



---

## **AFM Learner Handbook**

---



## Contents

<b>1.</b>	<b>Welcome .....</b>	<b>1</b>
<b>2.</b>	<b>Our Mission .....</b>	<b>1</b>
<b>3.</b>	<b>Student Selection, Admission Process, Enrolment and Induction, OH&amp;S and Student’s Rights and Responsibilities .....</b>	<b>1</b>
3.1	Selection .....	1
3.2	Enrolment .....	2
	<b>Your path to learning: .....</b>	<b>2</b>
3.3	The Unique Student Identifier Scheme (USI).....	2
3.4	The Rights and Responsibilities of Participants.....	3
3.5	Online System Requirements .....	4
3.6	Workplace Based Learning Resources.....	4
3.7	Simulated Assessment (Nationally Recognised Training).....	5
<b>4.</b>	<b>Student’s Checklist .....</b>	<b>5</b>
<b>5.</b>	<b>Code of Practice .....</b>	<b>6</b>
5.1	Legislation.....	6
5.2	Access, Equity, Client Selection and Admission.....	7
5.3	Recognition of Prior Learning (RPL).....	7
5.4	National Recognition .....	7
5.5	Enrolment, Induction and Orientation .....	8
5.6	Marketing .....	8
5.7	Language, Literacy and Numeracy.....	9
5.8	Delivery .....	9
5.9	Assessment .....	10
5.10	Appeals Process .....	12
5.11	Fees, Charges and Refunds.....	13
5.12	Client Welfare, Guidance and Support Services.....	13
5.13	Disciplinary Procedures .....	14
5.14	Access to Clients’ Records .....	14
5.15	Recognition of Prior Learning/National Recognition.....	14
<b>6.</b>	<b>AFM’s Scope of Registration with Australian Skills Quality Authority (ASQA) .....</b>	<b>14</b>
6.1	TLIE3028 Complete a work diary in the road transport industry .....	15
6.2	TLIF0005 Apply fatigue risk management system .....	15
6.3	TLIF0006 Administer a fatigue risk management system.....	16
6.4	TLIF0007 Manage a fatigue risk management system .....	17



---

6.5	TLIF2010 Apply fatigue management strategies .....	17
<b>7.</b>	<b>Australian Qualifications Framework.....</b>	<b>18</b>
7.1	AQF Qualifications .....	18



## 1. Welcome

Welcome to Australian Fatigue Management (AFM) (RTO No. 41277). We sincerely hope you will gain great benefit from the course in which you have enrolled.

With over 14 years' involvement in training and compliance within the transport industry, AFM is a focused response to the current regulations requiring transport operators to adopt and implement the national road transport reform, in particular the safe and consistent management of driver fatigue. AFM's training strategies provides accessible learning to all people in the transport industry whether they are rural, regional or metro based.

This learner handbook has been put together to ensure participants have access to all the information they will need to study with us. Please feel free to call our Administration Team if you have any queries regarding your course or information provided to you. We wish you a rewarding experience in your pursuit of lifelong learning through education & training. Our staff are readily available to support your continuing education and assist you to plan and develop skills and knowledge to support your future endeavours. Should you have any feedback to provide us, it can be done through our feedback forms, trainers, coordinator or any of the management team.

## 2. Our Mission

Working with industry to reduce fatigue risk and educating drivers to choose to work safely.

## 3. Student Selection, Admission Process, Enrolment and Induction, OH&S and Student's Rights and Responsibilities

### 3.1 Selection

Students must be 18 years to enrol in a VET course of study. Students of this age may only enrol in a course with AFM if they have met all other entry requirements relevant to the course being undertaken.

Students must adhere to the Australian Fatigue Management (AFM) code of conduct and student rights and responsibilities.

All candidates enrolling in courses at AFM have the opportunity to withdraw and receive a refund (see below).

On pre-enrolment, students will need to provide formal identification through a birth certificate, driver's license or passport. These must be sighted and signed by a AFM trainer/employee.

You may be eligible for credit or recognition towards other courses.

## 3.2 Enrolment

Enrolment is by completion of the AFM Enrolment form and payment of due fees to AFM. Online Enrolment is completed as part of the Online study option when chose.

Where training is conducted in a face to face environment completed enrolment forms are to be completed and returned to:

PO Box 3696  
SUCCESS WA 6164

Formal identification is required and needs to be sighted by AFM staff and recorded.

### Your path to learning:



## 3.3 The Unique Student Identifier Scheme (USI)

As of January 1st, 2015, federal regulations require learners undertaking Vocational Education and Training programs (VET) to hold a Unique Student Identifier (USI).

