loon
Community Involvement Manager
Public Affairs Branch
Phone: (08) 6467 5144
Fax: (08) 6467 5562
Email: Amanda.vanloon@dec.wa.gov.au

Facilitator

Colma Keating
Dinkum Results

Dates

To be advised.

Cost

Approximately \$300 (may vary depending on number of participants).

10.9 Effective Conflict Management

Course Description

This course is designed to cover the basics of managing conflict and encouraging dialogue and negotiation with stakeholders and others. The course further instils confidence in participants through enabling understanding of personality behaviours and circumstances that can lead to conflict. It introduces staff to some useful tactics and techniques to manage and diffuse conflict and encourage dialogue.

Format

1 day course.

Methodology

The methodology includes practical workshops, role plays and group discussions.

Key Subject Areas

- Understanding the individuality of conflict.
- Understanding personal thinking preferences and how they contribute to conflict.
- Recognising and planning for conflict.
- Handling the issue – recognising the tactics individuals will use.
- Looking for outcomes: not winners and losers.
- Looking forward – learning from experience.

Who Should Attend

All staff who are or might involve and/or consult the community and other stakeholders will gain something from this course.

Contact

Amanda van Loon
Community Involvement Manager
Public Affairs Branch
Phone: (08) 6467 5144
Fax: (08) 6467 5562
Email: Amanda.vanloon@dec.wa.gov.au

Dates

To be advised.

Cost

Approximately \$180 (may vary depending on number of participants).

10.10 Presentation Skills

E0043

Course Description

This highly practical course is aimed at staff who are required to present information to groups of internal and external stakeholders as part of their role. The course covers the essentials of presentation skills including style, time management and data presentation.

Format

1 day course.

Methodology

The program teaches the art of presenting information meaningfully through demonstration, enactment, presentation and activity.

Key Subject Areas

- How to use visuals effectively (including PowerPoint).
- Stance, gestures, habits and strengths.
- Time management.
- How to interact with an audience and get direct response.
- How to read an audience so you can predict their needs and wants.
- How to get the audience to understand your viewpoint.
- The best way to use and prepare notes.
- How to balance information and maintain audience interest.
- How to handle the knocking knees and shaky voices.

Who Should Attend

All staff who are required to present data/information to the community/ stakeholders or their peers as part of their role.

Contact

Amanda van Loon
Community Involvement Manager
Public Affairs Branch
Phone: (08) 6467 5144
Fax: (08) 6467 5562
Email: Amanda.vanloon@dec.wa.gov.au

Facilitator

David Price
Walk Tall International

Dates

To be advised.

Cost

Approximately \$200 (may vary depending on number of participants).

10.11 Risk Communication**I0024****Course Description**

Skills and techniques for clear, effective crisis communications and information dissemination. It can help prepare for meeting the important responsibility of communicating with the public both directly and successfully during a crisis.

This Risk Communication workshop aims to increase understanding of the theory behind risk communication, how to communicate to avoid community outrage, how to identify emerging issues and what you can do to mitigate community outrage if it occurs. The course is designed to give a framework for deciding priorities for decision making by identifying which issues may reach the urgent or crisis point and when.

Format

Two-day course

Methodology

The course is a combination of theory, group discussion and case study work. The course utilises real life DEC examples.

Key Subject Areas

- General theory of risk communication.
- Methods to assess the size and significance of an issue.
- Ways of managing stakeholder engagement.
- Evaluating previous experiences at DEC.
- Identifies and discusses cultural/systemic issues at DEC.
- Case study application of theory and strategy to a real DEC case study.

Who Should Attend

All staff who are or might involve and/or consult the community and other stakeholders will gain something from this course. Those working in high risk areas such as Fire Management, Pollution Response and Environmental Enforcement will particularly benefit.

Contact

Amanda van Loon
Community Involvement Manager
Public Affairs Branch
Phone (08) 6467 5144
Fax: (08) 6467 5562
Email: Amanda.vanloon@dec.wa.gov.au

Facilitator

To be advised.

Dates

To be advised.

Cost

To be advised.

10.12 Public Participation Training

Course Description

Based on the Victorian Department of Sustainability and Environment's Community Engagement Planning Course, this training focuses on the skills required for

incorporating public participation within projects, including developing and evaluating public participation plans and the use of engagement tools. The course will also assist staff in creating a brief for a consultant or assessing a proposed public participation plan by other staff or consultants.

Expected Outcomes

On completion of the training package participants will have:

- A greater awareness and understanding of public participation theory and practice.
- A sound base for the development of a formal public participation plan for their project.
- Practice in the design of a number of public participation plans.
- Support from their team and/or colleagues grappling with similar issues.
- Guidance and experience from colleagues who have tested various methods and tools.
- Increased confidence in engaging their community.
- Be able to develop (or lead the development of) a public participation plan in the future.

Format

A 2 day workshop.

Methodology

This highly interactive program is based on presentations, case study, discussion and activity.

Key Subject Areas

- Public participation planning, development and implementation.
- IAP2 spectrum of involvement.
- Public participation tools.
- Evaluation.

Who Should Attend

This training is for anyone involved in the development and implementation of a project that has a number of stakeholders with an interest in the outcome of the project. This might be either those working directly with community members and other agencies, or the project manager or owner of such a project.

