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TECHNICAL - LEADERSHIP - MANAGEMENT COURSES

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Operate Breathing Apparatus
MSMWHS216 Course Overview

This course teaches participants the correct method of wearing and using breathing apparatus. It provides them with critical information relating to atmospheres, types of breathing apparatus, inspections and tests, wearing and working with breathing apparatus, calculating working times while wearing breathing apparatus and also how to refurbish the equipment once tasks are finished. It involves both theory and practical components including inspecting Breathing apparatus, donning breathing apparatus, doffing breathing apparatus, controlling breathing apparatus and refurbishment of sets. At the completion of the course, individuals will be able to utilize the breathing apparatus sets and receive a certificate of completion.

Face Mask Fitment

You'll learn about the various types of breathing apparatus and how to inspect them for defects, conduct operational checks and correctly fit the face mask including conducting pre-donning checks and tests on breathing apparatus.

Prepare and Maintain Equipment

Inspect for immediate use, report faulty equipment, identify and control hazards, maintain communication, use the apparatus as required, monitor working time, implement entrapment procedures, ensure personal safety, conclude operations by closing down, removing, cleaning, maintaining, and preparing the equipment for operational use, all in accordance with procedures.

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Enter and Work in a Confined Space

|RIIWHS202D Course Overview

This course teaches participants how to assess, plan and prepare to enter and work in a confined space on an active worksite. The course then uses skills learnt in prerequisite courses and applies them holistically to enter an actual confined space.Participants are instructed on all the equipment used for Confined Space Entry (CSE) including CSE Harness, davit arms, winch/inertia reels and associated kit. Participants are also rehearsed in how to rescue an incapacitated confined space entrant using a block and tackle recovery system. It is customized to suit general workplaces and common equipment specifications. It involves both theory and practical components taking necessary actions in scenario activities.
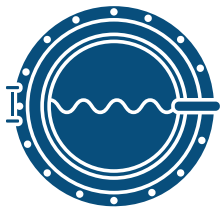
Enter Confined Spaces

Plan and prepare for confined space work by following procedures, ensuring compliance with safety and environmental requirements, obtaining necessary authorizations, confirming emergency response procedures, and preparing tools and signage. When working, test the atmosphere, apply safety protocols, maintain communication, and adhere to entry permit requirements and time limits.
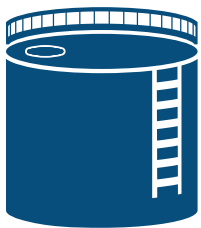
Exit Confined Spaces

Exit the confined space correctly, recover tools and materials, inspect and secure the space, remove tagging and lock-out, complete the entry permit, clear the work area, dispose of or recycle materials, and clean, check, maintain, and store tools, equipment, barriers, and signs.

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First Response to Fire

|MSMWHS212A Course Overview

This course teaches participants how to safely respond to a fire incident by applying first response measures using portable fire extinguishers including fire blankets. It is customized to suit a variety of workplaces and is conducted under the context of the Emergency Response Plan (ERP) for both camp sites and rig sites. It involves both theory and practical components including following the ERP during simulated fire emergency scenarios. Organisations within the chemical, hydrocarbons and refining industries may find themselves falling under the provisions of various Major Hazard Facilities legislation

Raising The Alarm

Identify a fire emergency and raise the alarm by evaluating and communicating the location, nature, and extent of the fire, determining the need to attack the fire or evacuate. Initiate basic fire responses by maintaining personal safety according to WHS guidelines, putting on appropriate PPE, selecting suitable extinguishing agents and equipment, operating fire-fighting equipment safely to contain the fire, and observing and reporting changing conditions and their effects on fire behavior

Evacuation And Notification

Notify responsible authorities by following emergency reporting procedures, identifying and notifying appropriate authorities, and clearly communicating information about the emergency. Undertake a safe evacuation by evacuating the area in a controlled manner if the initial response fails or is inappropriate, and securing the immediate area to prevent further loss to people, equipment, process, and the environment.

