

Form F46 Application to vary a modern award

Fair Work Act 2009, ss.157–160

This is an application to the Fair Work Commission to make a modern award or make a determination varying or revoking a modern award, in accordance with Part 2-3 of the Fair Work Act 2009.

The Applicant



These are the details of the person who is making the application.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/> Other please specify:		
First name(s)	Alyson		
Surname	Gilbey		
Postal address	186 Greenhill Road		
Suburb	Parkside		
State or territory	SA	Postcode	5063
Phone number	(08) 8238 5206	Fax number	(08) 8231 1249
Email address	alyson.gilbey@viterra.com		

If the Applicant is a company or organisation please also provide the following details

Legal name of business	Viterra Operations Pty Ltd (Employer)		
Trading name of business	Viterra Operations Pty Ltd		
ABN/ACN	88 007 556 256		
Contact person	Alyson Gilbey		

Does the Applicant need an interpreter?



If the Applicant requires an interpreter (other than a friend or family member) in order to participate in conciliation, a conference or hearing, the Fair Work Commission will provide an interpreter at no cost.

Yes—Specify language

No

Does the Applicant require any special assistance at the hearing or conference (e.g. a hearing loop)?

Yes— Please specify the assistance required

No

Does the Applicant have a representative?



A representative is a person or business who is representing the Applicant. This might be a lawyer, or a representative from a union or employer association. There is no requirement to have a representative.

Yes—Provide representative's details below

No

Applicant's representative



These are the details of the person or business who is representing the Applicant.

Name of person	Andrew Short / Melissa Harvey		
Organisation	Minter Ellison		
Postal address	Level 10, 25 Grenfell Street		
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State or territory	SA	Postcode	5000
Phone number	8233 5555	Fax number	8233 5556
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1. Coverage

1.1 What is the name of the modern award to which the application relates?



Include the Award ID/ Code No. of the modern award

Viterra Bulk Handling and Storage of Grains, Pulses and Minerals Award 2015, MA000136
(Award).

1.2 What industry is the employer in?

Grain handling

2. Application

2.1 What are you seeking?

Specify which of the following you would like the Commission to make:

- a determination varying a modern award
- a modern award
- a determination revoking a modern award

2.2 What are the details of your application?

1. The Award covers the Employer and its employees employed in bulk handling and storage of grains, pulses and minerals at any of the employer's bulk handling terminals and country sites or persons engaged in the maintenance of the Employer's bulk handling grain installations (**Employees**) (clause 4.1).
2. The terms of the Viterra Skill Based Career Path for Storage and Handling Operators Manual (**SBCP Structure**) are incorporated by reference into the Award at clause 13.2 and Schedule D.
3. The SBCP Structure is a system through which an Employee may accumulate points for particular skills which the Employer requires the Employee to use to perform their duties and which the Employee competently holds/achieves (**SBCP Skills Points**) (Section 5 of the SBCP Structure).
4. The particular skills set out in the SBCP Structure must be performed at each of the Employer's sites. Each skill is rated according to its difficulty and importance to the Employer's business and is allocated points on this basis.
5. The SBCP Structure also sets out a process by which an Employee's SBCP Skills Points may be assessed or reviewed (Section 2 of the SBCP Structure).
6. In accordance with clauses 13.1, Schedule C and Schedule D of the Award *Viterra Bulk Handling of Grains, Pulses and Minerals Award 2015* (**Award**), the SBCP Skills Points accumulated by an Employee are used to determine their Award classification level.
7. Schedule C of the Award specifies the number of SBCP Skills Points which an Employee must accumulate in order to be classified at a particular Award classification level.
8. Under clause 13.2 of the Award, the Employer is required to conduct a review of the classification levels set out in Schedule C and the SBCP Structure incorporated in Schedule D every 4 years (commencing in 2014) in consultation with Employees and their representatives.
9. The Employer has conducted a comprehensive review accordingly in consultation with Employees and their representatives (**Review**), namely the Maritime Union of Australia Division of the Construction, Forestry, Maritime, Mining and Energy Union (**CFMMEU**) and the Australian Workers' Union (**AWU**) (**Unions**).
10. A Consultative Group was established for the purpose of the Review consisting of two employee representatives from each geographical region in South Australia where the Employer operates, a representative from the CFMMEU and from the AWU, and Ms Alyson Gilbey who is the Employer's HR Manager.
11. Changes proposed to the SBCP Structure were discussed by the Consultative Group before final decisions on the document were made by a Steering Committee (consisting of the Employer's management executives).
12. The Employer wishes to formally document the changes to the SBCP Structure arising from the Review (**Agreed Changes**), which will affect the classification criteria set out in Schedule C of the Award and the Fair Work Commission document which is currently associated with the hyperlink set out in Schedule D of the Award (and which is accessible at:

<https://www.fwc.gov.au/documents/documents/awardmod/enterprise/schedd-skill-based-career-path.pdf>). Details of the Agreed Changes are set out in **Attachment 3**.

13. For the purpose of consistency with the Agreed Changes and in accordance with section 158(1) of the *Fair Work Act 2009* (Cth) (**Act**), the Employer seeks to vary the Award as follows (**Proposed Variations**):
- (a) Schedule C is to be varied such that the number of SBCP Skills Points to be accumulated by an Employee for the purpose of determining their classification level under the Award is reduced as follows (**Reduction**):
- (i) for Operator Skill Level 2 – from 50 points to 45 points
 - (ii) for Operator Skill Level 3 – from 90 points to 75 points
 - (iii) for Operator Skill Level 4 – from 150 points to 130;
 - (iv) for Operator Skill Level 5 – from 200 points to 170;
- (noting no change is proposed to Operator Skill Level 1 (being the entry level of the SBCP Structure)); and
- (b) Schedule D is to be varied such that the version of the SBCP Structure currently incorporated by reference into the Award (**Current SBCP Structure**) is replaced with the updated SBCP Structure (**Updated SBCP Structure**) as set out in **Attachment 2**.
14. A copy of the Award that is available at the Commission's website (which includes amendments authorised by the Commission up to and including 20 June 2018) incorporating the variations (described in paragraph 13(a) above) in track is attached as **Attachment 1**.

Attach additional pages, if necessary.

2.3 What are the grounds being relied on?

Using numbered paragraphs, specify the grounds on which you are seeking the proposed variations.



You must outline how the proposed variation etc is necessary in order to achieve the modern awards objective as well as any additional requirements set out in the FW Act.

1. Under section 157(1)(a) of Act, the Commission may make a determination varying a modern award if it is satisfied that the making of the determination outside the system of four yearly reviews is necessary to achieve the modern awards objective.
2. The modern awards objective is set out in section 134(1) of the Act.
3. Under section 168B(3) of the Act, a reference to the modern awards objective includes a reference to the modern enterprise awards objective.
4. Under section 168B(2) of the Act, the modern enterprise awards objective applies to the performance of the Commission's functions or powers so far as they relate to modern enterprise awards.
5. Under section 168A of the Act, the Award is a modern enterprise award.
6. Under section 168B(1) of the Act, the modern enterprise awards objective is that modern enterprise awards may provide terms and conditions tailored to reflect the employment arrangements that have been developed in relation to the relevant enterprise.
7. The Applicant submits that the Proposed Variations are required to achieve the modern award

objective and the modern enterprise awards objective for the following reasons:

- a) consistent with the modern awards objective to provide a fair and relevant minimum safety net of terms and conditions (**Fair Safety Net**) taking into account relative living standards and the needs of the low paid (under section 134(1)(a) of the Act):
 - i. the Reduction will mean that an Employees will require fewer SBCP Skills Points in order to qualify for a particular Award classification level, and may be capable of progressing more quickly between classification levels;
 - ii. the effect described in paragraph 7(a)(i) above cannot be achieved unless the Proposed Variations described above are approved by the Commission; and
 - iii. the Employer has agreed to grandfathering arrangements to ensure no current Employees are worse off in relation to their existing Award classification level and wage rate under the Updated SBCP Structure;
- b) consistent with the modern awards objective to provide a Fair Safety Net taking into account the likely impact of any exercise of modern award powers on business including on productivity, employment costs and the regulatory burden (under section 134(1)(f) of the Act):
 - i. the Agreed Changes to the SBCP will enable the Employer and an Employee to monitor and assess the SBCP Skills Points of an Employee with better efficiency and clarity;
 - ii. the Employer anticipates a reduction in the operational time and money costs currently expended by it and Employees to monitor Employees' SBCP Skills Points;
 - iii. the effects described in paragraph 7(b)(i) to (iii) above cannot be achieved unless the Proposed Variations described above are approved by the Commission;
- c) consistent with the modern enterprise awards objective for the Award to provide terms and conditions tailored to reflect the employment arrangements that have been developed in relation to the Employer's business enterprise, the Agreed Changes to the SBCP more appropriately reflect the Employer's operational systems, structures and business needs and associated employment skills for Employees (which are relevant to their Award classification levels) (Please refer to Attachment 3 for details).

Attach additional pages, if necessary.

Signature



If you are completing this form electronically and you do not have an electronic signature you can attach, it is sufficient to type your name in the signature field. You must still complete all the fields below.

Signature

A. Short

Name

Andrew Short

Date

23/1/19

Capacity/Position

Applicant's representative



Where this form is not being completed and signed by the Applicant, include the name of the person who is completing the form on their behalf in the **Capacity/Position** section.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS

Viterra Bulk Handling and Storage of Grains, Pulses and Minerals Award 2015

This Fair Work Commission consolidated modern award incorporates all amendments up to and including 20 June 2018 ([PR606462](#), [PR606612](#), [PR606630](#)).

Clause(s) affected by the most recent variation(s):

14—Minimum wages

15—Allowances

Schedule A—Supported Wage System

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Part 1—Application and Operation

1. Title

This award is the Viterra Bulk Handling and Storage of Grains, Pulses and Minerals Award 2015.

2. Commencement

2.1 This modern enterprise award commences on the first pay period on or after 14 December 2015.

2.2 The monetary obligations imposed on employers by this award may be absorbed into overaward payments. Nothing in this award requires an employer to maintain or increase any overaward payment.

2.3 The making of this award is not intended to result in a reduction in the take-home pay of employees covered by the award. On application by or on behalf of an employee who suffers a reduction in take-home pay as a result of the making of this award, the Fair Work Commission may make any order it considers appropriate to remedy the situation.

3. Definitions and interpretation

3.1 In this award, unless the contrary intention appears:

Act means the *Fair Work Act 2009* (Cth)

employee means a national system employee within the meaning of the Act

employer means Viterra Operations Pty Ltd

bulk handling and storage of grains, pulses and minerals means the receipt, bulk commodity movement, grading, blending, cleaning, hygiene management, pest control of grain, pulses and minerals, and ancillary activities such as:

- (a) supply chain movements of any or all of the above commodities utilising road, rail, ship and the industry purpose built equipment;
- (b) the receipt, grading, pricing and stock management of any or all of the above commodities; and
- (c) the cleaning and sanitising of tools, equipment and machinery used to transfer/ship any or all of the above commodities

managerial employees means employees classified as managers, Operations Manager, Operations Coordinators, Regional Managers, Supervisors

MySuper Product has the meaning given by the *Superannuation Industry (Supervision) Act 1993* (Cth)

NES means the National Employment Standards as contained in sections 59 to 131 of the *Fair Work Act 2009* (Cth)

standard hourly rate means 1/38th of the standard rate

standard rate means the minimum wage for Level 4 in clause 14

Skills Based Career Path means Schedule D of this award

3.2 Where this award refers to a condition of employment provided for in the NES, the NES definition applies.

4. Coverage

4.1 This award covers the employer throughout Australia and its employees employed in bulk handling and storage of grains, pulses and minerals at any of the employer's bulk handling terminals and country sites and depots or persons engaged in the maintenance of the employer's bulk handling grain installations.

4.2 This Award does not cover employees at bulk loading plants who would otherwise be covered by the *Stevedoring Industry Award 2010*.

4.3 This award does not apply to employees who have not traditionally been covered by the award, including managerial employees and all other salaried employees, employed by the employer.

4.4 The award does not cover an employee excluded from award coverage by the Act.

5. Access to the award and the National Employment Standards

The employer must ensure that copies of this award and the NES are available to all employees to whom they apply either on a notice board which is conveniently located at or near the workplace or through electronic means, whichever makes them more accessible.

6. The National Employment Standards and this award

The NES and this award contain the minimum conditions of employment for employees covered by this award.

7. Award flexibility

7.1 Notwithstanding any other provision of this award, the employer and an individual employee may agree to vary the application of certain terms of this award to meet the genuine individual needs of the employer and the individual employee. The terms the employer and the individual employee may agree to vary the application of are those concerning:

Viterra Bulk Handling of Grains, Pulses and Minerals Award 2015

- (a) arrangements for when work is performed;
 - (b) overtime rates;
 - (c) penalty rates;
 - (d) allowances; and
 - (e) leave loading.
- 7.2** The employer and the individual employee must have genuinely made the agreement without coercion or duress. An agreement under this clause can only be entered into after the individual employee has commenced employment with the employer.
- 7.3** The agreement between the employer and the individual employee must:
- (a) be confined to a variation in the application of one or more of the terms listed in clause 7.1; and
 - (b) result in the employee being better off overall at the time the agreement is made than the employee would have been if no individual flexibility agreement had been agreed to.
- 7.4** The agreement between the employer and the individual employee must also:
- (a) be in writing, name the parties to the agreement and be signed by the employer and the individual employee and, if the employee is under 18 years of age, the employee's parent or guardian;
 - (b) state each term of this award that the employer and the individual employee have agreed to vary;
 - (c) detail how the application of each term has been varied by agreement between the employer and the individual employee;
 - (d) detail how the agreement results in the individual employee being better off overall in relation to the individual employee's terms and conditions of employment; and
 - (e) state the date the agreement commences to operate.
- 7.5** The employer must give the individual employee a copy of the agreement and keep the agreement as a time and wages record.
- 7.6** Except as provided in clause 7.4(a) the agreement must not require the approval or consent of a person other than the employer and the individual employee.
- 7.7** If the employer seeks to enter into an agreement, it must provide a written proposal to the employee. Where the employee's understanding of written English is limited the employer must take measures, including translation into an appropriate language, to ensure the employee understands the proposal.
- 7.8** The agreement may be terminated:

- (a) by the employer or the individual employee giving 13 weeks' notice of termination, in writing, to the other party and the agreement ceasing to operate at the end of the notice period; or
- (b) at any time, by written agreement between the employer and the individual employee.

Note: If any of the requirements of s.144(4), which are reflected in the requirements of this clause, are not met then the agreement may be terminated by either the employee or the employer, giving written notice of not more than 28 days (see s.145 of the *Fair Work Act 2009* (Cth)).

- 7.9 The right to make an agreement pursuant to this clause is in addition to, and is not intended to otherwise affect, any provision for an agreement between the employer and an individual employee contained in any other term of this award.

Part 2—Consultation and Dispute Resolution

8. Consultation regarding major workplace change

8.1 Employer to notify

- (a) Where the employer has made a definite decision to introduce major changes in production, program, organisation, structure or technology that are likely to have significant effects on employees, the employer must notify the employees who may be affected by the proposed changes and their representatives, if any.
- (b) **Significant effects** include termination of employment; major changes in the composition, operation or size of the employer's workforce or in the skills required; the elimination or diminution of job opportunities, promotion opportunities or job tenure; the alteration of hours of work; the need for retraining or transfer of employees to other work or locations; the restructuring of jobs; and changes to the award's classification structure. Provided that where this award makes provision for alteration of any of these matters an alteration is deemed not to have significant effect.

8.2 Employer to discuss change

- (a) The employer must discuss with the employees affected and their representatives, if any, the introduction of the changes referred to in clause 8.1, the effects the changes are likely to have on employees and measures to avert or mitigate the adverse effects of such changes on employees and must give prompt consideration to matters raised by the employees and/or their representatives in relation to the changes.
- (b) The discussions must commence as early as practicable after a definite decision has been made by the employer to make the changes referred to in clause 8.1.
- (c) For the purposes of such discussion, the employer must provide in writing to the employees concerned and their representatives, if any, all relevant

information about the changes including the nature of the changes proposed, the expected effects of the changes on employees and any other matters likely to affect employees provided that no employer is required to disclose confidential information the disclosure of which would be contrary to the employer's interests.

8.3 Roster changes

- (a) If the employer proposes to introduce a change to the regular roster or ordinary hours of work of employees:
 - (i) the employer must notify the relevant employees of the proposed change; and
 - (ii) subclauses 8.3(b) to (f) apply.
- (b) The relevant employees may appoint a representative for the purposes of the procedures in this term.
- (c) If:
 - (i) a relevant employee appoints, or relevant employees appoint, a representative for the purposes of consultation; and
 - (ii) the employee or employees advise the employer of the identity of the representative;the employer must recognise the representative.
- (d) As soon as practicable after proposing to introduce the change, the employer must:
 - (i) discuss with the relevant employees the introduction of the change; and
 - (ii) for the purposes of the discussion—provide to the relevant employees:
 - (A) all relevant information about the change, including the nature of the change; and
 - (B) information about what the employer reasonably believes will be the effects of the change on the employees; and
 - (C) information about any other matters that the employer reasonably believes are likely to affect the employees; and
 - (iii) invite the relevant employees to give their views about the impact of the change (including any impact in relation to their family or caring responsibilities).
- (e) However, the employer is not required to disclose confidential or commercially sensitive information to the relevant employees.
- (f) The employer must give prompt and genuine consideration to matters raised about the change by the relevant employees.

(g) In this term:

relevant employees means the employees who may be affected by a change referred to in subclause 8.3(a).

9. Dispute resolution

- 9.1** In the event of a dispute about a matter under this award, or a dispute in relation to the NES, in the first instance the parties must attempt to resolve the matter at the workplace by discussions between the employee or employees concerned and the relevant supervisor. If such discussions do not resolve the dispute, the parties will endeavour to resolve the dispute in a timely manner by discussions between the employee or employees concerned and more senior levels of management as appropriate.
- 9.2** If a dispute about a matter arising under this award or a dispute in relation to the NES is unable to be resolved at the workplace, and all appropriate steps under clause 9.1 have been taken, a party to the dispute may refer the dispute to the Fair Work Commission.
- 9.3** The parties may agree on the process to be utilised by the Fair Work Commission including mediation, conciliation and consent arbitration.
- 9.4** Where the matter in dispute remains unresolved, the Fair Work Commission may exercise any method of dispute resolution permitted by the Act that it considers appropriate to ensure the settlement of the dispute.
- 9.5** An employer or employee may appoint another person, organisation or association to accompany and/or represent them for the purposes of this clause.
- 9.6** While the dispute resolution procedure is being conducted, work must continue in accordance with this award and the Act. Subject to applicable occupational health and safety legislation, an employee must not unreasonably fail to comply with a direction by the employer to perform work, whether at the same or another workplace, that is safe and appropriate for the employee to perform.

Part 3—Types of Employment and Termination of Employment

10. Types of employment

All employees covered by this award shall be employed on either a full-time, part-time or casual basis as follows:

10.1 Full-time employees

The ordinary hours of full-time employees are 38 per week.

10.2 Part-time employees

(a) A part-time employee:

- (i) works less than full-time hours of 38 ordinary hours per week;
 - (ii) has reasonably predictable hours of work or a minimum guaranteed annual income; and
 - (iii) receives, on a pro-rata basis, equivalent pay and conditions to full-time employees in the same classification.
- (b) On engagement, part-time employees shall be notified in writing of:
- (i) the range of ordinary hours to be worked each week or a minimum guaranteed annual income;
 - (ii) the days of the week on which work is to be performed or the period of the minimum guarantee.
- (c) Part-time employees must be engaged for a minimum of four hours on any day.

10.3 Casual employees

A casual employee is one engaged as such. Casual employees must be paid a loading of 25% in addition to the relevant minimum wage in clause 14. This loading is instead of the leave to which full-time employees are entitled to under the NES and this award. A casual employee must be engaged for a minimum of four hours on any day.

11. Termination of employment

11.1 Subject to clause 12.3, notice of termination is provided for in the NES.

11.2 Notice of termination by an employee

The notice of termination required to be given by an employee is as follows:

Period of continuous service	Period of notice
Not more than 1 year	At least 1 week
More than 1 year	At least 2 weeks

or the employee will forfeit the wages appropriate to the notice period.

11.3 Job search entitlement

Where the employer has given notice of termination to an employee, an employee must be allowed up to one day's time off without loss of pay for the purpose of seeking other employment. The time off is to be taken at times that are convenient to the employee after consultation with the employer.

11.4 Statement of employment

At the employee's request, the employer must provide to an employee whose employment has been terminated a written statement specifying the period of the

employee's employment and the classification of, or the type of, work performed by the employee.

12. Redundancy

12.1 Discussion before redundancy

- (a) Where an employer has made a firm decision that the employer no longer requires the job the employees have been doing by anyone, and that decision may lead to termination of employment, the employer must have discussions, as soon as practicable, with the employees directly affected and their representative. Discussions must include:
 - (i) the reasons for the proposed terminations;
 - (ii) measures to avoid or minimise the terminations; and
 - (iii) measures to mitigate the adverse effects of any terminations on the employees concerned.
- (b) For the purpose of such discussion the employer must, as soon as practicable, provide in writing to the employees concerned and their representative, all relevant information about the proposed terminations, including:
 - (i) the reasons for the proposed terminations;
 - (ii) the number and categories of employees likely to be affected;
 - (iii) the number of workers normally employed; and
 - (iv) the period over which the terminations are likely to be carried out.
- (c) The employer is not required to disclose confidential information the disclosure of which, when looked at objectively, would be against the employer's interests.

12.2 Redundancy pay

Redundancy pay is provided for in the NES.

12.3 Redundancy due to automation or other like technological changes

Employees to whom notification of termination of service is to be given on account of the introduction or proposed introduction by the employer of automation or other like technological changes, in the industry in relation to which the employer is engaged, must be given not less than three months' notice of termination.

12.4 Transfer to lower paid duties

Where an employee is transferred to lower paid duties by reason of redundancy, the same period of notice must be given as the employee would have been entitled to if the employment had been terminated and the employer may, at the employer's option, make payment instead of an amount equal to the difference between the

former ordinary time rate of pay and the ordinary time rate of pay for the number of weeks of notice still owing.

12.5 Employee leaving during notice period

An employee given notice of termination in circumstances of redundancy may terminate their employment during the period of notice. The employee is entitled to receive the benefits and payments they would have received under this clause had they remained in employment until the expiry of the notice, but is not entitled to payment instead of notice.

12.6 Job search entitlement

- (a) An employee given notice of termination in circumstances of redundancy must be allowed up to one day's time off without loss of pay during each week of notice for the purpose of seeking other employment.
- (b) If the employee has been allowed paid leave for more than one day during the notice period for the purpose of seeking other employment, the employee must, at the request of the employer, produce proof of attendance at an interview or they will not be entitled to payment for the time absent. For this purpose a statutory declaration is sufficient.
- (c) This entitlement applies instead of clause 11.3 where an employee is given notice of termination in circumstances of redundancy.

Part 4—Minimum Wages and Related Matters

13. Classifications

13.1 The classifications provided for in this award are defined in Schedule C. All classifications are assessed in accordance with the Skills Based Career Path as defined in Schedule D.

13.2 The classifications set out in Schedule C and Schedule D—Skills Based Career Path will be reviewed by the employer every four years. The first four yearly review commenced in 2014. As part of this review process, the employer will consult with its employees and their representatives.

14. Minimum wages

[Varied by [PR579962](#), [PR592238](#), [PR606462](#)]

14.1 The minimum wages for ordinary hours worked by an employee will be:

[14.1 substituted by [PR579962](#); varied by [PR592238](#), [PR606462](#) ppc 01Jul18]

Classification	\$ per week
Level 1	762.10

Classification	\$ per week
Level 2	781.10
Level 3	812.50
Level 4	861.20
Level 5	887.80

14.2 Supported wage system

[14.1 renumbered as 14.2 by PR579962 ppe 01J0116]

See Schedule A.

14.3 School-based apprentices

[14.2 renumbered as 14.3 by PR579962 ppe 01J0116]

See Schedule B.

15. Allowances

[Varied by PR579742, PR592368, PR606613]

15.1 Industry allowance

(a) Terminals

Each employee at a terminal in addition to the rates proscribed elsewhere in this Award shall be paid an industry allowance of 4.03% of the standard rate per week to compensate for the exposure to dust and noxious substances and all other disabilities associated with work in the receivals, storage, containerising and dispatching of all types of grain, minerals and sands. The allowance will be paid when any overtime is worked at the rate of 4% of the standard hourly rate per hour or part thereof.

(b) Country

For general hands engaged at country silos, an allowance of 4% of the standard hourly rate in respect of all hours worked will be paid to an employee whilst working in unusually dusty conditions.

15.2 Leading hand

- (a)** An employee appointed by the employer as a leading hand will be paid an allowance of 2.82% of the standard rate per week provided that where an employee is required to and does perform the work of a leading hand during ordinary hours, or during shiftwork for four hours or less in one day, the employee will be paid for four hours at the leading hand's rate.
- (b)** Where an employee is required to and does perform the work of a leading hand during ordinary hours, or during shiftwork for a period in excess of four hours

in any one day, all time worked in ordinary hours will be paid for at the leading hand's rate.

- (c) Where an employee working overtime is required to and does perform the work of a leading hand the employee will be paid the leading hand's rate for all overtime worked on that day.
- (d) In calculating overtime for an employee who is required to and does perform the work of a leading hand, the rate of pay will be calculated on the basis of: (employee's minimum wage in clause 14 x overtime loading) + (employee's minimum wage in clause 14 x 2.82% pursuant to clause 15.2(a)).

15.3 Meal allowance and adjustment

[15.3(a) varied by [PR579742](#), [PR592388](#), [PR606612](#) ppc 01Jul18]

- (a) An employee required to work overtime for more than 2 hours without being notified on the previous day or earlier that he/she will be so required to work shall be either supplied with a meal by the employer or be paid a meal allowance of \$15.97 for the first meal then \$15.97 for the second meal occurring during such overtime period. Such payment need not be made to employees living in the same locality as the company's installation who can reasonably return home for meals.
- (b) At the time of any adjustment to the standard rate, the meal allowance will be increased by the relevant adjustment factor. The relevant adjustment factor for this purpose is the percentage movement in the take away and fast foods sub-group consumer price index figure most recently published by the Australian Bureau of Statistics (Cat No. 6401.0) since the allowance was last adjusted.

16. Special rates for public holidays and Sundays

Double time and a half will be the rate for all work performed on a Sunday or any public holiday.

17. Payment of wages

17.1 Wages will be paid weekly.

17.2 Payment may be made by direct transfer into an employee's bank account or other recognised financial institution provided that payment will be made into two separate accounts if requested by the employee.

18. Superannuation

18.1 Superannuation legislation

Superannuation legislation, including the *Superannuation Guarantee (Administration) Act 1992* (Cth), the *Superannuation Guarantee Charge Act 1992* (Cth), the *Superannuation Industry (Supervision) Act 1993* (Cth) and the

Superannuation (Resolution of Complaints) Act 1993 (Cth), deals with the superannuation rights and obligations of employers and employees. Under superannuation legislation individual employees generally have the opportunity to choose their own superannuation fund.

18.2 Employer contribution

The employer will make such superannuation contributions to a superannuation fund for the benefit of an employee as will avoid the employer being required to pay the superannuation guarantee charge under the *Superannuation Guarantee Charge Act 1992 (Cth)* in relation to that employee.

18.3 Default fund employee

Where:

- (a) an employee has no chosen fund (within the meaning of the *Superannuation Guarantee (Administration) Act 1992 (Cth)*) (a *default fund employee*); and
- (b) the employer would be liable to pay the superannuation guarantee charge under the *Superannuation Guarantee Charge Act 1992 (Cth)* in relation to the employee if the employer does not make contributions to a superannuation fund for the benefit of the employee;

the employer may make contributions, for the benefit of the employee to a superannuation fund:

- (c) that relates to the employer and is on the Schedule of Approved Employer MySuper Products;
- (d) in relation to which the employee is a defined benefit member;
- (e) that is an exempt public sector superannuation scheme;
- (f) that is a public sector superannuation scheme (within the meaning of the *Superannuation Industry (Supervision) Act 1993 (Cth)* and a law of a State requires the employer to make contributions to for the benefit of the employee;
- (g) in relation to which a transitional authorisation is under operation; or

if none of clauses (c) to (g) apply, the employer will make contributions to:

- (h) Statewide Superannuation Trust; or
- (i) Mercer Super Trust: sub-plan VA Super Plan.