Course Contact

Tammie Reid and Amanda Van Loon
Phone: (08) 9725 5948 / (08) 6467 5144
Email Amanda.vanloon@dec.wa.gov.au

Date

As required.

Cost

Approximately \$400 depending on numbers and venue.

10.13 Best Practice in Project Management

Course Description

It is anticipated that this course will aim to train Departmental staff in the best practice processes associated with management of projects of a medium to large scale. This is to ensure effective and consistent management of projects which our staff deals with across the Department.

Key Subject Areas

It is expected that this course will provide information covering subjects such as:

A working knowledge of best practice in project management, as applied by the Department, including an understanding of project planning and control procedures, resource management, and risk management.

An understanding of basic methodologies, techniques and tools required to support effective project management.

An understanding of the roles and responsibilities of those that contribute to the management of projects.

The opportunity to share project management ideas with other Department staff, with a view to learning from the experience of others.

An ability to effectively participate in projects and, with appropriate experience and skills, to manage the Department's projects.

Who Should Attend

This course will be designed for staff involved with the planning and management of Departmental projects of a medium to large scale.

Course Contact

To be advised.

Contact

Lynnda Church

Training Officer

DEC Training Centre, Dwellingup.

Ph: (08) 9538 1200

Email: lynnda.church@dec.wa.gov.au

Dates and Costs

To be advised.

10.14 Customer FOCUS: Improving the way we do business

I0700

Course Description

A series of training and development workshops designed to impart awareness and competency in developing the working relationships conducive to collaboration and co-operation with both internal and external customers. The emphasis is on a team approach to customer service delivery.

10.15 Module 1: Excellence in Customer Service

Module Description

A 6 hour workshop designed to introduce the concepts of customer focus, covering aspects such as internal and external customers, dealing with difficult customers, communication tips and techniques, and personal style assessments.

The course is built on actual scenarios from the workplace where which the training takes place. This course is part of the graduate recruit/trainee training program and can be adapted for any work place.

Venue

DEC Training Centre, or can be delivered at other work centres upon request.

Contact

Tammie Reid

Ph: (08) 9725 5948

Email: tammie.reid@dec.wa.gov.au

Costs

To be advised.

10.16 Department of Premier and Cabinet Leadership Development Strategy

Course Description

Leadership development is a top priority for Government. The modern public sector manager and leader needs assistance acquiring new skills and developing new ways of thinking to be successful within increasingly complex and shifting environments. To meet this need the Department of Premier and Cabinet has developed the new Leadership Development Strategy (LDS) that addresses issues that impact Level 7 to Class 4 leaders of today and tomorrow. It is designed to provide clarity and consistency for sector-wide leadership development as well as offer assessment tools and educational programs for agencies to tap into when implementing their organisation- specific development strategies.

One of the main components of the new LDS is the provision of series of Leadership Skills Workshops designed to help participants enhance their professional skills, abilities and behaviours.

Workshops include (but are not limited to):

1. Public Sector Leadership: Current Issues, Future Trends

Key Subject Areas

- What is new public management.
- What is driving change in the world.
- Public sector reform trends.
- What problems are Western Australian public servants facing.
- Future leadership challenges.

Format

1 or 2 day workshop.

2. Influencing skills

Key Subject Areas

- Contemporary approaches to policy development and public sector management.
- Influencing management issues.
- Influencing policy issues.
- Different perspectives.

Format

1 or 2 day workshop.

3. Innovation and Strategy Workshop

Key Subject Areas

- Theory and practice of innovation.
- Developing the innovative organisation.
- Intellectual property management.
- Innovation management strategies.

Format

1 or 2 day workshop.

4. Leading Public Sector Reform

Key Subject Areas

- The policy drivers of reform.
- Challenges for leaders in reform.
- Introduction to the Hicks review.
- Creating and leading an adaptable organisational culture.

Format

1 or 2 day workshop.

5. Managing Performance

Key Subject Areas

- The history and intent of performance management.
- Leadership perspectives in managing performance.
- Aligning the Departments and individuals' needs and priorities.
- Managing performance through coaching.
- Psychological contracts, power and status in coaching.
- Communication Skills and feedback skills in coaching.
- Research and evidence based coaching outcomes.

Format

1 or 2 day workshop.

6. Consultation and Stakeholder Management

Key Subject Areas

- Contemporary approaches to government- community relationships.
- Policy framework for stakeholder management/community consultation in the WA public sector.
- Managing community relationships.
- Networks and policy communities.
- Managing relationships with other levels of government.

- Indigenous affairs, law and order.

Format

1 or 2 day workshop.

Other workshops include:-

- Future Methodologies
- Managing Media and Public Relations and:
- Negotiation skills

Cost

Vary between \$220 - \$440

As well as the Leadership Workshops, the Department of Premier and Cabinet (DPC) provide the Regional skills initiative. The DPC are committed to increasing access to workforce development opportunities for public sector staff based in regional Western Australia.

In broad terms, the aims of the Regional skills Initiative are:-

- To deliver relevant PDC courses in regional areas
- To enhance accessibility for regional staff to courses and workshops run in Perth through subsidies, different delivery methods and program timing
- To assist agencies to develop cross – agency networks which identify local development needs and acts as an information point for staff and:
- To continue to promote and develop a sustainable electronic Online Forum for regional staff as an information sharing resource.