This identifier should be provided to any RTO who provides you with VET training. USI's allow you to access your training records and attainments in VET from the national record. It also allows RTO's to manage your records more effectively.

You can obtain your USI at <https://www.usi.gov.au/students/create-your-usi>

Learners must provide their USI number to an RTO when enrolling in any course either as classroom based training or an online program. Alternatively, subject to your authorisation, AFM may obtain a USI on your behalf. You will need to complete the *USI Application Permission Form*.

It is vitally important that you make sure the enrolment details you enter are exactly the same as the details you entered when registering for the USI.

Prior to undertaking the course and issuing of certificates, your USI must be verified by AFM through the government USI verification website. You can be assured of security of your USI details at all times. Any information collected solely for the purposes of creating your USI is destroyed once your RTO has obtained your USI.

Learners should review the USI Fact Sheet at <https://www.usi.gov.au/students>, for further information and in particular if you are eligible for an exemption. Where you are eligible for an exemption, please provide the USI exemption code to AFM, we will record this on your enrolment. Exemption excludes the results from being recorded within the national USI system and the USI will not appear on any authenticated VET transcript prepared by the USI Registrar.



Further learner information about the USI available at the USI website

<https://www.usi.gov.au/students>

Learners are advised that the personal information you provide in connection with an application for a USI is collected by the Student Identifiers Registrar for the purposes of:

- Applying for, verifying and giving a USI,
- Resolving problems with a USI; and
- Creating authenticated vocational education and training (VET) transcripts.

The information may be disclosed to Commonwealth and State/Territory government departments, VET Regulators and agencies and statutory bodies performing functions relating to VET for:

- The purposes of administering and auditing Vocational Education and Training (VET), VET Providers and VET programs;
- Education related policy and research purposes; and
- Assisting in determining eligibility for training subsidies.

Information will not be disclosed without your consent unless authorised or required by or under Australian law. Please refer to “Privacy” and “Records Management” further in this handbook.

## 3.4 The Rights and Responsibilities of Participants

Students have the right to learn in an appropriate environment that is free from any form of harassment or discrimination:

- Students have the right to expect a competent trainer who can assist them to achieve the expected course outcomes;
- Students have the right to be reassessed if competency is not met in the first instance;
- It is the student’s responsibility to notify AFM or senior management when enrolling if support is required (e.g. help with literacy, transport, access to venue etc.);
- Students are responsible for personal possessions during class; and
- It is every participant’s responsibility to respect the rights of other participants, tutors and staff while attending an AFM course. Participants whose behaviour is deemed to be unacceptable will be asked to leave. Fees will not be refunded in this instance. Such behaviour may include that which:
  - Puts others at risk;
  - Is deemed to be disruptive;
  - Hampers others’ learning; or
  - Interferes with the AFM’s Code of Practice.

You are also required to be responsible for your own learning including:

- Ensuring you are the registered person using the online facilities and behaving ethically when using the technologies;
- Authenticity in the training and assessment. We have implemented strategies such as having a video-recorded interview with you and asking some key questions prior to issuing your certification document, and asking for photographic identification;
- Contacting AFM immediately if experiencing difficulties; and



- Understanding that plagiarism will not be tolerated and any learner caught engaging in it will be suspended from training.

In the unlikely event that AFM is unable to deliver the course in full, the applicant will be offered a refund of all unspent pre-paid course fees to date. The refund will be paid within 10 working days of the day on which the course ceased to be provided by AFM. Alternatively, enrolment in another suitable course by AFM may be offered at no extra cost. The applicant has the right to choose between refund of unspent pre-paid course fees or to accept a place in another course. If the applicant chooses a placement in another course the applicant will be required to sign a statement that indicates their acceptance of the placement.

### 3.5 Online System Requirements

This is a brief overview of what is required to be able to use and access our online learning system. For more information regarding how to use the system, please see the *Pre-enrolment Information Guide*. Our online Learning Management System (LMS) is 100% web based. Devices compatible with the LMS include PC, Mac, Phone and Tablet. System requirements are:

- Computer / Laptop/tablet device that has camera capability to complete the recorded video competency conversation.
- Supported browsers are: Microsoft Edge, Internet Explorer 9 or higher, Firefox, Chrome and Opera;
- Adobe Acrobat Reader – current version
- JavaScript, cookies, and pop-ups need to be enabled;
- Adobe Flashplayer – latest version (only where required);
- Sound: Windows supported stereo sound card with speakers; and
- Internet: High-speed Internet (DSL, cable, LAN) connection.