Part 5—Hours of Work and Related Matters

19. Ordinary hours of work and rostering

Maximum weekly hours and request for flexible working arrangements are provided for in the NBS.

19.1 Ordinary hours of work (other than shiftworkers)

- (a) The ordinary hours for a week's work shall be 38 except in the case of any week in which a public holiday occurs. In any such week, the ordinary hours of work will be reduced by the number of hours regarded as an ordinary day's work for any day in which the said holidays occur.
- (b) Unless otherwise agreed upon between the employer and the majority of the employees concerned at a particular installation of the employer, the ordinary hours of work shall be from 8.00 am to 5.00 pm Monday to Friday, inclusive.
- (c) An employee required to work on a public holiday must be paid for a minimum of four hours' work.
- (d) Should the employer wish to vary the established ordinary hours of work:
 - (i) it will first notify the employees of the variations sought;
 - (ii) a conference involving the employer and the employees will be held for the purpose of establishing mutual agreement on hours of work;
 - (iii) if agreement is not reached the existing established hours of work will remain. The employer may refer the matter to the Fair Work Commission.
- (e) In clause 19.1(d), the established ordinary hours of work mean any hours worked previously as ordinary hours at the particular terminal.
- (f) Except as provided in clauses 19.1(h) and 19.1(i), the method of implementation of the 38 hour week may be any one of the following:
 - (i) by employees working less than 8 ordinary hours each day; or
 - (ii) by employees working less than 8 ordinary hours on one or more days each week; or
 - (iii) by fixing one weekday on which all employees will be off during a particular work cycle; or
 - (iv) by rostering employees off on various days of the week during a particular work cycle so that each employee has one day off during that particular cycle.
- (g) At each site, an assessment should be made as to which method of implementation best suits the business and the proposal will be discussed with the employees concerned, the objective being to reach agreement on the method of implementation.
- (h) The employer and the majority of employees at a site or section may agree that the ordinary working hours are to exceed eight on any day, thus enabling a weekday off to be taken more frequently than would otherwise apply.
- (i) Circumstances may arise where different methods of implementation of a 38 hour week apply to various groups of employees at a site or section.

19.2 Shiftwork

- (a) For the purposes of this clause **“afternoon shift”** is any shift which finishes after 6.00 pm and at or before midnight and **“night shift”** is any shift which finishes after midnight and at or before 8.00 am.
- (b) The employer shall have the right to require any employee to work in shifts where, in the opinion of the employer, it is not reasonably practicable to carry on the operations of the employer without such shiftwork.
- (c) The ordinary hours for a shift will not exceed eight on any day, Monday to Friday, inclusive, and any excess will be paid for at the rate of time and a half for the first two hours and double time thereafter.
- (d) Employees engaged on **afternoon shift** work shall be paid an additional payment at the rate of 15 per cent of the appropriate rates prescribed and engaged on **night shift** an additional 30 per cent; provided that such additional rate shall not apply to employees engaged solely on day work or day shift.
- (e) Employees working on shift work shall be allowed 20 minutes crib time in each shift at such times as may be fixed by the employer and such crib time shall be counted as time worked.
- (f) Notwithstanding any provisions set out in this clause, any employee engaged in the trimming, loading, cleaning, fumigating etc. of vessels shall be subject to the shift work provisions as prescribed in this clause.

19.3 Make-up time

- (a) An employee (other than a shiftworker) may elect, with the consent of the employer, to work make-up time, under which the employee takes time off during ordinary hours, and works those hours at a later time, during the spread of ordinary hours.
- (b) An employee on shiftwork may elect, with the consent of the employee's employer, to work make-up time under which the employee takes time off during ordinary hours and works those hours at a later time, at the shiftwork rate which would have been applicable to the hours taken off.
- (c) On each occasion that the employee elects to use this provision the resulting agreement will be recorded at the time when the agreement is made.

20. Breaks

20.1 Time for taking meal breaks

- (a) No employee will be required to work longer than five hours without a break for a meal, of one hour in duration.
- (b) Where a meal break is to be taken immediately prior to or during a period of overtime, it will not exceed one hour in duration.

20.2 Rest period

A rest break of 10 minutes each morning and afternoon will be granted to all employees except for shiftworkers, to whom clause 19.2 applies. Such rest break is to be counted as time worked and taken at a time fixed by the employer, provided that the rest break will not be granted within one hour of normal commencement or cessation of work or within one hour either side of a meal break.

20.3 Washing time

Washing time of five minutes is to be allowed for each employee immediately prior to the set finishing time each day.

21. Overtime and penalty rates (other than shiftworkers)

21.1 Payment and conditions for all time worked outside ordinary hours as defined in clause 19.1 shall be as follows:

21.2 Between 5 pm on an ordinary working day and 8 am on the following day, time and a half for the first two hours and double time thereafter; such double time will continue until the completion of the overtime work. No employee will be called upon to resume work after the completion of overtime until they have had at least eight consecutive hours off duty.

21.3 Before noon on Saturday, time and a half for the first two hours and double time thereafter.

21.4 After noon on Saturday, double time.

21.5 In calculating overtime on any day, periods of overtime before 8.00 am and after 5.00 pm shall be added together and payment at the rate of double time as provided in subclause 21.2 hereof shall be made in respect of any overtime work in excess of two hours on each day.

21.6 An employee who is required to work overtime after 5.00 pm on any day shall be allowed a meal break of one hour without pay which shall be commenced at or before 5.30 pm provided that this meal break need not be allowed if the period of overtime work required on that night is less than 1 1/2 hours. In addition to the meal break prescribed above if the total overtime to be worked on any day after 5 pm exceeds 5 1/2 hours a paid meal break at the appropriate rate shall be allowed to each employee. Such meal break shall be of 20 minutes duration and will be taken after five hours overtime has been worked.

21.7 In calculating a casual employee's entitlement in respect of overtime, the rate of pay will be calculated on the basis of: *employee's minimum wage in clause 14 x overtime loading + employee's minimum wage in clause 14 x 25% pursuant to clause 10.3.*

21.8 An employee who is required to work outside ordinary hours will be paid the appropriate overtime rate for the period worked, provided that they will be paid for not less than half an hour for each half hour's work entered upon.

- 21.9 If an employee does not commence their lunch break before 1 pm they will be paid at the rate of time and a half for all work performed from 1 pm until they are allowed to commence such meal break, provided that in no case will an employee be required to continue working after 1.30 pm without a lunch break.
- 21.10 An employee who is called into work from their home after their normal ceasing time will be paid a minimum of four hours pay, irrespective of the actual time worked.
- 22. Time off in lieu of payment for overtime (other than shiftworkers)**
- 22.1 An employee may elect, with the consent of the employer, to take time off in lieu of payment for overtime at a time or times agreed with the employer.
- 22.2 Overtime taken as time off during ordinary hours will be taken at the ordinary rate, that is an hour for each hour worked.
- 22.3 An employer will, if requested by an employee, provide payment, at the rate provided for the payment of overtime in the award, for any overtime worked under subclause 22.2 where such time has not been taken within four weeks of accrual and requested by the employee.

Part 6—Leave and Public Holidays

23. Annual leave

- 23.1 Annual leave is provided for in the NES.
- 23.2 **Annual leave loading**
- (a) An employee is also entitled to payment of a loading equivalent to 17.5% of the payment provided for in clause 23.1 at the time that payment is made.
- (b) Where an employee would have received shift loadings had the employee not been going on leave during the relevant period, and such loadings would have entitled the employee to a greater amount than the loading of 17.5%, then the shift loadings are to be substituted for the 17.5% loading prescribed in 23.2(a).
- (c) Annual leave loading payment is payable on termination of employment in respect of untaken leave accrued at the time of termination.

24. Personal/carer's leave and compassionate leave

Personal/carer's leave and compassionate leave are provided for in the NES.

25. Community service leave

Community service leave is provided for in the NES.

26. Public holidays

26.1 Public holidays are provided for in the NES.

26.2 By agreement between the employer and the majority of employees in an enterprise another day may be substituted for a public holiday provided for in the NES.

27. Parental leave

Parental leave is provided for in the NES.

28. Dispute resolution procedure training leave

28.1 For the purpose of this clause, an **eligible employee representative** is an employee who is a shop steward, a delegate, or an employee representative duly elected or appointed by the employees in an enterprise or workplace or part of an enterprise or workplace for the purpose of representing those employees in the dispute resolution procedure.

28.2 Other than casuals, eligible employee representatives shall be allowed leave with pay up to a maximum of five days per annum per group to attend trade union training courses subject to the following conditions:

- (a) Not less than four weeks' notice in writing is given to the employer of the date of commencement of the training course including an agenda with the times on which the course is to be conducted, such notice to be endorsed by the branch secretary of the relevant union.
- (b) That the employer is able to make adequate staffing arrangements during the period of such leave.
- (c) Leave taken pursuant to this clause shall be counted as continuous service for all purposes of the award and for purposes of long service leave entitlements.
- (d) That an employee shall have completed 12 months' service with the employer before becoming eligible for leave pursuant to this clause.
- (e) At any one time, no more than one employee of any one establishment of the employer shall be on leave pursuant to this clause unless otherwise agreed.

Schedule A—Supported Wage System

[Varied by [PR581528](#), [PR592689](#), [PR606630](#)]

A.1 This schedule defines the conditions which will apply to employees who because of the effects of a disability are eligible for a supported wage under the terms of this award.

A.2 In this schedule:

approved assessor means a person accredited by the management unit established by the Commonwealth under the supported wage system to perform assessments of an individual's productive capacity within the supported wage system

assessment instrument means the tool provided for under the supported wage system that records the assessment of the productive capacity of the person to be employed under the supported wage system

disability support pension means the Commonwealth pension scheme to provide income security for persons with a disability as provided under the *Social Security Act 1991* (Cth), as amended from time to time, or any successor to that scheme

relevant minimum wage means the minimum wage prescribed in this award for the class of work for which an employee is engaged

supported wage system (SWS) means the Commonwealth Government system to promote employment for people who cannot work at full award wages because of a disability, as documented in the Supported Wage System Handbook. The Handbook is available from the following website: www.jobaccess.gov.au

SWS wage assessment agreement means the document in the form required by the Department of Education, Employment and Workplace Relations that records the employee's productive capacity and agreed wage rate

A.3 Eligibility criteria

A.3.1 Employees covered by this schedule will be those who are unable to perform the range of duties to the competence level required within the class of work for which the employee is engaged under this award, because of the effects of a disability on their productive capacity and who meet the impairment criteria for receipt of a disability support pension.

A.3.2 This schedule does not apply to any existing employee who has a claim against the employer which is subject to the provisions of workers compensation legislation or any provision of this award relating to the rehabilitation of employees who are injured in the course of their employment.

A.4 Supported wage rates

A.4.1 Employees to whom this schedule applies will be paid the applicable percentage of the relevant minimum wage according to the following schedule:

Assessed capacity (clause A.5)	Relevant minimum wage
%	%
10	10
20	20
30	30
40	40
50	50
60	60
70	70
80	80
90	90

[A.4.2 varied by [PR581528](#), [PR592689](#), [PR606630](#) ppc 01Jul18]

A.4.2 Provided that the minimum amount payable must be not less than \$86 per week.

A.4.3 Where an employee's assessed capacity is 10%, they must receive a high degree of assistance and support.

A.5 Assessment of capacity

A.5.1 For the purpose of establishing the percentage of the relevant minimum wage, the productive capacity of the employee will be assessed in accordance with the Supported Wage System by an approved assessor, having consulted the employer and employee and, if the employee so desires, a union which the employee is eligible to join.

A.5.2 All assessments made under this schedule must be documented in an SWS wage assessment agreement, and retained by the employer as a time and wages record in accordance with the Act.

A.6 Lodgement of SWS wage assessment agreement

A.6.1 All SWS wage assessment agreements under the conditions of this schedule, including the appropriate percentage of the relevant minimum wage to be paid to the employee, must be lodged by the employer with the Fair Work Commission.

A.6.2 All SWS wage assessment agreements must be agreed and signed by the employee and employer parties to the assessment. Where a union which has an interest in the award is not a party to the assessment, the assessment will be referred by the Fair Work Commission to the union by certified mail and the agreement will take effect unless an objection is notified to the Fair Work Commission within 10 working days.

A.7 Review of assessment

The assessment of the applicable percentage should be subject to annual or more frequent review on the basis of a reasonable request for such a review. The process of review must be in accordance with the procedures for assessing capacity under the supported wage system.

A.8 Other terms and conditions of employment

Where an assessment has been made, the applicable percentage will apply to the relevant minimum wage only. Employees covered by the provisions of this schedule will be entitled to the same terms and conditions of employment as other workers covered by this award on a pro rata basis.

A.9 Workplace adjustment

An employer wishing to employ a person under the provisions of this schedule must take reasonable steps to make changes in the workplace to enhance the employee's capacity to do the job. Changes may involve re-design of job duties, working time arrangements and work organisation in consultation with other workers in the area.

A.10 Trial period

A.10.1 In order for an adequate assessment of the employee's capacity to be made, an employer may employ a person under the provisions of this schedule for a trial period not exceeding 12 weeks, except that in some cases additional work adjustment time (not exceeding four weeks) may be needed.

A.10.2 During that trial period the assessment of capacity will be undertaken and the percentage of the relevant minimum wage for a continuing employment relationship will be determined.

[A.10.3 varied by [PR581528](#), [PR592689](#), [PR606630](#) ppc 01Jul18]

A.10.3 The minimum amount payable to the employee during the trial period must be no less than \$86 per week.

A.10.4 Work trials should include induction or training as appropriate to the job being trialled.

A.10.5 Where the employer and employee wish to establish a continuing employment relationship following the completion of the trial period, a further contract of employment will be entered into based on the outcome of assessment under clause A.5.

Schedule B—School-based Apprentices

- B.1** This schedule applies to school-based apprentices. A school-based apprentice is a person who is undertaking an apprenticeship in accordance with this schedule while also undertaking a course of secondary education.
- B.2** A school-based apprenticeship may be undertaken in the trades covered by this award under a training agreement or contract of training for an apprentice declared or recognised by the relevant State or Territory authority.
- B.3** The relevant minimum wages for full-time junior and adult apprentices provided for in this award, calculated hourly, will apply to school-based apprentices for total hours worked including time deemed to be spent in off-the-job training.
- B.4** For the purposes of clause B.3, where an apprentice is a full-time school student, the time spent in off-the-job training for which the apprentice must be paid is 25% of the actual hours worked each week on-the-job. The wages paid for training time may be averaged over the semester or year.
- B.5** A school-based apprentice must be allowed, over the duration of the apprenticeship, the same amount of time to attend off-the-job training as an equivalent full-time apprentice.
- B.6** For the purposes of this schedule, off-the-job training is structured training delivered by a Registered Training Organisation separate from normal work duties or general supervised practice undertaken on the job.
- B.7** The duration of the apprenticeship must be as specified in the training agreement or contract for each apprentice but must not exceed six years.
- B.8** School-based apprentices progress through the relevant wage scale at the rate of 12 months progression for each two years of employment as an apprentice.
- B.9** The apprentice wage scales are based on a standard full-time apprenticeship of four years (unless the apprenticeship is of three years duration). The rate of progression reflects the average rate of skill acquisition expected from the typical combination of work and training for a school-based apprentice undertaking the applicable apprenticeship.
- B.10** If an apprentice converts from school-based to full-time, all time spent as a full-time apprentice will count for the purposes of progression through the relevant wage scale in addition to the progression achieved as a school-based apprentice.
- B.11** School-based apprentices are entitled pro rata to all of the other conditions in this award.

Schedule C—Classifications

Classifications are reviewed and applied in accordance with the employer's Skill Based Career Path per Schedule D.

Operator Skill Level 1

This is the entry level of the Skill Based Career Path. All Operators who have commenced with Storage & Handling and have been subject to the normal induction process are classified as Level 1.

Operator Skill Level 2

To qualify for this level an Operator must have accumulated at least ~~50~~ 45 points.

Operator Skill Level 3

To qualify for this level an Operator must have accumulated at least ~~90~~ 75 points.

Operator Skill Level 4

To qualify for this level an Operator must have accumulated at least ~~150~~ 130 points.

Operator Skill Level 5

To qualify for this level an Operator must have completed at least 12 months of accumulated service and accumulated ~~200~~ 170 points.

**Schedule D—Skill Based Career Path for Storage and Handling Operators
Manual**

The terms of this schedule are those of the Viterra Skill Based Career Path for Storage and Handling Operators Manual.



SKILLS BASED CAREER PATH FOR STORAGE AND HANDLING OPERATORS PROCEDURE MANUAL

WHEN THIS PROCEDURE MANUAL IS PRINTED IT IS AN UNCONTROLLED COPY

**THE ELECTRONIC VERSION AVAILABLE ON THE INTRANET IS THE CURRENT
CONTROLLED VERSION**

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Section 1 Introduction

1.1 Purpose

The purpose of this Skills Based Career Path Structure is to recognise skills and competencies needed within the Storage & Handling division of Viterra Operations Pty Ltd (**Viterra**) to form a career structure for Operators based on Viterra Required Skills which the Employee holds/achieves. Specifically the Skill Based Career Path structure seeks to:

- Increase the productivity of the Storage & Handling division by providing a larger pool of highly trained and multi-skilled Operators capable of working as an effective team;
- Provide Operators with a structured career path which will allow them to develop a broader range of Required Skills, and become a more flexible workforce, reflective of Viterra's business needs;
- Provide a mechanism for linking the Operator Skill Level to remuneration levels and employment opportunities;
- Provide an appropriate method of assessment of an Operator's competency for a Required Skill, including a mechanism for dispute resolution;
- Provide a mechanism for identifying an Operator's training needs; and
- Provide a mechanism for ongoing review of the Skill Based Career Path structure so that new skills can be incorporated as methods of work and technology develop, evolve and improve.

1.2 Scope

All Enterprise Bargaining based Operators working at Viterra Storage and Handling terminal and country sites.

1.3 Skills Based Career Path Structure

The Skill Based Career Path Structure has been designed to allow for the logical career progression of an Operator by increasing their skills and levels of responsibility. For example, should an Operator reach Operator Skill Level 5, they will be competent to perform a broad range of essential operational tasks necessary for the efficient running of the business.

The predominant emphasis of the Skill Based Career Path Structure is to provide for multi-skilling of Operators within Viterra's workforce rather than concentrating on developing their expertise in just a few disciplines or relevant skills for one site. Progression through the Skill Based Career Path Structure relies heavily on an Operator accumulating points for Required Skills supported by the necessary training provided by Viterra.

1.4 Skills Based Career Path Structure Review

There is a necessity for the Skill Based Career Path Structure (including the competencies required to achieve particular Skills) to be regularly reviewed. This may be required for numerous reasons, including a change to site work practices, the introduction of new technologies, changes to work health and safety requirements and / or changes in Viterra's business needs. The Skill Based Career Path structure is incorporated into the 'Viterra Bulk Handling and Storage of Grains, Pulses and Minerals Modern Award 2015 (**Award**), and will be reviewed in line with requirements of the Award (**Review Process**).

To facilitate the Review Process a Consultative Committee (**Consultative Committee**) will be established comprising representatives from Operators, Viterra management and Human Resources Department and / or a relevant union. The Consultative Committee will meet as required to review the SBCP Structure. The Consultative Committee will be formed from either direct nominations or from an employee ballot should it be required. There should be an adequate representation of Operators from terminal environments and country environments and also from Viterra management. No more than four (4) years should elapse between any Review Process. Relevant unions shall be consulted and given opportunity for comment.

Section 2 Skill Competency Assessment Procedure

2.1 Operator Skill Competency Assessment

In order to determine an Operator Skill Level, each Operator must have their competency to perform particular Skills assessed according to the competency assessment process outlined in this document.

An Operator's Skill Level is determined according to whether Viterra requires the Operator to perform a particular Required Skill and whether the Operator is assessed as competent to perform that Required Skill. Any application by an Operator for an increase in their Operator Skill Level must be approved by the relevant Operations Coordinator for the Region.

Where a change to the Skill Based Career Path Structure, competencies for Skills or Viterra business needs results in an Operator not being required to utilize a particular Skill (**Obsolete Skill**), then the Operator will retain their current Operator Skill Level and associated classification under an applicable Industrial Instrument for a period of six (6) months in order to be given the opportunity to acquire the necessary Required Skill(s) to maintain their current skills points total. The six (6) month time frame will start from the time the Operator meets with their supervisor or manager to formulate an agreed plan for obtaining the Required Skills to maintain their current Operator Skill Level. Where the time for an Operator to achieve competence in a particular Required Skill may take longer than six (6) months due to factors outside of the Operator's control then the time for them to obtain the necessary Required Skill(s) can be extended to a maximum of eighteen (18) months. If this is the case then the agreed time frame needs to be documented in a training plan for the Operator (**Agreed Timeframe**).

In the event that at completion of the Agreed Timeframe the Operator has been given the opportunity and training to achieve the Required Skill(s) and has failed to do so, then the Operator will not achieve the points value of the Required Skill(s) at that time and may no longer retain the points value of the Obsolete Skill.

If an Operator declines the opportunity to acquire or maintain a Required Skill(s), then he/she at that time of refusal, may then no longer retain the points value of the Obsolete Skill or the applicable Required Skill(s). This outcome is determined during the process defined above and where necessary the Human Resources Department should be used to assist and ensure the assessment process is followed in line with the intent of this document.

Any change to an Operator's Skill Level will need to be approved and verified by an Operations Coordinator using the relevant Viterra approval form accessed via the Intranet.

2.2 Operator Skill Competency Review

An Operator's skill competency can be reviewed at any time. The purpose of any such review will be to assess any changed circumstances affecting the Operator and their effect on their Operator Skill Level within the Skill Based Career Path Structure. A change in an Operator's Skill Level may be due to additional Required Skills achieved since their last review, an inability or unwillingness of an Operator to perform a particular Skill or significant changes to Viterra's workplace operations.

All Operators will, as a matter of routine, have their Skill Level reassessed as part of an annual review process – as per the process that is currently utilized within Viterra. At the same time, any Skills required for the Operator to continue to progress through the Skill Based Career Path Structure, or competencies an Operator must maintain for a particular Skill will be determined and an action plan for the Group or Region, will be agreed upon for the next twelve (12) months. This outcome will be in line with the training plan process currently in place within Viterra.

The resultant training plan will be dependent upon:

- The performance of an Operator over the preceding twelve (12) months and their willingness to participate;
- The business requirements of Viterra for Operators with particular Skills, as per the Group or Region training plan;
- The availability of resources.

Where an Operator wishes to initiate a review of their skills they can discuss this with their supervisor or manager.

2.3 Skill Assessment Dispute Resolution Procedure

Where an Operator considers that their Skill Competency Assessment has been incorrect or that they have not been accredited with a Skill in which they believe they are competent and that Viterra requires, then the following dispute resolution procedure will be instigated.

1. The Operator will discuss the grievance with Viterra management and if the Operator requests, the site representative for the relevant union.
2. Viterra management will document the Operator's concerns and review the person's Operator Skill Level and Award classification with Operations Coordinators and relevant Human Resources Department personnel.
3. If the Operator is not satisfied with the outcome of this review then a meeting between Viterra management, the Operator concerned and, if requested by the Operator, a representative of the appropriate union will be convened to discuss the issue.

If a resolution cannot be reached then the Dispute Resolution Procedures detailed in the applicable industrial instrument shall be instigated.

Section 3 Skills Bank

3.1 Operator Skill Level

An Operator's Skill Level is not related to the duty being performed at the time but rather the accumulated points for Required Skills which an Operator has been accredited with (**Skill Bank Points**). For example, an Operator at Skill Level 5 retains that skill level even if they perform a lower level skill such as General Cleaning Duties from time to time.

There are a number of tasks that are considered general requirements of performing an Operator's role. This could include such tasks as talking about a topic at a toolbox talk meeting, discussing and trialling innovative ideas for process development, running a group meeting, etc. As all Operators are trained in various mandatory functions, they will reasonably be able to perform some tasks without skills needing to be assessed separately and points awarded. There are also voluntary roles that an Operator may choose to undertake that do not require assessment for competence in particular Skills. Such tasks will not attract points for the recognition of Skills as outlined in this document.

Likewise there may be Operators who hold competence for a particular Skill; however that Skill is not a Required Skill in their Group or Region. In this case points for that Skill will be recognised only when that skill becomes a Required Skill. For example, the points associated for the Central Control Room Operator Skill will be recognized for the purpose of a particular Operator's Operator Skill Level only if Central Control Room operation is required by Viterra to be performed by the Operator. If that skill is utilized on more than one occasion in a six (6) month period, that skill will be recognized and the corresponding points added to that Operator's points total.

A skill will be recognised at the time it is actually first required to be used in the work environment, training or obtaining of a licence on its own does not automatically give an employee competence in the respective skill.

Skill levels

Operator Skill Level 1

This is the entry level of the Skill Based Career Path. All Operators who have commenced with Storage & Handling and have been subject to the normal induction process are classified as Level 1.

Operator Skill Level 2

To qualify for this level an Operator must have accumulated at least 45 points.

Operator Skill Level 3

To qualify for this level an Operator must have accumulated at least 75 points.

Operator Skill Level 4

To qualify for this level an Operator must have accumulated at least 130 points.

Operator Skill Level 5

To qualify for this level an Operator must have completed at least 12 months of accumulated service and accumulated 170 points.

Note: All assessments of current competence must be conducted in house and aligned with the requirements listed on the appropriate Competency Checklist.

Competency checklists are maintained by Viterra on its intranet separately to this document and are not incorporated into this Skill Based Career Path Structure, the Award, or any other applicable Viterra Enterprise Agreements.

This is in order to enable the following to occur to any competency checklist :

- Edits to the title of Skills
- Edits to the format of the Competency Checklist
- Edits to the title or administrative code associated with training modules for a Skill
- Minor changes to the training modules required to attain a particular Skill, up to a 10% alteration.

The following will *not* occur to a competency checklist, outside of the official review of the SBCP Structure:

- Any more than a 10% alteration to the training modules required to attain any competency assessment for a Skill
- Any alteration to the points assigned to an individual Skill
- No competency checklist will be deleted or added outside of the official SBCP Structure Review Process.