For further information contact:

Patrick McCutcheon
Program Manager, Professional Development
Ph: 9219 6251
Email: Patrick.mccutcheon@psc.wa.gov.au

Regular Workforce Development Calendars which include a selection of programs, seminars and workshops are made available to public sector agencies through the PSWA Announce mailing.

10.17 The Diploma of Business

This course is currently under review, details available shortly.

11 Courses in Cultural Development

11.1 Professional Development Cultural Experience

I0025

Course Description

This course is a one day “on country” program that takes DEC staff through the story of creation and provides the necessary information to gain a level of understanding of the Aboriginal dreaming, land management practices and beliefs.

Expected Outcomes

As a result of this day DEC staff will have an opportunity to view an area of importance to local Aboriginal people. The day will include an insight into the local Aboriginal dreaming, bush tucker and bush medicine and a registered Heritage Site.

Format

Full day experience.

Methodology

This course is based on presentation, discussion and includes written evaluation.

Key Subject Areas

The Professional Development Cultural Experience has been designed to provide DEC staff with another opportunity to learn more about local Aboriginal cultures.

Who Should Attend

All DEC Staff.

Prerequisites

No prerequisites.

Contact and Facilitator

Denise Griffith
Aboriginal Heritage Unit
Ph: (08) 9334 0564
Email: denise.griffith@dec.wa.gov.au

Cost

No cost associated with this course.

Venue

Offered predominately out of Kensington.

Date

Offered five times per year.

Please note: This course is under review for 2009.

Course Description

It is anticipated that this will be an introductory one or two day workshop offering reconciliation through cultural awareness. This course will be designed as part of a longer-term organisational training strategy to assist staff to develop more productive working relationships with Indigenous Australians.

Key Subject Areas

It is expected that this course will provide information on subjects such as:

- Cultural diversity within the workplace.
- Indigenous cultural awareness.
- Protection and maintenance of areas of cultural significance.
- Interaction with Indigenous colleagues.
- Interaction with local Indigenous communities.
- Significance of Indigenous involvement in conservation issues.

Format

It is envisaged that the program will be delivered over 2 consecutive days, within the normal workplace framework of a maximum 8-hour work day.

The training program will involve groups of approximately 20 – 25 staff, with consideration for repeat programs to involve groups of a similar size across the state.

The Department will consider the possibility of a panel of providers to deliver the program in locations that are more culturally acceptable to the local Aboriginal people and the provider.

Who Should Attend

The Cross Cultural Awareness training is an important strategy in ensuring that non-Indigenous staff have the support and understanding to work with their Indigenous colleagues. Consequently, the program will be provided to ALL our staff as required and will be delivered strategically across the organisation in work centres that will host Indigenous employees.

External Training Provider

Kim Bridge

Contact

Timothy Moore

A/Training Officer

DEC Training Centre, Dwellingup, Phone: (08) 95381200

Email: tim.moore@dec.wa.gov.au

Date

To be advised.

Cost

All accommodation, meals, venue and equipment hire costs associated with the program delivery will be organised and paid for by the Department.

11.3 Cultural Protocol Day at Walyunga NP

Course Description

By attending this day at Walyunga NP staff will be given an introduction to Aboriginal culture. The day is also designed so staff can build stronger links with the Aboriginal Heritage Unit (AHU) staff and other Aboriginal people within the Department. The activities shown are also aimed at enabling staff to build stronger links with Aboriginal communities.

Expected Outcomes

As a result of this day DEC staff will have an opportunity to view an area of importance to local Aboriginal people. The day will include a better understanding on how you would approach female and male sites.

Format

Full day experience.

Methodology

This course is based on presentation and discussion, including written evaluation.

Key Subject Areas

The Cultural Protocol day has been designed to provide DEC staff with another opportunity to learn more about local Aboriginal culture sites.

Who Should Attend

All DEC staff.

Prerequisites

This course must be done first, leading into the Noongar Acknowledgement course and then finally the CCA program.

Contact and facilitator

Denise Griffith
Aboriginal Heritage Unit
Ph: (08) 9334 0564
Email: denise.griffith@dec.wa.gov.au

Dates

Three to four times a year (contact Denise for dates).

Venue

Walyunga National Park.

Cost

No cost associated with this course when initiated through AHU (maximum four per year); otherwise cost will apply when requested from other DEC sections.

11.4 Noongar Acknowledgement Course

Course Description

DEC staff will learn the difference between a Noongar Acknowledgement and a Welcome to Country.

Expected Outcomes

It is anticipated that staff will learn the Noongar language when conducting meetings on country and in the work place.

Format

Two hours.

Methodology

This course is based on presentation and discussion. Aboriginal Heritage Unit (AHU) supply relevant materials.

Key Subject Areas

The Noongar Acknowledgement course has been designed to provide DEC staff with more understanding of Aboriginal culture.

Who Should Attend

All DEC staff (maximum of 16 at one time).

Prerequisites

None, but important to have or attend a Cultural Protocol day at Walyunga NP.

Contact and Facilitator

Delvene Cornwall and Tom Dimer

Aboriginal Heritage Unit

Ph (08) 93340415 (Delvene) or (08) 93340288 (Tom)

Email: delvene.cornwall@dec.wa.gov.au or tom.dimer@dec.wa.gov.au

Dates

Please contact Delvene or Tom for dates.