### 3.6 Workplace Based Learning Resources

#### **Personal Protective Equipment (PPE):**

Students are required to have access to job role related personal protective equipment for the purposes of completing assessments with AFM. Relevant PPE includes (but is not limited to):

- Steel capped safety footwear
- Hi-visibility clothing (short or long)
- Impact resistant safety glasses
- Gloves
- Hard Hat (where specified)
- Sun protective hat
- Sunblock
- Sunglasses
- Dust mask
- Intrinsically safe clothing (bulk fuel distribution)

#### **Company based policies and procedures**

- Fatigue management policy
- Safety Policy



- Drug & Alcohol Policy
- Fatigue Risk Management plan
- Fatigue Breach Procedure
- Fitness for work Procedure
- PPE Procedure
- Breakdown Procedure
- Sun Protection Policy
- Incident Injury reporting

### 3.7 Simulated Assessment (Nationally Recognised Training)

Where students do not have access to or their company does not have developed fatigue risk managements systems, policies and procedures, the AFM simulated environment is a company by the name of AFM Logistics. AFM Logistics reflects what is becoming more common for the road transport industry and how it manages its operations from a base company.

AFM Logistics reflects and operates as a typical road transport industry enterprise would providing remote access to all policies, procedures, forms, etc. to students as well as all relevant documentation made available by the NHV Regulator to transport operators and their employees. The student is required to identify and apply the AFM Logistics policies, procedures and legislative requirements where required within the assessment activities.

## 4. Student's Checklist

Each student should complete this checklist upon their enrolment into a course.

<b>Course Name:</b>	<b>Course Code:</b>
Unit Name / Code (if applicable)	
National Provider Number (if applicable):	
Trainer:	Phone:
Assessor:	Phone:
<RTOCoordinator1>:	Phone:





TASKS TO DO		DATE COMPLETED
1	Read through AFM's course / unit information.	
2	Complete <i>Enrolment Form</i> .	
3	Become familiar with the competencies in your course / unit of study.	
4	Prepare for your first assessment by practicing the tasks that will allow you to demonstrate the competencies to be assessed.	
5	After the assessment of a competency is completed, ensure that you and your assessor sign your <i>Assessment Records</i> .	
6	Contact AFM's <RTOCoordinator1>n team if you have any problems concerning your training.	
7	Ensure that you are available for the assessment tasks to be undertaken. Contact your assessor / trainer if you cannot complete the assessment at the pre-arranged time.	

## 5. Code of Practice

AFM has developed a Code of Practice to address and establish its commitment to the maintenance of high standards in the provision of vocational education and training. This code of practice provides all policies and procedures and it is a requirement of employment and a requirement of study at AFM that all personnel abide by it. To obtain a copy, please ask the course administrator.

### 5.1 Legislation

Information about current legislative and regulatory requirements impacting on participants in training can be found as follows:

- VET Quality Framework: provides for the administration of a vocational education and training system;
- Occupational Safety and Health Act 1984 (WA) / Work Health and Safety Act 2011: provides for duties and obligations related to workplace health and safety;

- Equal Opportunity legislation provides for prohibition of discrimination and other specified conduct and provides for the investigation into complaints in relation to discrimination. It covers legislation against workplace harassment, bullying or victimization and includes the following:
  - Age Discrimination Act 2004;
  - Australian Human Rights Commission Act 1986;
  - Disability Discrimination Act 1992;
  - Racial Discrimination Act 1975;
  - Sex Discrimination Act 1984;
  - Australian Capital Territory – Discrimination Act 1991;
  - New South Wales – Anti-Discrimination Act 1977;
  - Northern Territory – Anti-Discrimination Act 1996;
  - Queensland – Anti-Discrimination Act 1991;
  - South Australia – Equal Opportunity Act 1984;
  - Tasmania – Anti-Discrimination Act 1998;
  - Victoria – Equal Opportunity Act 2010;
  - Western Australia – Equal Opportunity Act 1984;
- Commonwealth Privacy Act: Relating to the collection, use and storage of personal data is available on: <http://www.privacy.gov.au>;
- Heavy Vehicle (Fatigue Management) National Regulation 2016; and
- Heavy Vehicle National Law 2012.

## 5.2 Access, Equity, Client Selection and Admission

Every client who meets the entry requirements (if applicable) as prescribed by the appropriate Training Package and minimum age requirements, based on training package or industry advice and Language, Literacy and Numeracy (LLN) skills will be accepted into any training/assessment program. AFM incorporates the principles of equity into all programs. AFM's staff have been instructed in their responsibilities with regards to Access and Equity principles. Clients have equitable access to all programs irrespective of their gender, culture, linguistic background, race, location, socio-economic background or disability. Some programs may have a limited number of vacancies and these will be filled in a chronological order upon completion of enrolment. Admission procedures will therefore be free of discrimination, and if an individual does not meet entry requirements, all attempts are made to assist them to identify alternative courses of action.