3.2 Skills

Skill	Points	Skill	Points
<u>Auger Operator</u>	2	<u>Heavy Vehicle Operator</u>	4 to 7
<u>Bunker Operator Advanced</u>	11	<u>High Pressure Unit Cleaning</u>	4
<u>Bunker Operator General</u>	5	<u>Local Control Room Operator</u>	9
<u>Cell Cleaning Operator</u>	7	<u>Maintenance Plant and Equipment</u>	7
<u>Central Control Room Operator</u>	21	<u>Mobile Fast Rail Outloader Operator (MFRO)</u>	10
<u>Commodity Classification General</u>	10	<u>Mooring and Fleeting</u>	12
<u>Commodity Classification Trainer</u>	10	<u>Pest Management Advanced</u>	10
<u>Commodity Handling</u>	5	<u>Pest Management General</u>	15
<u>Confined Space Worker</u>	20	<u>Rail Operator</u>	7
<u>Container Plant Operator</u>	8	<u>Road Grid Operator</u>	6
<u>Designated Maintenance Person</u>	120	<u>Road Sweeper – Self Propelled</u>	3
<u>DOH / Stacker Operator</u>	7	<u>Road Sweeper – Truck</u>	6
<u>Domestic Valve Operator</u>	4	<u>Shipping Computer Operator</u>	16
<u>Dust Truck Operator</u>	2	<u>Shunting Tractor Driver</u>	5
<u>Elevated Work Platform</u>	4	<u>Skid Steer Operator</u>	2
<u>Emergency Access Boat Operator</u>	8	<u>Stock Integrity Activities</u>	7
<u>Fire Warden</u>	4	<u>Tagging and Testing Electrical Equipment</u>	4
<u>First Aid Officer</u>	4	<u>Tractor Driver</u>	4
<u>Fork Lift Operator</u>	6	<u>Traffic Controller</u>	4
<u>Front End Loader Operator Advanced</u>	8	<u>Tripper Operator</u>	4
<u>Front End Loader Operator General</u>	6	<u>Vehicle Loading Crane (under 10 tonne/m)</u>	4
<u>General Cleaning Duties</u>	4	<u>Weighbridge Operator General</u>	9
<u>Grain Cleaner Operator</u>	6	<u>Workplace Assessor</u>	10
<u>Grain Vacuum Operator</u>	5	<u>Workplace Trainer</u>	15

Section 4 Definitions / Acronyms & References

4.1 Definitions

Assessor:	A competent person who has acquired appropriate national accreditation and attained the relevant competency to perform or assess a Skill in the Skills Based Career Path Structure.
Competent Operator:	An Operator who holds current competency to perform a Skill and who is considered by the Company to be able to assess and / or train another Operator (if necessary) to the expected and required skill level in conjunction with a qualified Assessor.
Competencies:	The elements that an Operator must be proficient in to be considered competent to perform a particular Skill.
Group or Region:	Geographical Region within South Australia that is defined by the Company.
Performance Criteria:	The criteria by which an Operator will be assessed to determine if they have achieved a particular competency for a particular Skill.
Operations Coordinator:	A position(s) that is held in each Region, reporting to the highest level Manager for the Region.
Operator Skill Level:	The overall Skill Bank Points an Operator holds/achieves based on the Skills within section 5 below and which are linked to their remuneration under an applicable industrial instrument.
Operator:	Employees who work for the Company's Storage & Handling division and who are covered by an applicable Enterprise Agreement or the Award, excluding employees who are Operators from the Bulk Loading Plants.
Skill:	A skill set out in section 5 below.
Required Skill:	A skill set out in section 5 below that is a required component of the duties of an Operator.

4.2 References

- Previous Terminal and Country Skills Based Career Paths.
- Applicable Enterprise Agreements as varied and amended.
- The Award.

Section 5 Competencies and Performance Criteria

<u>Skill</u>	Points
Auger Operator - S7001	2

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A Competent Operator who is required to use an Auger to move grain.

The following competencies will be assessed:

1. Auger Operator

<u>Skill</u>	Points
Bunker Operator Advanced - S7021	11

[Back to Skill Link](#)

A Competent Operator who can perform, lead and manage all facets of bunker operation unsupervised.

The following competencies will be assessed:

1. Bunker Maintenance
2. Moon Buggy
3. Hydraulic tarp rolling
4. Tarp sewing machine use and maintenance
5. Tarp welding
6. Hydra Pak Plastic Press (if on site)

<u>Skill</u>	Points
Bunker Operator General - S7022	5

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A Competent Operator who performs functions on the bunker generally under supervision and/or in a team environment.

The following competencies will be assessed:

1. Introduction to bunker operations
2. Bunker receiving grain

<u>Skill</u>	Points
Cell Cleaning Operator - S7041	7

[Back to Skill Link](#)

A Competent Operator who can lead and perform all facets of duties to move grain or clean concrete vertical or steel bin partitions.

The following competencies will be assessed:

1. Cell clearing operations
2. External Confined Space training
3. Rollgliss rescue training
4. Working safely at heights OR Selection and correct use of harnesses

<u>Skill</u>	Points
Central Control Room Operator - S7042	21

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A Competent Operator who can set all sequences to run plant using the sites computer based application.

The following competencies will be assessed:

1. Central Control Room Operator

<u>Skill</u>	Points
Commodity Classification General - S7044	10

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A Competent Operator capable of performing key functions of classification, capable of performing classification on site.

The following competencies will be assessed:

1. Changes to industry standards – new season
2. Grain quality and contaminants
3. Wheat classification
4. Classification Reveal - General
5. Classification customer service
6. Sampling procedures
7. AOM - grower reveal

<u>Skill</u>	Points
Commodity Classification Trainer - S7043	10

[Back to Skill Link](#)

A Competent Operator in all levels of classification, capable of performing all classification tasks. It is highly recommended that employees have completed at least one harvest before being recognised with this skill.

The following competencies will be assessed:

1. Classification trainers delivery competence
2. Commodity classification trainers: technical competency

<u>Skill</u>	Points
Commodity Handling - S7045	5

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A Competent Operator who can identify different commodities, common defects and contaminants. This skill also involves the ability to draw samples from transport units and conveyors.

The following competencies will be assessed:

1. Sampling procedures.

<u>Skill</u>	Points
Confined Space Worker - S7367	20

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A Competent Operator who performs stand by person duties for confined space entry tasks as required by Company minimum standards.

The following competencies will be assessed:

1. SHE Confined Space – external training
2. SHE Confined Space – internal training
3. Isolation of energy sources practical
4. Draeger XAM 5000 gas detector
5. Draeger XAM 7000 operation (site specific)
6. Rollgliss rescue training
7. Work Safely at heights (Australia specific)
8. Selection and correct use of harnesses.

<u>Skill</u>	Points
Container Plant Operator - S7046	8

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A Competent Operator who is required to operate the container plant including inspections, process control and filling containers

The following competencies will be assessed:

1. Container plant operator

<u>Skill</u>	Points
Designated Maintenance Person - S7060	120

[Back to Skill Link](#)

A Competent Operator who performs maintenance related tasks on site, this could include bearing removal, hydraulic system fault findings and repairs, fittings and turning tasks, and diesel mechanic tasks. This is generally the Operator's primary role on site (at least 70%).

The following competencies will be assessed:

1. As pertaining to the designated maintenance tasks
2. Communication
3. Data/maintenance systems
4. Safety

<u>Skill</u>	Points
DOH/Stacker Operator - S7061	7

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A Competent Operator who can operate the combination of this plant relating to bunker and storage sheds commodity transfers.

The following competencies will be assessed:

1. DOH/S Operator

<u>Skill</u>	Points
Domestic Value Operator - S7282	4

[Back to Skill Link](#)

A Competent Operator who can outload commodities from upright storage including block operations, sampling and knowledge of mass management.

The following competencies will be assessed:

1. Domestic outturn training

<u>Skill</u>	Points
Dust Truck Operator - S7062	2

[Back to Skill Link](#)

The following competencies will be assessed:

1. Dust truck.

And one of the following:

2. Light rigid licence
3. Medium rigid licence
4. Heavy rigid licence
5. Multi-combination licence

<u>Skill</u>	Points
Elevated Work Platform - S7020	4

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Operators are required to operate an elevated work platform within Viterrra. Some jobs require the operation of an elevated work platform such as cleaning at heights, maintenance, and bird proofing.

One of the following competencies will be assessed:

1. Boom Elevated Work Platform less than 11m
2. Scissor lift
3. Licence – Boom type elevating work platform

<u>Skill</u>	Points
Emergency Access Boat Operator - S7080	8

[Back to Skill Link](#)

A Competent Operator with a licence in regard to emergency boat operation. Skilled in the use of the emergency procedures, boat operation and marine communication at Port Ardrossan.

The following competencies will be assessed:

1. Provide (Apply or Senior) first aid certificate
2. Use of personal flotation device
3. Grade 2 Coxswains certificate OR Grade 1 Coxswains certificate.

<u>Skill</u>	Points
Fire Warden - S7100	4

[Back to Skill Link](#)

All Competent Operators listed as a fire warden on site. The Fire Warden is responsible for dealing with and the coordination of fire and related emergency evacuations including drills.

The following competencies will be assessed:

1. Fire Warden
2. Use of fire extinguisher equipment

<u>Skill</u>	Points
First Aid Officer - S7361	4

[Back to Skill Link](#)

Nominated Competent Operators with onsite knowledge who will be required to perform first aid tasks when required.

The following competencies will be assessed:

1. Provide (Apply or Senior) first aid certificate (Australia specific).

Skill**Points****Fork Lift Operator - S7101****6**[Back to Skill Link](#)

Competent Operators who have the appropriate licence and are required to operate a forklift on site for such duties as moving equipment, lifting personnel cages, specific attachments relating to operations.

The following competencies will be assessed:

1. Licence – Forklift truck
2. Fork Lift Competency (Internal)

Skill**Points****Front End Loader Operator Advanced - S7102****8**[Back to Skill Link](#)

All Operators required to operate a front end loader within Viterra. Viterra needs skilled loader operators to ensure safe and efficient out-loading of bunkers and storage sheds and other tasks such as tarp winding, moon buggy operations etc.

The following competencies will be assessed:

1. Front end loader competency (internal)
2. Front end loader competency (external)
3. Bunker outloading grain

And one of the following:

4. Heavy rigid licence
 5. Heavy rigid endorsement
 6. Heavy combination licence
 7. Multi-combination licence
 8. Light rigid licence
-

<u>Skill</u>	Points
Front End Loader Operator General - S7103	6

[Back to Skill Link](#)

All operators required to operate a front end loader within Viterra. Viterra needs skilled loader operators to ensure the out-loading of bunkers and storage sheds and other tasks such as tarp winding, moon buggy operations etc.

The following competencies will be assessed:

1. Front end loader competency (internal)
2. Front end loader competency (external)

And one of the following:

3. Heavy rigid licence
4. Heavy rigid endorsement
5. Heavy combination licence
6. Light rigid licence
7. Multi-combination licence
8. Medium rigid licence

<u>Skill</u>	Points
General Cleaning Duties - S7120	4

[Back to Skill Link](#)

All competent operators required to conduct basic cleaning duties on site, including general sweeping, weeding, working stations, general rubbish, grain hygiene etc.

The following competencies will be assessed:

1. General cleaning duties

<u>Skill</u>	Points
Grain Cleaner Operator - S7121	6

[Back to Skill Link](#)

A Competent Operator who can operate a rotary grain cleaner. Operate means able to set up, run, supervise, trouble-shoot and shutdown

The following competencies will be assessed:

1. Grain Cleaner Operations

<u>Skill</u>	Points
Grain Vacuum Operator - S7122	5

[Back to Skill Link](#)

A Competent Operator who can operate a higher volume grain vacuum, for example REM, AGRIVAC.

Grain vacuums are used within Viterra to clean up spills, cell clearing and also general clean up. To operate, means to be able to set up, run, supervise, troubleshoot and shut down.

The following competencies will be assessed:

1. Grain vacuum operations – REM

OR

2. Grain vacuum operations - Agrivac

<u>Skill</u>	Points
Heavy Vehicle Operator - Various	Various

[Back to Skill Link](#)

An operator of a heavy vehicle as per the category listed below. An operator gains the points for holding the licence, but this must be in conjunction with the requirement of the licence being used on site.

A number of competency categories are available:

- | | | |
|--|-----------------------|----------|
| • Light rigid truck licence | S7141 | 4 points |
| • Medium rigid truck licence | S7142 | 5 points |
| • Heavy rigid truck licence | S7143 | 6 points |
| • Heavy combination truck licence OR multi-combination truck licence | S7144 | 7 points |

<u>Skill</u>	Points
High Pressure Unit Cleaning - S7145	4

[Back to Skill Link](#)

Skilled in the use of high pressure cleaning (air compressor and water pressure) units including set-up and use in different situations.

The following competencies will be assessed:

1. High pressure water cleaning

<u>Skill</u>	Points
Local Control Room Operator - S7220	9

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A Competent Operator who can set up and run plant at a storage block local control point. This would include set up and running of sequences and plant to transfer commodities in concrete verticals, steel bins sheds and the like.

The following competencies will be assessed:

1. Local control room operator

<u>Skill</u>	Points
Maintenance Plant and Equipment - S7240	7

[Back to Skill Link](#)

A Competent Operator who perform maintenance related tasks on site; this is generally one of the employee's primary responsibilities within their operational role on site.

The following competencies will be assessed:

1. Site maintenance tasks
2. Communication
3. Data/maintenance systems
4. Safety

<u>Skill</u>	Points
Mobile Fast Rail Out-loader Operator (MFRO) - S7241	10

[Back to Skill Link](#)

A Competent Operator who can set up and operate the MFRO. This does not include the transportation. This is used to load primarily rail wagons and in some cases road transport out of mainly concrete verticals.

The following competencies will be assessed:

1. Mobile Fast Rail Operator (MFRO)
2. Rail general competency
3. Rail – working in the danger zone

<u>Skill</u>	Points
Mooring and Fleeting - S7242	12

[Back to Skill Link](#)

An Operator who competently secures and releases ships/boats to and from the Ardrossan jetty whilst using the relevant communication methods for the task.

The following competencies will be assessed:

1. Port Ardrossan mooring
2. Marine emergency response

<u>Skill</u>	Points
Pest Management Advanced - S7300	10

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A Competent Operator who is required to conduct all levels of fumigation and pest control tasks as required at site level.

The following competencies will be assessed:

1. Operation of fumigation equipment Pest management advanced theory
2. Pest management Siroflo and/or pest management aluminium phosphide
3. Pest management structural spraying
4. Site specific modules as required

<u>Skill</u>	Points
Pest Management General - S7301	15

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A Competent Operator required to assist in fumigation and pest control tasks.

The following competencies will be assessed:

1. Pest management label reading
2. Mask fit test (full face)
3. Respiratory protection (full face mask)
4. Draeger XAM 5000 Gas Detector
5. Pest management pest control assistant
6. Pest management bird control basic
7. Pest management rodent control
8. Pest management weed spraying – Boomspray (if required by site)

<u>Skill</u>	Points
Rail Operator - S7340	7

[Back to Skill Link](#)

A Competent Operator who is required to work with rail - be it positioning, loading or discharge.

The following competencies will be assessed:

1. Rail safety introduction
2. Rail general competency OR Rail – working in the danger zone
3. Rail discharge operations AND/OR
4. Rail outloading

<u>Skill</u>	Points
Road Grid Operator - S7341	6

[Back to Skill Link](#)

A Competent Operator who can offload commodity into storage facilities on a regular basis. Operator must be a good communicator and be customer focused.

The following competencies will be assessed:

1. Road grid operator

<u>Skill</u>	Points
Road Sweeper Self Propelled - S7342	3

[Back to Skill Link](#)

A Competent Operator who is required to operate the road sweeper for site purposes.

The following competencies will be assessed:

1. Road sweeper – self propelled

<u>Skill</u>	Points
Road Sweeper Truck – S7343	6

[Back to Skill Link](#)

A Competent Operator who is required to operate a heavy vehicle for road sweeping tasks.

The following competencies will be assessed:

1. Road sweeper – truck.

One of the following:

2. Light rigid truck licence
3. Medium rigid truck licence
4. Heavy rigid truck licence

<u>Skill</u>	Points
Shipping Computer Operator - S7363	16

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A Competent Operator who can set all sequences to run plant using the site's computer based applications and complete all documentation relevant to shipping.

The following competencies will be assessed:

1. Shipping computer operator

<u>Skill</u>	Points
Shunting Tractor Driver - S7365	5

[Back to Skill Link](#)

A Competent Operator who is able to shunt rail wagons using the relevant tractor (driving) and all associated activities around this.

The following competencies will be assessed:

1. Rail shunting operations
2. Rail general competency OR Rail – working in the danger zone

And one of the following:

3. Medium rigid truck licence
4. Heavy rigid truck licence
5. Heavy combination truck licence
6. Multi-combination truck licence

<u>Skill</u>	Points
Skid Steer Operator - S7366	2

[Back to Skill Link](#)

A Competent Operator who is required to operate a skid steer, generally used for the purposes of clean up around site, vessel discharge and fertiliser sheds.

The following competencies will be assessed:

1. Skid Steer operations licence

<u>Skill</u>	Points
Stock Integrity Activities - S7368	7

[Back to Skill Link](#)

Competent Operators who are required to perform skilled stock control at site level, including stock sampling, recording waste grain, interpreting data in grain storage system, such as AOM.

The following competencies will be assessed:

1. Sampling procedures
2. Introduction to Bunker Operations
3. Food safety- grain contaminants awareness
4. Food safety awareness
5. Pest management label reading
6. Pest management rodent control
7. Pest management bird control basic (if required on site).

<u>Skill</u>	Points
Tagging and Testing Electrical Equipment - S7380	4

[Back to Skill Link](#)

Nominated responsible and Competent Operators who are required to perform electrical tag and testing duties when they fall due.

The following competencies will be assessed:

1. Electrical tagging and testing.

<u>Skill</u>	Points
Tractor Driver - S7381	4

[Back to Skill Link](#)

Required for operation of on-site tractor for slashing broom, general duties (non-shunting) as relevant to the needs of the site.

The following competencies will be assessed:

1. Tractor driving.

<u>Skill</u>	Points
Traffic Controller - S7382	4

[Back to Skill Link](#)

A Competent Operator who is required to direct and marshal traffic on a whole site basis and is the primary job of that person during the performance of this skill. Task is generally due to rail and shunting operations.

The following competencies will be assessed:

1. Rail general competency
2. Rail – working in the danger zone
3. Workzone traffic management

<u>Skill</u>	Points
Tripper Operator - S7383	4

[Back to Skill Link](#)

A Competent Operator who can operate a tripper, maintain hygiene standards and perform cell dips. A tripper is used for diverting grain from the top belt into a partition.

The following competencies will be assessed:

1. Tripper operator manual

<u>Skill</u>	Points
Vehicle Loading Crane (under 10 t/m) - S7420	4

[Back to Skill Link](#)

A Competent Operator required to use the vehicle loading crane for such tasks as placing sweeps into cells, loading plant and equipment.

The following competencies will be assessed:

1. Licence – vehicle loading crane (CV)

<u>Skill</u>	Points
Weighbridge Operator General - S7440	9

[Back to Skill Link](#)

A Competent Operator who can manage road transport activities around sites. Operator must be proficient in use of Viterrra IT Software Packages, weighbridge equipment and associated paperwork, including manual weighnote procedures. Operator must have a good understanding of the Road Transport Chain of Responsibility.

The following competencies will be assessed:

1. Weighbridge operator
2. CoR – Introduction to the CoR
3. CoR – mass management (3 yearly)
4. AOM – Road
5. AOM – Rail
6. AOM – Grower receival

<u>Skill</u>	Points
Workplace Assessor - S7442	10

[Back to Skill Link](#)

A Competent Operator who is required to assess Operator competencies relating to the skills required to be performed in the business.

The following competencies will be assessed:

1. Assessor competency

<u>Skill</u>	Points
Workplace Trainer - S7443	15

[Back to Skill Link](#)

A Competent Operator who is required to train Operators using comprehensive training packages.

The following competencies will be assessed:

1. Trainer competency

Changes to the Viterra Skill Based Career Path for Storage and Handling Operators Manual (SBCP Structure)

1. In this attachment:
 - (a) Award means the *Viterra Bulk Handling of Grains, Pulses and Minerals Award 2015*;
 - (b) Employee has the meaning set out in paragraph 1 of section 2.2 of the Form 46 Application to Vary a Modern Award to which this document is an attachment (**Variation Application**);
 - (c) Employer means Viterra Operations Pty Ltd (being the Applicant set out on page 1 of the Variation Application);
 - (d) Current SBCP Structure has the meaning set out in paragraph 13(b) of section 2.2 of the Variation Application;
 - (e) Review has the meaning set out in paragraph 9 of section 2.2 of the Variation Application; and
 - (f) Updated SBCP Structure has the meaning set out in paragraph 13(b) of section 2.2 of the Variation Application.
1. As stated in the Variation Application, the Employer has conducted its first Review of the classification levels set out in Schedule C and the Current SBCP Structure incorporated in Schedule D (commencing in 2014) in consultation with Employees and their representatives, namely the Maritime Union of Australia Division of the Construction, Forestry, Maritime, Mining and Energy Union (**CFMMEU**) and the Australian Workers' Union (**AWU**) (**Unions**).
2. The Agreed Changes (as referred to in paragraphs 12 and 13 of section 2.2 of the Variation Application) update the Current SBCP Structure to better align with the Employer's current business practices and systems.
2. The key elements of the Updated SBCP Structure as compared to the Current SBCP Structure remain unchanged. In particular, the Updated SBCP Structure continues to consist of a bank of skills which are allocated points and those points are used to determine an Employee's classification level under the Award (Please refer to paragraphs 1 to 7 of section 2.2 of the Variation Application).
3. In summary, the Agreed Changes comprise:
 - (a) inserting 1 new skill as recognised by the Employer for use in its business operations, namely a Dust Truck Operator which will attract 2 points;
 - (b) removing 13 skills where the relevant skill is no longer used by Employer in its business operations, the relevant skill is duplicated in another specified skill or no Employee has been allocated points for the relevant skill during their employment. Further details about this matter are set out below;
 - (c) re-naming 12 skills and distinguishing 2 skills which were previously grouped together for the purpose of clarity for the Employer's business operations. Further details about this matter are set out below;
 - (d) increasing the points allocated for 7 skills where the Employer now considers the relevant skill has more operational value or requires more technical skill for an Employee to competently achieve. Further details about this matter are set out below;
 - (e) reducing the overall points required for an Employee to qualify for an Award classification level, other than for the entry level of both the Current SBCP Structure and Updated SBCP Structure (which equates to Operator Skill Level 1 in Schedule C of the Award). Further details about this matter are set out below; and
 - (f) editing the overall structure and language in the document for clarity. Further details about this matter are set out below.

Removal of skills from the Current SBCP Structure

4. The following skills have been removed from the Current SBCP Structure:
- (a) Administration – 14 points;
 - (b) Cell Cleaning Assistant – 3 points;
 - (c) Fertiliser Handling – 6 points;
 - (d) Hatchman Operator – 4 points;
 - (e) OHS Administration and Coordination – 10 points;
 - (f) OHS Committee Member – 5 points;
 - (g) Scaffolding Erection over 5 metres – 2 points;
 - (h) Ship Loader Operator – 4 points;
 - (i) Shipping Systems Setup and Administration – 4 points;
 - (j) Ships Crane Driver – 5 points;
 - (k) Supervision (accredited) – 40 points;
 - (l) Test operator – 5 points; and
 - (m) Weighbridge Operator (basic) – 5 points.
5. The Employer has agreed to grandfathering arrangements to ensure no current Employees are worse off in relation to their existing Award classification level and wage rate under the Updated SBCP Structure. If a skill has been removed, a current Employee will keep the points which they have been allocated for that skill even though they do not need to use the skill in their employment. Employees in this situation may be required to train in other skills in line with the process outlined in the Updated SBCP Structure (see section 2.1).

Renaming or separating of skills in the Updated SBCP Structure

- 5.1 The following skills have been renamed or separated into distinct skills out of a group of existing skills:
- (a) Auger Operator has been separated from DOH/Stacker/Auger Operator, such that:
 - (i) the skills of Auger Operator and DOH/Stacker are now distinct;
 - (ii) 7 points are attributed to DOH/Stacker Operator under both the Updated SBCP Structure and Current SBCP Structure;
 - (iii) 2 points are attributed to the skill of an Auger Operator under the Updated SBCP Structure. Although the Current SBCP Structure does not record the points attributed to an Auger Operator separately, in practice the points for that skill are as set out in the Updated SBCP Structure;
 - (b) Boom Elevated Work Platform is renamed Elevated Work Platform;
 - (c) Bunker Operator Basic is renamed Bunker Operator General;
 - (d) Commodity Sampling Basic is renamed Commodity Handling;
 - (e) Commodity Classification Intermediate is renamed Commodity Classification General;
 - (f) Commodity Classification Advanced is renamed Commodity Classification Trainer;

- (g) Front End Loader Operator Advanced & Basic has been separated into two distinct skills being, Front End Loader Operator Advanced and Front End Loader General (which equates to a Front End Loader Operator Basic);
- (h) Mobile Fast Rail Outloader is renamed Mobile Fast Rail Outloader Operator (MFRO);
- (i) Outloading/Valve Operator is renamed Domestic Value Operator;
- (j) Pest Management Basic is renamed Pest Management General;
- (k) Senior First Aid is renamed First Aid Officer;
- (l) Standby Person is renamed Confined Space Worker; and
- (m) Weighbridge Operator Advanced is renamed Weighbridge Operator General.

5.2 The changes above will have no substantive impact on Employees.

Increase in points for skills in the Updated SBCP Structure

6. The points value attributed to the following skills in the Updated SBCP Structure have increased:
- (a) Commodity Classification Trainer which has been renamed from Commodity Classification Advanced: from 6 points to 10 points. For clarity, the Employer makes the following observations:
 - (i) The Current SBCP Structure attributes 21 points to this skill.
 - (ii) While not expressly described, those points in fact comprise the sum of points for:
 - (A) Commodity Sampling (Basic);
 - (B) Commodity Classification Intermediate; and
 - (C) Commodity Classification Advanced.
 - (iii) Again, while not expressly described, the points for Commodity Classification Intermediate (being overall 10 points) include the points for Commodity Sampling (Basic) (being 5 points).
 - (iv) If the points for Commodity Classification Intermediate and Commodity Classification Advanced were not described in the Current SBCP Structure as a sum total that incorporated points for lower level associated skills, they would respectively amount to:
 - (A) for the Commodity Classification Intermediate - 5 points (instead of 10 points); and
 - (B) Commodity Classification Advanced - 6 points (instead of 21 points).
 - (v) The Updated SBCP Structure no longer records points for this skill in a cumulative way which incorporates points for associated lower level skills.
 - (vi) In effect, this means that the points for the Commodity Classification Trainer are correctly described in the Updated SBCP Structure as increasing from 6 points to 10 points (rather than decreasing from 21 points to 10 points).
 - (b) Heavy Vehicle Operator – Various:
 - (i) from 3 points to 4 points – for a light rigid truck licence; and
 - (ii) from 4 points to 5 points for a medium rigid truck licence;
 - (c) Emergency Access Boat Operator: from 7 points to 8 points;

- (d) Mobile Fast Rail Outloader Operator (MFRO) which has been renamed from Mobile Fast Rail Outloader: from 6 points to 10 points;
- (e) Mooring and Fleeting: from 5 points to 12 points;
- (f) Pest Management General which has been renamed from Pest Management Basic: from 12 points to 15 points;
- (g) Pest Management Advanced: from 8 points to 10 points. For clarity, the Employer makes the following observations:
 - (i) The Current SBCP Structure attributes 20 points to this skill.
 - (ii) While not expressly described, those points in fact comprise the sum of points for:
 - (A) Pest Management Basic; and
 - (B) Pest Management Advanced.
 - (iii) If the points for Pest Management Advanced were not described in the Current SBCP Structure as a sum total that incorporated the lower level associated skill, they would amount to 8 points.
 - (iv) The Updated SBCP Structure no longer records points for this skill in a cumulative way which incorporates points for the associated lower level skill.
 - (v) In effect, this means that the points for Pest Management Advanced are correctly described in the Updated SBCP Structure as increasing from 8 points to 10 points (rather than decreasing from 20 points to 10 points).
- (h) Standby Person which has been renamed from Confined space worker: from 11 points to 20 points; and
- (i) Workplace Assessor: from 8 points to 10 points.

7. The changes to the points for skills above benefit employees who hold these skills as they are capable of achieving a higher Award classification level under the Updated SBCP Structure compared to under the Current SBCP Structure.

