

It is important that you read the following information carefully as it provides details of Red Earth Training Solutions (RETS) policies and procedures that may affect you prior to enrolment and throughout your studies.

Red Earth Training Solutions specialise in training for the civil, mining and construction industry, providing practical flexible training delivery to suit your individual and business needs.

Red Earth Training Solutions is registered with the Australian Skills Quality Authority (ASQA) and complies with the Standards for Registered Training Organisations 2015 that outline good practice in marketing, operation, financing and administration as well as the training and assessment services provided to you as a participant.

Short courses, assessments and traineeships are available. The courses are competency based, where training is aimed at providing participants with skills, knowledge and understanding to demonstrate competence to a nationally endorsed industry standard.

Further information is available on our website www.redearthtrainingsolutions.com.au

COURSE INFORMATION

Red Earth Training Solutions provide training and assessment in Nationally Accredited Qualifications and Units of Competence in RII20720 Certificate II in Civil Construction, RII30820 Certificate III in Civil Construction Plant Operations, AHCMOM213 Operate and Maintain Chainsaws; TLILIC0003 Licence to Operate a Forklift Truck; CPCCWHS1001 Prepare to Work Safely in the Construction Industry (White Card), RIIWHS205E Control traffic with stop-slow bat & RIIWHS302E Implement traffic management plans (Workzone Traffic Management); RIIMPO205E Operate roller/compactor; RIIMPO301E Conduct hydraulic excavator operations; RIIMPO304E conduct wheel loader operations; RIIMPO310F Conduct grader operations; RIIMPO312E Conduct scraper operations; RIIMPO316E Conduct self-propelled compactor operations.

Duty of Care Training & Assessment is available for Roller, Skid steer (Bobcat), Front End Loader, Excavator, Backhoe, Quick Cut Saw, Tele handler, Grader, Dozer, Scraper and Haul Truck.

PARTICIPANTS UNDER 18 YEARS OF AGE

All RETS staff and contractors are required to be familiar with the definitions of abuse and neglect, and ensure they understand their responsibilities in taking reasonable steps to protect and ensure the safety of children under the age of 18, as outlined in the [Children's Protection Act SA, 1993](#).

RETS strives to provide an environment free from the threat of danger, harm or loss, protection from physical, sexual and psychological harm and neglect, and empowers staff and contractors to report suspicion of child abuse and neglect.

FEES

Each qualification, unit of competence or short course has a designated fee structure

Participant fees are available by contacting

Email: admin@redearthtrainingsolutions.com.au

Office: (08) 8280 3439

Mobile: 0417 839 742

Facsimile: (08) 8280 3443

FEES BY INSTALMENT (FBI)

Red Earth Training Solutions offer an option to pay by instalment for some of the qualifications being delivered, subject to approval of a participant's capacity to pay.

RETS Version Control				
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Author	Holly Naughton	Authorised by	Rodger Carr	
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The Fees by Instalment is a legally binding agreement. If a participant does not attend the training the Fees by Instalment agreement is still binding. For Fees by Instalment enquiries please contact the office on (08) 8280 3439.

WITHDRAW FROM STUDY

If a participant is thinking about withdrawing from the course of study it is recommended that a discussion is had with the trainer. Any difficulties can be resolved.

A participant will be required to complete a withdrawal form prior to leaving the course of study.

REFUNDS

Please visit our website www.redearthtrainingsolutions.com.au to view our policy "fee and refund terms and conditions".

TRAINING AND ASSESSMENT POLICIES

There are a range of policies and procedures that need to be read and acknowledged that may affect a participants study. RETS policies and procedures can be found on our website www.redearthtrainingsolutions.com.au and in the participant handbook. Policies and procedures will also be discussed at orientation and referred to throughout a participant's course of study.

PARTICIPANT CODE OF CONDUCT

Red Earth Training Solutions (RETS) commits itself and promotes a safe, supportive and effective learning environment. This can only happen when everyone co-operates and complies with the Code of Conduct. Failure to comply with the Code of Conduct may result in disciplinary action being taken which may include a reprimand, warning, suspension or the possibility of exclusion from the course of study. ***Participants will be required to sign that they understand and will comply with the Code of Conduct.***

The Participant Code of Conduct can be located on RETS website www.redearthtrainingsolutions.com.au

HEALTH AND SAFETY

RETS is committed to promoting and providing a safe and healthy learning environment for all Staff, contractors, visitors and Participants. We aim to achieve the highest degree of Work Health and Safety by adhering to the applicable government legislation (***Work Health and Safety Act 2011***) and taking a personal interest in the well-being of RETS staff and participants. All staff and participants are responsible for maintaining high Work Health and Safety standards in the workplace

DRUGS AND ALCOHOL

No alcohol is to be brought or consumed on site under any circumstances.
Smoking is not permitted inside buildings or vehicles or close to any plant or machinery.
Illegal substances are strictly forbidden on site.
Drug and alcohol checks may be randomly undertaken due to the nature of the industry.

PRESCRIBED MEDICATION

If you are using prescribed medication, you must consider whether there are any possibilities that this may impact the ability for you to undertake tasks and in particular operate machinery in a safe working environment. If there is any uncertainty around operating machinery or undertaking tasks safely please speak to a RETS Trainer/Assessor to allow them to assist in overcoming problems/dangers that could arise

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment (PPE) is anything used or worn by a participant to minimise the risk to their health or safety. Items include steel cap boots, high visibility jackets, hard hats, long sleeved shirts, long pants.

RETS supplies PPE such as High Visibility jackets, ear plugs and goggles. Items that participants are required to supply vary and are listed on individual course brochures at www.redearthtrainingsolutions.com.au

AMBULANCE AND MEDICAL EXPENSES

Participants are not employed by RETS throughout their course of study so therefore are **NOT** covered by Safework SA for any medical expenses.

If RETS are considered negligent and a valid claim is submitted the medical expenses will be met.

If you are an apprentice while studying at RETS, your employer considers you to be at work so therefore you are required to direct ALL claims to your employer.

FEEDBACK

Red Earth Training solutions is committed to improving their services for participants and this can only be done by listening and responding to participants feedback.

Red Earth Training Solutions is required to conduct Learner Engagement and Employer Satisfaction surveys as part of its registration as an RTO, The Learner questionnaire will be given to participants sometime throughout their course of study. The Employer questionnaire will be emailed to employers upon completion of the employees training program (short courses) or during the time their employee is a participant at RETS.

All feedback will be treated with confidentiality and respect.

RETS would love to hear if our services exceed your expectations

FURTHER ENQUIRIES

For further information and enquiries please contact

Red Earth Training Solutions
336 Diment Road BURTON SA 5110

Email: admin@redearthtrainingsolutions.com.au

Office: 8280 3439

Facsimile: 8280 3443