## 5.3 Recognition of Prior Learning (RPL)

AFM may conduct an assessment process that assesses the competency which you may have acquired through formal, non-formal and informal learning to determine the extent to which you meet the requirements specified in the training package.

## 5.4 National Recognition

AFM may provide national recognition for any formal learning that a client has undertaken.

## 5.5 Enrolment, Induction and Orientation

AFM conducts an enrolment, induction and orientation program for all clients. This program reviews the Code of Practice and also includes:

- The completion of an *Enrolment Form* with at least one of the three forms of identification required (one must be photographic identification):
  - Driver's License; or
  - Passport; or
  - Birth Certificate, and
- Identifying on the enrolment form, any specific needs of the individual client with regard to:
  - Language, Literacy and Numeracy (LLN) support;
  - Venue safety and facility arrangements;
  - Relevant legislative requirements and accessibility;
  - Review of the training and assessment program and flexible learning and assessment;
  - Client support, welfare and guidance services arrangements;
  - Appeals and complaints procedures;
  - Disciplinary procedures; and
  - Recognition arrangements.

## 5.6 Marketing

Should AFM market or advertise its products and services, it will do so in an ethical manner following the national protocol for marketing and advertising. AFM will market its products and services with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. In the provision of this information no false or misleading comparisons will be drawn with any other provider or course. Specific course information, including content and vocational outcomes is available prior to enrolment.

### 5.6.1 Ethical Marketing Practices

- AFM will adopt policies and management practices which maintain highly professional standards in the marketing and delivery of its products and services and which safeguard the interests and welfare of all clients.
- AFM will maintain an educational environment that is conducive for all clients for the achievement of the pre-determined competencies.
- AFM will always gain a client's written permission before using information about that individual in any marketing materials and will respect any conditions of permission imposed by the client.
- AFM will always accurately represent training products and services to prospective clients.
- AFM ensures that clients are provided with full details of conditions in any contractual arrangements with the organisation.



## 5.6.2 Accurate and Clear Marketing

Where advertisements and/or advertising materials refer to AFM's RTO status, the products and services covered by the organisation's Scope of Registration are clearly identified. AFM only advertises those AQF qualifications it is registered to issue.

Advertisements and advertising materials utilised by AFM identify nationally recognised products separately from courses recognised by other bodies or without recognised status.

The names of training packages, qualifications and/or accredited courses listed in advertising materials utilised by AFM comply with the names/titles recognised by the State or Commonwealth Registration Authority.

Full information on specific courses is available from AFM prior to enrolment.

## 5.7 Language, Literacy and Numeracy

AFM recognises that all vocational training includes language, literacy and numeracy tasks and all AFM trainers and assessors provide:

- Materials, resources and assessment tools and tasks that do not require clients to have language, literacy and numeracy skills of more complexity than those used in the workplace for the competencies being taught/assessed;
- Clear models of the language/literacy/numeracy task;
- Opportunities for repeated and supported practice; and
- Opportunities for independent practice.

Where some clients require additional practice and training, AFM arranges appropriate language, literacy and numeracy support.

## 5.8 Delivery

AFM ensures that all resources meet the requirements of the relevant endorsed training package(s) and/or accredited course(s), for the delivery, assessment and issuing of qualifications.

AFM affirms that it has in place and applies the following resources:

- Delivery personnel with appropriate qualifications, and experience, including assessor requirements as identified in the relevant Training Package assessment guidelines;
- Delivery and assessment resources appropriate to the methods of delivery and assessment requirements; and
- Relevant Training Package and/or accredited course documents and support materials, with necessary copyright authorisations.

Delivery strategies utilised by AFM are always selected to best achieve the required elements of competence while giving full consideration to the learning style of the participant. The provision of training may include a flexible combination of off and on-the-job delivery and assessment.



AFM has an obligation, under its conditions of registration to comply with the <AQTF/VQF1> and to issue AQF certification documentation to you when you have completed your course, been deemed competent through the assessment process and finalised all course fees.

## 5.9 Assessment

AFM has demonstrable experience and skill in providing or facilitating assessments that meet the endorsed components of relevant training package(s) and/or accredited courses.

AFM is committed to ensuring valid and reliable assessment of achievements against industry competency standards and all assessment undertaken by AFM remains consistent with the National Assessment Principles and the requirements of Training Packages.