Record of points for skills in Updated SBCP Structure in a non-cumulative way

8. For clarity, the Employer notes the following matters:
- (a) The Updated SBCP Structure attributes points for the skills below in a non-cumulative way:
 - (i) Bunker Operator Advanced (11 points);
 - (ii) Commodity Classification General intermediate which has been renamed from Commodity Classification Intermediate (10 points);
 - (iii) Commodity Classification Trainer which has been renamed from Commodity Classification Advanced (21 points);
 - (iv) Front End Loader Operator Advanced (8 points);
 - (v) Pest Management Advanced (10 points); and
 - (vi) Weighbridge Operator General which has been renamed from Weighbridge Operator Advanced (9 points).
 - (b) While not expressly described in the Current SBCP Structure, the points attributed to each of the skills above incorporates points for one or more lower level associated skill(s). For example:

- (i) Bunker Operator Advanced incorporates 5 points for Bunker Operator Basic;
 - (ii) Commodity Classification General Intermediate incorporates 5 points for Commodity Sampling (Basic);
 - (iii) Commodity Classification Trainer incorporates 10 points in total for Commodity Classification General Intermediate and Commodity Sampling (Basic);
 - (iv) Front End Loader Operator Advanced incorporates 6 points for Front End Loader Operator Basic;
 - (v) Pest Management Advanced incorporates 12 points for Pest Management Basic; and
 - (vi) Weighbridge Operator General incorporates 5 points for Weighbridge Operator Basic.
- (c) The Updated SBCP Structure no longer records points for skills in this way.
- (d) The points value for the skills in paragraphs 8(a)(i) to 8(a)(vi) above appear to be higher in the Current SBCP Structure compared to the Updated Current SBCP Structure. However, in real terms, there is no reduction.
9. In any event, as already stated, the Employer has agreed to grandfathering arrangements to ensure no current employees are worse off in relation to their existing Award classification level and wage rate under the Updated SBCP Structure. The changes above will therefore not have a material impact on existing Employees.

Reduction in overall points to qualify for particular Award classification levels

10. The removal of skills and increase in points for some skills has resulted in an overall loss of 123 points from the Current SBCP Structure. This affects the overall SBCP Skills Points which an Employee may accumulate.
11. As the classification criteria in Schedule C of the Award relates directly to the quantum of SBCP Skills Points which an Employee may accumulate, the Employer considers it necessary to recalibrate the overall points an Employee must accumulate to qualify for a particular Award classification level. This is the essential purpose of the Variation Application.
12. To ensure equity and so as not to disadvantage an Employee having regard to the Agreed Changes above, the Employer seeks to reduce the overall points required by an Employee to qualify for each classification level under the Award (provided that no change is proposed to Operator Skill Level 1 (being the entry level of both the Current SBCP Structure and Updated SBCP Structure)) as follows:
- (a) Operator Skill Level 2: from 50 to 45 points;
 - (b) Operator Skill Level 3: from 90 to 75 points;
 - (c) Operator Skill Level 4: from 150 to 130 points; and
 - (d) Operator Skill Level 5: from 200 to 170 points.

General changes to the structure and language of the Current SBCP Structure

13. The key changes made to the structure and language of the Current SBCP Structure and which are now reflected in the Updated SBCP Structure are to:
- (a) remove information under the heading 'Background' in the Current SBCP Structure as that information is non-essential for the purpose of implementing the SBCP Structure;
 - (b) clarify the manner by which an Employee may accumulate points for skills which they hold/achieve and which the Employer requires them to use to perform their duties;

- (c) insert a summary of the particular competencies which an Employee must achieve in order to obtain a particular skill and remove lists of general training requirements that are set out for each skill in the Current SBCP Structure (but which are not consistent with current training requirements which are set out in the Employer's Learning and Development Guide (**Guide**)). The reasons for this change are as follows:
- (i) The Guide is an up to date, internal document which sets out in detail all training modules that may be undertaken by Employees during their employment. A copy of the Guide current at the time of this Application is attached as **Attachment 4**.
 - (ii) The Guide is a living document which may be updated from time to time to ensure that the types of training courses set out remain current having regard to the best practice training requirements for Employees.
 - (iii) Details of the training requirements for an Employee to obtain a particular skill under the SBCP Structure are set out in the Guide and are available on the FEED, being the Employer's intranet.
 - (iv) It has become evident to the Employer during the Review that some of the training requirements set out for particular skills in the Current SBCP Structure are broadly drafted, do not provide clarity and are inconsistent with the information set out in the Guide.
 - (v) For example, the Current SBCP Structure contains numerous references to training being required to achieve a particular skill, but does not specifically identify any relevant training module in the Guide which should be completed. An example concerns the skill of *Bunker Operator Advanced* in the Current SBCP Structure which currently specifies five training requirements to be provided by a 'competent person', namely "Moon buggy, Tarp roller, Tarp Welder, Plastic baler and Bunker operations" (see page 11 of the Current SBCP Structure). Those training requirements do not in practice align with the existing training modules in the Guide. In particular, this is because there is no training module in the Guide titled 'Plastic baler'. Such anomalies create administrative and operational confusion and make the Current SBCP Structure difficult to implement.
 - (vi) The Employer has rectified the above situation by taking the measures described in paragraph 13(c) above.
 - (vii) The Employer maintains competency checklists, including for each skill in the Current SBCP Structure on the FEED (being the Employer's intranet), and will continue to do so for each skill in the Updated SBCP Structure. The competency checklists include a description of the name and numeric code of applicable internal training modules as described in the Guide. Copies of three competency checklists are attached as examples as **Attachment 5**.
 - (viii) The Employer proposes that the competency checklists not form part of the Updated SBCP Structure. This is in order to enable it to make administrative changes if required to the content of a competency checklist (having regard to the Guide) as follows:
 - (A) edits to the title of skills;
 - (B) edits to the format of the competency checklist;
 - (C) edits to the title or administrative code associated with training for a skill; and
 - (D) up to a 10% alteration to the prescribed training modules required for an Employee to attain competency for a particular skill.
 - (ix) The Employer's commitment to the matters above is expressly set out under the heading "Skill Levels" on page 6 of the Updated SBCP Structure.

- (x) The Updated SBCP Structure sets out limits to changes which may be made outside of the review process authorised by clause 13.2 of the Award (**Award Review Process**) (under the heading "Skill Levels" on page 6), namely a prohibition on the Employer:
 - (A) making any more than a 10% alteration to the training modules required for an Employee to attain competency for a particular skill;
 - (B) making any alteration to the points assigned to an individual skill; and
 - (C) deleting or adding outside of the Award Review Process competency checklists.

- (xi) The Employer has expressly included the limits above in the Updated SBCP Structure for the protection of its Employees and so as to avoid inadvertent changes being made to the competency checklists which could adversely affect the Skills Bank Points an Employee may accumulate and the associated impact on their Award classification level.



A GLENCORE AGRICULTURE Company



LEARNING & DEVELOPMENT GUIDE

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ALTERATIONS TO THE LEARNING & DEVELOPMENT GUIDE

If you find any information in this guide that requires alteration, please contact HR by emailing anz_hr_administration@viterro.com.

This document is regularly updated and requires input from all facilitators across the company, to enable us to maintain a consistent high standard of training delivery and to maintain the integrity of the document.

Please direct any questions to the HR team via the email address above.

TRAINING AND DEVELOPMENT OVERVIEW

Viterra is committed to providing relevant competency training to all employees. We recognise that the safety, efficiency and effectiveness of employees are dependent on their skills, knowledge, competency and ability.

Training activities need to be relevant, timely and of value to Viterra and our employees.

Providing training activities assists Viterra to achieve its company goals by;

- Enhanced skills, knowledge and understanding that support improved performance
- Improved morale and job satisfaction
- Supporting the acquisition and sharing of knowledge and expertise across the organisation
- Attraction and retention of highly skilled employees
- Helping recruits integrate effectively into the organisation
- Developing employees into their future careers and future business needs
- Working with leaders and their teams to manage change more effectively
- Equipping managers and leaders with interventions to develop their people, along with other aspects of people management
- Developing the leadership potential in Viterra.

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POLICIES AND PROCEDURES

L&D Policy

The **Learning and Organisational Development Policy** and the objectives of Viterra's Training and Development practices are:

- To provide employees with the competencies necessary to carry out the functions of their current position with maximum effectiveness and efficiency
- To prepare employees for future changes in their role in particular, and for the workplace in general
- To address any skill shortages and to increase the level of expertise required for those roles
- To assist employees who wish to increase their career potential by undertaking study towards a formal qualification that is relevant to Viterra
- To address developmental requirements for employees by providing appropriate training and development
- To provide leadership development programs that enhance & assist managers and leaders with people management and business acumen.

External Studies Policy

Viterra actively encourages employees to take on relevant external studies that will benefit their growth and development, work performance and improve their potential for advancement. Importantly, the company may be able to support employees to attain this. Please see the **Learning and Development Policy - External Studies Policy** for more information.

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SKILL BASED CAREER PATH (SBCP) – S&H DIVISION

This scheme places importance on the level of competency achieved by an individual and the degree to which an Operator has become multi-skilled and developed experience across a range of duties performed at Viterra Storage and Handling (S&H) site(s).

The purpose of this Skill Based Career Path scheme is to increase productivity within S&H operations by providing a career structure for the Operators based on skills obtained. Specifically the scheme seeks to:

- Increase the productivity of S&H by providing a larger pool of highly trained and multi-skilled personnel capable of working as an effective team;
- Provide Operators with a structured career path which will allow them to progress within the organisation;
- Provide a mechanism for linking the level of skill achieved to remuneration levels and employment opportunities;
- Provide a method of assessment of competency for each skill. Including mechanism for dispute resolution;
- Provide a mechanism for identifying training needs;
- Provide a mechanism for ongoing review of the scheme so that new skills can be incorporated as methods of work and technology improves.

View the full document outlining the SBCP by clicking [here](#).

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INDUCTION

Mandatory Online Induction

Our online Learning Management System is the platform in which we deliver our **Mandatory Online Induction Training**. This training includes important policies, procedures and safety training that is required to either be completed prior to commencing work, or on Day 1 of employment. It is the manager's responsibility to ensure all mandatory training is completed. Non completion reports are run weekly and escalated for follow-up.

Business Unit Induction

The **Business Unit Induction** is a formalisation of the training and information sharing that needs to occur when a new employee commences their position at Viterra. Induction information for every new employee is sent to the manager before an employee commences duties. It contains a guide for managers on what must be covered on the first day for a new employee. Some additional materials and tailored information will need to be added that is relevant and appropriate for individual business units.

Harvest Casual Induction (Grain)

All new and returning Harvest Casuals must attend a site Harvest Induction session. This session runs for approximately 2 hours and provides attendees an overview of the functions of that site, a review of our policies and procedures, site hazards/risks, the setting of our values, behaviour and performance expectations, an introduction to additional training they will receive depending on the role they will be in, and completion of the Orientation Checklist. All new and returning Harvest Casuals must complete all their Mandatory Online Induction Training prior to DAY 1 (the Harvest Induction session).

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HARVEST TRAINING LIST

Please refer to the [Training List - Harvest Casuals 4374](#) on The Pulse for a full list of mandatory, role based and site based training requirements for all harvest casuals.

MANDATORY ONLINE TRAINING

The following units have been classified as mandatory training courses and are accessible via [E3 Learning Online](#).

Mandatory Training for **Permanent and Casuals (NEW STARTERS)** –

Glencore Grain/Viterra - Code of Business Conduct 2016
Mandatory Alcohol and Other Drugs Policy and Procedures
SHE Online Induction
Social Media Policy
Discrimination Bullying & Sexual Harassment Policy
Injury Management (Mandatory SA Employees)
IT Security Awareness Course

Additional Mandatory Training for **Supervisors** –

Injury Management for Managers and Supervisors - 2015

Mandatory Training for **Harvest Casual** employees –

Glencore Grain/Viterra - Code of Business Conduct - 2016
Mandatory Alcohol and Other Drugs Policy and Procedures
SHE Online Induction
Isolation of Energy Sources – v2
Risk Management Training – TAKE 5 for Safety
Environmental Licence Awareness
Courses added after 3 months of continuous service
Discrimination, Bullying & Sexual Harassment Policy
Injury Management (Mandatory SA Employees)
Risk Management Training – TAKE 5 for Safety & ISEA
Social Media Policy

SHE *IM* Online Training –

(Note: This training is role based and therefore is allocated by the SHE Department as relevant)

Asbestos Hazard Standard
Audit & Assurance Management Standard
Buildings, Amenities and Office Safety Management Standard
Change Management Standard
Commissioning, Decommissioning and Disposal Hazard Standard
Confined Space Hazard Standard
Construction / Major Works Management Standard
Consultation & Communication Management Standard
Cranes, Slings & Lifting Equipment Hazard Standard
Electrical Hazard Standard
Emergency Preparedness Management Standard
Environment Management Standard
Fire Safety Hazard Standard
Fumigation Hazard Standard
Ground Penetration Hazard Standard
Risk Management Standard
Hazardous Substances Hazard Standard
Health Management Standard
Heights Hazard Standard
Hot Work Hazard Standard
Human Factors & Manual Handling Hazard Standard
Hydrocarbon Storage Hazard Standard
Incidents Management Standard
Isolation of Energy Sources Hazard Standard
Legal Compliance Management Standard
Management Review Management Standard
Marine Hazard Standard
Mobile Plant Hazard Standard
Monitoring and Evaluation Management Standard
Noise Hazard Standard
Personal Protective Equipment (PPE) Management Standard
Planning Management Standard
Plant / Equipment / Guarding Hazard Standard
Policy Development Management Standard
Preventative / Corrective Actions Management Standard
Procurement Management Standard
Rail Hazard Standard
Records Management Standard
Resources Management Standard
Responsibilities & Accountabilities Management Standard
Road Transport Hazard Standard
Service Providers Management Standard

Traffic Management Hazard Standard	-
Training / Competency Management Standard	
Waste Management Hazard Standard	
Weather Hazard Standard	
Working Alone Hazard Standard	
Equipment Hazard Standard	

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Course Name	Glencore Grain/Viterra - Code of Business Conduct	Back
Course result type	Awareness	
Course Owner	Legal	
Content	<p>The purpose of the Code of Business Conduct is to ensure employees perform their roles according to the standards set out by Glencore Grain & Viterra.</p> <p>The course also includes the :</p> <ul style="list-style-type: none"> • Conflict of Interest Declaration form • Gifts and Entertainment Declaration form 	
Who can deliver?	Online E3 Learning	
Who should attend?	All employees	
Pre-requisite(s)	NIL	
Outcome	<p>Successful completion will result in:</p> <ul style="list-style-type: none"> • Understand and identify the company's policies • Work within and obtain guidance in accordance with the company's values, and • Understand what constitutes a conflict of interest 	
Duration	15 minutes	
Review Date	Annually	

Course Name	IT Security Awareness	Back
Course result type	Awareness	
Course Owner	Information Technology	
Content	<p>The purpose of this policy is to specify standards for the use of Information Technology within Glencore Grain and Viterra ANZ (Glencore). Employees shall use Glencore/Viterra provided information resources for Glencore/Viterra related business in accordance with their job functions and responsibilities. The Technology Policy also provides an overview of monitoring/ auditing requirements for compliance purposes.</p>	
Who can deliver?	Online E3 Learning	
Who should attend?	All employees	
Pre-requisite(s)	Nil	
Outcome	Successful completion will result in knowledge of the Viterra Technology Policy.	
Duration	10 minutes	
Review Date	June 2015	

Course Name	Mandatory Alcohol and Other Drugs Policy and Procedures	Back
Course result type	Competency (assessment included online)	
Course Owner	Human Resources	
Content	<p>This purpose of this course will provide employees with the required understanding of our:</p> <ul style="list-style-type: none"> • Alcohol and Other Drugs Policy; • Management of Drugs in the Workplace procedure; and • Management of Alcohol in the Workplace procedure <p>This course has been developed to ensure employees perform their roles and understand their responsibilities according to the standards set out by Viterra.</p>	
Who can deliver?	Online E3 Learning	
Who should attend?	All employees, contractors, casuals and labour hire workers.	
Pre-requisite(s)	Nil	
Outcome	Successful completion will result in knowledge of the Mandatory Alcohol and Other Drugs Policy and Procedures. This knowledge is then tested using online assessment questions.	
Duration	20 minutes	
Review Date	July 2015	

Course Name	SHE Online Induction	Back
Course result type	Competency (assessment included online)	
Course Owner	SHE	
Content	<p>Employees will be advised of the company's SHE policies related in the handbook, which will be accompanied by an online computer based training package. The supervisor will then expand on the corporate SHE Policies and how they relate specifically to the employees being trained. This will be complimented by a site SHE Induction that will be delivered by the supervisor.</p>	
Who can deliver?	Online E3 Learning	
Who should attend?	All employees	
Pre-requisite(s)	Nil	
Outcome	Successful completion will result in knowledge of the Viterra Safety Health & Environment Handbook. This knowledge is then tested using online assessment questions.	
Duration	1 hour	
Review Date	2 years	

Course Name	Discrimination, Bullying & Sexual Harassment Policy	Back
Course result type	Competency (assessment included online)	
Course Owner	Human Resources	
Content	This policy will provide the attendee with required knowledge regarding the company policy on Discrimination, Harassment and Bullying, definitions of and an overview of the company's disciplinary procedures.	
Who can deliver?	Online E3 Learning	
Who should attend?	All employees	
Pre-requisite(s)	Nil	
Outcome	<p>Successful completion will result in awareness overview of the Discrimination, Bullying & Sexual Harassment Policy.</p> <p>Successful completion will result in awareness of:</p> <ul style="list-style-type: none"> • articulating responsibilities in relation to the Discrimination, Bullying & Sexual Harassment policy • explaining what constitutes discrimination, bullying or sexual harassment • examples of discrimination, bullying and sexual harassment behaviour • responsibilities to ensure compliance with the Discrimination, Bullying & Sexual Harassment policy, and • the steps to follow if you believe you are a victim of discrimination, bullying or sexual harassment. 	
Duration	15 minutes	
Review Date	As required	

Course Name	Injury Management (Mandatory SA Employees)	Back
Course result type	Competency (assessment included online)	
Course Owner	SHE	
Content	This course gives employees an overview of how injury management works in South Australia and explains what Self Insurance means to workers (not applicable to NZ and VPP staff).	
Who can deliver?	Online E3 Learning	
Who should attend?	All employees in South Australia	
Pre-requisite(s)	Nil	
Outcome	Successful completion will result in awareness overview of Injury Management for SA employees.	
Duration	15 minutes	
Review Date	2 Yearly	

Course Name	Injury Management for Managers and Supervisors	Back
Course result type	Competency (assessment included online)	
Course Owner	SHE	
Content	This course gives supervisors an overview of the injury management process and explains their role and what Self Insurance means	
Who can deliver?	Online E3 Learning	
Who should attend?	All Supervisors in South Australia	
Pre-requisite(s)	Nil	
Outcome	Successful completion will result in awareness overview of Injury Management for supervisors and managers.	
Duration	15 minutes	
Review Date	2 Yearly	

Course Name	Social Media Policy	Back
Course result type	Competency (assessment included online)	
Course Owner	HR	
Content	This course has been developed to ensure all Australian and NZ employees are aware of their responsibilities under the Glencore Grain / Viterro Social Media Policy.	
Who can deliver?	Online E3 Learning	
Who should attend?		
Pre-requisite(s)	Nil	
Outcome	Successful completion will result in awareness overview of Glencore Grain / Viterro's Social Media Policy.	
Duration	15 minutes	
Review Date		

Course Name	Isolation of Energy Sources – v2	Back
Course result type	Competency (assessment included online)	
Course Owner	HR	
Content	This course has been developed to ensure employees are aware of what an isolation consists of, the importance of isolating, how to perform an isolation and the type of energy sources you may encounter on our sites.	
Who can deliver?	Online E3 Learning	
Who should attend?	Persons who will be required to perform work within Isolations and around energy sources.	
Pre-requisite(s)	Nil	
Outcome	Successful completion will result in knowledge of the Viterra Isolation of Energy Sources. This knowledge is then tested using online assessment questions. You will subsequently need to complete a separate practical competency assessment before being deemed competent.	
Duration	15 minutes	
Review Date		

Course Name	Risk Management Training – TAKE 5 for Safety	Back
Course result type	Competency (assessment included online)	
Course Owner	HR	
Content	This course will assist in understanding and participating in risk assessments within the business. The course will also provide you with the necessary skills to undertake risk assessments.	
Who can deliver?	Online E3 Learning	
Who should attend?	Anyone who will need to understand and/or participate in risk assessments within the business.	
Pre-requisite(s)	Nil	
Outcome	Successful completion will result in knowledge of the Risk Assessments and JSEA's. This knowledge is then tested using online assessment questions.	
Duration	15 minutes	
Review Date		

Course Name	Risk Management Training – TAKE 5 for Safety & JSEA	Back
Course result type	Competency (assessment included online)	
Course Owner	HR	
Content	This course will assist in understanding and participating in risk assessments within the business. The course will also provide you with the necessary skills to undertake risk assessments.	
Who can deliver?	Online E3 Learning	
Who should attend?	Anyone who will need to understand and/or participate in risk assessments within the business.	
Pre-requisite(s)	Nil	
Outcome	Successful completion will result in knowledge of the Risk Assessments and JSEA's. This knowledge is then tested using online assessment questions. You will subsequently need to complete a separate practical assessment with a Workplace Trainer to be assessed for competency to create JSEA's.	
Duration	15 minutes	
Review Date		

Course Name	Environmental Licence Awareness	Back
Course result type	Competency (assessment included online)	
Course Owner	HR	
Content	This course provides an awareness of the continual improvement of our environmental management, environmental awareness and responsibility, and working to prevent pollution, minimise waste and promote recycling in our operations.	
Who can deliver?	Online E3 Learning	
Who should attend?	All staff working at a port terminal site.	
Pre-requisite(s)	Nil	
Outcome	Successful completion will result in knowledge of the Environmental Licence issues. This knowledge is then tested using online assessment questions.	
Duration	15 minutes	
Review Date		

VITERRA COURSE CODE MENU & PREFIXES

Role Based Training

DEPARTMENT NAME	COURSE CODE PREFIX
Bunker Operations	<u>BO</u>
Development	<u>DEV</u>
Maintenance & Engineering	<u>MAE</u>
E3 Learning	<u>E3L</u>
Food Safety	<u>FS</u>
Grain Classification	<u>GC</u>
Grain Operations	<u>GO</u>
Human Resources	<u>HR</u>
Laboratory	<u>LAB</u>
NZ Operations	<u>NZ</u>
Pest Management	<u>PM</u>
Port Operations	<u>PT</u>
Rail Operations	<u>RO</u>
Safety, Health & Environment	<u>SHE</u>
Transport & Logistics	<u>TL</u>
Viterra Packing & Processing	<u>VPP</u>

To view and access the modules contained within this guide please click on the following J: drive ink :

[Downloadable Training Documents](#)

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BUNKER OPERATIONS (BO)

The following have been classified as **BUNKER OPERATIONS** courses :

<u>BO101</u>	Bunker Maintenance - (AE/C/NYC)
<u>BO102</u>	Bunker Construction - (AE/C/NYC)
<u>BO103</u>	Bunker Safety Training & Security - (A)
<u>BO104</u>	Bunker Plant & Equipment Asset Management - (A)
<u>BO105</u>	Bunker Hygiene & Quality - (A)
<u>BO106</u>	Bunker General Tarp Operations - (A)
<u>BO108</u>	Bunker Receiving Grain - 3 years (AE/C/NYC)
<u>BO109</u>	Bunker Outloading Grain - 3 years (AE/C/NYC)
<u>BOD0103</u>	DOH Stacker Operations & Maintenance (Trouble Shooting) - 3 years (AE/C/NYC)
<u>BOD0219</u>	DOHS Operator - 3 years (AE/C/NYC)
<u>BOH0115</u>	Hydra Pak Plastic Press - 3 years (AE/C/NYC)
<u>BOM0148</u>	Moon Buggy - 3 years (AE/C/NYC)
<u>BOT001</u>	Hydraulic Tarp Rolling - 3 years (AE/C/NYC)
<u>BOT0093</u>	Tarp Sewing Machine Use & Maintenance - 3 years (AE/C/NYC)
<u>BOT0176</u>	Tarp Welding - 3 years (AE/C/NYC)
<u>BOU0055</u>	UBB Trolley Use - 3 years (AE/C/NYC)

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Course Name	Bunker Maintenance - (AE/C/NYC)	Back
Course Code	BO101	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Bunker Operations	
Content	Repair of damage to bunker structures and A-frames and general maintenance.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees required to undertake bunker maintenance	
Pre-requisite(s)	BO103, BO104, BO105, BO106	
Outcome	N/A	
Duration	1 hour	
Review/Expiry Date	Reviewed as required / Nil	

Course Name	Bunker Construction - (AE/C/NYC)	Back
Course Code	BO102	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Bunker Operations	
Content	Construction of bunker walls and partitions.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees required to undertake bunker construction	
Pre-requisite(s)	BO103, BO104, BO105, BO106	
Outcome	N/A	
Duration	1 hour	
Review/Expiry Date	Reviewed as required / Nil	

Course Name	Bunker Safety Training & Security - (A)	Back
Course Code	BO103	
Course result type	Awareness	
Course Owner	Bunker Operations	
Content	Introduction to bunker safety, PPE requirements and security of site and plant at bunker sites.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees required to undertake bunker tasks	
Pre-requisite(s)	Nil	
Outcome	N/A	
Duration	1 hour	
Review/Expiry Date	Reviewed as required / Nil	

Course Name	Bunker Plant & Equipment Asset Management - (A)	Back
Course Code	BO104	
Course result type	Awareness	
Course Owner	Bunker Operations	
Content	Introduction to bunker plant such as DOH/Stacker and the use of tarpaulins and plastic in bunker tasks.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees required to undertake bunker tasks	
Pre-requisite(s)	Nil	
Outcome	N/A	
Duration	1 hour	
Review/Expiry Date	Reviewed as required / Nil	

Course Name	Bunker Hygiene & Quality - (A)	Back
Course Code	BO105	
Course result type	Awareness	
Course Owner	Bunker Operations	
Content	Introduction to the importance of hygiene with relevance to grain quality. This will involve general cleaning, site maintenance and introduction to grain contaminants such as water ingress.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees required to undertake bunker tasks	
Pre-requisite(s)	Nil	
Outcome	N/A	
Duration	1 hour	
Review/Expiry Date	Reviewed as required / Nil	

Course Name	Bunker General Tarp Operations - (A)	Back
Course Code	BO106	
Course result type	Awareness	
Course Owner	Bunker Operations	
Content	Introduction to use of tarpaulins on bunkers to protect grain including deployment, removal and maintenance.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees required to undertake bunker tasks	
Pre-requisite(s)	Nil	
Outcome	N/A	
Duration	1 hour	
Review/Expiry Date	Reviewed as required / Nil	

Course Name	Bunker Receiving Grain - 3 years (AE/C/NYC)	Back
Course Code	BO108	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Bunker Operations	
Content	Part of the Bunker Receivals assessment package, along with DOHS Operator; overview of the receipt process, including weigh notes, contaminants and sampling.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees required to undertake bunker tasks	
Pre-requisite(s)	BO103, BO104, BO105, BO106	
Outcome	N/A	
Duration	30 minutes plus on the job competency assessment	
Review/Expiry Date	Reviewed as required / 3 years	

Course Name	Bunker Outloading Grain - 3 years (AE/C/NYC)	Back
Course Code	BO109	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Bunker Operations	
Content	Overview of process of outloading grain from a stacker or direct tipping from a loader.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees required to undertake bunker tasks	
Pre-requisite(s)	BO103, BO104, BO105, BO106	
Outcome	N/A	
Duration	30 minutes plus on the job competency assessment	
Review/Expiry Date	Reviewed as required / 3 years	

Course Name	DOH Stacker Operations & Maintenance(Trouble Shooting) - 3 years (AE/C/NYC)	Back
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Course Code	BOD0103
Course result type	Awaiting Evidence/Competent/Not Yet Competent
Course Owner	Bunker Operations
Content	This training is an interactive "hands on" session that is delivered on site around an operating DOH Stacker. Trainers go through the operation of the DOH Stacker step-by-step including pre start checks, maintenance, safety precautions and possible trouble shooting.
Who can deliver?	Internal Trainer
Who should attend?	Bunker Supervisors/Maintenance
Pre-requisite(s)	BO103, BO104, BO105, BO106
Outcome	N/A
Duration	2 hours
Review/Expiry Date	Reviewed as required / 3 years