Venue

AHU, 17 Dick Perry Avenue, Kensington or at Regional/District locations on request.

Cost

Will apply to Regional and District locations only.

11.5 Heritage Management and Planning Course

E1198

This is a nationally recognised course delivered by an external provider.

Course Description

The Heritage Council of WA, in conjunction with the Research Institute for Cultural Heritage, presents an intensive, practical course specifically aimed at planners.

Key Subject Areas

The course will cover important issues including:

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

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

Who Should Attend

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.

Contact

DEC Training Centre, Dwellingup

Ph: (08) 9538 1200

Venue

To be advised.

Date

Usually coincides with the end of the financial year – i.e. 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)

12 Courses in Licensing and Regulation

12.1 Industry Licensing Training Course

I0026

Course Description

Environmental Regulation is a broad and complex discipline that requires an understanding of a wide range of issues and concepts. Officers coming into Industry licensing with the Department of Environment and Conservation need to develop their skills to ensure they apply the requirements of the Environmental Protection Act 1986 effectively, efficiently and intelligently. This suite of training modules addresses these requirements.

Methodology

The program is structured around a number of development activities including:

- Comprehensive on line resources;
- Face to face training workshops (either in person or via video conference facilities);
- On going coaching designed to provide support in the area relating to the individual's work.

Key Subject Areas

A number of integrated training resources have been developed to provide licensing officers with:

- An understanding of what regulation is, what forms it can take;
- A comprehensive understanding of the regulatory tools available to them under the Environmental Protection Act 1986.
- An appreciation of the philosophical and policy basis for regulation of industry in Western Australia.
- Some understanding of the tools which can be used to assess the significance of industrial emissions and make decisions about regulatory controls, monitoring and reporting.

Who Should Attend

This training is compulsory for any officer involved in regulatory training.

Format

3 consecutive days.

Cost

For details regarding the cost of this course, contact Julie Dean, Environmental Regulation Branch, on (08) 9222 7031.

Facilitators

Courses are facilitated by a variety of lecturers who are subject matter experts in their field.

Contact

For course details regarding the cost and availability, contact Julie Dean, Regulatory Training Coordinator, on 6467 5570.

Course Contact

Cath Nind
Senior Environmental Officer (Training)
Environmental Regulation Division

Date

Various – Contact Julie Dean, Regulatory Training Coordinator, on 6467 5570 regarding scheduled dates.

Cost

Courses are conducted on a cost recovery basis. For details, contact Julie Dean, Regulatory Training Coordinator, on 6467 5570.

12.2 Pollution Response Unit – First Responder Awareness Training**I0029****Course Description**

This course is an “awareness level” course designed to provide attendees with the necessary skills to recognise a hazardous situation and take the necessary first response actions to keep themselves safe, contact the right people and provide critical information that can assist with minimising the risk to the community, responders and the environment.

Who Should Attend

Anyone who may encounter hazardous materials in responding to odour, noise, environmental or animal related complaints, inspecting commercial or industrial premises, investigating or responding to pollution issues or illegal dumping, and those who may be first on the scene of an incident.

Duration

Four hours.

Format

Presentation by a qualified and experienced DEC Pollution Response Officer, with practical sessions and demonstrations of safety equipment.

Key Subject Areas

Four modules:

- Recognition of hazards.
- Response Safety and scene management.
- Basic toxicology.
- Basic PPE.

This course is not accredited however it does meet the requirements of the United States Environmental Protection Agency for hazardous materials.

Contacts

Dr Jimmy Seow
Manager Pollution Response Unit
Ph: (08) 6467 5261
Fax: (08) 6467 5531
Email: jimmy.seow@dec.wa.gov.au

Ken Raine
Manager Environmental Hazards
Ph: (08) 6367 5303
Fax: (08) 6467 5531
Email: ken.raine@environment.wa.gov.au

12.3 Regulatory Officers Training Course

I0031

Course Description

The Regulatory Officer's Training Course is held at a variety of locations including the Western Australian Police Academy in Joondalup. Staff who attend this course are generally departmental employees who are required to be an authorised officer under the legislation administered by the Department.

Key Subject Areas

- Investigative interviewing;
- Investigation theory and practice;
- Incident scene theory;
- Taking witness statements;
- Case Management;
- Powers and Responsibilities;
- Incident Scene theory;
- Enforcement and Prosecution;
- Occupational health and safety;
- Scenario practical.

Who Should Attend

Any officer involved in industry licensing or any other regulatory function.

Expected Outcomes

Principles of regulation, enforcement, investigation, compliance, evidence collection, powers of relevant legislation, inspectors cards and other authorisations.

This is competency based training and staff who successfully complete this course will be issued with their legislative authorisations and will have the opportunity to apply for credits towards the nationally recognised qualification, Certificate IV in Government (Investigation).

Facilitator

Courses are facilitated by a variety of lecturers who are considered subject matter experts in their field.

Cost

Courses are conducted on a cost recovery basis. For details, contact Julie Dean
Regulatory Training Coordinator
Ph: (08) 6467 5570.

Duration

10 days over 2 consecutive weeks.

Contact

For course details regarding the cost and availability, contact Julie Dean, Regulatory Training Coordinator, on 6467 5570.