### 5.9.1 Assessment Principles

AFM ensures that all assessment conducted within the organisation is reliable, flexible, fair and valid:

- **Reliable**  
All assessment methods and procedures will ensure that units of competency are assessed consistently and that there is always consistency in the interpretation of evidence.
- **Flexible**  
Assessment may be offered in the workplace (on-the-job), in the training environment (off-the-job), in a combination of both or via recognition of prior learning/national recognition. AFM will ensure that all assessment methods and practices allow for diversity with regard to how, where and when competence has been/will be acquired.
- **Fair**  
Assessment methods and procedures will not, under any circumstance, disadvantage any client.
- **Valid**  
Assessment activities will always meet the requirements as specified in the unit of competency. Sufficient evidence will always be collected, and will be relevant to the standard/module being assessed.

### 5.9.2 Assessment Pathways

AFM offers clients a number of assessment pathways appropriate to their certification outcome. Assessment conducted for the purposes of national recognition may lead to a part or a full qualification under the Australian Qualifications Framework. The main assessment pathways to a qualification can be listed as follows:

- Off-the-job training and assessment;
- Work Based assessment;
- Recognition of prior learning; and
- National Recognition.



## 5.9.3 Assessor Qualifications

AFM ensures that staff involved in assessment activities always meet the trainer/assessor requirements as set by either:

- The assessment guidelines of training packages; and/or
- The assessment requirements of accredited courses.

If staff members of AFM do not have the vocational competence to assess identified areas, appropriately qualified personnel will be employed to provide this expertise within the assessment process. AFM may also utilise auspiced assessment arrangements in situations where an individual staff member alone does not meet the total assessor requirements. Such auspiced arrangements may involve AFM staff members assessing in conjunction with workplace supervisors, industry specialists and/or qualified external assessors.

## 5.9.4 Assessment Resources

AFM, when designing assessment resources, ensures that all aspects of competence are covered, including:

- Task skills (performance of individual tasks);
- Task management skills (managing a number of different tasks within the job);
- Contingency management skills (responding to problems, breakdowns and changes in routine); and
- Job/role environment skills (dealing with the responsibilities and expectations of the workplace).

All assessment reporting systems will indicate the units of competency that the individual has attained.

## 5.9.5 Conducting Assessment

When conducting assessment, AFM ensures it has personnel with appropriate qualifications and adheres to the requirements of the Training Package and the <AQTF/VQF1>.

AFM ensures that the personnel conducting assessment utilise appropriate methods for recording, storing and accessing assessment outcomes.



Assessment activities undertaken by AFM always follow the methodology outlined below:

1. Assessment procedures are fully explained to clients. Throughout all training, clients are regularly reminded of the ongoing availability of assessment.
2. Opportunities for Recognition (Recognition of Prior Learning/National Recognition) are also discussed, as are any available flexible methods of assessment. The appeals and reassessment process is also outlined.
3. The assessment requirements of the unit(s) of competence are outlined, and any particular arrangements for the workplace/training environment are arranged.
4. All evidence-gathering methods remain reliable, flexible, fair and valid.
5. As assessments are undertaken, AFM trainers/assessors record individual client assessment results. Sample copies of the assessment instrument are kept by the trainer/assessor.
6. Post-assessment guidance is always available to clients.
7. A fair and impartial appeals process is always available.
8. Evaluation of assessment processes and procedures is gathered on an on-going (informal) basis.

Evidence gathering methods commonly utilised by AFM include, but are in no way limited to:

- Questioning;
- Simulation;
- Oral presentation;
- Graphic presentation;
- Projects/assignments;
- Written tests; and
- Skills portfolio.

## 5.10 Appeals Process

Having an effective complaints and appeals process assists AFM to comply with the conditions of registration as well as giving you faith in the RTO and the quality of its operations.

To ensure complaints and appeals are addressed efficiently and effectively a *Complaints and Appeals Policy and Procedure* has been developed. This is available to you and can be obtained by contacting AFM or through the company website.

The *Complaints and Appeals Policy and Procedure* is available to all clients of AFM. The *Complaints and Appeals Policy and Procedure* is administered by the Chief Executive Officer.

An appeals and reassessment process is an integral part of all training and assessment pathways leading to a nationally recognised qualification or Statement of Attainment under the Australian Qualifications Framework.



A fair and impartial appeals process is available to clients of AFM and appeals may be against an assessment decision or any other reason relevant to the learner's engagement with AFM. If a client wishes to appeal his/her assessment result, he/she may first discuss the issue with the trainer/assessor. If the client would like to proceed further with the request after discussions with the trainer/assessor, a formal request is made in writing outlining the reason(s) for the appeal. AFM's time period for the acceptance of appeals is 28 days after the client has been issued with the results of their assessment.