Course Name	DOHS Operator - 3 years (AE/C/NYC)	Back
Course Code	BOD0219	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Bunker Operations	
Content	Part of the Bunker Reccivals assessment package, along with Bunker Receiving Grain; training to operate a drive over hopper and stacker.	
Who can deliver?	Internal Trainer	
Who should attend?	Staff required to operate the DOHS	
Pre-requisite(s)	BO103, BO104, BO105, BO106	
Outcome	N/A	
Duration	30 minutes plus on the job competency assessment	
Review/Expiry Date	Reviewed as required / 3 years	

Course Name	Hydra Pak Plastic Press - 3 years (AE/C/NYC)	Back
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Course Code	BOH0115
Course result type	Awaiting Evidence/Competent/Not Yet Competent
Course Owner	Bunker Operations
Content	This training covers the principles, procedures and safety aspects associated with operating a Hydra Pak Press. This training has a skill and knowledge component as well as a competency component for those in charge of the press.
Who can deliver?	Internal Trainer
Who should attend?	Staff required to operate the Hydra Pak press
Pre-requisite(s)	BO103, BO104, BO105, BO106
Outcome	N/A
Duration	30 minutes plus on the job competency assessment
Review/Expiry Date	Reviewed as required / 3 years

Course Name	Moon Buggy - 3 years (AE/C/NYC)	Back
Course Code	BOM0148	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Bunker Operations	
Content	The Moon Buggy internal training package has been designed to standardise the work practices used at bunker sites in relation to the process of pulling tarps with the Moon Buggy. It has been set up to provide training for all employees who are required to use the Moon Buggy to teach the safety and work standards that are required. This detailed training package will cover the components used, operating procedures and reduce the exposure of injury to employees engaged in the tarp pulling process.	
Who can deliver?	Internal Trainer	
Who should attend?	Staff required to operate the moon buggy to open and close bunkers	
Pre-requisite(s)	BO103, BO104, BO105, BO106	
Outcome	N/A	
Duration	30 minutes plus on the job competency assessment	
Review/Expiry Date	Reviewed as required / 3 years	

Course Name	Hydraulic Tarp Rolling - 3 years (AE/C/NYC)	Back
Course Code	BOT001	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Bunker Operations	
Content	Training designed to demonstrate use of the hydraulic tarp roller.	
Who can deliver?	Internal Trainer	
Who should attend?	Staff required to operate the hydraulic tarp roller	
Pre-requisite(s)	BO103, BO104, BO105, BO106	
Outcome	N/A	
Duration	1 hour plus on the job competency assessment	
Review/Expiry Date	Reviewed as required / 3 years	

Course Name	Tarp Sewing Machine Use & Maintenance - 3 years (AE/C/NYC)	Back
Course Code	BOT0093	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Bunker Operations	
Content	This training covers the principles, procedures and safety aspects associated with operating and maintaining a sewing machine for the use of tarp and plastic sewing.	
Who can deliver?	Internal Trainer	
Who should attend?	Bunker Operators	
Pre-requisite(s)	BO103, BO104, BO105, BO106	
Outcome	N/A	
Duration	30 minutes plus on the job competency assessment	
Review/Expiry Date	Reviewed as required / 3 years	

Course Name	Tarp Welding - 3 years (AE/C/NYC)	Back
Course Code	BOT0176	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Bunker Operations	
Content	This training covers the principles, procedures and safety aspects associated with operating a Tarp Welder.	
Who can deliver?	Internal Trainer	
Who should attend?	Bunker Operators	
Pre-requisite(s)	BO103, BO104, BO105, BO106	
Outcome	N/A	
Duration	1 hour plus on the job competency assessment	
Review/Expiry Date	Reviewed as required / 3 years	

Course Name	UBB Trolley Use - 3 years (AE/C/NYC)	Back
Course Code	BOU0055	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Bunker Operations	
Content	This training covers the principles, procedures and safety aspects associated with operating a UBB Trolley.	
Who can deliver?	Internal Trainer	
Who should attend?	Bunker Supervisors/Maintenance	
Pre-requisite(s)	BO103, BO104, BO105, BO106, BODO219	
Outcome	N/A	
Duration	On the job training and assessment	
Review/Expiry Date	Reviewed as required / 3 years	

DEVELOPMENT (DEV)

The following have been classified as **DEVELOPMENT** courses:

<u>DEVA1000</u>	Accelerate Teams - (C/NYC)
<u>DEVB0426</u>	Business Administration - Certificate IV - (C/NYC)
<u>DEVB0427</u>	Business Sales - Certificate IV - (C/NYC)
<u>DEVB0428</u>	Business - Certificate IV - (C/NYC)
<u>DEV50207</u>	Diploma of Business (COURSE)
<u>DEV51107</u>	Diploma of Management (COURSE)
<u>DEV51607</u>	Diploma of Quality Auditing (COURSE)
<u>DEVT001</u>	Twitter Training - 3 years (A)
<u>DEVF0002</u>	Frontline Management - Certificate IV - (C/NYC)
<u>DEVH0005</u>	Harvest Train the Trainer - (C/NYC)
<u>DEVH0269</u>	Health & Safety - Advanced Diploma of WHS - (C/NYC)
<u>DEVSH001</u>	Conduct Safety & Health Investigation - (C/NYC)
<u>DEVT0418</u>	Training & Assessment - Certificate IV - (C/NYC)
<u>DEVT0500</u>	Transport & Logistics Certificate IV - (C/NYC)
<u>TAE01</u>	TAE - Training & Assessment - Certificate IV (COURSE)
<u>TAELLN411</u>	TAE - Learning, Literacy and Numeracy - (C/NYC)
<u>TAEDBL301A</u>	Provide work skill instruction - (C/NYC)
<u>DEVE0006</u>	Certificate III (Maintenance Fitter/Turner) - (C/NYC)
<u>DEVE0009</u>	Certificate III (Fabrication) - (C/NYC)
<u>DEVRII20109</u>	Certificate II in Resources and Infrastructure Work Preparation - (C/NYC)
<u>DEVPM5001</u>	Practical Management Skills Workshop - 2 years(A)
<u>DEVWHS01</u>	Certificate IV in Work Health & Safety - (C/NYC)
<u>DEV40102</u>	Certificate IV in Transport and Distribution - (C/NYC)
<u>DEVAC01</u>	Assessor Competency - (C/NYC)
<u>DEVTC01</u>	Trainer Competency - (C/NYC)

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Course Name	Accelerate Teams - (C/NYC)	Back
Course Code	DEVA1000	
Course result type	Competent/Not Yet Competent	
Course Owner	Development	
Content	<ul style="list-style-type: none"> • Starting a new team • Leadership development • Building strong teams 	
Who can deliver?	External	
Who should attend?		
Pre-requisite(s)	NIL	
Outcome		
Duration		
Review/Expiry Date	none	

Course Name	Business Administration - Certificate IV - (C/NYC)	Back
Course Code	DEVB0426	
Course result type	Competent/Not Yet Competent	
Course Owner	Development	
Content	Reflects the role of individuals who use well-developed administrative skills and a broad knowledge base in a wide variety of administrative contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others	
Who can deliver?		
Who should attend?		
Pre-requisite(s)	NIL	
Outcome	Certificate IV	
Duration		
Review/Expiry Date	none	

Course Name	Business Sales - Certificate IV - (C/NYC)	Back
Course Code	DEVB0427	
Course result type	Competent/Not Yet Competent	
Course Owner	Development	
Content	Reflects the role of individuals who use well-developed business sales skills and a broad knowledge base in a wide variety of business sales contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others and have limited responsibility for the output of others, however they typically report to a more senior business sales practitioner.	
Who can deliver?		
Who should attend?		
Pre-requisite(s)	NIL	
Outcome	Certificate IV	
Duration		
Review/Expiry Date	none	

Course Name	Business - Certificate IV - (C/NYC)	Back
Course Code	DEVB0428	
Course result type	Competent/Not Yet Competent	
Course Owner	Development	
Content	Reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.	
Who can deliver?		
Who should attend?		
Pre-requisite(s)	NIL	
Outcome	Certificate IV	
Duration		
Review/Expiry Date	none	

Course Name	Diploma of Business - (COURSE)	Back
Course Code	DEV50207	
Course result type	Competent/Not Yet Competent	
Course Owner	Development	
Content	<p>This course contains the following competency units :</p> <ul style="list-style-type: none"> • Manage Meetings (DEVADM502B) • Build and sustain an innovative work environment (DEVINN502A) • Implement continuous improvement (DEVMGT403A) • Identify and evaluate marketing opportunities (DEVMGT501B) • Manage People Performance (DEVMGT502B) • Undertake project work (DEVPMG522A) • Manage Personal work priorities & professional development (DEVWOR501B) • Ensure team effectiveness (DEVWOR502B) 	
Who can deliver?		
Who should attend?		
Pre-requisite(s)	NIL	
Outcome	Diploma	
Duration		
Review/Expiry Date	none	

Course Name	Diploma of Management – (COURSE)	Back
Course Code	DEV51107	
Course result type	Competent/Not Yet Competent	
Course Owner	Development	
Content	<p>This course contains the following competency units :</p> <ul style="list-style-type: none"> • Manage Quality Customer Service (DEVCUS501C) • Manage budgets and financial plans (DEVFIM501A) • Show Leadership in the workplace (DEVMGT401A) • Manage People Performance (DEVMGT502B) • Manage Operational Plan (DEVMGT515A) • Facilitate Continuous Improvement (DEVMGT516C) • Ensure a safe workplace (DEVOHS509A) • Ensure team effectiveness (DEVWOR502B) 	
Who can deliver?		
Who should attend?		
Pre-requisite(s)	NIL	
Outcome	Diploma	
Duration		
Review/Expiry Date	none	

Course Name	Diploma of Quality Auditing – (COURSE)	Back
Course Code	DEV51607	
Course result type	Competent/Not Yet Competent	
Course Owner	Development	
Content	<p>This course contains the following competency units :</p> <ul style="list-style-type: none"> • Participate in a quality audit (DEVAUD402B) • Initiate a quality audit (DEVAUD501B) • Lead a quality audit (DEVAUD502B) • Report on a quality audit (DEVAUD504B) • Identify & Interpret Compliance Requirements (DEVCOM501B) • Manage Risk (DEVRSK501B) • Contribute to the systematic management of WHS risk (DEVWHS503A) • Manage WHS hazards and risks (DEVWHS504A) • Facilitate the development & use of hazard management tools (DEVWHS509A) • Implement WHS risk management (DEVWHS603A) 	
Who can deliver?		
Who should attend?		
Pre-requisite(s)	NIL	
Outcome	Diploma	
Duration		
Review/Expiry Date	none	

Course Name	Twitter Training - 3 years (A)	Back
Course Code	DEVT001	
Course result type	Awareness	
Course Owner	Development	
Content	Twitter training for communication staff.	
Who can deliver?	External Training Provider	
Who should attend?	Selected staff	
Pre-requisite(s)	NIL	
Outcome	Awareness	
Duration	N/A	
Review/Expiry Date	3 years	

Course Name	Frontline Management - Certificate IV - (C/NYC)	Back
Course Code	DEVF0002	
Course result type	Competent/Not Yet Competent	
Course Owner	Development	
Content	Reflects the role of individuals who take the first line of management in a wide range of organisational and industry contexts. They may have existing qualifications and technical skills in any given vocation or profession, yet require skills or recognition in supervisory functions. Typically they would report to a manager.	
Who can deliver?		
Who should attend?		
Pre-requisite(s)	NIL	
Outcome	Certificate IV	
Duration		
Review/Expiry Date	none	

Course Name	Harvest Train the Trainer - (C/NYC)	Back
Course Code	DEVH0005	
Course result type	Competent/Not Yet Competent	
Course Owner	Development	
Content		
Who can deliver?	Qualified regional training coordinators.	
Who should attend?	Selected staff who will train harvest casuals.	
Pre-requisite(s)	TAE qualified	
Outcome	NIL	
Duration	1 -2 hours	
Review/Expiry Date	none	

Course Name	Health & Safety - Advanced Diploma of WHS - (C/NYC)	Back
Course Code	DEVH0269	
Course result type	Competent/Not Yet Competent	
Course Owner	Development	
Content	Suitable for people who apply advanced practical knowledge to coordinate, facilitate and maintain the work health and safety (WHS) program in one or more fields of work in an organisation, such as a WHS practitioner or HR practitioner. They may work under the guidance of an occupational health and safety professional	
Who can deliver?		
Who should attend?		
Pre-requisite(s)	NIL	
Outcome	Advanced Diploma	
Duration		
Review/Expiry Date	none	

Course Name	Conduct Safety & Health Investigation - (C/NYC)	Back
Course Code	DEVSH001	
Course result type	Competent/Not Yet Competent	
Course Owner	Development	
Content	Contains modules: <ul style="list-style-type: none"> • PMAOHS310A • RIIQHS301A • BSB0HS508A • TLIF1707B 	
Who can deliver?	External	
Who should attend?		
Pre-requisite(s)	NIL	
Outcome	Statement of Attainment	
Duration		
Review/Expiry Date	none	

Course Name	Training & Assessment - Certificate IV - (C/NYC)	Back
Course Code	DEVT0418	
Course result type	Competent/Not Yet Competent	
Course Owner	Development	
Content	<i>(OLD TAA COURSE)</i> This qualification reflects the roles of individuals delivering training and assessment services in the vocational education and training (VET) sector.	
Who can deliver?		
Who should attend?		
Pre-requisite(s)	NIL	
Outcome	Certificate IV	
Duration		
Review/Expiry Date	none	

Course Name	Transport & Logistics - Certificate IV - (C/NYC)	Back
Course Code	DEVT0500	
Course result type	Competent/Not Yet Competent	
Course Owner	Development	
Content	Performance of a broad range of skilled applications including requirements to evaluate and analyse current practices, develop new criteria and procedures for performing current practices, and provision of some leadership and guidance to others in the application and planning of the skills	
Who can deliver?		
Who should attend?		
Pre-requisite(s)	NIL	
Outcome	Certificate IV	
Duration		
Review/Expiry Date	none	

Course Name	TAE - Training & Assessment - Certificate IV - (COURSE)	Back
Course Code	TAE01	
Course result type	Competent/Not Yet Competent	
Course Owner	Development	
Content	<p>This course contains the following competency units :</p> <ul style="list-style-type: none"> • Full TAE Training & Assessment – Certificate IV (TAE40110) • Contribute to Assessment (TAEASS301B) • Plan assessment activities and processes (TAEASS401B) • Assess Competence (TAEASS402B) • Participate in assessment validation (TAEASS403B) • Plan, organise and deliver group based learning (TAEDEL401A) • Plan, organise and facilitate learning in the workplace (TAEDEL402A) • Design and develop learning programs (TAEDES401A) • Use Training packages and accredited courses to meet client needs (TAEDES402A) 	
Who can deliver?		
Who should attend?		
Pre-requisite(s)	NIL	
Outcome	Certificate IV	
Duration		
Review/Expiry Date	none	

Course Name	TAE – Learning, Literacy and Numeracy - (C/NYC)	Back
Course Code	TAELLN411	
Course result type	Competent/Not Yet Competent	
Course Owner	Development	
Content		
Who can deliver?	RTO	
Who should attend?		
Pre-requisite(s)	NIL	
Outcome	Statement of Attainment	
Duration	1 day	
Review/Expiry Date	NIL	

Course Name	Provide work skill instruction - (C/NYC)	Back
Course Code	TAEDEL301A	
Course result type	Competent/Not Yet Competent	
Course Owner	Development	
Content	Delivery of work skill instructions from training packages.	
Who can deliver?	External provider	
Who should attend?	New Trainers	
Pre-requisite(s)	NIL	
Outcome	Statement of Attainment	
Duration	2 days	
Review/Expiry Date	NIL	

Course Name	Certificate III (Maintenance Fitter/Turner) - (C/NYC)	Back
Course Code	DEVE0006	
Course result type	Competent/Not Yet Competent	
Course Owner	Development	
Content		
Who can deliver?		
Who should attend?		
Pre-requisite(s)	NIL	
Outcome	Certificate III	
Duration		
Review/Expiry Date	As per external training	

Course Name	Certificate III (Fabrication) - (C/NYC)	Back
Course Code	DEVE0009	
Course result type	Competent/Not Yet Competent	
Course Owner	Development	
Content	Certificate of trade. Covers the skills and knowledge required for employment as an Engineering Tradesperson - Fabrication within the metal, engineering, manufacturing and associated industries or other industries where Engineering Tradespersons - Fabrication work.	
Who can deliver?	External RTO	
Who should attend?	Trade Staff	
Pre-requisite(s)	NIL	
Outcome	Certificate III	
Duration	N/A	
Review/Expiry Date	As per external training	

Course Name	Certificate II in Resources and Infrastructure Work Preparation - (C/NYC)	Back
Course Code	DEVRII20109	
Course result type	Competent/Not Yet Competent	
Course Owner	Development	
Content		
Who can deliver?	External RTO	
Who should attend?	Trade Staff	
Pre-requisite(s)	NIL	
Outcome	Certificate II	
Duration	N/A	
Review/Expiry Date	As per external training	

Course Name	Practical Management Skills Workshop - 2 years (A)	Back
Course Code	DEVPMS001	
Course result type	Awareness	
Course Owner	Development	
Content	Practical management skills for supervisors, making a presentation, email etiquette, managing your mates, conflict resolution, time management	
Who can deliver?	TAFE	
Who should attend?	Assistant supervisor, new managers	
Pre-requisite(s)	NIL	
Outcome	Awareness	
Duration	1 day	
Review/Expiry Date	2 years	

Course Name	Certificate IV in Work Health & Safety - (C/NYC)	Back
Course Code	DEVWHS01	
Course result type	Competent/Not Yet Competent	
Course Owner	Development	
Content	The qualification reflects the role of workers who apply a broad knowledge base and well-developed skills in a wide variety of contexts and may include coordinators, advisors and facilitators.	
Who can deliver?	External RTO	
Who should attend?		
Pre-requisite(s)	NIL	
Outcome	Certificate IV	
Duration		
Review/Expiry Date	As per external training	

Course Name	Certificate IV in Transport and Distribution - (C/NYC)	Back
Course Code	DEV40102	
Course result type	Competent/Not Yet Competent	
Course Owner	Development	
Content	TDT40102 - Certificate IV in Transport and Distribution (Warehousing & Storage)	
Who can deliver?	External RTO	
Who should attend?		
Pre-requisite(s)	NIL	
Outcome	Certificate IV	
Duration		
Review/Expiry Date	As per external training	

Course Name	Assessor Competency - (C/NYC)	Back
Course Code	DEVAC01	
Course result type	Competent/Not Yet Competent	
Course Owner	Development	
Content	Assessment to ensure competent assessors for operational training.	
Who can deliver?	Training Coordinators	
Who should attend?	People who need to assess.	
Pre-requisite(s)	Relevant training UOC.	
Outcome	Competency	
Duration	As per the assessed competency	
Review/Expiry Date	2 years / NIL	

Course Name	Trainer Competency - (C/NYC)	Back
Course Code	DEVTC01	
Course result type	Competent/Not Yet Competent	
Course Owner	Development	
Content	Assessment to ensure competent trainers for operational training	
Who can deliver?	Training Coordinators	
Who should attend?	People who need to train.	
Pre-requisite(s)	Relevant training UOC.	
Outcome	Competency	
Duration	As per the assessed session.	
Review/Expiry Date	2 years / NIL	

MAINTENANCE & ENGINEERING (MAE)

The following have been classified as **MAINTENANCE & ENGINEERING** courses :

<u>MAE0001</u>	Arrium Switch Room Access - 2 years (A)
<u>MAE0002</u>	Maintain Hydraulic System Components - (C/NYC)
<u>MAEE0001</u>	Electrical Workers Licence - 5 years (C/NYC)
<u>MAEE0168</u>	Electrical Testing and Tagging - (C/NYC)
<u>MAEW0002</u>	Weighbridge and E Bridge Training - 3 years (AE/C/NYC)
<u>MAEW0003</u>	Weighbridge and E Bridge – Harvest Casuals – Annually (A)
<u>MAEF0100</u>	EKA Fuji PLC Training – 3 years (A)
<u>MAEG0001</u>	Gearbox Oil Sampling Procedure – (A)

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Course Name	Arrium Switch Room Access - 2 years (A)	Back
Course Code	MAE0001	
Course result type	Awareness	
Course Owner	Maintenance & Engineering	
Content	Induction requirement to enter Arrium property – high voltage switch and isolations. Ardrossan only.	
Who can deliver?	External Provider Arrium	
Who should attend?	Electricians required to enter Arrium Swith Room - Ardrossan	
Pre-requisite(s)	Electrician / Low Voltage Rescue	
Outcome	Certificate	
Duration	4 hrs	
Review/Expiry Date	2 Years	

Course Name	Maintain Hydraulic System Components - (C/NYC)	Back
Course Code	MAE0002	
Course result type	Competent/Not Yet Competent	
Course Owner	Maintenance & Engineering	
Content	This unit covers checking hydraulic system components, and identifying and repairing or replacing faulty components.	
Who can deliver?	External Provider	
Who should attend?	Maintenance staff required to work with hydraulics.	
Pre-requisite(s)	NIL	
Outcome	NIL	
Duration	5 days	
Review/Expiry Date	August 2018 / NIL	

PosCourse Name	Electrical Workers Licence – 5 years (C/NYC)	Back
Course Code	MAEE0001	
Course result type	Licence (Competent/Not Yet Competent)	
Course Owner	Maintenance & Engineering	
Content	Requirement to provide copy of licence every 5 years or at time of renewal.	
Who can deliver?	External Provider	
Who should attend?	Qualified Electricians	
Pre-requisite(s)	Nil	
Outcome	Licence	
Duration		
Review/Expiry Date	As per licence, 5 years maximum	

Course Name	Electrical Testing and Tagging – (C/NYC)	Back
Course Code	MAEE0168	
Course result type	Competent/Not Yet Competent	
Course Owner	Maintenance & Engineering	
Content	This course enables non electrical trade employees to undertake in service electrical testing and tagging of electrical appliances. They will learn how to assess all electrical equipment such as, power tools & equipment, plant and RCDs, to WHS Regulations and the relevant Australian Standards.	
Who can deliver?	External Provider	
Who should attend?	Employees required to undertake electrical testing and tagging	
Pre-requisite(s)	N/A	
Outcome	Certificate and Statement of Attainment for (National Code UEENEEP008B)	
Duration	12 hours (4hrs x 3 evenings)	
Review/Expiry Date	Nil	

Course Name	Weighbridge and E Bridge Training – 3 years (AE/C/NYC)	Back
Course Code	MAEW0002	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Maintenance & Engineering	
Content	Training in Weighbridge and E bridge operations.	
Who can deliver?	Internal Trainer	
Who should attend?	All staff required to work in weighbridges	
Pre-requisite(s)	Nil	
Outcome	N/A	
Duration	4 hours	
Review/Expiry Date	12 months / 3 years	

Course Name	Weighbridge and E Bridge – Harvest Casuals – Annually (A)	Back
Course Code	MAEW0003	
Course result type	Awareness	
Course Owner	Maintenance & Engineering	
Content	Information to harvest casual employees on what to look for to keep weighbridge in good operational conditions.	
Who can deliver?	Internal Trainer - Classification	
Who should attend?	All Harvest Casual staff required to work in weighbridges	
Pre-requisite(s)	Nil	
Outcome	N/A	
Duration	30 minutes	
Review/Expiry Date	Annually	

Course Name	EKA Fuji PLC Training – 3 years (A)	Back
Course Code	MAEF0100	
Course result type	Awareness	
Course Owner	Maintenance & Engineering	
Content	Awareness of the Fuji PLC System (Programmable Logic Controller). Controls electrical circuits.	
Who can deliver?	External Provider	
Who should attend?	Any electrical workers required to use the Fuji PLC System	
Pre-requisite(s)	Electrical Workers Licence	
Outcome	Nil	
Duration	2 days	
Review/Expiry Date	3 years	

Course Name	Gearbox Oil Sampling Procedure – (A)	Back
Course Code	MAEG0001	
Course result type	Awareness	
Course Owner	Maintenance & Engineering – Barry Stringer	
Content	Changing Oil Procedures.	
Who can deliver?	Maintenance Supervisor plus assessor	
Who should attend?	Maintenance Staff	
Pre-requisite(s)	NIL	
Outcome	NA	
Duration	3 hours	
Review/Expiry Date	3 years / NIL	

E3-LEARNING MODULES (E3L)

The following **E3-LEARNING** courses are for information only; results are stored within the e3 learning application.

