



150 Palmerston Street, Carlton, 3053

May 17, 2009

Phone (03) 9349 1538

### **Course in Safe Use of Machinery for Technology Teaching (Woodwork & Metalwork)**

All TAFE courses are open to both State Secondary College teachers, as well as teachers from Independent and Catholic schools in Victoria. Participation in these courses by State School teachers is funded by the DEECD Regional Office, while non-government schools will need to cover the cost of each teacher's attendance.

For Wood and Metal Technology teachers in Independent Schools, the A.I.S.V. "recommend that teachers keep up to date through this type of training. We recognize its importance and the link with student outcomes. We would encourage all of our teachers to participate in appropriate up-grading of skills and knowledge."

*Dr Gerard Calnin  
Director, Policy & Research  
Association of Independent Schools of Victoria*

The most recent advice this week from DEECD, regarding the revised statement **4.4.5.2** of the **Schools Reference Guide**, can be found on the following link:

<http://www.education.vic.gov.au/hr/ohs/hazards/techareas.htm>

"Principals must ensure that teachers have appropriate training and experience with the use of the machines and equipment that students will use in their classes. All machinery and equipment must be maintained in safe working condition. Teachers are required to pass the prescribed competency test in the safe use of machinery **before December 2009**. The competency test applies to each item of plant and machinery where student supervision is required and to those items of plant detailed on the Safe Use Test List. The competency test is current for five years. Teachers receive a 'pass-book' describing the machinery for which they have competency in supervising safe use. A corresponding record of the teacher's machine use competencies should be held in the teacher's personnel record for at least seven years.

The VRQA accredited, '**Course in Safe Use of Machinery for Technology Teaching (Woodwork and Metalwork)**' (21820VIC) provides relevant training for teachers to pass the competency test and to assist them develop and implement the safe use of machinery tests appropriate for their school and students.

The course includes:

- Applying OHS Principles to Technology Teaching – **VBQU618** – 8hrs (**Day 1**)
- Safely Operate and Maintain Wood Working Machines – **VBQU619** – 16hrs Prerequisite - **VBQU618 (Days 2-3)**

- Safely Operate and Maintain Metal Working Machines – **VBQU620** – 8 hrs Prerequisite - VBQU618 (**Day 4**)

The course is conducted by participating TAFEs at selected secondary schools in each region. Contact your **Regional OHS/WorkCover Advisor** to discuss training requirements and course availability in your region. Several new advisers are now in the regional offices.

## DEECD Regional OHS/WorkCover Advisors

Region	OHS/WorkCover Advisor	Telephone	E-mail
Barwon South West	Susan Russell	03 5215 5447	<a href="mailto:russell.susan.j@edumail.vic.gov.au">russell.susan.j@edumail.vic.gov.au</a>
Gippsland	Lisa Proctor	03 5127 0434	<a href="mailto:proctor.lisa.l@edumail.vic.gov.au">proctor.lisa.l@edumail.vic.gov.au</a>
North Metro Region	Glenn Eckardt	03 9488 9405	<a href="mailto:eckardt.glenn.g@edumail.vic.gov.au">eckardt.glenn.g@edumail.vic.gov.au</a>
South Metro Region	Damian Verna	03 9794 3510	<a href="mailto:verna.damian.d@edumail.vic.gov.au">verna.damian.d@edumail.vic.gov.au</a>
West Metro Region	Grace Algefski	03 9291 6557	<a href="mailto:algefski.grace.g@edumail.vic.gov.au">algefski.grace.g@edumail.vic.gov.au</a>
East Metro Region	Janine Webb	03 9265 2423	<a href="mailto:webb.janine.m@edumail.vic.gov.au">webb.janine.m@edumail.vic.gov.au</a>
Hume	TBA	TBA	TBA
Loddon Mallee	David Melhuish	03 5440 3117	<a href="mailto:melhuish.david.d@edumail.vic.gov.au">melhuish.david.d@edumail.vic.gov.au</a>
Grampians	Kathleen Hudson	03 5337 8460	<a href="mailto:hudson.kathleen.k@edumail.vic.gov.au">hudson.kathleen.k@edumail.vic.gov.au</a>

## Course in Safe Use of Machinery for Technology Teaching (Woodwork Metalwork) Schedule of HOLMESGLEN SAFETY Courses for 2009.