Course Contact

Kym Squires
Manager, Regulatory Training
Environmental Regulations Division
Email: kym.squires@dec.wa.gov.au

12.4 Sampling for Evidence

Course Description

The program is designed to give participants an understanding of the obligations and responsibilities of sampling for evidence. The focus is on the correct techniques to ensure that effective and efficient samples are collected for any investigation. The program will detail safe and comprehensive work practices and procedures to be followed to ensure the integrity of sample work.

Expected Outcomes

As a result of this workshop participants should:

- Understand the obligations for collecting samples to Australian Standards.
- Be able to competently and confidently plan for and carry out sampling for evidence.
- Be able to competently and confidently record sample information.
- Understand the applications of Personal Protective Equipment and safe working processes.

Format

A half day theory and practical exercise.

Methodology

The program is based on presentation, case study, discussion and activity. Conceptual models, ideas and strategies are presented and participants are encouraged to question, relate the concepts to their own experience and share ideas for good practice.

Key Subject Areas

- Planning for sampling.
- Sample kits.
- Chain of Custody.
- Safety in sampling.

- Personal Protective Equipment.
- What do the samples represent.
- Cross contamination and preservation.
- Analysis required.
- Laboratories.

Who Should Attend

ALL industry regulation inspection officers – metropolitan, regional and experienced inspectors – the intent of this course is to have standardised and consistent operating processes and procedures across all offices.

Prerequisites

Nil.

Facilitator

Dr Jimmy Seow

Contact

Dale Stanton

Ph: (08) 6467 5258

Fax: 6467 5531

Course Contact

Dr Jimmy Seow

Dates

No dates have been scheduled for this course but it is expected that the first course will be presented by June 2009. To express an interest, email detailing your name, business/work unit, location, charge code, manager's name and that your expression has your manager's support.

Venue

DEC, Dwellingup Training Centre.

Cost

To be advised.

Accessing the Australian Training Register

Part F

13 Accessing the Australian Training Register

13.1 The Australian Training Register

The Australian Training Register (ATR) system is an electronic register for listing training courses and resources. It is available for all Departmental staff to access through contacting the Organisational Learning and Development staff.

Background Information

The ATR is a computer database listing 70,000 public access training programs, courses, conferences and seminars and updated every month. The system also has the capacity to reference over 10,000 training resources e.g. films, videos, training packages and calendars. 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 OLD Manual.

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

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 Environment and Conservation does not renew the subscription annually.

Staff are encouraged to contact the OLD staff, for further information on accessing any of the 70,000 courses or 10,000 training resources available on the register.

For further information, please contact:

Organisational Learning and Development
DEC Training Centre,
Acacia Rd, Dwellingup, 6213
Ph: (08) 9538 1200
Fax: (08) 9538 1244

Undergraduate & Postgraduate Courses

Part G

14 Undergraduate and Postgraduate Courses

14.1 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 (e.g. management, information technology and tourism/leisure studies) can be accessed via the Organisational Learning and Development (OLD) section. Please contact the OLD staff for information regarding any of the undergraduate courses available.

Certificate II, III, and IV in Conservation and Land Management

These courses are designed to meet the requirements of Departmental personnel seeking to improve their performance and develop their careers. The courses aim to provide theoretical and practical skills relevant to land and natural resource management/rehabilitation/revegetation/park customer relations.

General information:

- Modules in the courses 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 OLD.
- Entrance to the courses is restricted to permanent Departmental personnel.

14.2 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. 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 OLD staff at Dwellingup Training Centre for information on the programs available for both on campus and Distance Education modes.

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.

For further information, please contact:

Organisational Learning and Development
DEC Training Centre,
Acacia Rd, Dwellingup, 6213
Ph: (08) 9538 1200
Fax: (08) 9538 1244

Scholarships

Part H

15 Scholarships

The Department of Environment and Conservation supports continuous learning for all our people. A number of scholarships and study assistance programs are in place to assist Departmental people to attain recognised qualifications through formal study.

Qualifications in the workforce are increasing in importance as jobs become more complex and subject to greater change. Combining work and study has become popular and an important method of developing careers.

Benefits to the Department

The Department recognises the significant commitment, which is needed to successfully study part-time. The Department's scholarship program is designed to provide financial support, incentive and recognition to those who make the commitment.

Study is an important aspect of all Departmental personnel development, which helps lay the foundations for a motivated, professional and highly skilled workforce. The Department recognises this and has made a commitment to invest significantly in the education and development of all Departmental people through its Scholarship Programs.

Benefits to all Departmental People

There are many direct benefits available to all Departmental people:-

- Study leave
- Financial Assistance
- Recognition and reward
- Acquired skills and knowledge
- Career pathways

Scholarships Offered by the Department

The scholarships that are offered by the Department include:-

- Executive Director's Scholarship for Study Assistance.
- Leadership Scholarship.
- Sciences Scholarship.
- Executive Director's Career Development Scholarship.
- Scholarship for all Departmental Women.

These scholarships are offered on a yearly basis with applications closing in September or October each (specific date for 2009 scholarships to be advised).

Further details regarding these scholarships and applications forms can be accessed from the Dwellingup training home page or at:

<http://calmweb.calm.wa.gov.au/drbc/dsd/hrb/training/scholarships.doc>.

Alternatively, please contact:
Timothy Moore
Training Officer
DEC Training Centre, Dwellingup.
Ph: 043 898 6711
Email: tim.moore@dec.wa.gov.au

Interstate and International Program

Part I

16 Interstate and International Program

The Interstate and International Program will replace the former International Exchange Program and the International Placement Program.