E3L001	E3 – Asbestos Hazard Standard
E3L002	E3 – Audit and Assurance Management Standard
E3L003	E3 – Code of Business Conduct
E3L004	E3 – Confined Space Entry Hazard Standard
E3L005	E3 – Consultation and Communication Management Standard
E3L006	E3 – Cranes, Slings and Lifting Equipment Hazard Standard
E3L007	E3 – Discrimination, Harassment and Bullying Policy
E3L008	E3 – Electrical Hazard Standard
E3L009	E3 – Emergency Preparedness Management Standard
E3L010	E3 – Environmental Licence Awareness
E3L011	E3 – Fire Safety Hazard Standard
E3L012	E3 – Fumigation Hazard Standard
E3L013	E3 – Hazardous Substances Standard
E3L014	E3 – Heights Hazard Standard
E3L015	E3 – Hydrocarbon Storage Hazard Standard
E3L016	E3 – Injury Management (Mandatory SA Employees)
E3L017	E3 – Injury Management for Managers and Supervisors
E3L018	E3 – Isolation Hazard Standard
E3L019	E3 – Legal Compliance Management Standard
E3L020	E3 – Management Review Management Standard
E3L021	E3 – Mandatory Alcohol and Other Drugs Policy and Procedures
E3L022	E3 – Mandatory New Employee Induction – Orientation Checklist
E3L023	E3 – Marine Hazard Standard
E3L024	E3 – Mobile Plant Hazard Standard
E3L025	E3 – Monitoring and Evaluation Management Standard
E3L026	E3 – Noise Hazard Standard
E3L027	E3 – Personal Protective Equipment (PPE) Management Standard
E3L028	E3 – Planning Management Standard
E3L029	E3 – Plant, Equipment and Guarding Hazard Standard
E3L030	E3 – Policy Development Management Standard
E3L031	E3 – Preventative and Corrective Actions Management Standard
E3L032	E3 – Procurement Management Standard
E3L033	E3 – Rail Hazard Standard
E3L034	E3 – Records Management Standard
E3L035	E3 – Resources Management Standard
E3L036	E3 – Responsibilities and Accountabilities Management Standard
E3L037	E3 – Service Providers Management Standard
E3L038	E3 – SHE Online Induction
E3L039	E3 – Technology Policy
E3L040	E3 – Training and Competency Management Standard
E3L041	E3 – Waste Management Hazard Standard

E3L042	E3 – Weather Hazard Standard
E3L043	E3 – Working Alone Hazard Standard
E3L044	E3 – Work Health and Safety Harmonisation
E3L045	E3 - Ground Penetration Hazard Standard
E3L046	E3 - Hot Work Hazard Standard
E3L047	E3 - Commissioning, Decommissioning and Disposal Hazard Standard
E3L048	E3 - Construction / Major Works Management Standard
E3L049	E3 - Human Factors & Manual Handling Hazard Standard
E3L050	E3 - Engulfment Standard

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FOOD SAFETY (FS)

The following have been classified as **FOOD SAFETY** courses :

<u>FS0051</u>	Food Safety Awareness – (A)
<u>FS0052</u>	HACCP Plan Australia Grain – (A)
<u>FS0053</u>	Food Safety – Grain Contaminants Awareness – (A)
<u>FS0054</u>	Internal Food Safety Auditor – (C/NYC)
<u>FSR0194</u>	Road Vehicle Hygiene Inspection – (A)
<u>FS0188</u>	HACCP Developing Food Safety Systems – (C/NYC)
<u>FS0189</u>	Introduction to ISO22000 & HACCP – (A)
<u>FS0190</u>	Introduction to Food Safety & HACCP - (A)
<u>FSQ0192</u>	Quality & Food Safety Management System Awareness – (A)

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Course Name	Food Safety Awareness – (A)	Back
Course Code	FS0051	
Course result type	Awareness	
Course Owner	Food Safety	
Content	PowerPoint presentation or DVD providing an awareness of Food Safety at Viterra sites.	
Who can deliver?	Internal Trainer	
Who should attend?	All operational employees	
Pre-requisite(s)	Nil	
Outcome	N/A	
Duration	20 minutes	
Review/Expiry Date	Reviewed as required / Nil	

Course Name	HACCP Plan Australia Grain – (A)	Back
Course Code	FS0052	
Course result type	Awareness	
Course Owner	Food Safety	
Content	This course gives an awareness of the HACCP Plan and what it means for Viterra. It looks at the majority of the documents within the plan.	
Who can deliver?	Internal Trainer	
Who should attend?	Site Management	
Pre-requisite(s)	Nil	
Outcome	N/A	
Duration	2 Hours	
Review/Expiry Date	Reviewed as required / Nil	

Course Name	Food Safety – Grain Contaminants Awareness – (A)	Back
Course Code	FS0053	
Course result type	Awareness	
Course Owner	Food Safety	
Content	Expose all operators on Viterra sites to grains received into system and how to identify grain contaminants that may pose a food safety risk to the quality of grain stocks.	
Who can deliver?	Internal Trainer	
Who should attend?	All operational employees	
Pre-requisite(s)	Nil	
Outcome	N/A	
Duration		
Review/Expiry Date	Reviewed as required / Nil	

Course Name	Internal Food Safety Auditor - (C/NYC)	Back
Course Code	FS0054	
Course result type	Competent / Not Yet Competent	
Course Owner	Food Safety	
Content	<ul style="list-style-type: none"> • Overview of food safety management systems • Audit/Verification scheduling • Planning and preparation for a food safety audit • Audit guidance tools • Conducting the on-site food safety audit • Presentation of audit findings • Follow-up activities. 	
Who can deliver?	External Trainer	
Who should attend?	This course is ideal for food industry personnel intending to become involved in the internal audit process for the maintenance and improvement of their food safety program.	
Pre-requisite(s)	Nil	
Outcome	Statement of attainment.	
Duration	2 days	
Review/Expiry Date	Reviewed as required / Nil	

Course Name	Road Vehicle Hygiene Inspection – (A)	Back
Course Code	FSR0194	
Course result type	Awareness	
Course Owner	Food Safety	
Content	This training covers the inspection, documentation and process for road vehicles prior to loading at Viterra sites. This training is delivered in a lecture format.	
Who can deliver?	Internal Trainer	
Who should attend?	All employees that have responsibility to inspect road vehicles	
Pre-requisite(s)	Working with Road Transport	
Outcome	N/A	
Duration	1 hour	
Review/Expiry Date	Reviewed as required / Nil	

Course Name	HACCP Developing Food Safety Systems – (C/NYC)	Back
Course Code	FS0188	
Course result type	Competent/Not Yet Competent	
Course Owner	Food Safety	
Content	Develop a robust knowledge of the Codex Hazard Analysis and Critical Control Point (HACCP) requirements and gain a comprehensive understanding of the preliminary steps and the principles of HACCP. Learn about Good Manufacturing Practices (GMP), sanitation, hygiene and other key components of an effective Food Safety Management System.	
Who can deliver?	External Provider	
Who should attend?	Nominated field services employees	
Pre-requisite(s)	Nil	
Outcome	Certificate of Attainment	
Duration	3 days	
Review/Expiry Date	Reviewed as required / Nil	

Course Name	Introduction to ISO22000 & HACCP – (A)	Back
Course Code	FS0189	
Course result type	Awareness	
Course Owner	Food Safety	
Content	Presentation to inform employees on the company ISO22000 & HACCP program.	
Who can deliver?	Internal Trainer	
Who should attend?	Operational workers (not HC). Identified office based workers	
Pre-requisite(s)	Food Safety Awareness	
Outcome	Awareness	
Duration	20 minutes	
Review/Expiry Date	Reviewed as required / Nil	

Course Name	Introduction to Food Safety & HACCP – (A)	Back
Course Code	FS0190	
Course result type	Awareness	
Course Owner	Food Safety	
Content	This is the ideal beginner’s course in food safety. It is designed to give a general awareness of HACCP and incorporates the key aspects of Good Manufacturing Practices (GMP), Good Hygiene Practices for food handlers and food safety supervisors or team leaders. Participants are provided with a brief overview of the relevant aspects of the Australian Food Standards Code such as personal hygiene, cleaning, storage and food processing and maintenance and outline the importance of complying with these requirements.	
Who can deliver?	External Provider	
Who should attend?	Ideal for food handlers, supervisors, team leaders, it is also beneficial for those who need to understand the importance of their role in the site HACCP plan.	
Pre-requisite(s)	NIL	
Outcome	Statement of Attainment	
Duration	1 day	
Review/Expiry Date	N/A	

Course Name	Quality & Food Safety Management System Awareness – (A)	Back
Course Code	FSQ0192	
Course result type	Awareness	
Course Owner	Food Safety	
Content	Outline and basic understanding of the Food Safety Management System within Viterra.	
Who can deliver?	Internal Trainer - Classification	
Who should attend?	All operational employees	
Pre-requisite(s)	Nil	
Outcome	N/A	
Duration	30 minutes	
Review/Expiry Date	Reviewed as required / Nil	

GRAIN CLASSIFICATION (GC)

The following have been classified as **GRAIN CLASSIFICATION** courses :

<u>GCA0001</u>	Automatic Samplers(C1A and C1B) - (C/NYC)
<u>GCB0054</u>	Barley Classification – (AE/C/NYC)
<u>GCC0096</u>	Canola Classification – (AE/C/NYC)
<u>GCC0097</u>	Chickpea Classification – (AE/C/NYC)
<u>GCC0118</u>	Changes to Industry Standards – New Season – (A)
<u>GCC0136</u>	Commodity Classification Systems and Procedures – (AE/C/NYC)
<u>GCC0150</u>	Classification Trainers Delivery Competence – (AE/C/NYC)
<u>GCC0151</u>	Commodity Classification Trainers: Technical Competency – (AE/C/NYC)
<u>GCC0152</u>	Classification Awareness – (A)
<u>GCD0001</u>	Classification Documents – (C/NYC)
<u>GCE0003</u>	Export Outturn for Commodity Classification – (A)
<u>GCF0010</u>	Faba Bean Classification – (AE/C/NYC)
<u>GCG0014</u>	Grain Quality & Contaminants – (AE/C/NYC)
<u>GCI0020</u>	Industry Grain Standards – (A)
<u>GCL0002</u>	Lentil Classification – (AE/C/NYC)
<u>GCL0004</u>	Lupin Classification – (AE/C/NYC)
<u>GCO0002</u>	Oat Classification – (AE/C/NYC)
<u>GCP0099A</u>	Pea Classification – (AE/C/NYC)
<u>GQC0016</u>	Quality Procedures & Equipment – (AE/C/NYC)
<u>GCR0001</u>	Rye Classification – (AE/C/NYC)
<u>GCS0001</u>	Sorghum Classification – (AE/C/NYC)
<u>GCS0124</u>	Sampling Procedures – (AE/C/NYC)
<u>GCT0138</u>	Triticale Classification – (AE/C/NYC)
<u>GCW0095</u>	Wheat Classification – (AE/C/NYC)

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Course Name	Automatic Samplers(C1A and C1B) - (C/NYC)	Back
Course Code	GCB0054	
Course result type	Competent/Not Yet Competent	
Course Owner	Grain Classification Jarrod Russel	
Content	Operation and Maintenance of the Automatic samplers when shipping at Port Lincoln.	
Who can deliver?	Internal Trainer	
Who should attend?	Operations and Maintenance staff at Port Lincoln	
Pre-requisite(s)	NIL	
Outcome	Competency	
Duration	1 ½ - 2 hrs	
Review/Expiry Date	Annually/NIL	

Course Name	Barley Classification – (AE/C/NYC)	Back
Course Code	GCB0054	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Grain Classification	
Content	This unit covers all aspects of Barley classification methods, receival standards, procedures and equipment.	
Who can deliver?	Internal Trainer	
Who should attend?	Classification Staff	
Pre-requisite(s)	Nil	
Outcome	Competence in Barley classification	
Duration	8 hours	
Review/Expiry Date	Annually	

Course Name	Canola Classification – (AE/C/NYC)	Back
Course Code	GCC0096	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Grain Classification	
Content	This unit covers all aspects of Canola classification methods, receival standards, procedures and equipment.	
Who can deliver?	Classification Trainers	
Who should attend?	Classification Staff	
Pre-requisite(s)	Nil	
Outcome	Competence in Canola classification	
Duration	2 hours	
Review/Expiry Date	Annually	

Course Name	Chickpea Classification – (AE/C/NYC)	Back
Course Code	GCC0097	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Grain Classification	
Content	This unit covers all aspects of Chickpea classification methods, receival standards, procedures and equipment.	
Who can deliver?	Internal Trainer	
Who should attend?	Classification Staff	
Pre-requisite(s)	Nil	
Outcome	Competence in Chickpea classification	
Duration	3 hours	
Review/Expiry Date	Annually	

Course Name	Changes to Industry Standards – New Season – (A)	Back
Course Code	GCC0118	
Course result type	Awareness	
Course Owner	Grain Classification	
Content	This unit identifies any industry classification standards and/or procedures that have changed and have been ratified by the industry from the previous season.	
Who can deliver?	Classification Trainers	
Who should attend?	Internal Trainer	
Pre-requisite(s)	Nil	
Outcome	Knowledge of industry standards	
Duration	2 hours	
Review/Expiry Date	Annually	

Course Name	Commodity Classification Systems and Procedures – (AE/C/NYC)	Back
Course Code	GCC0136	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Grain Classification	
Content	This unit looks at strategies that have or could be deployed during or after harvest such as Chemical Residue Testing, Commodity Classification Transfers, Declines/Downgrades, Wet Weather Strategies etc.	
Who can deliver?	Internal Trainer – Classification	
Who should attend?	Classification Staff	
Pre-requisite(s)	Nil	
Outcome	Competence in commodity classification systems and procedures	
Duration	3 hours	
Review/Expiry Date	Annually	

Course Name	Classification Trainers Delivery Competence - (AE/C/NYC)	Back
Course Code	GCC0150	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Grain Classification	
Content		
Who can deliver?	Internal Trainer - Classification	
Who should attend?	Classification Staff	
Pre-requisite(s)	NIL	
Outcome		
Duration		
Review/Expiry Date	Annually	

Course Name	Commodity Classification Trainers: Technical Competency - (AE/C/NYC)	Back
Course Code	GCC0151	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Grain Classification	
Content		
Who can deliver?	Internal Trainer - Classification	
Who should attend?	Classification Staff	
Pre-requisite(s)	NIL	
Outcome		
Duration		
Review/Expiry Date	Annually	

Course Name	Classification Awareness – (A)	Back
Course Code	GCC0152	
Course result type	Awareness	
Course Owner	Grain Classification	
Content	This unit covers a basic understanding of classification procedures, laboratory functions, grain quality and the role of a classifier within the organisation.	
Who can deliver?	Internal Trainer - Classification	
Who should attend?	Intended audience is Transport & Logistics personnel, Commercial & Compliance personnel, Country Sales & Customer Services, Marketing & Trading personnel. Those attending the grain classification courses will not need to attend as this is only a basic awareness course. Also managers and supervisors.	
Pre-requisite(s)	Nil	
Outcome	General knowledge of classification procedures, laboratory functions, quality and classifiers role	
Duration	2 hours	
Review/Expiry Date	Annually	

Course Name	Classification Documents – (C/NYC)	Back
Course Code	GCD0001	
Course result type	Competent / Not Yet Competent	
Course Owner	Grain Classification	
Content	This unit identifies appropriate documents to use and how to fill them out correctly relating to classification procedures.	
Who can deliver?	Internal Trainer - Classification	
Who should attend?	Classifiers	
Pre-requisite(s)	Nil	
Outcome	Certificate	
Duration	4 hours	
Review/Expiry Date	July 2016 / Annually	

Course Name	Export Outturn for Commodity Classification – (A)	Back
Course Code	GCE0003	
Course result type	Awareness	
Course Owner	Grain Classification	
Content	This unit identifies differences between receipt and export classification standards and procedures.	
Who can deliver?	Internal Trainer - Classification	
Who should attend?	Classification Staff	
Pre-requisite(s)	Nil	
Outcome	Knowledge of export outturn commodity classification	
Duration	3 hours	
Review/Expiry Date	Annually	

Course Name	Faba Bean Classification – (AE/C/NYC)	Back
Course Code	GCF0010	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Grain Classification	
Content	This unit covers all aspects of Faba Bean classification methods, receipt standards, procedures and equipment.	
Who can deliver?	Internal Trainer - Classification	
Who should attend?	Classification Staff	
Pre-requisite(s)	Nil	
Outcome	Competence in Faba Bean classification	
Duration	6 hours	
Review/Expiry Date	Annually	

Course Name	Grain Quality & Contaminants – (AE/C/NYC)	Back
Course Code	GCG0014	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Grain Classification	
Content	This unit covers the concepts and principles behind grain quality and contaminants such as pickle, mould, admix etc.	
Who can deliver?	Internal Trainer - Classification	
Who should attend?	Classification Staff	
Pre-requisite(s)	Nil	
Outcome	Competence in grain quality and contaminants	
Duration	4 hours	
Review/Expiry Date	Annually	

Course Name	Industry Grain Standards – (A)	Back
Course Code	GCI0020	
Course result type	Awareness	
Course Owner	Grain Classification	
Content	This unit covers who sets Industry Standards, how to interpret standards and visual recognition charts, as well as where to find appropriate resources.	
Who can deliver?	Internal Trainer - Classification	
Who should attend?	Any senior managers and other departments who are responsible for classification or trading of grain commodities within Viterra or Glencore, and will need to have an understanding of who sets industry grain standards, how to interpret these standards as well as visual recognition guides and where to find appropriate resources.	
Pre-requisite(s)	Nil	
Outcome	Knowledge of industry standards and how to interpret them	
Duration	1 hour	
Review/Expiry Date	Annually	

Course Name	Lentil Classification – (AE/C/NYC)	Back
Course Code	GCL0002	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Grain Classification	
Content	This unit covers all aspects of Lentil classification methods, receival standards, procedures and equipment.	
Who can deliver?	Internal Trainer - Classification	
Who should attend?	Classification Staff	
Pre-requisite(s)	Nil	
Outcome	Competence in Lentil classification	
Duration	6 hours	
Review/Expiry Date	Annually	

Course Name	Lupin Classification – (AE/C/NYC)	Back
Course Code	GCL0004	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Grain Classification	
Content	This unit covers all aspects of Lupin classification methods, receival standards, procedures and equipment.	
Who can deliver?	Internal Trainer - Classification	
Who should attend?	Classification Staff	
Pre-requisite(s)	Nil	
Outcome	Competence in Lupin classification	
Duration	3 hours	
Review/Expiry Date	Annually	

Course Name	Oat Classification – (AE/C/NYC)	Back
Course Code	GCO0002	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Grain Classification	
Content	This unit covers all aspects of Oat classification methods, receipt standards, procedures and equipment.	
Who can deliver?	Internal Trainer - Classification	
Who should attend?	Classification Staff	
Pre-requisite(s)	Nil	
Outcome	Competence in Oat classification	
Duration	2 hours	
Review/Expiry Date	Annually	

Course Name	Pea Classification – (AE/C/NYC)	Back
Course Code	GCP0099A	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Grain Classification	
Content	This unit covers all aspects of Field Pea classification methods, receipt standards, procedures and equipment.	
Who can deliver?	Internal Trainer - Classification	
Who should attend?	Classification Staff	
Pre-requisite(s)	Nil	
Outcome	Competence in Field Pea classification	
Duration	3 hours	
Review/Expiry Date	Annually	

Course Name	Quality Procedures & Equipment – (AE/C/NYC)	Back
Course Code	GCC0016	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Grain Classification	
Content	This unit looks at the cleaning, maintenance and operation of classification and sampling equipment.	
Who can deliver?	Internal Trainer - Classification	
Who should attend?	Classification Staff	
Pre-requisite(s)	Nil	
Outcome	Competence in quality procedures and equipment	
Duration	7 hours	
Review/Expiry Date	Annually	

Course Name	Rye Classification – (AE/C/NYC)	Back
Course Code	GCR0001	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Grain Classification	
Content	This unit covers all aspects of Cereal Rye classification methods, receival standards, procedures and equipment.	
Who can deliver?	Internal Trainer - Classification	
Who should attend?	Classification Staff	
Pre-requisite(s)	Nil	
Outcome	Competence in Cereal Rye classification	
Duration	2 hours	
Review/Expiry Date	Annually	

Course Name	Sorghum Classification – (AE/C/NYC)	Back
Course Code	GCS0001	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Grain Classification	
Content	This unit covers all aspects of Sorghum classification methods. Receival standards, procedures and equipment.	
Who can deliver?	Internal Trainer - Classification	
Who should attend?	Classification Staff	
Pre-requisite(s)	NIL	
Outcome	As part of the classification certificate elective module	
Duration	4 hours	
Review/Expiry Date	Annually	

Course Name	Sampling Procedures – (AE/C/NYC)	Back
Course Code	GCS0124	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Grain Classification	
Content	This unit covers the concepts and principles behind appropriate sampling procedures and representative samples.	
Who can deliver?	Internal Trainer - Classification	
Who should attend?	Classification Staff	
Pre-requisite(s)	Nil	
Outcome	Competence in sampling procedures	
Duration	2 hours	
Review/Expiry Date	Annually	

Course Name	Triticale Classification – (AE/C/NYC)	Back
Course Code	GCT0138	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Grain Classification	
Content	This unit covers all aspects of Triticale classification methods, receival standards, procedures and equipment.	
Who can deliver?	Internal Trainer - Classification	
Who should attend?	Classification Staff	
Pre-requisite(s)	Nil	
Outcome	Competence in Triticale classification	
Duration	2 hours	
Review/Expiry Date	Annually	

Course Name	Wheat Classification – (AE/C/NYC)	Back
Course Code	GCW0095	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Grain Classification	
Content	This unit covers all aspects of Wheat classification methods, receival standards, procedures and equipment.	
Who can deliver?	Internal Trainer - Classification	
Who should attend?	Classification Staff	
Pre-requisite(s)	Nil	
Outcome	Competence in Wheat classification	
Duration	8 hours	
Review/Expiry Date	Annually	

GRAIN OPERATIONS (GO)

The following have been classified as **GRAIN OPERATIONS** courses:

<u>GOA0001</u>	Auger Operator – (C/NYC)
<u>GOA0150</u>	Austock – Partition Quality – (A)
<u>GOA0053</u>	AusCAR – Defective Equipment Register (DER) – (A)
<u>GOA0055</u>	AusCAR – Inventory – (A)
<u>GQA0177</u>	AOM – Road – (A)
<u>GQA0178</u>	AOM – Rail – (A)
<u>GQA0179</u>	AOM – Grower Receipt – (A)
<u>GOC0001</u>	Control Control Room Operator – (C/NYC)
<u>GOC0002</u>	Container Plant Operator – (C/NYC)
<u>GOC0169</u>	Chainsaw Use & Awareness Training – (C/NYC)
<u>GOG0201</u>	Cell Clearing Operations – 3 years(AE/C/NYC)
<u>GOD0166</u>	Domestic Outturn Training – 3 years(A)
<u>GOG0015</u>	Grain Vacuum Operations – REM – 3 years(AE/C/NYC)
<u>GOG0016</u>	Grain Vacuum Operations – Agrivac – 3 years(AE/C/NYC)
<u>GOL0001</u>	Local Control Room Operator – (C/NYC)
<u>GOR0100</u>	Radio Communication – 3 years(A)
<u>GOR0102</u>	Remote MLE (Manual Load Entry) – (A)
<u>GOR0300</u>	Road Grid Operator – 3 years(AE/C/NYC)
<u>GOS0001</u>	Road Sweeper Self Propelled – (C/NYC)
<u>GOS0002</u>	Road Sweeper(Truck) – (C/NYC)
<u>GOS0391</u>	Stock Loss Toolbox Talk – (A)
<u>GOT0002</u>	Tripper Operator Manual – (AE/C/NYC)
<u>GOC0005</u>	C590 Simplex Mechanical Grain Probe Operation – (AE/C/NYC)?? – from Grain Classification
<u>GO0141</u>	HP Water Cleaning – 3 years (AE/C/NYC)
<u>GOW0112</u>	Working with Road Transport – 3 years (A)
<u>GOMW001</u>	Operations Maintenance – (C/NYC)
<u>GOMT001</u>	Operations Mandatory Training – 3 years(A)

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Course Name	Auger Operator - (C/NYC)	Back
Course Code	GOA0001	
Course result type	Competent / Not Yet Competent	
Course Owner	Grain Operations	
Content	Use of Auger (as per the SOP)	
Who can deliver?	Internal Trainer	
Who should attend?	Auger Operators	
Pre-requisite(s)	NIL	
Outcome	NIL	
Duration	On the job	
Review/Expiry Date	3 yearly / NIL	

Course Name	Austock - Partition Quality - (A)	Back
Course Code	GOA0150	
Course result type	Awareness	
Course Owner	Grain Operations	
Content		
Who can deliver?	Internal Trainer	
Who should attend?		
Pre-requisite(s)	NIL	
Outcome		
Duration		
Review/Expiry Date	NIL	

Course Name	AusCAR – Defective Equipment Register (DER) – (A)	Back
Course Code	GOA0053	
Course result type	Awareness	
Course Owner	Grain Operations	
Content	Overview of AusCAR system including how to create, change and report on maintenance issues.	
Who can deliver?	Internal Trainer	
Who should attend?	Administration and maintenance staff	
Pre-requisite(s)	Nil	
Outcome	Awareness of AusCAR DER system	
Duration	1 hour	
Review/Expiry Date	NIL	

Course Name	AusCAR – Inventory – (A)	Back
Course Code	GOA0055	
Course result type	Awareness	
Course Owner	Grain Operations	
Content	AusCAR Internal Audit is an internal program that was developed to record issues that relate to Internal Audit issues throughout Viterro Ltd. Each issue will have a series of Corrective Action Reports (CAR) attached to it throughout the process, which will document the resolution process undertaken. Issues should be generated whenever a non-conformance is identified or opportunity for improvement, and this could be a legislative deficiency, a company policy deficiency, or simply a procedural deficiency. This system has a user guide that explains the various functions.	
Who can deliver?	Internal Trainer	
Who should attend?	Admin / Pest Controllers / Managers	
Pre-requisite(s)	All Mandatory Training	
Outcome	N/A	
Duration	1 hour	
Review/Expiry Date	NIL	

Course Name	AOM – Road – (A)	Back
Course Code	GOA0177	
Course result type	Awareness	
Course Owner	Grain Operations	
Content	There are three different modules that can be covered in this training – Road, Rail, and Grower Receivals	
Who can deliver?	Internal Trainer - Classification	
Who should attend?	Weighbridge and classifier staff, admin, ops cords, group leaders, site supervisors	
Pre-requisite(s)		
Outcome		
Duration		
Review/Expiry Date	none	

Course Name	AOM – Rail – (A)	Back
Course Code	GOA0178	
Course result type	Awareness	
Course Owner	Grain Operations	
Content	There are three different modules that can be covered in this training – Road, Rail, and Grower Receivals	
Who can deliver?	Internal Trainer - Classification	
Who should attend?	Weighbridge and classifier staff, admin, ops cords, group leaders, site supervisors	
Pre-requisite(s)		
Outcome		
Duration		
Review/Expiry Date	none	

Course Name	AOM – Grower Receival – (A)	Back
Course Code	GOA0179	
Course result type	Awareness	
Course Owner	Grain Operations	
Content	There are three different modules that can be covered in this training – Road, Rail, and Grower Receivals	
Who can deliver?	Internal Trainer - Classification	
Who should attend?	Weighbridge and classifier staff, admin, ops cords, group leaders, site supervisors	
Pre-requisite(s)		
Outcome		
Duration		
Review/Expiry Date	none	

Course Name	Central Control Room Operator – (C/NYC)	Back
Course Code	GOC0001	
Course result type	Competent/Not Yet Competent	
Course Owner	Grain Operations	
Content	Use of Central Control room computers.	
Who can deliver?	Internal Trainer	
Who should attend?	Central Control room operators.	
Pre-requisite(s)	NIL	
Outcome	Competency	
Duration	1 week on the job	
Review/Expiry Date	NIL	

Course Name	Container Plant Operator – (C/NYC)	Back
Course Code	GOC0002	
Course result type	Competent/Not Yet Competent	
Course Owner	Grain Operations – Tracey Edwards	
Content	Staff required to operate container plants & fill containers.	
Who can deliver?	Internal Trainer	
Who should attend?	Container plant operators.	
Pre-requisite(s)	NIL	
Outcome	NIL	
Duration	On the job + assessment after 1 week	
Review/Expiry Date	July 2017 / NIL	

Course Name	Chainsaw Use & Awareness Training – (C/NYC)	Back
Course Code	GOC0169	
Course result type	Competent/Not Yet Competent	
Course Owner	Grain Operations	
Content	<p>NOTE: Chainsaws are only to be operated by externally qualification tradespeople.</p> <p>Ensure the external operator has an in date licence and is wearing appropriate PPE for the job.</p>	
Who can deliver?	External Provider	
Who should attend?	NA	
Pre-requisite(s)	Nil	
Outcome	NA	
Duration	NA	
Review/Expiry Date	Nil	

Course Name	Cell Clearing Operations – 3 years (AE/C/NYC)	Back
Course Code	GOG0201	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Grain Operations	
Content	Overview of cell clearing processes involving cell sweeps and vacuums.	
Who can deliver?	Internal Trainer	
Who should attend?	Operators who are required to undertake cell clearing	
Pre-requisite(s)	SHEC0263, SHEC0266, SHEW0300, SHEC0293, SHED0321	
Outcome	N/A	
Duration	1.5 hours	
Review/Expiry Date	Reviewed as required / 3 years	

Course Name	Domestic Outturn Training – 3 years (A)	Back
Course Code	GOD0166	
Course result type	Awareness	
Course Owner	Grain Operations	
Content		
Who can deliver?	Internal Trainer	
Who should attend?		
Pre-requisite(s)		
Outcome		
Duration		
Review/Expiry Date	3 years	

Course Name	Grain Vacuum Operations – REM – 3 years (AE/C/NYC)	Back
Course Code	GOG0015	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Grain Operations	
Content	This training covers the principles, procedures and safety aspects associated with operating a REM.	
Who can deliver?	Internal Trainer	
Who should attend?	Staff required to operate a REM	
Pre-requisite(s)	Nil	
Outcome	N/A	
Duration	3 hours plus on the job competency assessment	
Review/Expiry Date	Reviewed as required / 3 years	

Course Name	Grain Vacuum Operations – Agrivac – 3 years (AE/C/NYC)	Back
Course Code	GOG0016	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Grain Operations	
Content	This training covers the principles, procedures and safety aspects associated with operating an Agrivac.	
Who can deliver?	Internal Trainer	
Who should attend?	Staff required to operate an Agrivac	
Pre-requisite(s)	Nil	
Outcome	N/A	
Duration	3 hours plus on the job competency assessment	
Review/Expiry Date	Reviewed as required / 3 years	

Course Name	Local Control Room Operator - (C/NYC)	Back
Course Code	GOL0001	
Course result type	Competent/Not Yet Competent	
Course Owner	Grain Operations	
Content	Operation of local control room for out-turning, receivals and cell turning.	
Who can deliver?	Internal Trainer	
Who should attend?	Grid attendants / outloading operator	
Pre-requisite(s)	Nil	
Outcome	N/A	
Duration	2 hours	
Review/Expiry Date	N/A	

