



Regional Transport Training Services PL

REGIONAL TRANSPORT TRAINING SERVICES Pty Ltd

STUDENT HANDBOOK

Regional Transport Training Services PL is a rural and regional training provider, which has been operational since 1995. It has developed and consolidated from a sole trader to the current status of a registered company and a Registered Training Organisation. The history of Mid Murray Driving School and Regional Transport Training Services PL, is testament to the continuous growth and stability of the business and the industry.

“Our Mission is to identify and meet the ever changing needs of the community, and enhance their well being through the provision of high quality education and information services within the area of transport training and its associated industries.”

Company Details

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Regional Transport Training Services PL

Name _____ Course _____ Fee Schedule sighted Y/N

Code of Conduct

Regional Transport Training Services PL has policies and management practices which maintain high professional standards in the delivery of education, training and assessment services and which safeguard the interests and welfare of participants.

Regional Transport Training Services trainers are responsible for presenting material that meets the appropriate standard for the training course being undertaken and will provide encouragement and support to participants. We ensure that our trainers are qualified, experienced and sensitive to your cultural and learning needs.

You also have a responsibility to make every effort to maintain satisfactory progress in your training.

If you exhibit behaviour which is disruptive, inappropriate or disturbing to other course participants and/or the trainer, you may be asked to leave the course.

Access and Equity

Regional Transport Training Services PL is extremely committed to fair and equitable access for all students to undertake Heavy Vehicle and Load Shifting training.

If students have issues such as language, literacy and numeracy, we will help with support mechanisms to assist them through the process within the guidelines of the industry.

Occupational Health Safety and Welfare.

AT RTTS your safety is one of our prime concerns.

Students are required to provide basic personal protective equipment relevant to the course including footwear, eye protection and hats as appropriate.

At all times students are expected to undertake activities safely, follow instructions and report any injuries, illness or near misses.

Recognition of Prior Learning

Regional Transport Training Services PL gives opportunity for potential students to provide evidence of previous experience which may entitle them to reduce the number of hours required before they are assessed to prove their competency.

Please speak with your trainer to see if this could apply to you.

Please note RPL is not available for all units of competency.

Course outcomes and pathways.

RTTS provides training in heavy vehicle driving from classes LR to Multi-combination vehicles. Occupational Health and safety for the Construction Industry (White card) and Load shifting including forklift, front end loader, backhoe and skid steer loader.

Please refer to specific information sheets for selected courses. This information is also available on our website.

Training and Assessment.

All training and assessment is competency based. Assessors will consider individual needs of course participants to determine when students are ready for assessment.

Assessment will involve application of knowledge and demonstration of skills. Please refer to specific course sheets for more detailed information.

Legislation and Licensing

Completion of any unit of competency related to licensing does not necessarily lead to the issue of a licence or addition of licence endorsements. On completion of the unit, applicants may need to apply to either SafeworkSA or DPTI for the licence and/or endorsement and meet all licensing conditions.

Separate licence fees will apply. Trainers can provide you with further information.



Regional Transport Training Services PL

<p><i>Complaints, Grievances and Appeals</i> All complaints and grievances regarding either the tuition or assessment process used by Regional Transport Training Services PL will be initially dealt with internally by the Managing Director and Company Secretary. These will be heard within 7 days of advice. Every effort will be made to resolve the complaint or grievance whilst ensuring the process is always fair and respects the student's privacy and right to formally present their case.</p> <p>If the process still cannot be resolved, student can appeal to DPTI for heavy vehicle driver licensing complaints or the Office of Training Advocate 1800 006 488.</p> <p><i>Access to personal records.</i> RTTS maintains records of client enrolment and participation. Students can access their records by contacting the Greenock office by phone or email.</p> <p>Once parchments, Statements of Attainment, Licences or Certificates of Competency have been issued , there will be a charge for a replacement. Please refer to Form RT30 for further information.</p> <p><i>Privacy</i> Your privacy is respected by Regional Transport Training Services PL. Personal information you provide to us is used to process your training requirements and will not be divulged to other parties without your consent.</p> <p>Your consent to the above will be implied unless you notify us otherwise. If you have a privacy concern or you wish to verify information held about you, please contact the Managing Director.</p>	<p><i>Courses currently offered by RTTS.</i> Please refer to specific course sheets for more detailed information.</p> <p>Occupational Health , Safety and Welfare CPCCOHS1001A Work Safely in the Construction Industry</p> <p>Heavy Vehicle driving units TLIC2002A Drive Light Rigid Vehicle TLIC3003A Drive Medium Rigid Vehicle TLIC3004A Drive Heavy Rigid Vehicle TLIC3005A Drive Heavy Combination Vehicle TLIC4006A Drive Multi Combination Vehicle</p> <p>TILE- Training in lieu of experience for HC</p> <p>Load Shifting Units TLILIC2001A Licence to operate forklift truck RIIMPO304B Conduct wheel loader operations RIIMPO3019A Conduct backhoe/ loader operations RIIMPO3018B Conduct civil construction skid steer loader operations</p> <p><i>Heavy Vehicles</i> When using our vehicles, the student must undergo 4 hours minimum tuition to prove their level of competence before assessment.</p> <p>When using their own vehicle, the student may request an assessment without undergoing any tuition, provided they state in writing that they have had previous experience or tuition elsewhere.</p> <p>Please note that a Standards officer from DPTI may observe any final licensing assessment.</p> <p><i>Load Shifting Equipment</i> The student must provide a letter of confirmation from their employer stating their previous experience in operating respective equipment, prior to theory and practical assessment. They may also provide evidence of previous assessment or qualifications before theory and practical assessment.</p>
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FREQUENTLY ASKED QUESTIONS

What is a Registered Training Organisation (RTO)?

A Registered Training Organisation is an entity which provides training under a recognised and accredited quality framework.

What is Competency Based Training?

Competency based training is the process of training to a standard.

What is an Assessment?

The training package for each competency specifies the conditions, methods and types of assessments required to achieve success for each unit. Assessment is the process of collecting evidence, comparing this evidence against the training package standard and judging the achieved competency.

What are 'Hours of Training'?

Each unit of competency has a number of hours assigned which indicates the amount of training time required to achieve competence. Training may take more or less time than the prescribed hours.

What type of vehicles will be used ie gearbox configuration?

Ford Louisville 18 speed Road Ranger gearbox, Mercedes Benz 13 speed Road Ranger gearbox, Mitsubishi 5 speed synchromesh.

What licence does the client need?

Information is located under 'Courses Provided' above.

Will it help the client obtain employment?

It will give the client a very good opportunity to gain employment in the Transport and Mining industries and primary production.

How do I find out about my training records?

Contact our Administration staff at the Greenock office.

For more information about legislation and guidelines, please refer to the 'Suggested Links' located on our website www.regtraining.com.au .