

ON-SITE TRAINING AND/OR ASSESSMENTS

We can deliver most of our training courses and/or assessments on your site using your machines/equipment.

All training courses/assessments delivered on-site will cover the same content as the training courses delivered on our site. **(Please see the individual course pages for these details).**

Cost:

All on-site training and/or assessments will be quoted on a case-by-case basis. Costing will depend on the machines and the number of participants.

On-site training and/or assessments may attract a travel charge if the site is located 100kms or more from our main office.

On-site training and/or assessments may attract an accommodation & meals charge if the training and/or assessments go for more than one day a time.

On-site training and/or assessments may attract an additional charge if the training and/or assessments require more than one trainer/assessor.

Please contact our office for a personalised quote.

Site Requirements:

Theory:

We will require a quiet room, large enough to comfortably seat all the participants for the training course/assessments for the theory part of the required training.

This room should not be a thoroughfare for other people, and have lights and power, and a data projector & screen or TV that our trainers can plug their laptops into to show the DVD presentations for the training. We can bring our own set-up if the client does not have these facilities.

Practical:

It will depend on the machinery that the training and/or assessments are being conducted on, to what requirements are needed for the training and/or assessments to take place at the client's site.

Earthmoving machinery training/assessments may require a large area to operate the machine, stockpiles to load and move, ground to dig, truck or trailer to drive the machine onto, and correct chains/slugs to tie the machine down. They will also require several attachments for the machine(s), and also fuel for the machine to be provided as well as a working grease gun & grease.

Machines/equipment:

All machinery/equipment that is to be used for either training and/or assessments is required to be compliant and safe to use. It is preferable that each machine/equipment has its own Operator's Manual. Please let us know if you do not.

Chainsaw training and/or assessments will require logs to be provided on-site. These logs are required to be a minimum of 400mm in diameter.

If employers are supplying their staff with work chainsaws, we can supply the PPE but please make sure that the following is also provided with each, and to fit, each chainsaw:

- combination tool
- petrol
- bar oil
- 2-stroke oil
- spare chain
- cleaning gear
- 2 x wedges
- round file
- rags

Please contact us if you cannot provide all of the above equipment.

Workwear & PPE:

All participants of our machinery or equipment courses are required to wear sensible work clothes (long sleeved shirts) and steel capped boots, bring a filled water bottle for hydration, and **dress according to the weather.** e.g.

- Sunscreen (if sunny or windy)
- Hat (if sunny)
- Sunglasses (if sunny)
- Warm wet weather gear (if raining)

All other required PPE should be supplied by the employer during the course.

High Risk Work Licences issued by WorkSafe Victoria:

All High Risk Work machinery training/assessments have a mandated criteria for the practical assessment to be conducted against. If you are interested in on-site training for these machines, please read the following documents regarding this criteria.

Forklift performance assessment criteria

EWP>11 metres performance assessment criteria

Vehicle Loading Crane > 10 metre tonne capacity performance assessment criteria

Contract for the Provision of Services:

Closer to the date of the training and/or assessment, a Contract for the Provision of Services will be emailed or sent to the organiser/employer of the site. Basically this states that the company gives permission for All Skills Services to come onto their site and conduct the training and/or assessments. It also says that the company agrees to abide by the decision of the assessor.

Additional information required:

We will also need to know the following before the date of the assessment:

- the make & model of the machine that will be used for the practical assessment
- is the machine compliant & safe to use?
- do you have any attachments for the machine?
- the address and location of the site where the assessments will take place
- the name of the site contact on the day & also their contact phone number
- are there any site requirements that our assessor needs to know before he comes on-site?
- what tasks do you use the machine for?
- what is your normal start time?
- do any of the participants have any Language, Literacy or Numeracy issues? (This will help the trainer/assessor to tailor the training/assessments to address these issues without isolating or making the participant(s) feel uncomfortable.
- are there any workplace policies or procedures that the employer would like reiterated during the training?
- have there been any issues, incidents, near misses or accidents that the employer would like to incorporated into the training?