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Gas Test Atmospheres

| MSMWHS217 Course Overview

This course teaches participants how to prepare and function test gas test equipment, understand readings, where to record them and how to correctly use the equipment in a range of environmental conditions to safely perform gas testing primarily on rig sites or other operational/industrial locations. It is customized to suit workplaces and equipment specifications. It involves both theory and practical components taking necessary actions in scenario activities. This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members and the control room operator, as appropriate

Prepare For Testing

Prepare for gas testing by determining the type of gas or atmosphere to be tested, selecting and calibrating equipment according to procedures, identifying the required testing regime or sampling pattern, recognizing hazards from potential atmospheric contaminants, and implementing hazard control measures and appropriate PPE.

Understand Readings

Test gas by using gas testing equipment, interpreting and reporting readings, monitoring gas levels as needed, taking action if readings are unacceptable, and communicating required actions to appropriate personnel. Maintain equipment by cleaning and maintaining gas testing equipment, inspecting and fault-finding monitoring equipment, returning equipment to its required location and condition, and maintaining records of tests and results in accordance with procedures.

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Working Safely at Heights

| RIIWHS204D Course Overview

This course teaches participants how to assess, plan and prepare to work at heights in the workplace. The course uses skills learnt in prerequisite courses and applies them holistically to prepare ascend and descend from a real-life heights task completed in a simulated workplace. Participants are instructed on all the equipment used for Working at Heights (WAH) including commonly utilized WAH Harness, restraint systems, fall arrest systems and associated kit. Participants are also rehearsed in how to rescue an incapacitated worker suspended at height using a block and tackle recovery system. It is customized to suit various workplaces and equipment specifications. It involves both theory and practical components taking necessary actions.
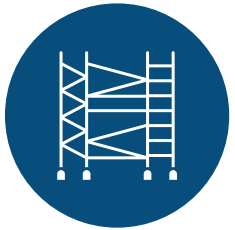
Identify Work Requirements

Identify work requirements by applying height safety procedures, inspecting the site, adhering to WHS requirements, and checking safety equipment while managing risks. Identify work procedures by consulting authorized personnel, selecting and caring for PPE, installing fall and perimeter protection, ensuring the safety system, and setting up signs and barricades. Access and install equipment by fitting and adjusting fall protection, installing required equipment, using recommended access methods, and minimizing the risk of items being knocked down.

Perform Work at Heights

Perform work at heights by ensuring safe access, keeping fall equipment properly adjusted, handling materials and equipment securely, periodically checking the safety system, monitoring and reassessing risk control measures, and making necessary alterations. Clean up the work area by consulting with authorized personnel to dismantle the safety system, clearing the area, disposing of or recycling materials, and cleaning, checking, maintaining, and storing tools and equipment.

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Conduct Manual Tasks Safely

HLTWHS005 Course Overview

This You'll learn to identify manual tasks involving risk by recognizing tasks that may pose a risk to self or others, identifying risk factors that make these tasks hazardous, determining the nature and extent of the risk, and following organization procedures to control hazardous manual tasks. You'll also learn to prepare for manual tasks by setting up the workplace layout and environment according to procedures, organizing tasks and workflows appropriately, preparing and packaging loads for movement while considering material-specific requirements, selecting and using suitable personal protective equipment, and ensuring tasks are within personal capabilities.

Workshop Objectives

- SOP's and manual Handling
- Compliance with WHS standards
- Use of PPE when manual handling
- Establishing what is required and hazard identification
- Understanding personal limitations
- Risks associated with manual handling
- Minimizing injury through breaking down loads
- Common manual handling movements
- Mechanical aids and manual handling - reporting hazards
- SWL for mechanical aids
- Points to consider when shifting loads
- Closing out administrative requirements
- Cleaning equipment

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Work in accordance with an issued permit

MSMPER200 Course Overview

This unit of competency covers the skills and knowledge required to work in accordance with an issued permit. It aims to ensure that people working under a permit to work understand the system, know the limitations of the permit under which they are working and comply with all the requirements of the permit. The people to whom this unit applies may be called 'permit recipients' or 'permit holders' by some organisations. Some organisations call 'permits' 'clearances'. This unit of competency applies to persons who are required to conduct work activities under the authority of an issued permit to work and within the context and requirements of that permit. This typically applies to all work done by maintenance staff and contractors and also to any other non-process work performed on the plant.