<b>Duration:</b>	32 hours
<b>Entry Requirements:</b>	Potential participants in this course should be Technology teachers who are registered with or have permission to teach from the Victorian Institute of Teaching, or students who are enrolled in an approved course in education, and who can demonstrate the ability to operate wood and metal working machinery used in technology teaching.

### Dates 2009 **Special July Vacation Course: June 30 – July 3 – NOW FULL**

#### Other scheduled courses:

<b>July</b>	21, 22, 23, 24
<b>August</b>	24, 25, 26, 27
<b>October</b>	6, 7, 8, 9,
<b>Nov</b>	16, 17, 18, 19

<b>Cost:</b>	<b>Melbourne area</b>	Day 1	\$220
		Day 2 & 3	\$600
		Day 4	\$300 (Total \$1120 for 4 days)
		<b>Country area (4 days)</b>	\$1350 per teacher

### Course Outcomes

The proposed outcome of this course is to provide technology teachers working with wood and metals working machinery with the skills in:

- applying principles of OH&S legislation and requirements relevant to machines commonly used by students and teachers in technology
- safely operating items of machinery commonly used by students and teachers
- identifying, assessing and controlling hazards when working with machines commonly used by students and teachers

- safely managing machines in a school setting
- providing first level maintenance for machines commonly used by teachers and students
- transferring safe operating principles to a range of machines
- ensuring that protective items, such as guards, clothing etc, are used in accordance with requirements

The purpose of this course is confined to instructions in the safe use of operating machinery in a technology teaching environment in schools. This course is **not** intended:

- to provide instruction in exercising duty of care and adequate supervision of students in schools; and
- to be used as a means to vocationally qualify teachers/instructors to deliver qualifications or units for VET in School programs.

### **Course Structure**

To be eligible for the award of the Course in Safe Use of Machinery in Technology Teaching learners must complete all units of competency from table 1. Learners exiting prior to meeting the full course requirements will be issued with a Statement of Attainment identifying only those units of competency, which have been successfully completed.

### **Procedure for Booking Courses**

Contacts for all TAFE Institutes offering these courses were published in the DATTA.Vic Newsletter 2009 Vol 21, Issue 2 (Page 5). Schools may make direct contact with these institutes, or enquire from their local Regional OH&S advisers in the list above.

For teachers selecting separate modules: Day 1: \$200, Day 2 & 3 \$400 (Wood), Day 4 \$300 (Metal). Course notes and appropriate materials will be provided by the TAFE for each participant.

- (1) Teachers at **State Secondary Schools** should advise their Regional Office of their enrolment in this session. Holmesglen will then invoice the school, which can then forward the invoice to the appropriate Regional Office for payment.
- (2) Teachers from **Independent or Catholic Schools** will need to forward their payment direct to Holmesglen Safety, PO Box 42, Holmesglen Vic 3148, or complete credit card details.

# Booking Form 2009

Name of course: .....

Date(s) of course: .....

Company name and address: .....

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Ph no: ..... Fax no: .....

Contact person: ..... Ph no: .....

E-mail: .....

Name(s) of participant(s): .....

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Special needs: .....

## Enrolment Information

- Course fees must be paid **in advance** by cheque, credit card or cash
- Credit card payment may be made by phone (03) 9564 6287
- Booking form can be posted (see address below) or faxed (03) 9564 6288
- 10% discount applies to 4 or more people from the same company attending the Initial Level (5 day) OHS Course for Health and Safety Representatives, Supervisors and Managers, when booked at the same time (one transaction only)
- There is no GST on training programs, our ABN number is 40 096 756 729
- Programs are limited to 20 people

## Booking Confirmation

- Bookings will be confirmed when payment has been received
- On receipt of payment a letter of confirmation, a map and tax compliant receipt will be issued

## Payment by Credit Card

Master Card  Visa

Card Number:     -     -     -

Expiry date:   /

Name on Card ..... Signature ..... Amount .....

*Or*

## Payment by Cheque (attached)

Cheques to be made payable to **Holmesglen** and forwarded to:

Holmesglen Safety, PO Box 42, HOLMESGLEN VIC 3148 Enquiries: 9564 6287

Office Use only:  Confirmation sent

Date: .....