Course Name	Radio Communication – 3 years (A)	Back
Course Code	GOR0100	
Course result type	Awareness	
Course Owner	Grain Operations	
Content	Toolbox talk explaining the proper communication etiquette when using hand held radios, where to locate them and what channels should be used within Viterria sites.	
Who can deliver?	Internal Trainer	
Who should attend?	All staff required to use hand held radios	
Pre-requisite(s)	Nil	
Outcome	N/A	
Duration	10 minutes	
Review/Expiry Date	Reviewed as required / 3 years	

Course Name	Remote MLE (Manual Load Entry) – (A)	Back
Course Code	GOR0102	
Course result type	Awareness	
Course Owner	Grain Operations	
Content		
Who can deliver?	Internal Trainer - Classification	
Who should attend?	Staff at sites that does not have AOM	
Pre-requisite(s)	None	
Outcome		
Duration		
Review/Expiry Date	None	

Course Name	Road Grid Operator – 3 years (AE/C/NYC)	Back
Course Code	GOR0300	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Grain Operations	
Content	On the job training with work instructions on process of grain receivals at a road grid including sampling and grain contaminants.	
Who can deliver?	Internal Trainer	
Who should attend?	Road Grid Attendants	
Pre-requisite(s)	FS0053	
Outcome	N/A	
Duration	On the job training plus competency assessment	
Review/Expiry Date	Reviewed as required / 3 years	

Course Name	Road Sweeper Self Propelled – (C/NYC)	Back
Course Code	GOS0001	
Course result type	Competent/Not Yet Competent	
Course Owner	Grain Operations	
Content	For staff who are use of self-propelled road sweepers.	
Who can deliver?	Internal Trainer	
Who should attend?	Staff using self-propelled road sweepers	
Pre-requisite(s)	NIL	
Outcome	NIL	
Duration	2-3 hours	
Review/Expiry Date	July 2017 / NIL	

Course Name	Road Sweeper(Truck) – (C/NYC)	Back
Course Code	GOS0002	
Course result type	Competent/Not Yet Competent	
Course Owner	Grain Operations	
Content	To drive a truck with road-sweeper capabilities.	
Who can deliver?	External Provider	
Who should attend?	Staff truck drivers	
Pre-requisite(s)	Car Licence	
Outcome	Truck licence (LR, HR, MR)	
Duration	1 day	
Review/Expiry Date	July 2017 / as per car licence	

Course Name	Stock Loss Toolbox Talk – (A)	Back
Course Code	GOS0391	
Course result type	Awareness	
Course Owner	Grain Operations	
Content		
Who can deliver?	Internal Trainer	
Who should attend?		
Pre-requisite(s)		
Outcome		
Duration		
Review/Expiry Date	None	

Course Name	Tripper Operator Manual – (AE/C/NYC)	Back
Course Code	GOT0002	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Grain Operations	
Content	On the job training with work instructions on process of tripper operation.	
Who can deliver?	Internal Trainer	
Who should attend?	Tripper Operators	
Pre-requisite(s)	NIL	
Outcome	N/A	
Duration	On the job training and competency assessment	
Review/Expiry Date	Reviewed as required / Nil	

Course Name	CS90 Simplex Mechanical Grain Probe Operation – (AE/C/NYC)	Back
Course Code	GOC0005	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Grain Operations	
Content	Bowmans/Dutser Harbor – only ones with a machine.	
Who can deliver?	Internal Trainer Classification	
Who should attend?		
Pre-requisite(s)		
Outcome		
Duration		
Review/Expiry Date	Annually	

Course Name	HP Water Cleaning – 3 years (AE/C/NYC)	Back
Course Code	GO0141	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Grain Operations	
Content	Use of high pressure units for cleaning.	
Who can deliver?	Internal Trainer	
Who should attend?	Core operational staff	
Pre-requisite(s)	NIL	
Outcome	N/A	
Duration	2 hours	
Review/Expiry Date	3 years	

Course Name	Working with Road Transport – 3 years (A)	Back
Course Code	GOW0112	
Course result type	Awareness	
Course Owner	Grain Operations	
Content	General knowledge for the safe management and operation of road vehicles at operational sites including general rules and requirements, traffic management responsibilities, vehicle hygiene management and loading	
Who can deliver?	Nominated Workplace Trainers	
Who should attend?	Internal Trainer	
Pre-requisite(s)	NIL	
Outcome	Awareness of requirements for the safe operation of heavy road vehicles	
Duration	30 minutes	
Review/Expiry Date	3 years	

Course Name	Operations Maintenance – (C/NYC)	Back
Course Code	GOMW001	
Course result type	Competent / Not Yet Competent	
Course Owner	Grain Operations	
Content	Training for site employees who complete minor maintenance repairs or parts replacements, using workshop tools. Employees will be given on job training for the various tasks.	
Who can deliver?	Designated Maintenance Workers – assessment by MAE worker and TAE qualified assessor	
Who should attend?	Site employees who complete minor repair or maintain plant and equipment.	
Pre-requisite(s)	NIL	
Outcome	NIL	
Duration	40+ hours	
Review/Expiry Date	NA	

Course Name	Operations Mandatory Training – 3 years(A)	Back
Course Code	GOMT001	
Course result type	Awareness	
Course Owner	Grain Operations	
Content	Mandatory training required for all staff working at or visiting an operations site.	
Who can deliver?	Trainers with competency.	
Who should attend?	All staff working at or visiting an operations site..	
Pre-requisite(s)	NIL	
Outcome	NIL	
Duration	90 minutes	
Review/Expiry Date	April 2018 / 3 years	

HUMAN RESOURCES (HR)

The following have been classified as **HUMAN RESOURCES** courses :

<u>HRCSF0311</u>	Customer Service Skills (Combined) – 2 years (A)
<u>HRA0001</u>	Performing of Alcotest – 2 years (A)
<u>HRC0006</u>	Crisis Management Plan Training – Annually(A)
<u>HRH0004</u>	Operational Worker Induction – (A)
<u>HRHC005</u>	Harvest Casual Induction Presentation - (A)
<u>HRH0006</u>	Operational Worker Checklist – (A)
<u>HRP0500</u>	PDR Calibration & Scoring Session – (A)
<u>HRP0501</u>	PDR Final Scoring & Objective Setting – (A)
<u>HRE0351</u>	Excel Introduction – (A)
<u>HRE0352</u>	Excel Intermediate – (A)
<u>HRE0353</u>	Excel Advanced – (A)
<u>HRL0005</u>	Leaders and Managers Training 2015 – (A)
<u>HRO0354</u>	Outlook Introduction – (A)
<u>HRO0355</u>	Outlook Advanced – (A)
<u>HRO0361</u>	Outlook Intermediate – (A)
<u>HRPT359</u>	PowerPoint Introduction – (A)
<u>HRPT360</u>	PowerPoint Advanced – (A)
<u>HRW0356</u>	Word Introduction – (A)
<u>HRW0357</u>	Word Intermediate – (A)
<u>HRW0358</u>	Word Advanced – (A)

Please Note: Microsoft Training can also be undertaken by subscribing to online E3- learning courses.
Contact anz_hr_administration@viterra.com for further information.

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Course Name	Customer Service Skills (Combined) – 2 years (A)	Back
Course Code	HRCSF0311	
Course result type	Awareness	
Course Owner	Human Resources	
Content	<p>The aim of this course is to introduce participants to professional customer service skills and techniques to deal effectively with customers particularly during harvest.</p> <p>After completing this course, participants will be able to:</p> <ul style="list-style-type: none"> • Identify the Viterra brand and who our customers are • How to communicate effectively • How to handle a complaint appropriately • How to deal with difficult conversations • Identify when a customer has crossed the line and how to act appropriately 	
Who can deliver?	Internal Trainer	
Who should attend?	<ul style="list-style-type: none"> • Any new operational and service centre staff(permanent / harvest casuals) will be enrolled into the Customer Service Skills (combined) course • Any existing permanent operational and service centre staff who hasn't done the training in the past 2 years should be enrolled into the new Customer Service Skills (combined) course • Any ongoing casuals who haven't done the course for 2 years will be enrolled into the Customer Service Skills (combined) • All returning harvest casuals should be enrolled into the Customer Service Skills (combined) course 	
Pre-requisite(s)	None	
Outcome	Awareness only	
Duration	45 - 60 minutes	
Review/Expiry Date	2 years	

Course Name	Performing of Alcotest – 2 years (A)	Back
Course Code	HRA0001	
Course result type	Awareness	
Course Owner	Human Resources	
Content	This course is developed to ensure the appropriate managers / supervisors are fully trained in the policies, procedures and legislation relevant to performing random + for cause alcohol testing.	
Who can deliver?	SHE Advisor	
Who should attend?	Ops Managers, Ops Co's, Ops Supervisors, Assistant Ops Supervisors	
Pre-requisite(s)	NIL	
Outcome	Training recorded	
Duration	1 hour	
Review/Expiry Date	Oct 2016 / 2 years	

Course Name	Crisis Management Plan Training – Annually (A)	Back
Course Code	HRC0006	
Course result type	Awareness	
Course Owner	Human Resources / Legal	
Content	Provision of training via a “mock trial” annually in order to proactively and strategically manage an emergency or crisis situation. The aim is to manage these situations as efficiently as possible with minimal damage to people, the environment, company operations and reputation.	
Who can deliver?	Internal Trainer	
Who should attend?	All Members of the Crisis Management Team	
Pre-requisite(s)	None	
Outcome	Training and testing to ensure all members of the Crisis Management Team understand their roles and responsibilities in a crisis/emergency and that business continuity is maintained.	
Duration	3 hours	
Review/Expiry Date	Annually	

Course Name	Operational Worker Induction – (A)	Back
Course Code	HRH0004	
Course result type	Awareness	
Course Owner	Human Resources	
Content	Review the contents included in the Harvest Induction Folder plus: <ul style="list-style-type: none"> • Review of policies, hazards, site tour, work conditions and the Employee Assistance program. • Key site contacts • Emergency procedures 	
Who can deliver?	Internal Trainer	
Who should attend?	Harvest Casual staff	
Pre-requisite(s)	NIL	
Outcome	Employee is inducted.	
Duration	30 - 45 mins	
Review/Expiry Date	Annually	

Course Name	Harvest Casual Induction Presentation – (A)	Back
Course Code	HRHC005	
Course result type	Awareness	
Course Owner	Human Resources / Operational Training	
Content	Powerpoint presented to Harvest Casuals at their face to face induction: Content includes : Corporate overview, customer service, PPE overview, social media and bullying/harassment policies, food safety, classification, road transport, phosphine & fumigation, hot weather policy, Rail awareness, Shipping and Take 5 for Safety.	
Who can deliver?	Internal Trainer	
Who should attend?	ONLY Harvest Casual staff	
Pre-requisite(s)	NIL	
Outcome	Employee is inducted.	
Duration	3 hours	
Review/Expiry Date	Annually	

Course Name	Operational Worker Checklist – (A)	Back
Course Code	HRH0006	
Course result type	Awareness	
Course Owner	Human Resources	
Content	Checklist outlining mandatory site information.	
Who can deliver?	Site Leader/Manager/Supervisor	
Who should attend?	Harvest Casual staff	
Pre requisite(s)	NIL	
Outcome	Awareness of site staff, procedures, training and traffic management.	
Duration	5-10 mins	
Review/Expiry Date	Annually	

Course Name	PDR Calibration & Scoring Session – (A)	Back
Course Code	HRP0500	
Course result type	Awareness	
Course Owner	Human Resources	
Content	<ul style="list-style-type: none"> • Check your direct report scores against other departments and similar roles • Learn how to correctly set scoring based on business criteria and behaviours. 	
Who can deliver?	Human Resource Business Partner	
Who should attend?	Any managers who need to complete a performance review for their direct reports	
Pre-requisite(s)	PDR Final Scoring & Objective Setting	
Outcome	Understanding on how to correctly allocate PDR scoring	
Duration	1-2 hrs	
Review/Expiry Date	none	

Course Name	PDR Final Scoring & Objective Setting – (A)	Back
Course Code	HRP0501	
Course result type	Awareness	
Course Owner	Human Resources	
Content	<ul style="list-style-type: none"> • How to correctly set PDR objectives and calculate PDR final scoring. • How to use the ePerformance system. 	
Who can deliver?	Human Resource Business Partner	
Who should attend?	Any managers who need to complete a performance review for their direct reports.	
Pre-requisite(s)	NIL	
Outcome	Basic understanding of the ePerformance system.	
Duration	1-2 hrs	
Review/Expiry Date	none	

Course Name	Excel Introduction – (A)	Back
Course Code	HRE351	
Course result type	Awareness	
Course Owner	Human Resources	
Content	<ul style="list-style-type: none"> • How to create/edit an existing Excel document. • How to add data to a cell. • Basic formatting tips • Basic use of formulas 	
Who can deliver?	Internal Trainer	
Who should attend?	Any staff who use or going to use Excel in the everyday work.	
Pre-requisite(s)	NIL	
Outcome	Introductory knowledge of the Microsoft Excel application.	
Duration	1-2 hrs	
Review/Expiry Date	none	

Course Name	Excel Intermediate – (A)	Back
Course Code	HRE0352	
Course result type	Awareness	
Course Owner	Human Resources	
Content	<ul style="list-style-type: none"> • How to use intermediate excel formulas and functions 	
Who can deliver?	Internal Trainer	
Who should attend?	Any staff who will need to utilise intermediate Excel functions for their work.	
Pre-requisite(s)	Excel Introduction	
Outcome	Intermediate knowledge of the Microsoft Excel application.	
Duration	1-2 hrs	
Review/Expiry Date	none	

Course Name	Excel Advanced – (A)	Back
Course Code	HRE353	
Course result type	Awareness	
Course Owner	Human Resources	
Content	<ul style="list-style-type: none"> • How to use advanced excel formulas (eg.vlookup, hlookup, duplicates, merge) • How to use conditioning formatting • How to sort and filter data • How to add security to a document • How to graph a collection of data. 	
Who can deliver?	Internal Trainer	
Who should attend?	Any staff who will need to utilise more complex Excel functions for their work.	
Pre-requisite(s)	Excel Intermediate	
Outcome	Advanced knowledge of the Microsoft Excel application.	
Duration	1-2 hrs	
Review/Expiry Date	none	

Course Name	Leaders and Managers Training 2015 – (A)	Back
Course Code	HRL0005	
Course result type	Awareness	
Course Owner	Human Resources	
Content	Legislative overview of IR – covering bullying, sexual harassment, workplace flexibility, performance management, having difficult conversations.	
Who can deliver?	Human Resource Business Partners and Advisor	
Who should attend?	Supervisors and Managers	
Pre-requisite(s)	NIL	
Outcome	Awareness Only	
Duration	2.5 hrs	
Review/Expiry Date	none	

Course Name	Outlook Introduction – (A)	Back
Course Code	HRO0354	
Course result type	Awareness	
Course Owner	Human Resources	
Content	<ul style="list-style-type: none"> • How to create/send and delete emails • How to create folders • How to create an email signature • How to use attachments 	
Who can deliver?	Internal Trainer	
Who should attend?	Any staff that haven't used Outlook before.	
Pre-requisite(s)	NIL	
Outcome	Basic introduction of the Microsoft Outlook application.	
Duration	1-2 hrs	
Review/Expiry Date	none	

Course Name	Outlook Advanced – (A)	Back
Course Code	HRO0355	
Course result type	Awareness	
Course Owner	Human Resources	
Content	<ul style="list-style-type: none"> • How to create an email rule • How to use Mail Store • How to categorise emails • How to insert shapes and other formatting to an email 	
Who can deliver?	Internal Trainer	
Who should attend?	Managers / Supervisors who require more advanced training.	
Pre-requisite(s)	Outlook Intermediate	
Outcome	Advanced knowledge of the Microsoft Outlook application.	
Duration	1-2 hrs	
Review/Expiry Date	none	

Course Name	Outlook Intermediate – (A)	Back
Course Code	HR00361	
Course result type	Awareness	
Course Owner	Human Resources	
Content	<ul style="list-style-type: none"> • How to use the calendar function • How to create a calendar invited • How to change the mail view 	
Who can deliver?	Internal Trainer	
Who should attend?	Any staff that require additional knowledge other than send and receive emails.	
Pre-requisite(s)	Outlook Introduction	
Outcome	Intermediate knowledge of the Microsoft Outlook application.	
Duration	1-2 hrs	
Review/Expiry Date	none	

Course Name	PowerPoint Introduction – (A)	Back
Course Code	HRPT359	
Course result type	Awareness	
Course Owner	Human Resources	
Content	<ul style="list-style-type: none"> • How to create and save a PPT document • How to add a slide and basic formatting 	
Who can deliver?	Internal Trainer	
Who should attend?	Any staff that require basic knowledge of PowerPoint.	
Pre-requisite(s)	NIL	
Outcome	Basic introduction of the Microsoft PowerPoint application.	
Duration	1-2 hrs	
Review/Expiry Date	none	

Course Name	PowerPoint Advanced – (A)	Back
Course Code	HRPT360	
Course result type	Awareness	
Course Owner	Human Resources	
Content	<ul style="list-style-type: none"> • How to rearrange slide order • How to insert images • How to add animations • How to add company templates 	
Who can deliver?	Internal Trainer	
Who should attend?	Any staff that require additional knowledge of the PowerPoint application.	
Pre-requisite(s)	PowerPoint Introduction	
Outcome	Advanced knowledge of the Microsoft PowerPoint application.	
Duration	1-2 hrs	
Review/Expiry Date	none	

Course Name	Word Introduction – (A)	Back
Course Code	HRW0356	
Course result type	Awareness	
Course Owner	Human Resources	
Content	<ul style="list-style-type: none"> • How to create and save a document • Basic Formatting 	
Who can deliver?	Internal Trainer	
Who should attend?	Any staff that require basic understanding of the Word application for their role.	
Pre-requisite(s)	NIL	
Outcome	Basic introduction of the Microsoft Word application.	
Duration	1-2 hrs	
Review/Expiry Date	none	

Course Name	Word Intermediate – (A)	Back
Course Code	HRW0357	
Course result type	Awareness	
Course Owner	Human Resources	
Content	<ul style="list-style-type: none"> • Tables • Tabs • Footers and headers and bullets • Shading 	
Who can deliver?	Internal Trainer	
Who should attend?	Any staff that require additional knowledge of the Word application.	
Pre-requisite(s)	Word Introduction	
Outcome	Intermediate knowledge of the Microsoft Word application.	
Duration	1-2 hrs	
Review/Expiry Date	None	

Course Name	Word Advanced – (A)	Back
Course Code	HRW0358	
Course result type	Awareness	
Course Owner	Human Resources	
Content	<ul style="list-style-type: none"> • Design mode • Tracking mode • Inserting images 	
Who can deliver?	Internal Trainer	
Who should attend?	Any staff that require advanced knowledge of the Word application.	
Pre-requisite(s)	Word Intermediate	
Outcome	Advanced knowledge of the Microsoft Word application.	
Duration	1-2 hrs	
Review/Expiry Date	none	

LABORATORY (LAB)

The following have been classified as **LABORATORY** courses:

<u>LAB0002</u>	OVEN Operation – 5 years (AE/C/NYC)
<u>LAB0021</u>	Cervitec Operation – Annually (AE/C/NYC)

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Course Name	OVEN Operation – 5 years (AE/C/NYC)	Back
Course Code	LABO002	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Laboratory	
Content	Operation of OVEN equipment for reference testing of grains.	
Who can deliver?	Internal (Laboratory only)	
Who should attend?	Laboratory Personnel	
Pre-requisite(s)	N/A	
Outcome	N/A	
Duration	1 day	
Review/Expiry Date	5 years	

Course Name	Cervitec Operation – Annually (AE/C/NYC)	Back
Course Code	LAB0021	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Laboratory	
Content		
Who can deliver?		
Who should attend?		
Pre-requisite(s)		
Outcome		
Duration		
Review/Expiry Date	Annually	

NEW ZEALAND OPERATIONS (NZ)

The following have been classified as **NEW ZEALAND OPERATIONS** courses:

<u>NZSHE0003</u>	Fire Extinguisher Training (NZ Specific) – 2 years (C/NYC)
<u>NZSHE0004</u>	Fire Warden Training (NZ Specific) – Annually (C/NYC)
<u>NZSHE0005</u>	Forklift Attachment Training (NZ Specific) – 2 years (C/NYC)
<u>NZSHE0006</u>	Forklift Attachment Training Platform Safety (NZ Specific) – (C/NYC)
<u>NZSHE0007</u>	Forklift licence – OS&F Endorsement (NZ Specific) – 3 years (C/NYC)
<u>NZSHE0011</u>	Working at Heights (Fall Arrest) (NZ Specific) – 2 years (C/NYC)
<u>NZSHE0014</u>	First Aid Level 1 (NZ Specific) – 2 years (C/NYC)
<u>NZSHE0018</u>	SHENZ Confined Space (NZ Specific) – 2 years (C/NYC)

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Course Name	Fire Extinguisher Training (NZ Specific) – 2 years (C/NYC)	Back
Course Code	NZSHE0003	
Course result type	Competent/Not Yet Competent	
Course Owner	NZ Operations	
Content	Delegates will be able to identify and use the correct fire extinguisher in real fire situations and avoid risks in the workplace.	
Who can deliver?	External Provider	
Who should attend?	All operational employees	
Pre-requisite(s)	Nil	
Outcome	Certificate of Attendance	
Duration	½ day	
Review/Expiry Date	2 years	

Course Name	Fire Warden Training (NZ Specific) – Annually (C/NYC)	Back
Course Code	NZSHE0004	
Course result type	Competent/Not Yet Competent	
Course Owner	NZ Operations	
Content	Trains wardens to react appropriately in the event of a fire or building evacuation and summarises the legislation that impacts on the fire evacuation and outlines how to assist the New Zealand Fire Service during a real evacuation.	
Who can deliver?	External Provider	
Who should attend?	Nominated Fire Wardens	
Pre-requisite(s)	Nil	
Outcome	Certificate of Attainment	
Duration	1 day	
Review/Expiry Date	Annually	

Course Name	Forklift Attachment Training (NZ Specific) – 2 years (C/NYC)	Back
Course Code	NZSHE0005	
Course result type	Competent/Not Yet Competent	
Course Owner	NZ Operations	
Content	This unit standard 10852 covers the operation of forklifts with attachments in accordance with the Approved Code of Practice for Training Operators and Instructors of Powered Industrial Lift Trucks (Forklifts). People credited with this unit standard are able to: demonstrate knowledge of the safe operation of a forklift with attachments; prepare to operate a forklift with attachments; operate and shut down a forklift with attachments.	
Who can deliver?	External Provider	
Who should attend?	All New Zealand employees that are required to drive a forklift with attachments e.g. clamps, extendable forks, lifting equipment	
Pre-requisite(s)	Nil	
Outcome	Statement of Attainment	
Duration	1 day	
Review/Expiry Date	2 years	

Course Name	Forklift Attachment Training Platform Safety (NZ Specific) – (C/NYC)	Back
Course Code	NZSHE0006	
Course result type	Competent/Not Yet Competent	
Course Owner	NZ Operations	
Content	People credited with this unit standard (18409) are be able to: identify a powered industrial lift truck (PILT) safety cage and prepare to use a safety platform for a specified task on a worksite; complete pre-operational checks, and fit and remove safety platform to and from a PILT; and use a PILT fitted with a safety platform to complete work at heights.	
Who can deliver?	External Provider	
Who should attend?	All New Zealand employees that are required to operate a forklift with an attachable safety cage	
Pre-requisite(s)	Nil	
Outcome	Certificate of Completion	
Duration	1 day	
Review/Expiry Date	As per external training	

Course Name	Forklift Licence – OS&F Endorsement (NZ Specific) – 3 years (C/NYC)	Back
Course Code	NZSHE0007	
Course result type	Competent/Not Yet Competent	
Course Owner	NZ Operations	
Content	A forklift licence consists of two parts, the F endorsement and the OSH certificate. The OSH certificate entitles you to drive a forklift. The F endorsement entitles you to drive a forklift where there may be public or on public roads. The OSH certificate expires every 3 years, while the F endorsement does not expire. OSH is a term that is used in the industry to refer to a division of the Department of Labour.	
Who can deliver?	External Provider	
Who should attend?	All New Zealand employees that are required to drive a forklift	
Pre-requisite(s)	Nil	
Outcome	Licence Issuance	
Duration	1 day	
Review/Expiry Date	3 years	

Course Name	Working at Heights (Fall Arrest) (NZ Specific) – 2 years (C/NYC)	Back
Course Code	NZSHE0011	
Course result type	Competent/Not Yet Competent	
Course Owner	NZ Operations	
Content	This course is the standard recommended by the Department of Labour and the minimum standard of competency if working at height. The first day of this two day training programme covers US17600 legislation and organisational requirements, the second day covers hazard management, practical rigging, use of height equipment, fall prevention and rescue planning and systems, anchor points, equipment maintenance and inspection, PPE, Unit standards 15757. The contents of this course is group exercises (theory and practical) rope work, knot tying, rescue scenarios, fall arrest applications, trauma suspension exercises, harness applications, exposure to systems equipment and PPE, written questionnaire.	
Who can deliver?	External Provider	
Who should attend?	All New Zealand employees that work at heights	
Pre-requisite(s)	Nil	
Outcome	Certificate of Attainment for Unit Standards (15757 & 17699)	
Duration	2 days	
Review/Expiry Date	2 years	

Course Name	First Aid Level 1 (NZ Specific) – 2 years (C/NYC)	Back
Course Code	NZSHE0014	
Course result type	Competent/Not Yet Competent	
Course Owner	NZ Operations	
Content	Learn basic first aid.	
Who can deliver?	External Provider	
Who should attend?	Nominated First Aid Officers	
Pre-requisite(s)	Nil	
Outcome	Certificate of Attainment	
Duration	1 day	
Review/Expiry Date	2 years	

Course Name	SHENZ Confined Space Entry (NZ Specific) – 2 years (C/NYC)	Back
Course Code	NZSHE0018	
Course result type	Competent/Not Yet Competent	
Course Owner	NZ Operations	
Content	Will cover: <ul style="list-style-type: none"> • Defining confined spaces • Permit to work • Hazard identification • Atmospheric testing • Safety observer/communication • Planning confined space work • Use of gas monitors • Taking/interpreting gas readings • Entering confined spaces • Completing documentation 	
Who can deliver?	External Provider	
Who should attend?	Workers who are required to participate in confined space work	
Pre-requisite(s)	Nil	
Outcome	Certificate of Competency	
Duration	2 days	
Review/Expiry Date	2 years	

PEST MANAGEMENT (PM)

The following have been classified as **PEST MANAGEMENT** courses:

<u>PMC0104</u>	Chemcert (VIC) – 5 years (C/NYC)
<u>PMD0290</u>	Dangerous Goods Transportation – (C/NYC)
<u>PMH0142</u>	Pest Mgmt Horn Diluphos System HDS CF – (AE/C/NYC)
<u>PMH0143</u>	Pest Mgmt Horn Diluphos System HDS80 & HDS200 – (AE/C/NYC)
<u>PMH0144</u>	Pest Mgmt Horn Diluphos System HDS800 – (AE/C/NYC)
<u>PMP0125</u>	Pest Mgmt Bird Control Basic – (C/NYC)
<u>PMP0126</u>	Pest Mgmt Bird Control Corella (External DEWNR) – (C/NYC)
<u>PMP0127</u>	Pest Mgmt Bird Control Net Blaster – (AE/C/NYC)
<u>PMP0128</u>	Pest Mgmt Rodent Control – (AE/C/NYC)
<u>PMP0129</u>	Pest Mgmt Advanced Theory – (AE/C/NYC)
<u>PMP0130</u>	Pest Management – Level 1 – 3 years (AE/C/NYC) {obsolete – used for maintaining records only}
<u>PMP0136</u>	Pest Mgmt Label Reading – (AE/C/NYC)
<u>PMP0137</u>	Pest Mgmt Weed Spraying – Knapsack – (AE/C/NYC)
<u>PMP0138</u>	Pest Mgmt Dosatron – (AE/C/NYC)
<u>PMP0139</u>	Pest Mgmt Weed Spraying - Boomspray – (AE/C/NYC)
<u>PMP0143</u>	Pest Mgmt BOC Pestigas/Insectigas Training – (C/NYC)
<u>PMP0144</u>	Pest Mgmt Aluminium Phosphide – (AE/C/NYC)
<u>PMP0145</u>	Pest Mgmt Applying Methyl Bromide – (AE/C/NYC)
<u>PMP0147</u>	Pest Mgmt Siroflo – (AE/C/NYC)
<u>PMP0148</u>	Pest Mgmt Modify Environment 05 – (AE/C/NYC)
<u>PMP0149</u>	Pest Mgmt Structural Spraying – (AE/C/NYC)
<u>PMP0150</u>	Pest Mgmt Grain Treatment Tank Mix – (AE/C/NYC)
<u>PMP0152</u>	Pest Mgmt Direct Injection Eco2Fume – (AE/C/NYC)
<u>PMP0153</u>	Pest Mgmt Siroflo Specialised Maintenance – (AE/C/NYC)
<u>PMP0154</u>	Pest Mgmt HDS Maintenance Training – (AE/C/NYC)
<u>PMP0314</u>	Intro to Phosphine & Fumigation – (C/NYC)
<u>PMP0315</u>	Pest Mgmt Pest Control Assistant – (C/NYC)
<u>PMP0316</u>	Pest Mgmt COL Victoria – Fumigation – (C/NYC)
<u>PMP0317</u>	Pest Mgmt COL Victoria – Agriculture Chemicals – (C/NYC)