Course Objectives

- Confirm the scope and location of work to be carried out.
- Identify the need for a work permit for the work to be carried out.
- Apply for the permit following the organisation's requirements.
- Check that the work to be done complies with the permit type.
- Check that the scope and location complies with the permit issued.
- Inspect work area to ensure safety and compliance
- Suspend the job and make the work site safe before leaving.
- Formally seek and receive authorised extensions to the permit.
- Obtain new permit or have the existing permit revalidated.
- Ensure personal lock outs/tags/isolations are removed.
- Communicate the status of the work conducted.
- Closing out administrative requirements
- Complete documentation as required and sign off.

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Respond to local emergencies & incidents

| **RIIERR302E** Course Overview

This unit imparts the essential skills and knowledge required to effectively respond to a variety of local emergencies and incidents. Participants will learn how to implement response plans, monitor situations to ensure personnel safety and minimize environmental Impact, take necessary precautionary measures, and support formal relief efforts. The unit is tailored for those working in site-based roles within coal mining, metalliferous mining, drilling, extractive industries, and civil infrastructure environments. It includes both theoretical and practical components, involving scenario-based activities to ensure comprehensive preparation and coordination of responses. This comprehensive training ensures participants are well-equipped to handle emergencies with confidence and efficiency.
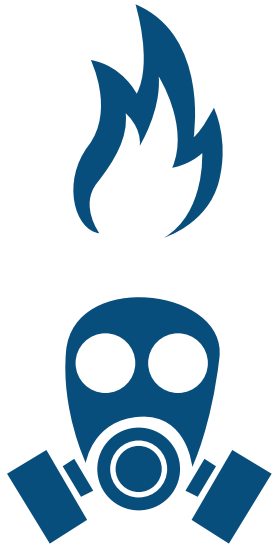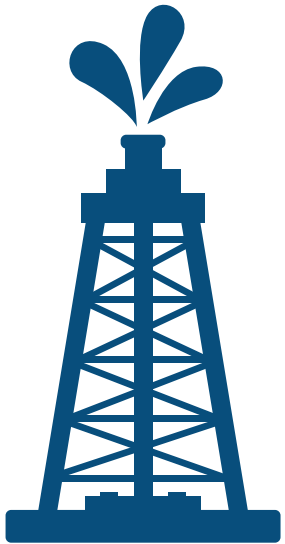

Course Objectives

- Locating, selecting, and wearing personal protective equipment.
- Following emergency evacuation procedures.
- Using required procedures and techniques to respond.
- Using required procedures and techniques to respond to fires.
- Isolating sources of danger and placing signage, barriers, and signals.
- Selecting and using emergency equipment.
- Identifying and assessing nature, extent and location of emergency.
- Administering initial response first aid.
- Attending emergency or incident debrief sessions.
- Locate and apply documentation, policies and procedures.
- Monitor atmospheric conditions as appropriate to scenario.
- Meet written and verbal reporting requirements and procedures.
- Report emergency or incident.

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IADC Introductory drilling well control
|**WellSharp** Course Overview

The IADC WellSharp Level 2 Introductory, drilling well control course provides candidates with an understanding of the fundamental principles involved in maintaining well control. This course is a pathway for those seeking a greater understanding of drilling well control processes and equipment. The training covers introductory knowledge and practical skills necessary to apply safe well control practices in surface and subsea installations. Well academy provides highly experienced IADC WellSharp accredited instructors and utilises an effective blend of classroom theory, supported by videos and animations, individual exercises, group discussion and case studies.

Course Objectives

- Introduction to the drilling rig and equipment.
- Blowout Preventer (BOP) and Well Control Concepts.
- Basic Rig Math and Calculations.
- Risk Management.
- Well control incidents, training, and assessment.
- Introduction to fluids and pressure.
- Barrier Concepts.
- Primary and Secondary Well Control.
- Kicks and Causes.
- Circulating systems and Influx.
- Shut-in Monitoring and Activities.
- Well Control Equipment.
- Well Control Methods.

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Leadership and influence workshop

Course Overview

They say that leaders are born, not made. While it is true that some people are born leaders, some leaders are born in the midst of adversity. Often, simple people who have never had a leadership role will stand up and take the lead when a situation they care about requires it. A simple example is parenting. When a child arrives, many parents discover leadership abilities they never knew existed in order to guide and protect their offspring.