Every effort is made to settle the appeal to both the client's and AFM's satisfaction. An independent person or panel may hear each appeal. Each appellant has an opportunity to formally present his or her case and is given a written statement of the appeal outcomes, including reasons for the decision. AFM has in place a procedure for dealing with appeals; if you would like more information, please contact Student Administration. Should any outcome not be acceptable to the client, they will be informed, in writing, of the opportunity to lodge a complaint with the <RegisteringBody1>.

## 5.11 Fees, Charges and Refunds

Clients of AFM pay an agreed fee prior to commencement of the program in which they are enrolled. Refunds are made in accordance with the Refund Procedure.

Individuals enrolling on-line: - all fees must be paid in full prior to undertaking the selected units of competency. Learners should check the website [www.australianfatiguemanagement.com](http://www.australianfatiguemanagement.com) for all fees and charges relevant to the course. Payment is made using an online credit card merchant facility which performs electronic payments utilising either Visa or Mastercard.

Employer purchased courses – Where employers purchase training, payment terms shall be via an invoice will be back charged to the employer. Payment can be via credit card, Electronic Funds Transfer or company cheque.

### Payments terms

- Individuals pay online in full at enrolment (prior to course commencement),
- Online individual learners immediately receive a receipt for every fee transaction they undertake with AFM once the merchant facility approves payment,
- Where employers are back charged for classroom training, course fees are to be paid in full prior to issuing the Statement of attainment. Terms are 30 days.
- AFM does not have a cooling off period.

## 5.12 Client Welfare, Guidance and Support Services

All clients of AFM are treated as individuals and are offered advice and support services which assist clients in achieving their identified outcomes.

AFM does not offer formal welfare or guidance services but every effort will be made to assist clients to access appropriate support agencies.





## 5.13 Disciplinary Procedures

All AFM clients are expected to take responsibility, in line with all current workplace practices and legislation, for their own learning and behaviour during both on- and off-the-job training and assessment. Any breaches of discipline will result in the client being given a verbal warning. Further breaches will result in the client having to “show cause” as to why they should not be excluded from further participation in the program.

## 5.14 Access to Clients’ Records

Each clients’ records are available to them on request. Clients’ records are not available to other people unless approval is provided in writing by the client to AFM allowing such access. In relation to assessment appeals, once the appeals process (28) days has passed all students work will be maintained in accordance with registration requirements only. If students wish to keep their work once assessed and if it has been maintained for auditing purposes, you are able to get photocopies at a cost of 20c per copy or notify the trainer and assessor within 28 days that you wish to collect your work.

## 5.15 Recognition of Prior Learning/National Recognition

Recognition of Prior Learning assessment & National Recognition are both available to all clients. Clients wishing to be assessed through a recognition pathway can either provide sufficient evidence of competence or undertake the required assessment tasks. Clients wishing to apply for recognition should contact AFM to speak to a trainer/assessor. Clients wishing to apply for national recognition will be required to provide their Statement of Attainment or Certificate and Statement of Results. Where the unit is not equivalent, gap training and assessment may apply.

## 6. AFM’s Scope of Registration with <RegisteringBody1>

AFM offers accredited courses as units of competency from Training Packages. AFM’s course offerings change regularly in accordance with our clients’ needs and industry requirements. As at July 2018, AFM’s Scope of Registration is:

- TLIE3028 Complete a work diary in the road transport industry;
- TLIF0005 Apply a fatigue risk management system;
- TLIF0006 Administer a fatigue risk management system;
- TLIF0007 Manage a fatigue risk management system;
- TLIF2010 Apply fatigue management strategies; and

Courses offered online are listed with full course information on our website.



## 6.1 TLIE3028 Complete a work diary in the road transport industry

TLIE3028 Complete a work diary in the road transport industry is a 32-hour course, with students having access via the AFM Learning management System (LMS) for up to three (3) months.

TLIE3028 Complete a work diary in the road transport industry is delivered as a blended delivery mode with part of the course being delivered online, part being completed via video-recorded interview and worksheets. Students may be required to undertake self-study whilst enrolled in the course.

This course requires a minimum level of English language, literacy and numeracy ability. This will be assessed prior to your commencement of the course.

