

Fact Sheet

Is Your Company Compliant With Training & Assessing?



Quote: If you always do what you've always done, you'll always get what you've always gotten.

FREQUENTLY ASKED QUESTIONS

- Is your current trainer/assessor qualified?
- Is your current trainer/assessor aligned with an RTO?
- Is your current trainer/assessor issuing competencies and qualifications from a National Training Package?
- Does your current trainer/assessor's RTO have the competency or qualification in their scope of registration?
- When was your current trainer/assessor's RTO audited last?
- Are you aware that some trainer/assessors do not get audited because they or their RTO do not have the Unit of Competency from a National Training Package in their scope of registration?
- Does your trainer/assessor have Professional Indemnity and Public Liability Insurance?
- Does your current trainer/assessor conduct formal training and utilise training plans, which include a logbook?
- Does your company differentiate between Safety Audits and Site Safety Inspections?
- Are your auditors qualified?
- Do you know who issued your employees with their licence and is the licence still valid?
- Have you or your company conducted a Verification Of Competency (VOC) of your employee's qualifications?

ANSWERS NOT SO FREQUENTLY PROVIDED

Is your current trainer/assessor qualified?

Your current trainer/assessor should have a TAA40104 Certificate IV in Training and Assessment, not an old BSZ40198 or Train the Trainer qualifications from last century. They should have 5 years minimum operational experience in the area they are training in. They should also have currency in the area that they are training and assessing. Assessors need to be approved by Workplace Health and Safety to conduct High Risk Work and Earthmoving licensing. The assessor should conduct the whole assessment, not just mark the exam paper.

Is your current trainer/assessor aligned with an RTO?

Your current trainer/assessor should be a Registered Training Organisation or be aligned, employed by, or working with an RTO who has them on their HR Matrix, which is approved by WHSQ.

Is your current trainer/assessor issuing competencies and qualifications from a National Training Package?

Your current trainer/assessor should be issuing competencies from a National Training Package. If you are paying for just a card or piece of paper, then that is probably all it is. You will need to hope that the card or piece of paper holds up in a court of law. This piece of paper or card will be what you made need to produce in the Industrial Magistrate's or Coroner's Court in the unfortunate situation that there is an incident or accident. That court may inquire as to the quality of training delivered and from which National Training Package it was obtained and delivered by whom.

Does your current trainer/assessor's RTO have the competency or qualification in their scope of registration?

Whilst your current trainer/assessor may be aligned to an RTO, you can check if the RTO has a competency on their scope of registration by going to <http://www.ntis.gov.au/> and search using the RTOs National Provider number.

When was your current trainer/assessor's RTO audited last?

Registered Training Organisations (RTOs) are audited on a regular basis by the Training and Accreditation Council in each state. Trainer and assessor qualifications are audited as well as the RTO's Training and Assessment Strategies, Delivery Resources, Assessment Instruments and Answers as well as their Attendance Sheets, Enrolment Forms and Evaluation Reports. The content of each course is audited so as to map against the Unit of Competency from any National Training Package to ensure that full delivery is taking place and that it is not just made up garbage. If your current trainer/assessor is still operating from the boot of his car, then ask yourself and the trainer/assessor, when and by whom was he last audited for the training he is currently delivering?

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Are you aware that some trainer/assessors do not get audited because they or their RTO do not have the Unit of Competency from a National Training Package in their scope of registration?

If trainer/assessors do not have the competency in scope then they will not be audited for that competency. That means the trainer/assessor can charge your company less, deliver the training quicker and get away with your company's money faster. Cheap and nasty is what you usually receive and once again, you may need to explain this situation in the Industrial Magistrate's or Coroners Court, usually and unfortunately after an incident or accident. It may be easier and cheaper in the long run, to have proper, quality safety training conducted in the first instance.

Does your trainer/assessor have Professional Indemnity and Public Liability Insurance?

What protection do you and your trainer have if things end up in court? Professional Indemnity and Public Liability Insurance should be carried by the trainer/assessor as a minimum requirement. Do you have a copy of your trainer/assessor's Professional Indemnity and Public Liability insurance Certificate of Currency?

Does your current trainer/assessor conduct formal training and utilise training plans, which include a logbook?

It has been a requirement of WHSQ since July 2007 that all new trainees receive formal training and are on a training plan **before** they conduct any High Risk Work. Only after the trainee has received formal training may they commence filling in a logbook. Any hours in a log book before formal training is to be ignored and not count towards the nominal hours for the particular High Risk Work. An RTO should be involved early with the training plan and this should occur before any workplace activity takes place.