Once you learn the techniques of true Leadership and Influence, you will be able to build the confidence it takes to take the lead. The more experience you have acting as a genuine leader, the easier it will be for you. It is never easy to take the lead, as you will need to make decisions and face challenges, but it can become natural and rewarding.

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Course Objectives

- Define "leadership".
- Explain the Great Man Theory.
- Explain the Trait Theory.
- Understand Transformational Leadership.
- Understand the people you lead.
- How to adapt your leadership styles.
- Explain leading by Directing.
- Explain leading by Participating.
- Explain leading by Delegating.
- Kouzes and Posner.
- Conduct a personal inventory.
- Create an action plan.
- Establish personal goals

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Workplace mentoring

Course Overview

Mentoring is like constructing footbridges. The mentor is the engineer, designing and constructing different bridges as people and conditions change. Sometimes mentors will need to construct wide, solid bridges with handrails and very limited risk to help mentees move towards new experiences. At other times, their partners will be ready and only need a little encouragement to use a narrow suspension bridge swaying in gale-force winds - with planks missing and little or no handrails. Mentors must assess each situation carefully, understanding the unique needs and capabilities of their mentees. They may need to provide extra support and guidance, ensuring the journey is safe and enriching. Building trust and fostering resilience are key elements in this dynamic process. Let's build some bridges and create pathways to success together.

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Course Objectives

- The definition of a workplace mentor.
- The benefits that can be achieved.
- High Arctic Mentoring model.
- Challenges that may be experienced.
- How to build trust.
- Tips for communicating effectively.
- Tips of providing feedback.
- Problem solving.
- Questioning techniques.
- The assessment process and where to get
  more information on assessing competence.
- Reflection.

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Supervising other workshop

Course Overview

Supervising others can be a tough job. Between managing your own time and projects, helping your team members solve problems and complete tasks, and helping other supervisors, your day can fill up before you know it. On top of that, supervisors often face unexpected challenges and must constantly adapt to changing circumstances, all while maintaining a positive and productive work environment. It requires a delicate balance of leadership, empathy, and organizational skills. The Supervising Others workshop will help supervisors become more efficient and proficient, with information on delegating, managing time, setting goals and expectations (for themselves and others), providing feedback, resolving conflict, and administering discipline.

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Course Objectives

- Define requirements for particular tasks.
- Set expectations for your staff.
- Set SMART goals for yourself.
- Help your staff set SMART goals.
- Assign work and delegate appropriately.
- Provide effective, appropriate feedback to your staff.
- Manage your time more efficiently.
- Help your team resolve conflicts.
- Understand how to manage effectively.
- Understand what a new supervisor needs to do to get started on the right path.

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Unconscious Bias

Course Overview

In today's complex world, biases shape our thoughts and actions more than we realize. Our comprehensive course delves into the two main categories of bias: conscious (or explicit) biases and unconscious (or implicit) biases. What is Unconscious Bias? Unconscious bias refers to the social stereotypes that subtly influence our perceptions and behaviors, often towards those who are different from us. Understanding these biases is crucial for fostering inclusive environments and making more informed decisions. Unconscious bias is more widespread than conscious or explicit bias, subtly affecting our daily interactions. These biases often operate independently of our conscious beliefs and values, leading to unintended actions. They can be activated by specific events or situations, influencing our reactions without our awareness.

Course Objectives

- Define various types of unconscious biases. .
- Identify where these biases come from and how
  they are engrained in our decision making.
- Successfully confront unconscious biases individually.
- Identify the effects of unconscious biases in the workplace.
- Exhibit how to implement an unconscious bias-based
  training in the workplace.
- Identify the steps for handling an unconscious bias-based
  complaint at work.

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Leadership development for women

Course Overview

Women's leadership has consistently proven to be a powerful force for positive change in the world, with female leaders sharing unique skills, strengths, and perspectives that are essential for creating a more equitable society. Despite the advancements of female leadership over the years, women continue to face numerous challenges in leadership positions, including gender stereotypes, bias, and under representation. Understanding the importance of women's leadership is not only a matter of justice and equality, but also a critical step towards creating a better, more inclusive world for everyone. Today, women are stepping up and make their voices heard, while breaking down barriers and shattering glass ceilings along the way.