TLIE3028 Complete a work diary in the road transport industry includes the following admission criteria:

- Students are required to be competent in written and spoken English and will undertake a Language, Literacy and Numeracy review prior to enrolment being accepted by AFM;
- Students must be 18 years of age or more;
- Students must have a valid and current drivers licence with a heavy vehicle endorsement;
- Students will be engaged with, employed by, or contracted by, a company in the road transport industry where fatigue regulated heavy vehicles are available and fatigue management laws and regulations apply;
- Students do require access to a computer or tablet device, that has camera capability to complete the recorded video competency conversation.
- An email address and Internet connection is required to enable access to the nationally recognised course materials. It should be noted that students are not required to have these resources but they must have access to them;
- Students may choose to access some of the course materials and assessment using a smart phone as an alternative to a desktop computer.

## 6.2 TLIF0005 Apply fatigue risk management system

TLIF0005 Apply a fatigue risk management system is a 100-hour course, with students having access via the AFM Learning management System (LMS) for up to three (3) months.

TLIF0005 Apply a fatigue risk management system is delivered as a blended delivery mode with part of the course being delivered online, part being completed via video-recorded interview and worksheets. Students may be required to undertake self-study whilst enrolled in the course.

This course requires a minimum level of English language, literacy and numeracy ability. This will be assessed prior to your commencement of the course.



TLIF0005 Apply a fatigue risk management system includes the following admission criteria:

- Students are required to be competent in written and spoken English and will undertake a Language, Literacy and Numeracy review prior to enrolment being accepted by AFM;
- Students must be 18 years of age or more;
- Students must have a valid and current drivers licence with a heavy vehicle endorsement;
- Students will be engaged with, employed by, or contracted by, a company in the transport industry where fatigue regulations may or may not apply;
- Students do require access to a computer or tablet device, that has camera capability to complete the recorded video competency conversation.
- An email address and Internet connection is required to enable access to the nationally recognised course materials. It should be noted that students are not required to have these resources but they must have access to them;
- Students may choose to access some of the course materials and assessment using a smart phone as an alternative to a desktop computer.

### 6.3 TLIF0006 Administer a fatigue risk management system

TLIF0006 Administer a fatigue risk management system is a 130-hour course, with students having access via the AFM Learning management System (LMS) for up to three (3) months.

TLIF0006 Administer a fatigue risk management system is delivered as a blended delivery mode with part of the course being delivered online, part being completed via video-recorded interview and worksheets. Students may be required to undertake self-study whilst enrolled in the course.

This course requires a minimum level of English language, literacy and numeracy ability. This will be assessed prior to your commencement of the course.

TLIF0006 Administer a fatigue risk management system includes the following admission criteria:

- Students are required to be competent in written and spoken English and will undertake a Language, Literacy and Numeracy review prior to enrolment being accepted by AFM;
- Students must be 18 years of age or more;
- Students must have a valid and current C class driver's licence (or heavy vehicle endorsement);
- Students must be employed by a company in the transport industry where a fatigue risk management system is in place, where fatigue regulations may or may not apply and have access to heavy vehicle operations. Your employer must provide consent to your access of the company system, documents and records;
- Students do require access to a computer or tablet device, that has camera capability to complete the recorded video competency conversation.
- An email address and Internet connection is required to enable access to the nationally recognised course materials. It should be noted that students are not required to have these resources but they must have access to them;
- Students may choose to access some of the course materials and assessment using a smart phone as an alternative to a desktop computer.



## 6.4 TLIF0007 Manage a fatigue risk management system

TLIF0007 Manage a fatigue risk management system is a 190-hour course, with students having access via the AFM Learning management System (LMS) for up to six (6) months.

TLIF0007 Manage a fatigue risk management system is delivered as a blended delivery mode with part of the course being delivered online, the development of a fatigue risk management system, part being completed via video-recorded interview and worksheets. Students may be required to undertake self-study whilst enrolled in the course.

This course requires a minimum level of English language, literacy and numeracy ability. This will be assessed prior to your commencement of the course.

TLIF0007 Manage a fatigue risk management system includes the following admission criteria:

- Students are required to be competent in written and spoken English and will undertake a Language, Literacy and Numeracy review prior to enrolment being accepted by AFM;
- Students must be 18 years of age or more;
- Students must have a valid and current C class driver's licence (or heavy vehicle endorsement);
- Students will be engaged with, employed by, or contracted by, a company in the transport industry where fatigue regulations may or may not apply and have access to heavy vehicle operations;
- Students do require access to a computer or tablet device, that has camera capability to complete the recorded video competency conversation.
- An email address and Internet connection is required to enable access to the nationally recognised course materials. It should be noted that students are not required to have these resources but they must have access to them;
- Students may choose to access some of the course materials and assessment using a smart phone as an alternative to a desktop computer.

## 6.5 TLIF2010 Apply fatigue management strategies

TLIF2010 Apply fatigue management strategies is a 60 hour course, with students having access via the AFM Learning management System (LMS) for up to three (3) months.

