

COURSE OUTLINE

Issue Work Permits

Course Details:



This course is designed for personnel who may be required to issue appropriate permits to work persons conducting a variety of activities in workplace environments in which hazards exist or specific procedures need to be followed and monitored to protect the safety of personnel and the integrity of plant or process.

The Issue Work Permits course covers all of the required information for personnel to select the most appropriate work permit, obtain all of the work information (from a JSA or Risk Assessment) and issue a permit to work. It also covers conduct local risk assessment, understanding WHS obligations, conducting a hazard analysis and working at heights and working in confined spaces.

Where participants have a permit system in place, Risk Management Training Solutions will use real case study permits during the training sessions.

Entry requirements:

An individual undertaking this Issue work permits course with Risk Management Training Solutions (RMTS) will need to demonstrate the following to be eligible for entry:

-  It is recommended that participants have sufficient English, language, literacy, numeracy and visual interpretation skills to successfully complete this course.
-  Have access to appropriate PPE and equipment.

Unique student identifier (USI):

Any individual undertaking nationally recognised training will need a USI in order to receive their Qualification or Statement of Attainment. If you do not have a USI, you will not receive your Qualification or Statement of Attainment. A USI will give you access to an online record of any training you have completed since 1st January 2015. All individuals will be required to either apply for or provide a valid USI number on enrolment. Application for a USI number can be made directly through the USI website: <https://www.usi.gov.au/about> or via our website link.




If you require assistance in creating your own USI, please contact RMTS on 07- 54 555 451

Licensing, legislative, regulatory or certification considerations:

No licencing, legislative or certification requirements apply to this course as at the date of publication.




Pathways into the course:

Participants may enter this course through a number of entry points, and must be able to demonstrate the potential to undertake vocational education and training at this course level, such as:

-  Participant direct enrolment
-  Employer enrolment (part of your role)
-  Requirement for entering the industry

Pathways from the course:

After achieving the Issue Work Permits course, participants may undertake further study to achieve a range of qualifications relevant to their role, such as:

-  PUA30619 - Certificate III in Public Safety (Firefighting and Emergency Operations)
-  RII30719 - Certificate III in Emergency Response and Rescue
-  PUA30719 - Certificate III in Public Safety (Firefighting Operations)

Course Delivery:

This course will be delivered in the workplace or at RMTS training facilities.

Duration:

Course: 1 day (8 hrs)

Course Structure:

As part of this course the following unit competencies will be delivered:

- **MSMWHS201 - Conduct hazard analysis**
- **MSMPER300 - Issue Work Permits**

Pre-requisite requirements:

The following pre-requisite units are required to be completed prior to commencing the relevant unit of competency:





Unit of Competency	Pre-requisite Unit
MSMPER300 Issue work permits	MSMWHS201 Conduct hazard analysis

Further details of unit pre-requisite requirements will be provided at enrolment and on course commencement.

Assessment requirements:

Individuals undertaking this course will be expected to complete both written and practical assessment tasks.

Inclusions:

-  Practical hands-on training delivered by industry experienced trainers
-  Knowledge on relevant legislation and Australian Standards for MSMWHS201 - Conduct hazard analysis & MSMPER300 - Issue work permits.
-  Recommendations and advice for specialised PPE and equipment for your particular workplace
-  Advice on risk control methods for the type of work to be undertaken

Recognition of Prior Learning (RPL):

If you believe you already hold some or all of the skills, knowledge and/or experience for this course, you may be eligible to apply for Recognition of Prior Learning (RPL). You are encouraged to refer to our Participant Handbook and RPL/CT Handbook which can be downloaded from our website and speak with RMTS prior to commencing training.

Course fees:

The fee for this course is **\$250 per person**

No Statement of Attainment will be issued until full and final payment has been received.

Payment methods:

RMTS have eftpos facilities available, or payments can be made by direct deposit or cash. For larger organisations seeking training options, RMTS offer purchase orders.

Refund policy:

- A full refund will apply where RMTS cancels the course prior to commencement.
- A full refund of the course fees paid will apply where the participant withdraws in writing 14 days or more prior to the course commencing.
- 75% refund of the full amount of course fees paid where the participant withdraws in writing less than 14 days but more than 7 days prior to the course commencing.
- 50% refund of the full amount of course fees paid where the participant withdraws in writing less than 7 days but more than 3 days prior to the course commencing.
- No refund where the participant withdraws less than 3 days prior to the course start date or after commencement of the course unless special circumstances apply. Evidence must be submitted e.g. Medical Certificate

A full copy of our refund policy can be downloaded from the website.

Course completion:

On successful completion of all unit requirements, participants will be issued with nationally recognised Statement of Attainment for:

- **MSMWHS201 - Conduct hazard analysis**
- **MSMPER300 - Issue work permits.**



Participants who do not complete all requirements of the course will not be issued with a Statement of Attainment.

How to apply:

For more information, please do not hesitate to contact our office or visit our website.

Email: info@rmts.training

Phone: 07 54 555 451

Alternatively, you can download an enrolment form and return to:

Address: PO BOX 472 Noosaville, Qld, 4566