

**TERMS AND CONDITIONS**  
**LHRW (License to Perform High Risk Work)**

**General Information on the New Licensing System:**

As of 1 July 2007, the Government legislated to change from the Accredited Provider system of assessment to Registered Training Organizations (RTO) to now deliver training and assessment for high risk occupations which includes load shifting equipment, cranes, scaffolding, rigging and boilers. This is a more complex and rigorous process. Please read the information below carefully so you fully understand the new process set down by Government.

Plant and Machinery Assessing Services has held RTO status (RTO No. 5257) since 1997 and has recently undergone the Government audit and has been approved to deliver the following courses:

- 30496QLD Course in Operating Loadshifting Equipment; and
- 30497QLD Course in Operating Cranes, Rigging and Scaffolding.

These are Nationally Accredited Courses which take the place of the old Prescribed Occupation licensing and do not attract GST.

**The process to obtain your occupational license (ticket) is now a five step process.**

**Step 1:** Accept this quotation and its Terms and Conditions (by return email).

**Step 2:** Fax back (to 0754654212) the completed Enrolment form

**Step 3:** Send through a Purchase Order for the total amount AND a deposit of 40% of the total quotation price paid into Westpac Gatton BSB 034182 Account 171833 Account Name John F Miguel (we do progressive invoicing depending on the time it takes to complete the work).

**Step 4:** I then make contact to make a suitable time for the training course.

**Step 5** I will then provide:

- Study material
- Training Record Log Books (if necessary if the Training Log Book is not filled in, our Company cannot proceed with any assessment as it is a mandatory Government requirement.); and
- Training Plan (a mandatory Government requirement).

**Step 6:** The employer / individual must provide on-the-job training which must be supervised by a suitably qualified person e.g. an experience operator who holds a current ticket in that occupation (verification to be provided to the RTO). This on-the-job training must be documented into a Training Log Book.

**Step 7:** The employer /individual determines when the person is ready to undertake formal assessment by the RTO. You then contact us on mobile 0417637497 to make an appointment.

**Step 8:** After successful completion of the assessment, we send a certified copy of the Assessment Report, Statement of Attainment (certified copy) along with Government application for issue of the ticket to WHSQ along with the fee.

Please select from the tables below the Unit Code that you wish your employees to be trained and assessed on:

## COSTINGS:

**Travelling Costs:** Travel charged at the rate of **\$1.10 per km** return from Forest Hill QLD for every trip to your site (we take a kilometre reading from <http://www.whereis.com/whereis/directions.do> using Shortest Distance reading).

**Training Costs:** Should you not be able to provide proof of training and experience (letter from Employers and Training Record Log Book), RTO supervised training time is charged at **\$110 per hour** includes any additional course resources required by the trainer. This is in addition to the assessment cost below.

**Additional costs to your company:** After assessment the successful applicant takes their assessment paperwork to Australian Post for processing (we recommend that you ring ahead to make an appointment and to check with them that you have the 100 points of identification required). A fee is payable of **\$70.10** (as of 1 Sep 2009) is payable to Australia Post and you must supply a passport type photograph.

**Assessment Costs:** When the employer and the RTO are satisfied that the participant is ready for assessment, an appointment is made and the following costs apply (see table below):

Course Code	Course Name	Written Exam Duration (Time)	Practical Assessment Duration (Time)	Assessment Cost \$ +GST # Per Person *Plus \$68.10 fee to Australia Post
OHSCER207A	Operate a fork lift truck (LF)	1-2	1-2 hours	\$550
OHSCER218A	Perform Dogging Operations (DG)	2-3	2-4 hours	\$800
OHSCER222A	Perform Basic Rigging (RB)	2-3	2-4 hours	\$800
OHSCER228A	Operate a Vehicle Loading Crane (CV)	3-4	1-2 hours	\$600
OHSCER229A	Operate a Bridge and Gantry Crane (CB)	2-3	1-2 hours	\$600
OHSCER230A	Operate a Non-Slewing Mobile Crane Greater than 3 Tonne Capacity (CN)	3-4	1-2 hours	\$600
OHSCER235A	Operate a Boom Type Elevating Workplatform greater than 11 metres (WP)	1-2	1-2 hours	\$550

*\* Workplace Health and Safety Queensland now requires a 100% pass rate for the Written Examination therefore the time taken to complete will be longer. Please factor these times into your work schedule.*

**Language / Literacy:** Any participants with language or literacy problems should be identified by your Company prior to the assessment date. Please contact me to discuss as strategies can be put in place which may require an additional cost.

**Insurance:** I have comprehensive public liability and professional indemnity insurance (\$10M each) – copies can be provided on request.

## YOU OR YOUR COMPANY TO PROVIDE THE FOLLOWING

- You must arrange the machine to conduct training and assessment. Any machine supplied must be compliant with current Australian Standards **and have a capacity greater than 2 litre engine capacity**. Please check over the machine yourselves before training date. If we attend and the machine is not compliant a fee for the travel costs is payable.
- **PPE**: All participants must wear safety footwear, protective clothing, sunscreen or any PPE as required by your Company. If you require the Assessor to have any specific PPE or medical examination for entry to the site, this to be provided by your Company at your cost. Any permits required for vehicles to enter site must be arranged by your company prior to the date.
- A suitable room to conduct the written part of the assessment (crib room is not suitable if people are coming and going – it must be closed off to general people traffic).
- Cool drinking water / cups for duration of assessment and training.
- **Site Induction**: Any site induction required for the Assessor prior to going on site. Please check with your Safety Officer on-site that all requirements for the assessor to access the site are organised. The Assessor does hold a current Blue Card (Construction).
- **Induction of Trainees**: It is a requirement that your Company has already inducted your employees on the site prior to training or assessment. [17.6.09]
- A suitable outdoor venue to conduct the practical component. Suitable items to load and shift are also required (phone me to discuss). This area to be barricaded from general personnel using witches hats or barricading. **We would need items to load and shift – for earth moving machinery we need dirt/ gravel to load and shift. For Basic Rigger RG and Dogger DG we need a crane with full slewing capabilities and licensed driver, whistles and sisal rope for splicing.**

Note: **No participants under the age of 18 years are allowed to be assessed** (they can however undergo training and remain on a log book until they attain the age of 18 years).

**Cancellation Fee**: A fee of 50% of the total quote is payable if the training course or assessment is cancelled within 7 working days prior to the agreed date.

**Availability**: Please contact me well in advance of the time you require the assessment to be conducted. As I am heavily booked at times.

**Payment**: We will email you an invoice on completion and payment can be made by direct deposit (details will be on the invoice).

This quotation is valid for a period of **thirty business days**. Should you agree to the above terms and conditions, please confirm by emailing back as soon as possible accepting these Terms and Conditions.

The assessment must be carried out within 3 months of starting a Training Record Log Book (sufficient time to undergo supervised training and gain operational experience). After which time, the participant will still need to undergo a written examination and practical challenge test. We suggest you look at the following webpage for additional information as required by WHSQ.  
<http://www.deir.qld.gov.au/workplace/training/index.htm>.

Please do not hesitate to contact me on 0417637497 should you require any further information or clarification.

Regards

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