Course Objectives

- Understand the value of women's leadership.
- Identify common gender-based barriers.
- Recognize the presence of bias against women in leadership positions.
- Explore strategies and tools to gain confidence to lead.
- Navigate common leadership challenges.
- Identify the power of leadership networking.
- Determine ways to establish a strong leadership style.
- Identify ways to empower and inspire others, using resources and support.
- Apply the principles of effective leadership to create organizational change.

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Third party company inductions

Course Overview

Understanding the unique culture and operational framework of a company is essential for all new employees. Our specialized induction service ensures that new team members are seamlessly integrated into your organization. Our service provides a detailed induction process that reflects the specific values, procedures, and organizational influences of your company. By partnering with us, you ensure that every new hire understands the "how" and "why" of your operations from day one. We offer fully branded and tailored induction content that aligns perfectly with your company's requirements. This personalized approach guarantees that the training resonates with your organizational goals and values.

Course Objectives

- Understand the companies operational procedures.
- Identify risks in the workplace.
- Recognize hazards and reporting procedures.
- Define expectations and communication.
- Educate employees on company policies.
- Ensure employees receive a high-quality induction.
- Determine any further training requirements.
- Ensures all new hires are aware of and comply with company policies and procedures.

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Safety in the workplace workshop

Course Overview

Workplace safety is the responsibility of everyone in an organization. Companies have legal obligations to meet certain safety requirements, but many go further than the minimum obligations. Safety standards and procedures must be put in place, and everyone needs to follow the standards in order for them to be effective. Our Safety in the Workplace course will be instrumental in reviewing common hazards, safety techniques and after completion, your participants will have the tools to help them create a Safety policy for your work place. By identifying and anticipating hazards, employers can prevent injuries and keep employees safe.

Course Objectives

- Define workplace safety.
- Create a safety plan and identify hazards.
- Recognize the role of management.
- Develop training procedures.
- Learn how to implement a safety plan.
- Understand legal responsibilities associated with a safe work environment

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Hazard identification and control

Course Overview

Ensuring a safe workplace relies on your safe attitude, the proper use of safe machinery and tools, adherence to established procedures and policies, and compliance with safety legislation, all of which are essential for identifying and mitigating potential hazards. Our hazard identification workshop equips you with the skills and knowledge to recognize potential dangers and take proactive steps to prevent accidents, ensuring a safer environment for everyone. Identifying hazards in the workplace is crucial to prevent accidents, protect your health and safety, and maintain a productive and secure working environment.

Course Objectives

- Understand what a hazard is.
- Know the difference between a hazard and a risk.
- Know how to identify workplace hazards.
- Be able to mitigate hazards.
- Understand the Hazard Pathway Impact model.
- Learn to identify and assess potential hazards in the workplace environment.
- Develop skills to implement and comply with safety legislation and organizational safety standards.
- Enhance your ability to create and maintain a safe and healthy work environment through effective hazard mitigation strategies.

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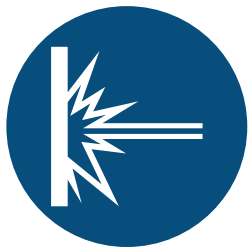
Risk assessment and management workshop

Course Overview

It is not possible to control or manage 100% of risk, but knowing what do before, during, and after an event will mitigate the damage and harm. Identifying potential hazards and risks and making it part of the day to day business is important. Safety should be the first priority as every business must face the reality of risks and hazards. Through our Risk Assessment and Management course your participants will be aware of hazards and risk they didn't realize were around their workplace. Identifying hazards through proper procedures will provide your participants the ability to prevent that accident before it occurs. Limiting and removing potential dangers through Risk Assessment will be an incredible investment.

Course Objectives

- Identify hazards and risks.
- Update control measures.
- Grasp the fundamentals of accident reports.
- Identify risk management techniques.
- Outline a disaster recovery plan.
- Communicate to the organization.

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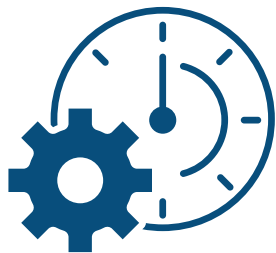
Project management workshop
Course Overview

In the past few decades, organizations have discovered something incredible: the principles that have been used to create enormous successes in large projects can be applied to projects of any size to create amazing success. As a result, many employees are expected to understand project management techniques and how to apply them to projects of any size. The Project Management workshop will give participants an overview of the entire project management process, as well as key project management tools that they can use every day. Working with project planning documents, such as needs assessments, risk management plan, and a communication plan will provide benefits throughout your organization.