This program is under review for 2009, details will be available shortly

For further information please contact:

Fernette Eakin

Senior Project Officer Training and Development

DEC OLD Kensington.

Ph: (08) 9219 9787

Email: fernette.eakin@dec.wa.gov.au

Self-directed Education and Training

Part J

17 Self-directed Education and 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:-

- How to Successfully Manage your Time.
- Team Building - a Positive Approach.
- Effective Report Writing.
- Performance and Development Review (Parts I and II).
- Coaching for Improved Performance.
- Delivering Successful Presentations.
- Telephone Essentials.
- Better Business Letters.
- The Power of Mentoring.
- UGRs – Creating a Service Revolution.

Contact:

OLD staff, DEC Training Centre, Dwellingup

Ph: (08) 95381200

On-line Learning Opportunities

The Department has also developed four on-line learning programs for the convenience of all Departmental employees. The program details are as follows:-

- Improving Staff Performance.
- Giving Feedback.
- Workplace Discrimination.
- Record Keeping Awareness.

These 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.
- 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 employees wishing to participate in these on-line learning opportunities, to provide feedback on the usefulness of the programs or for any other enquiries should contact:-

OLD staff, DEC Training Centre, Dwellingup

Ph: (08) 9538 1200

Fax: (08) 95381244

Registered Training Organisation Procedures

Part K

18 Registered Training Organisation Procedures

As a Registered Training Organisation, the Department of Environment and Conservation has written policies and procedures that ensure the provision of quality training and assessment services to Departmental employees. These policies and procedures are consistent with the "Australian Quality Training Framework 2007 Essential Standards of Registration".

The Department's OLD team will ensure that these written training and assessment policies and procedures are circulated, understood and implemented consistently throughout the organisation.

18.1 Client Support

The Department is committed to ensuring the principles of equity, fairness and justice are enshrined in all its employment policies and practices, and the only basis for job selection will be on merit. The Department aims to provide a workplace that fosters diversity and is conducive to optimum performance and employee satisfaction, thus enhancing the quality of service delivery.

The Department aims to ensure that no job applicant or employee will receive less favourable treatment on the grounds of sex, marital status, pregnancy, race, religious or political conviction, impairment, age, family responsibility or family status. The Department aims to remove the effects of discrimination against certain disadvantaged groups by adopting special measures to provide equality of opportunity for all.

The Department is committed to ensuring that all training and assessment policies and procedures incorporate access and equity principles.

DEC will ensure:

- All participants have access to the benefits of training and assessment, irrespective of their gender, age, religion, culture, linguistic background, marital status, location and socio-economic background, disability, sexual preference, family responsibility or political conviction.
- All participants have access to training courses, resources, facilities, support services, information, trainers and assessors, materials, assessment opportunities, learning opportunities, special needs' material and equipment.
- Assessors are aware of the ways in which candidates can be disadvantaged in the assessment process, such as through literacy, numeracy and language difficulties, and what steps can be taken to ensure that assessment policies and practices take account of individual needs. This may involve adjusting the assessment procedures for conducting assessments or gathering evidence. Reasonable adjustment involves varying the assessment process to take into account the special characteristics of the candidate while ensuring the validity and reliability of assessment decisions.

For further information or enquiries regarding Client Support, contact:

RTO Compliance Officer
DEC Training Centre, Dwellingup
Ph: (08) 9538 1200
Fax: (08) 9538 1244

18.2 Mutual Recognition

As a Registered Training Organisation, the Department of Environment and Conservation recognises the principle of Mutual Recognition as critical to the operation of a nationally consistent vocational education and training system and a key principle underlying the Australian Quality Training Framework.

The DEC RTO endorses the requirement to recognise student achievements to ensure that “Statements of Attainment” and Australian Quality Framework qualifications issued by other RTOs are portable between RTOs and across the state boundaries.

For further information or enquiries regarding Mutual Recognition, contact:

RTO Compliance Officer
DEC Training Centre, Dwellingup
Ph: (08) 9538 1200
Fax: (08) 9538 1244

18.3 Recognition of Prior Learning

Qualifications awarded through the recognition of prior learning (RPL) process are equivalent to qualifications awarded when an individual successfully attends and completes a formal training course that is nationally recognised.

RPL is a process involving an assessment of an individual’s current knowledge and skills even though the evidence produced in support of the claim for recognition may be drawn from the past and does not have any formal qualifications.

Competency may be demonstrated by individuals through:-

- Work experience
- Life experience
- Formal training
- Informal training

Departmental staff may apply for RPL against a course that the Department is accredited to deliver. Applicants are responsible for providing or demonstrating evidence required to support their claim for recognition.

Depending on the subject matter, further training and assessment may be required for those aspects that are unique or modified in a new location. For example:-

- The local area (e.g. terrain, weather patterns, boundaries, etc.).
- The local resources (e.g. types of vehicles, supporting services, communications system, etc.).

- The local organisation and its requirements (e.g. local chain of command, Departmental standards, policies, guidelines).