TLIF2010 – Apply fatigue management strategies is delivered as a blended delivery mode with part of the course being delivered online, part being completed via video-recorded interview and worksheets. Students may be required to undertake self-study whilst enrolled in the course.

This course requires a minimum level of English language, literacy and numeracy ability. This will be assessed prior to your commencement of the course.

TLIF2010 Apply fatigue management strategies includes the following admission criteria:

- Students are required to be competent in written and spoken English and will undertake a Language, Literacy and Numeracy review prior to enrolment being accepted by AFM;
- Students must be 18 years of age or more;
- Students must have a valid and current C class driver's licence (or heavy vehicle endorsement);
- Students will be engaged with, employed by, or contracted by, a company in the transport industry where fatigue regulations may or may not apply;
- Students do require access to a computer or tablet device, that has camera capability to complete the recorded video competency conversation.
- An email address and Internet connection is required to enable access to the nationally recognised course materials. It should be noted that students are not required to have these resources but they must have access to them;
- Students may choose to access some of the course materials and assessment using a smart phone as an alternative to a desktop computer.
- You must have reviewed and agree to our procedures, terms and conditions as stated in the Student Handbook.

Industry based course information is provided to industry clients on request and prior to the arrangement of any training at the client's premises.

## 7. Australian Qualifications Framework

### 7.1 AQF Qualifications




#### 7.1.1 Certificates I - IV


- Certificates I-IV prepare candidates for both employment and further education and training. Certificates I and II are largely qualifications recognising basic vocational skills and knowledge and Certificates III and IV largely replace the out-dated category of trade certificates;
- Recognise skills and knowledge that meet nationally endorsed industry/enterprise competency standards as agreed for those qualifications by the relevant industry, enterprise, community and/or professional group;
- Include preparatory access and participation skills and knowledge such as:
  - Literacy and numeracy;
  - Communication skills;
  - Working in teams;
  - Workplace technology;
  - Industry specific competencies, of increasing complexity and personal accountability at each level of the Certificate qualification; and
- May be gained through a wide range of pathways, including: Australian Apprenticeships (including traineeships); work-based and/or school/institution-based training; and Recognition of Prior Learning or Current Competency (which may include training programs or an accumulation of short courses).

*Certificates I – IV recognise achievement of specified national industry competency standards at four AQF levels in a wide variety of trades, industries and enterprises.*



7.1.2 Employment Opportunities with Certificate Qualifications

	<p>With a <u>Certificate I</u> qualification, employment may be gained as an assistant in the following areas:</p> <ul style="list-style-type: none"> <li>• A computer service technician;</li> <li>• A council worker (outdoors);</li> <li>• A dry cleaner;</li> <li>• A factory hand;</li> <li>• A florist;</li> <li>• A kitchen hand;</li> <li>• A polymer processor; and</li> <li>• A stable hand.</li> </ul>
	<p>With a <u>Certificate II</u> qualification, employment may be gained as an assistant in the following areas:</p> <ul style="list-style-type: none"> <li>• A bank officer;</li> <li>• A cleaner;</li> <li>• A film and video production technician;</li> <li>• A hospitality operator;</li> <li>• A receptionist;</li> <li>• A sales assistant; and</li> <li>• A tourist or retail operator.</li> </ul>
	<p>With a <u>Certificate III</u> qualification, employment may be gained in the following areas:</p> <ul style="list-style-type: none"> <li>• An animal attendant;</li> <li>• A baker;</li> <li>• A beauty therapist;</li> <li>• An electrician;</li> <li>• A homecare or aged care worker;</li> <li>• A motor mechanic;</li> <li>• A network administrator;</li> <li>• A painter and decorator;</li> <li>• A pastry cook;</li> <li>• A plumber;</li> <li>• A sign writer; and</li> <li>• A sound technician.</li> </ul>

	<p>With a Certificate IV qualification, employment may be gained as:</p> <ul style="list-style-type: none"> <li>• An accounts clerk;</li> <li>• An architectural drafter;</li> <li>• A professional builder;</li> <li>• A community services worker;</li> <li>• A computer operator;</li> <li>• A fitness instructor;</li> <li>• A graphic designer;</li> <li>• An interior decorator; and</li> <li>• A mechanical engineering technician.</li> </ul>
---	---

For a complete listing of the occupations and qualifications available, please refer to <http://www.training.gov.au>.

CONTACT LIST	
<b>CEO</b>	John Jury
<b>Administration</b>	John Jury
<b>Postal</b>	<Address4>
<b>Phone</b>	<Phone3>
<b>Website</b>	<Website2>