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Course Objectives

- Define projects, project management, and project managers.
- Identify the five process groups and nine knowledge areas as defined by the PMI.
- Describe the triple constraint.
- Create key project documents.
- Understand and use the work breakdown structure.
- Build a project schedule by estimating time, costs, and resources.
- Create project planning documents, such as a schedule, risk management plan, and communication plan.
- Use planning tools, including the Gantt chart, network diagram, and RACI chart.
- Establish and use baselines.
- Monitor and maintain the project.
- Perform basic management tasks, including leading status meetings and ensuring all documents are complete at the end of the project
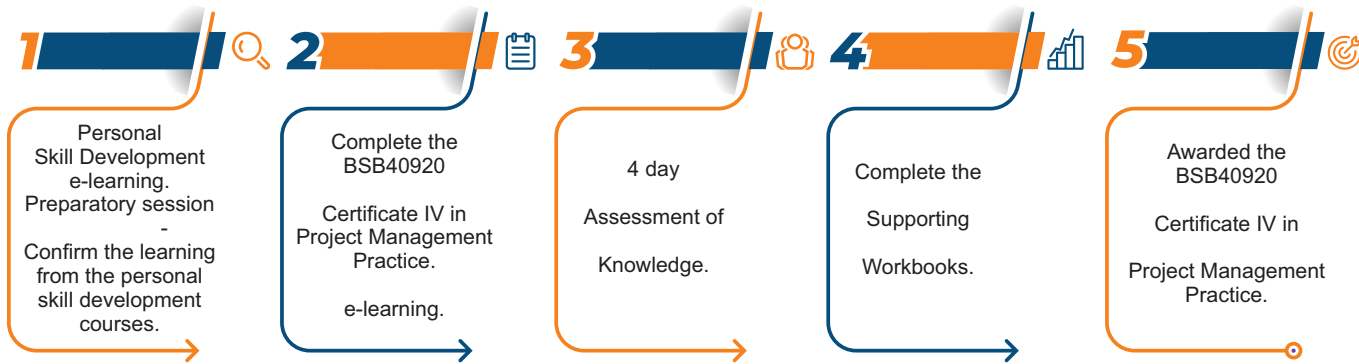
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Certificate IV in Project Management Practice
|BSB40920 Course Overview

This qualification reflects the role of individuals who apply project management skills and knowledge in a wide variety of contexts. The job roles that relate to this qualification may include Contracts Officer, Project Administrator and Quality Officer. Individuals in these roles work autonomously, and might be members of a project team, with no direct responsibility for overall project outcomes. Primarily, these roles would support wider project operations. This blended approach to the Cert IV in PMP allows the majority of the learning to be attained electronically, and then assessed in the face-to-face session.

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Skill Development
e-learning.
Preparatory session
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Confirm the learning
from the personal
skill development
courses.

2
Complete the
BSB40920

Certificate IV in
Project Management
Practice.

e-learning.

3
4 day

Assessment of

Knowledge.

4
Complete the

Supporting

Workbooks.

5
Awarded the
BSB40920

Certificate IV in

Project Management
Practice.

- Project Management 101.
- Master the art of verbal communication.
- Problem solving fundamentals.
- Creating and delivering business presentations.

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Diploma of Project Management
BSB50820 Course Overview

This qualification reflects the role of individuals who apply project management skills and knowledge in a variety of contexts, across several industry sectors. The job roles that relate to this qualification may include Project Manager and Project Team Leader. Individuals in these roles have project leadership and management roles and are responsible for achieving project objectives. Each module requires attendance (2 days per module) and the completion of assessment materials. The Certificate IV in Project Management Practice is a mandatory pre-requisite for this course.

Core Units

- BSBPMG530 Manage project scope
- BSBPMG531 Manage project time.
- BSBPMG532 Manage project quality.
- BSBPMG533 Manage project cost.
- BSBPMG534 Manage project human resources.
- BSBPMG535 Manage project information and communication.
- BSBPMG536 Manage project risk.
- BSBPMG540 Manage project integration.
- **Plus 4 elective units.**

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