Evidence

Evidence to support a claim for recognition may include:-

- Original or certified copies of nationally recognised training certificates and/or statements of attainment.
- Practical demonstration.
- Align objectives and learning outcomes (of non-nationally recognised courses) to a Unit of Competency.
- Verbal evidence (response to predetermined questions).
- Assessment by Trainer/Assessor.
- Operational logbooks or operational records.
- Video or photographic evidence.
- Completed forms.
- Feedback from clients.
- Evidence of workplace projects (e.g. action plans, copy of project report, etc.).
- Interview of referee/s (e.g. Local manager, Unit/Section, Training/District Manager, etc.).
- Personal logbook or diary.
- Letters of endorsement from a third party.
- Assignments.

RPL evidence is often presented in the form of an evidence portfolio, and each piece of evidence must be linked to the learning outcomes that are aligned to the particular units of competency.

Procedure

Check to see if the Department provides RPL in the subject you are interested in. Some subjects may be outside the scope of registration of the Department. As a general rule, if the Department provides nationally recognised training in a subject, it can provide Recognised Prior Learning in that subject.

Contact OLD for a Recognised Prior Learning Application Form, or obtain a form from the People Services web page, or contact the Pathways Program Facilitator, Donna Virgo.

Applications are forwarded, along with suitable supporting evidence, to the RTO Compliance Officer or to the Pathways Program Facilitator.

Applicants will be required to demonstrate competence in the workplace. An assessor will observe the competency in the workplace, in which you are seeking Recognised Prior Learning.

An interview may be required with a RPL panel set up to consider the application. At least one member of the panel needs to be a certified Assessor or a nationally

recognised equivalent, and at least one other member needs to be qualified in the subject matter being assessed. Applicants can have an adviser present when they are being interviewed.

An application for recognition could result in one of three (3) outcomes:-

- Approve the application and the applicant is deemed successful;
- Deem the application unsuccessful; or
- Recommend the Applicant provide more evidence which may include a Challenge Assessment. (Claims will be automatically declined if the applicant refuses to provide further evidence, attend an interview and/or refuses to practically demonstrate their abilities through a challenge assessment).

This decision will be based on the performance criteria of the relevant unit of competency.

If the application is unsuccessful, the applicant is advised in writing of that result. In addition, the applicant is also provided with feedback on why the application was unsuccessful and what requirements are deemed necessary in order to be deemed as 'competent'.

Appeals will be conducted in accordance with the Department's Appeals Policy.

The Department will maintain an accurate recording system consistent with the minimum quality standards for RPL. RPL assessments will be recorded on the Department's Training Provider Database and/or CONCEPT.

For further information or enquiries regarding RPL, contact:

OLD staff, DEC Training Centre or contact Donna Virgo, Pathways Program
Phone: (08) 9538 1200
Fax: (08) 9538 1244

18.4 Grievances

Employee concerns or complaints related to unfair or inequitable treatment in their workplaces are grievances. In keeping with the DEC values of Honesty and Integrity, the Department is committed to the resolution of grievances in a fair, equitable and prompt manner.

The Department's Good Working Relations Policy and Online Program deals with resolving grievances where discrimination, harassment, victimisation or bullying is involved. Where a grievance involves other issues, contact the Manager People Services Branch on (08) 9334 0213 for advice. Grievance policies are also included in the Department's Code of Conduct.

Information produced during the grievance resolution process is kept confidential and divulged only to the persons involved.

Documentation about grievance resolution decisions should describe clearly and concisely the grounds upon which decisions are made.

Procedure

Step 1:

The complainant should, if he or she feels comfortable in doing so, attempt to resolve the grievance by approaching the person/s causing the grievance.

Step 2:

If unresolved, the matter is to be discussed between the complainant, respondent and the relevant supervisors or Section Manager.

Step 3:

If unresolved, the matter is to be discussed further involving a Safety and Health Representative from the Department.

Step 4;

If unresolved, the matter is to be referred to the Safety and Health Committee.

Step 5:

If unresolved, either party may refer the matter to WorkSafe WA.

Step 6:

If a resolution has not been agreed to at this stage, the matter will then be referred to the Commissioner, and then if still unresolved, referred to the Safety and Health Minister for conciliation and/or arbitration. The parties agree to abide by the decision of the Safety and Health Minister.

For further information or enquiries regarding Grievances, contact People Services.

18.5 Assessment Appeals and Reassessment

An appeal against an assessment outcome or process may be lodged at any time if the person undergoing assessment feels they have been disadvantaged or discriminated against. The appeals procedures apply to:-

- Assessments conducted within a course.
- Assessments or decisions within a RPL process.

Grounds for Appeal

Valid grounds for submitting an appeal may include but are not limited to:-

- Alleged bias of the assessor.
- Level of competence of the assessor.
- Alleged wrong advice from the assessor regarding the assessment process.
- Alleged inappropriate assessment process for the competency.
- Faulty or inappropriate equipment.

Appeals Procedure

Step 1:

An appellant wishing to submit an appeal must do so by completing an Appeals Application Form. This form must be submitted within 14 days of the date of result of notification.

The documentation should clearly state the grounds for appeal and should include sufficient evidence to support their claim.

The application is submitted to the RTO Compliance Officer, DEC Training Centre, Acacia Rd, Dwellingup, 6213.

Step 2:

On receipt of the appeals application, the RTO Compliance Officer will acknowledge receipt of the claim, in writing, to the appellant within seven days.

Step 3:

Upon receipt of the application RTO Compliance Officer will nominate an independent assessor to review the appeal and make a determination within a reasonable timeframe.