Does your company differentiate between Safety Audits and Site Safety Inspections?

Some "Safety Consultants" will refer to a safety walk around a jobsite as an Audit. Safety Audits to AS/NZS 4801:2001 should be conducted by auditors qualified by the RABQSA or an equivalent organisation. Lead Auditor or Auditor qualifications should also be checked and verified.

Are your auditors qualified?

Safety Audits to AS/NZS 4801:2001 should be conducted by qualified auditors who are members of RABQSA or an equivalent organisation. Lead Auditor or Auditor qualifications should also be checked and verified. A Diploma of Quality Auditing or Advanced Diploma of OHS can qualify persons as Lead Auditors also.

Do you know who issued your employees with their licence and is the licence still valid?

Are you aware where your employees received their training and assessment for the Certificates of Competency they hold? Employee's licences can be checked to see if they have been cancelled due to being fraudulently issued or otherwise illegally obtained by checking the following website:

<http://www.deir.qld.gov.au/workplace/training/training/cancelled/index.htm?findthis=1576574>

Have you or your company conducted a Verification Of Competency (VOC) of your employee's qualifications?

Many companies now conduct VOCs to ensure that their employees actually can pass the challenge test required to obtain a High Risk Work Licence. A VOC can expose not yet competent and potentially dangerous operators.

ABOUT KOOLAT SAFETY & THE FREQUENTLY ASKED QUESTIONS:

Trainer/Assessor Qualifications

Koolat Safety trainer/assessors have as a minimum TAA40104 Certificate IV in Training and Assessment. They have 5 years minimum operational experience in the area they are assessing in and have currency in the area that they are training and assessing. They are approved by Workplace Health and Safety Queensland or a state regulatory body to conduct High Risk Work licensing.

Nationally Recognised Training

Koolat Safety is a nationally Registered Training Organisation, National Provider Number 31474. Full scope can be seen at the National Training Information Service (NTIS) website: <http://www.ntis.gov.au/?/RTO/31474/Scope> This means that you can be confident that our courses are quality assured, nationally recognised and that they comply with all of the Australian Quality Training Framework 2007 Standards (AQTF 2007). When your employees undertake their training with Koolat Safety they receive nationally endorsed certification and qualifications that are recognised by employers and industry groups anywhere in Australia.

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Professional Indemnity and Public Liability Insurance

Professional indemnity and public liability insurance are carried by every trainer/assessor as a minimum requirement. Koolat Safety has the above insurance also.

Formal Training

Koolat Safety can deliver formal training prior to allowing employees to Perform High Risk Work. This has been a requirement since July 2007. Ignoring this or willingly accepting wrong advice is not an acceptable defence in court.

Safety Audits and Site Safety Inspections

Many safety consultants conduct safety walks around a site and call it a Safety Audit. This may be unintentional but it is misleading. Has your company checked and verified your Auditor's qualifications? Koolat Safety has available Lead Auditors with Diplomas of Quality Auditing and who are qualified by the Registrar Accreditation Board Quality Society of Australasia (RABQSA) to conduct Safety Audits to AS/NZS 4801:2001

Verification Of Competency (VOC)

Koolat Safety can conduct VOCs to your company's requirements to ensure that your employees are actually competent to conduct High Risk Work. A VOC can expose incompetent and potentially dangerous operators.

Continuous Improvement

Koolat Safety undertakes continuous quality assurance processes that guarantee a high standard of service to our clients. We will work with you to customise courses to suit your specific training and assessment needs. We undergo rigorous auditing processes by Department of Education & Training (DET) and Workplace Health & Safety Queensland (WHSQ) to ensure we meet all their required standards of training and assessment. When you choose Koolat Safety to deliver training and assessment services, you can be assured that we meet the stringent standards required by the Australian Quality Training Framework 2007 Standards (AQTF 2007).

As an RTO, Koolat Safety can use the nationally recognised training logo on all qualifications and statements of attainment that are from a National Training Package.



This logo signifies that the training courses are accredited under the Australian Quality Training Framework (AQTF) and the qualifications issued are nationally recognised by all other RTOs. This means you can be confident that the skills you attain by attending Koolat Safety training are of a high quality and will be accepted and valued nationwide. Check your qualifications to see if you have the Nationally Recognised Training logo on them. If not, contact whoever issued the qualification, ask for your money to be refunded and seek out a legitimate operator.

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