Step 4:

The independent assessor reviews the appeals claim.

Step 5:

The independent assessor determines the appeal outcome.

The independent assessor will advise the RTO Compliance Officer of the appeals outcome.

Step 6:

The RTO Compliance Officer will notify the appellant of the result of the appeal, in writing, within seven days of the result.

The RTO Compliance Officer records the appeals outcome and places a copy of the written notification in the complaint's file.

If the appeal is rejected, the appellant will be notified of their right to have the appeal heard by an appeal panel.

Once the appellant is notified of the decision made regarding their appeal, they must respond, in writing, within seven days to the RTO Compliance Officer, if they wish to progress further with the appeal.

Step 7:

The RTO Compliance Officer will inform the appellant of the details regarding the re-assessment, in accordance with standard assessment processes.

A copy of the re-assessment details is to be placed on the complainants file.

Step 8:

The RTO Compliance Officer will arrange for the appellant to be re-assessed.

An independent assessor will conduct reassessments, where possible.

If a reassessment is to be conducted, the appellant has the option to nominate an independent observer.

The assessor will determine the assessment outcome against the competencies.

The assessor will complete an assessment checklist.

Step 9:

The appellant may refuse to be re-assessed.

Step 10:

The Manager, Learning and Development, will refer the appellant to the Department's Good Working Relations Policy.

Step 11:

If the appellant is dissatisfied with the result of the appeal, and the process followed, they may wish to lodge a complaint.

Step 12:

The Manager, Learning and Development, will determine the members and format of the appeals panel.

The Manager, Learning and Development, will advise the appellant of the requirements of the appeals panel.

At the appeals panel, the appellant must provide additional information in support of their appeal.

Step 13:

The RTO Compliance Officer issues a Statement of Attainment/Certificate of Qualification and forwards it to the appellant.

A copy of the Assessment Appeals Application Form is located on the following page.

For further information or enquiries regarding Appeals and Reassessment, contact:

RTO Compliance Officer
DEC Training Centre, Dwellingup.
Ph: (08) 9538 1200

18.6 Assessment Appeal Application Form

The intention of the appeals process is to provide all DEC personnel with the opportunity to resolve matters where they believe they have been assessed in an unfair or unequitable manner.

Any information you provide on this form will be dealt with in a confidential manner.

APPLICANT DETAILS		
NAME:	SIGNATURE:	EMPLOYEE NO:
WORKPLACE: PHONE NUMBER:		
ASSESSMENT DETAILS		
NAME OF ASSESSOR:		DATE/TIME OF ASSESSMENT:
COMPETENCY NAME & CODE OR MODULE NAME/DEC COURSE:		
ON WHAT GROUNDS IS THE BASIS OF YOUR APPEAL Please tick the appropriate box/es and provide any other specific relevant information:		
Alleged bias of the assessor/trainer.		
Alleged competence of the assessor/trainer.		
Alleged wrong advice from the assessor/trainer regarding the assessment/training process.		
Alleged inappropriate assessment/training process for the competency.		
Faulty or inappropriate equipment.		
Incorrect assessment of evidence through a Skills Recognition application you submitted.		
Other		
APPLICATION RECEIVED BY:	DATE:	
SIGNATURE:		

18.7 Training Records

The Department is committed to maintaining effective and efficient administrative records management processes for training and assessment activities in accordance with the legislative and regulatory requirements.

The Department adheres to the Public Sector Management Act General Regulations (1994) for the establishment and maintenance of employee records and the confidentiality of all information enclosed in them.

The Department must maintain up-to-date records of:-

- Verified qualifications and experience of all staff and persons working on behalf of the Registered Training Organisation as trainers and assessors.
- Enrolments and participation.
- Assessment results.

All course reports and assessment outcomes will be forwarded to the OLD staff at the DEC Training Centre, Dwellingup. These will be collated and placed into the Department's Training Provider Database and/or CONCEPT.

It is recommended that Departmental staff also maintain a personal training and operations record (in the form of an Individual Competency Maintenance Logbook) to assist them with maintaining currency and re-certification of qualifications.

Staff participating in DEC training courses should be aware that their assessment results may be made available to relevant managers within the Department on a 'need to know' basis for valid management purposes. People who can access employee training records are:-

- The employee.
- The assessor.
- Those with direct management chain for that employee (Supervisor, District Manager, Regional Manager or Director of the Branch).
- Administrative staff involved in the assessment process.

In the event of incident management (such as wildfire or whale rescue) or situations where life is at risk, this policy will be waived. Assessment results may be made available to relevant emergency managers (Incident Controller or other members of Incident Control Team) under approval from the Division e.g. Resource Officer.

For further information or enquiries regarding Training Records, contact:

Finance and Administration Officer or RTO Compliance Officer
OLD, DEC Training Centre, Dwellingup.
Phone: (08) 9538 1200
Fax: (08) 9538 1244

18.8 Staff Feedback

Feedback from Departmental personnel is an essential part of a quality management system and every opportunity should be taken to encourage formal and informal comments from all staff.

Feedback from all personnel will be used to modify procedures, policies and guidelines, and may influence the Training Procedures Manual and other decisions.

Staff confidentiality will be respected when sensitive issues are raised or when the employee requests it.

Please contact a member of the OLD team with your feedback.