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Course Name	Chemcert (VIC) – 5 years (C/NYC)	Back
Course Code	PMC0104	
Course result type	Competent/Not Yet Competent	
Course Owner	Pest Management	
Content	Legislative requirement for any person applying pesticides in Victoria. Covers label reading, chemical application, safety etc.	
Who can deliver?	External Provider	
Who should attend?	Victorian employees involved in applying pesticides	
Pre-requisite(s)	Mandatory pest control training	
Outcome	Certificate	
Duration	8 hours	
Review/Expiry Date	5 years	

Course Name	Dangerous Goods Transportation – (C/NYC)	Back
Course Code	PMD0290	
Course result type	Competent/Not Yet Competent	
Course Owner	Pest Management	
Content	Training required for any employee transporting dangerous goods such as phosphine, aluminium phosphide, pesticides etc.	
Who can deliver?	External Provider	
Who should attend?	Employees who are required to transport dangerous goods/chemicals used by Viterra	
Pre-requisite(s)	Mandatory pest control training	
Outcome	Certificate	
Duration	6 hours	
Review/Expiry Date	Nil	

Course Name	Pest Mgmt Horn Diluphos System HDS CF (AE/C/NYC)	Back
Course Code	PMH0142	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Pest Management	
Content	This training is for nominated employees who are required to fumigate bunkers, concretes and sheds. It has a skills and knowledge component as well as a competency component for those in charge of the operation of the system. This training can only be provided by nominated, trained and competent facilitators. Operations Grain Hygiene can be contacted for more information.	
Who can deliver?	External – via Greg Hopkins, Grain Hygiene Manager	
Who should attend?	Pest Management Advanced employees	
Pre-requisite(s)	Advanced Theory	
Outcome	Certificate of attendance is issued. On the job assessment performed by qualified trainers	
Duration	1 day plus on the job training with competent trainer – one hour practical for competency assessment	
Review/Expiry Date	Nil	

Course Name	Pest Mgmt Horn Diluphos System HDS80 & HDS200 (AE/C/NYC)	Back
Course Code	PMH0143	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Pest Management	
Content	This training is for nominated employees who are required to fumigate bunkers, concretes and sheds. This training has a skills and knowledge component as well as a competency component for those in charge of the operation of the system. This training can only be provided by nominated, trained and competent facilitators. Operations Grain Hygiene can be contacted for more information. This is classroom based training, with a manual and assessment questions.	
Who can deliver?	External – Via Greg Hopkins, Grain Hygiene Manager	
Who should attend?	Pest Management Advanced employees	
Pre-requisite(s)	Advanced Theory	
Outcome	Certificate of attendance is issued. On the job assessment performed by qualified trainers	
Duration	1 day plus on the job training with competent trainer – one hour practical for competency assessment	
Review/Expiry Date	Nil	

Course Name	Pest Mgmt Horn Diluphos System HDS800 (AE/C/NYC)	Back
Course Code	PMH0144	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Pest Management	
Content	This training is for nominated employees who are required to fumigate bunkers, concretes and sheds. This training has a skills and knowledge component as well as a competency component for those in charge of the operation of the system. This training can only be provided by nominated, trained and competent facilitators. Operations Grain Hygiene can be contacted for more information. This is classroom based training, with a manual and assessment questions.	
Who can deliver?	External – Via Greg Hopkins, Grain Hygiene Manager	
Who should attend?	Pest Management Advanced employees	
Pre-requisite(s)	Advanced Theory	
Outcome	Certificate of attendance is issued. On the job assessment performed by qualified trainers	
Duration	1 day plus on the job training with competent trainer – one hour practical for competency assessment	
Review/Expiry Date	Nil	

Course Name	Pest Mgmt Bird Control Basic – (C/NYC)	Back
Course Code	PMP0125	
Course result type	Competent/Not Yet Competent	
Course Owner	Pest Management	
Content	Understanding of trapping and narcotising birds at Viterra sites.	
Who can deliver?	Internal Trainer	
Who should attend?	Required staff	
Pre-requisite(s)	Mandatory pest control training, label reading	
Outcome	N/A	
Duration	4 hours	
Review/Expiry Date	Nil	

Course Name	Pest Mgmt Bird Control Corella (External DEWNR) – (C/NYC)	Back
Course Code	PMP0126	
Course result type	Competent/Not Yet Competent	
Course Owner	Pest Management	
Content	Specific training to capture and narcotise Corellas to comply with DEWNR Code of Practice.	
Who can deliver?	External Provider	
Who should attend?	Required staff	
Pre-requisite(s)	Advanced Theory	
Outcome	N/A	
Duration	1 day	
Review/Expiry Date	Nil	

Course Name	Pest Mgmt Bird Control Net Blaster – (AE/C/NYC)	Back
Course Code	PMP0127	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Pest Management	
Content	Training to be able to operate the Net Blaster bird capture system.	
Who can deliver?	Internal Trainer	
Who should attend?	Required employees	
Pre-requisite(s)	Mandatory pest control training , label reading and bird control basic	
Outcome	N/A	
Duration	4 hours	
Review/Expiry Date	Reviewed as required / Nil	

Course Name	Pest Mgmt Rodent Control – (AE/C/NYC)	Back
Course Code	PMP0128	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Pest Management	
Content	Training to understand rodent behaviour and capture and control rodents at Viterra sites.	
Who can deliver?	Internal Trainer	
Who should attend?	Required employees	
Pre-requisite(s)	Mandatory pest control training, label reading	
Outcome	N/A	
Duration	4 hours	
Review/Expiry Date	Reviewed as required / Nil	

Course Name	Pest Mgmt Advanced Theory – (AE/C/NYC)	Back
Course Code	PMP0129	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Pest Management	
Content	Training to understand legislative pest control requirements in handling and applying chemicals in South Australia.	
Who can deliver?	Steve Mills or external provider	
Who should attend?	Pest Control operators required to be fumigators in charge.	
Pre-requisite(s)	Pest Control Assistant	
Outcome	N/A	
Duration	3 days	
Review/Expiry Date	Nil	

Course Name	Pest Mgmt Label Reading – (AE/C/NYC)	Back
Course Code	PMP0136	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Pest Management	
Content	Training to understand how to read a chemical label, mix chemicals at correct rates and apply chemical in specific applications.	
Who can deliver?	Internal Trainer	
Who should attend?	Any employees required to undertake pest control tasks	
Pre-requisite(s)	NIL	
Outcome	N/A	
Duration	2 hours	
Review/Expiry Date	Reviewed as required / Nil	

Course Name	Pest Mgmt Weed Spraying – Knapsack – (AE/C/NYC)	Back
Course Code	PMP0137	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Pest Management	
Content	Training to understand and apply chemicals using knapsack at Viterra sites.	
Who can deliver?	Internal Trainer - Pest Management	
Who should attend?	Any operational employee required to spray weeds using knapsack	
Pre-requisite(s)	Mandatory pest control training, label reading	
Outcome	N/A	
Duration	4 hours	
Review/Expiry Date	Reviewed as required / Nil	

Course Name	Pest Mgmt Dosatron – (AE/C/NYC)	Back
Course Code	PMP0138	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Pest Management	
Content	Training to apply chemicals to grain using the Dosatron application equipment.	
Who can deliver?	Internal Trainer - Pest Management	
Who should attend?	Employees required to treat grain	
Pre-requisite(s)	Mandatory pest control training, label reading, pest control assistant, advanced theory	
Outcome	N/A	
Duration	1 day	
Review/Expiry Date	Reviewed as required / Nil	

Course Name	Pest Mgmt Weed Spraying - Boomspray – (AE/C/NYC)	Back
Course Code	PMP0139	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Pest Management	
Content	Training to understand how to apply chemicals using a Boomspray application.	
Who can deliver?	Internal Trainer	
Who should attend?	Any operational employee required to spray weeds using a Boomspray.	
Pre-requisite(s)	Mandatory pest control training, label reading, knapsack	
Outcome	N/A	
Duration	1 day	
Review/Expiry Date	Reviewed as required / Nil	

Course Name	Pest Mgmnt BOC Pestigas/Insectigas Training – (C/NYC)	Back
Course Code	PMP0143	
Course result type	Competent/Not Yet Competent	
Course Owner	Pest Management	
Content	Training to understand use of Pestigas or Insectigas to control stored product pests.	
Who can deliver?	Internal Trainer - Pest Management	
Who should attend?	Required staff	
Pre-requisite(s)	Pest control employees required to use Pestigas or Insectigas	
Outcome	N/A	
Duration	4 hours	
Review/Expiry Date	Reviewed as required / Nil	

Course Name	Pest Mgmnt Aluminium Phosphide – (AE/C/NYC) *Not Yet Completed*	Back
Course Code	PMP0144	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Pest Management	
Content	Instruction on the use of Aluminium Phosphide in the form of tablets or blankets to fumigate sealed storages.	
Who can deliver?	Internal Trainer - Pest Management	
Who should attend?	Pest control employees required to apply aluminium phosphide	
Pre-requisite(s)	Pest Mgmnt – Advanced Theory	
Outcome	N/A	
Duration	4 hours	
Review/Expiry Date	Reviewed as required / Nil	

Course Name	Pest Mgmnt Applying Methyl Bromide – (AE/C/NYC)	Back
Course Code	PMP0145	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Pest Management	
Content	Training in the application of Methyl Bromide within Viterra facilities. Competency is assessed via an external government nominated assessor.	
Who can deliver?	Steve Mills	
Who should attend?	Pest Control operators required to apply Methyl Bromide	
Pre-requisite(s)	Pest Mgmnt Advanced Theory	
Outcome	Statement of Attainment/Licence	
Duration	Theory – 6 hrs / External Practical Assessment – 2 hrs	
Review/Expiry Date	Reviewed as required / 12 month expiry on licence (fee payment only)	

Course Name	Pest Mgmnt Siroflo – (AE/C/NYC)	Back
Course Code	PMP0147	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Pest Management	
Content	A course that demonstrates the correct use of Siroflo systems used to fumigate unsealed storages.	
Who can deliver?	Internal Trainer - Pest Management	
Who should attend?	Nominated Pest Control operators involved with Siroflo systems	
Pre-requisite(s)	Pest Mgmnt – Advanced Theory	
Outcome	N/A	
Duration	Theory – 6 hrs / On the job competency assessment	
Review/Expiry Date	Reviewed as required / Nil	

Course Name	Pest Mgmnt Modify Environment 05 – (AE/C/NYC)	Back
Course Code	PMP0148	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Pest Management	
Content	Training to cover requirements to use Alphachloralase to control pigeons.	
Who can deliver?	External Provider	
Who should attend?	Nominated pest control employees	
Pre-requisite(s)	Pest Mgmnt – Advanced Theory, online pest learning – to be advised	
Outcome	Statement of Attainment	
Duration	Online via TAFE Pest Learn – 4 hours	
Review/Expiry Date	Nil	

Course Name	Pest Mgmnt Structural Spraying – (AE/C/NYC) *Not Yet Completed*	Back
Course Code	PMP0149	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Pest Management	
Content	Content covers all aspects operators need to consider when undertaking structural treatment with chemicals to prevent and control insects.	
Who can deliver?	Internal Trainer - Pest Management	
Who should attend?	Pest control employees who conduct structural spraying	
Pre-requisite(s)	Pest Mgmnt – Advanced Theory	
Outcome	N/A	
Duration	6 hours	
Review/Expiry Date	Reviewed as required / Nil	

Course Name	Pest Mgmnt Grain Treatment Tank Mix – (AE/C/NYC) *Not Yet Completed*	Back
Course Code	PMP0150	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Pest Management	
Content	Contact insecticide treatment of grain using a Batch or Tank mix.	
Who can deliver?	Internal Trainer - Pest Management	
Who should attend?	Pest control operators required to treat grain using a tank mix	
Pre-requisite(s)	Pest Mgmnt – Advanced Theory	
Outcome	N/A	
Duration	4 hours plus on the job competency assessment	
Review/Expiry Date	Reviewed as required / Nil	

Course Name	Pest Mgmnt Direct Injection Eco2Fume – (AE/C/NYC)	Back
Course Code	PMP0152	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Pest Management	
Content	Fumigation of sealed storages using direct injection of Eco2Fume.	
Who can deliver?	Internal Trainer - Pest Management	
Who should attend?	Nominated pest control employees	
Pre-requisite(s)	Pest Mgmnt Advanced Theory	
Outcome	N/A	
Duration	4 hours plus on the job competency assessment	
Review/Expiry Date	Reviewed as required / Nil	

Course Name	Pest Mgmt Siroflo Specialised Maintenance – (AE/C/NYC)	Back
Course Code	PMP0153	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Pest Management	
Content	Course developed to show operators how to conduct basic but specialised maintenance to Siroflo panels. Training will take the form of explaining the work instruction and covering the risk assessment.	
Who can deliver?	David Rodgers or Steve Mills assisted by MATICS	
Who should attend?	Nominated pest control employees	
Pre-requisite(s)	Competent PMPO 147 Siroflo operator	
Outcome	N/A	
Duration	4 hours	
Review/Expiry Date	Reviewed as required / Nil	

Course Name	Pest Mgmt HDS Maintenance Training – (AE/C/NYC)	Back
Course Code	PMP0154	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Pest Management	
Content	Basic understanding how to fault find and complete minor repairs to HDS units under instruction.	
Who can deliver?	David Rodgers or Steve Mills assisted by Fosfoquim	
Who should attend?	Specialist HDS operators	
Pre-requisite(s)	Pest Management HDS	
Outcome	N/A	
Duration	6 hours	
Review/Expiry Date	Reviewed as required / Nil	

Course Name	Intro to Phosphine & Fumigation – (C/NYC)	Back
Course Code	PMP0314	
Course result type	Competent/Not Yet Competent	
Course Owner	Pest Management	
Content	This is mandatory training for all site-based employees focusing on education on working around Phosphine, the potential risks in relation to the use of Phosphine, and the control measures that are in place to protect them.	
Who can deliver?	Internal Trainer	
Who should attend?	All site-based employees	
Pre-requisite(s)	Nil	
Outcome	N/A	
Duration	1 Hour	
Review/Expiry Date	Reviewed as required / Nil	

Course Name	Pest Mgmt Pest Control Assistant – (C/NYC)	Back
Course Code	PMP0315	
Course result type	Competent/Not Yet Competent	
Course Owner	Pest Management	
Content	Training for any employee who will assist in pest control activities including fumigation and structural spraying while working supervised by a Fumigator In Charge. (Formally known as Fumigation Basic).	
Who can deliver?	Internal Trainer	
Who should attend?	Required employees	
Pre-requisite(s)	Mandatory pest control training, label reading, XAM 5000, Full Face Mask and Fit Testing	
Outcome	N/A	
Duration	1 day	
Review/Expiry Date	Reviewed as required / Nil	

Course Name	Pest Mgmt COL Victoria – Fumigation – (C/NYC)	Back
Course Code	PMP0316	
Course result type	Competent/Not Yet Competent	
Course Owner	Pest Management	
Content	Training for applying fumigants in Victoria to meet legislative requirements.	
Who can deliver?	External Provider	
Who should attend?	Any employee required to apply fumigants in Victoria	
Pre-requisite(s)	Mandatory pest control training, label reading, pest control assistant	
Outcome	Statement of Attainment	
Duration	3 days	
Review/Expiry Date	Nil	

Course Name	Pest Mgmt COL Victoria – Agriculture Chemicals – (C/NYC)	Back
Course Code	PMP0317	
Course result type	Competent/Not Yet Competent	
Course Owner	Pest Management	
Content	Training for applying agricultural chemicals in Victoria to meet legislative requirements.	
Who can deliver?	External Provider	
Who should attend?	Any employee required to apply agricultural chemicals in Victoria	
Pre-requisite(s)	Mandatory pest control training, label reading, pest control assistant	
Outcome	Statement of Attainment	
Duration	2 days	
Review/Expiry Date	Nil	

PORT OPERATIONS (PT)

The following have been classified as **PORT OPERATIONS** courses:

<u>PTA0302</u>	Ardrossan Introduction to Marine Oil Pollution Control – (C/NYC)
<u>PTB0001</u>	Port Ardrossan Boat Licence – (C/NYC)
<u>PTC0301</u>	Port Ardrossan Coxswain – (C/NYC)
<u>PTM0004</u>	Port Ardrossan Mooring – 3 years (C/NYC)
<u>PTRC0301</u>	Port Ardrossan Restricted Coxswain – (C/NYC)
<u>PTS0004</u>	Stevedoring & Terminal Operations for Grain Handling – (AE/C/NYC)
<u>PTS0012</u>	Ship Loading (Internal Training) – (A)
<u>PT0079</u>	Arrium Site Access – 2 years (A)

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Course Name	Ardrossan Introduction to Marine Oil Pollution Control – (C/NYC)	Back
Course Code	PTA0302	
Course result type	Competent/Not Yet Competent	
Course Owner	Port Operations	
Content	Department of Planning, Transport and Infrastructure (DPTI) provides this training in the use of Marine Oil Pollution Control Equipment for the port of Ardrossan. The training will involve the nominated employees at Ardrossan required to participate in an oil spill incident within the marine environment	
Who can deliver?	External Training Provider: Department of Planning, Transport and Infrastructure (DPTI) Refer to: Preferred Suppliers List	
Who should attend?	Nominated employees at Ardrossan required to participate in an oil spill incident within the marine environment	
Pre-requisite(s)	N/A	
Outcome	Certificate of Completion	
Duration	1 day	
Review/Expiry Date	Annually	

Course Name	Port Ardrossan Boat Licence – (C/NYC)	Back
Course Code	PTB0001	
Course result type	Licence (Competent/Not Yet Competent)	
Course Owner	Port Operations	
Content		
Who can deliver?	External Provider	
Who should attend?		
Pre-requisite(s)		
Outcome		
Duration		
Review/Expiry Date	As per external training	

Course Name	Port Ardrossan Coxswain – (C/NYC)	Back
Course Code	PTC0301	
Course result type	Competent/Not Yet Competent	
Course Owner	Port Operations	
Content	The Coxswain course allows the holder to take command of a commercial vessel up to 12 metres in length with engine capacity of up to 250 kW (340 HP) up to 15 miles from the coast. Course content includes, vessel handling and manoeuvring, emergency and safety procedures, perform practical seamanship, collision & port regulations, use deck machinery, engine start-up/shutdowns, buoyage systems, basic meteorology	
Who can deliver?	External Provider	
Who should attend?	Applicable only to Ardrossan BLP workers	
Pre-requisite(s)		
Outcome	Certificate II in Transport & Distribution (Coxswain) and a Statement of Attainment. Participants will then be required to do oral exams with the regulatory body in their state to be issued with an Examiners Warrant.	
Duration	3 weeks (this time does not include the prerequisites of Elements of shipboard safety and radio)	
Review/Expiry Date	As per external training	

Course Name	Port Ardrossan Mooring – 3 years (C/NYC)	Back
Course Code	PTM0004	
Course result type	Competent/Not Yet Competent	
Course Owner	Port Operations	
Content	The training will provide employees the basic knowledge of mooring a heavy vessel at Port Giles or Ardrossan. The training will include the tying up / untying of heavy vessels, fleeting of vessels in the context of Ardrossan and Port Giles only. Compulsory for any employee working in a mooring gang at these sites.	
Who can deliver?	External Provider	
Who should attend?	Employees involved in mooring heavy vessels (not otherwise trained)	
Pre-requisite(s)		
Outcome		
Duration		
Review/Expiry Date	As per external training	

Course Name	Port Ardrossan Restricted Coxswain – (C/NYC)	Back
Course Code	PTC0301	
Course result type	Competent/Not Yet Competent	
Course Owner	Port Operations	
Content		
Who can deliver?	External Provider	
Who should attend?		
Pre-requisite(s)		
Outcome		
Duration		
Review/Expiry Date	None	

Course Name	Stevedoring & Terminal Operations for Grain Handling – (AE/C/NYC)	Back
Course Code	PTS0004	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Port Operations	
Content		
Who can deliver?		
Who should attend?		
Pre-requisite(s)		
Outcome		
Duration		
Review/Expiry Date	As per external training	

Course Name	Ship Loading (Internal Training) – (A)	Back
Course Code	PTS0012	
Course result type	Awareness	
Course Owner	Port Operations	
Content		
Who can deliver?	Internal Trainer	
Who should attend?	BLP Operators	
Pre-requisite(s)		
Outcome		
Duration		
Review/Expiry Date	None	

Course Name	Arrium Site Access – 2 years (A)	Back
Course Code	PT0079	
Course result type	Awareness	
Course Owner	Port Operations	
Content	Follow AWT to access Arrium site to work on Viterra site	
Who can deliver?	External Provider Arrium	
Who should attend?	Maintenance – General Hands	
Pre-requisite(s)		
Outcome	Certificate	
Duration	2 hours	
Review/Expiry Date	2 years	

RAIL OPERATIONS (RO)

The following have been classified as **RAIL OPERATIONS** courses :

<u>RO455A</u>	Rail Safety Introduction – 3 years (A)
<u>RO455C</u>	Rail General Competency – 3 years (AE/C/NYC)
<u>RO457</u>	Rail Shunting Operations – 3 years (AE/C/NYC)
<u>RO458</u>	Rail Discharge Operations – 3 years (AE/C/NYC)
<u>RO459</u>	Rail Outloading – 3 years (AE/C/NYC)
<u>RO460</u>	Mobile Fast Rail Operator(MFRO) – 3 years (AE/C/NYC)

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Course Name	Rail Safety Introduction – 3 years (A)	Back
Course Code	RO455A	
Course result type	Awareness	
Course Owner	Rail Operations	
Content	The successful completion of this training will provide the participant with the knowledge required to work safely within the company at sites where rail transport occurs. Topics covered include yard safety, wagon brakes, couplers, wagons, hand and radio signals, shunting with tractors, the impact of road vehicles and the reporting of rail incidents.	
Who can deliver?	Internal Trainer	
Who should attend?	Anyone working on a rail site (including visitors and harvest casuals)	
Pre-requisite(s)	Nil	
Outcome	Required minimum knowledge for employees working at rail sites but not undertaking rail related tasks	
Duration	1 hour	
Review/Expiry Date	3 years	

Course Name	Rail General Competency – 3 years (AE/C/NYC)	Back
Course Code	RO455C	
Course result type	Awaiting Evidence/Competent/Not Yet Competent (AE for 3 months maximum)	
Course Owner	Rail Operations	
Content	<p>The successful completion of this training and written assessment will provide the participant with the knowledge required to work safely within the company with rail transport. Topics covered include yard safety, wagon brakes, couplers, wagons, hand & radio signals, shunting with tractors, the impact of road vehicles and the reporting of rail incidents. This training prepares the participant for the Viterra Rail Safety Competency Assessment.</p> <p>To be deemed competent, participants are required to demonstrate the safe methods of working and communicating with rail providers, rolling stock and shunting tractors and within a rail yard. Assessment as competent will enable the participant to undertake rail tasks unsupervised, within the company, meeting the Companies' training obligations under the Rail Safety Act as an Accredited Rail Operator. Reassessment is required every 3 years to maintain competency. Participants shall have completed either the Viterra Rail Safety Awareness Training or a comparable course delivered by an Accredited Rail Training Provider prior to their competency assessment.</p>	
Who can deliver?	Internal Trainer	
Who should attend?	Only staff working on rail	
Pre-requisite(s)	RO455A – Rail Safety Awareness, rail medical	
Outcome	Required minimum knowledge for rail workers who are required to perform specific rail related tasks such as loading, MFRO, shunting and discharge	
Duration	1 hour	
Review/Expiry Date	3 years	

Course Name	Rail Shunting Operations – 3 years (AE/C/NYC)	Back
Course Code	RO457	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Rail Operations	
Content	Mandatory training for employees who are to undertake rail shunting tasks. Includes an overview of types of shunting activities undertaken, relevant legislation and minimum requirements for the safe and compliant operation of shunting tractors at operational sites for the purposes of loading and discharge.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees required to undertake rail shunting	
Pre-requisite(s)	RO455A – Rail Safety Awareness, RO455C – Rail General Competency, rail medical, minimum class MR licence or MR restricted, competent Tractor Operator	
Outcome	Understanding of minimum requirements for the safe and compliant operation of shunting tractors at Viterra sites for the purpose of loading and discharge	
Duration	1 hour	
Review/Expiry Date	3 years	

Course Name	Rail Discharge Operations – 3 years (AE/C/NYC)	Back
Course Code	RO458	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Rail Operations	
Content	Training to cover rail discharge at terminals, including sampling and quality procedures and setting pathways. Employees trained via a 'buddy' system where they are paired with a competent operator, leading to competency.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees required to undertake rail discharge	
Pre-requisite(s)	RO455A – Rail Safety Awareness, RO455C – Rail General Competency, rail medical	
Outcome	Competency	
Duration	As required to achieve competency	
Review/Expiry Date	3 years	

Course Name	Rail Outloading – 3 years (AE/C/NYC)	Back
Course Code	RO459	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Rail Operations	
Content	Training to cover side cell outloading and overhead rail bin loading including sampling, setting pathways and loading to specified weights. Initial theory training before employees are paired with a competent operator in a 'buddy' system, leading to competency.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees required to undertake rail outloading	
Pre-requisite(s)	RO455A – Rail Safety Awareness, RO455C – Rail General Competency, rail medical	
Outcome	Competency	
Duration	As required to achieve competency	
Review/Expiry Date	3 years	

Course Name	Mobile Fast Rail Operator(MFRO) - 3 years(AE/C/NYC)	Back
Course Code	RO460	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	Rail Operations	
Content	Training for rail and truck outloading utilising a MFRO (Mobile Fast Rail Outloader) including set up, and transportation. Initial theory training before employees are paired with a competent operator in a 'buddy' system, leading to competency assessment.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees required to use MFRO	
Pre-requisite(s)	RO455A - Rail Safety Awareness, RO455C – Rail General Competency, rail medical	
Outcome	Competency	
Duration	2 hours theory plus required on-the-job training to achieve competency and assessment	
Review/Expiry Date	3 years	

SAFETY, HEALTH AND ENVIRONMENT (SHE)

The following have been classified as **SAFETY, HEALTH AND ENVIRONMENT** courses:

<u>SHEA0282</u>	Advanced Driving – (C/NYC)
<u>SHEA0316</u>	Respiratory Protection 3m PAPR – (C/NYC)
<u>SHEA0322A</u>	Agsafe Basic Accreditation Stage 1 – 3 years (C/NYC)
<u>SHEA0322B</u>	Agsafe Recertification – 3 years (C/NYC)
<u>SHEB0208</u>	Boom Elevated Work Platform LESS than 11m – 5 years (C/NYC)
<u>SHEB0209</u>	Boom Elevated Work Platform GREATER than 11m – 5 years (C/NYC)
<u>SHECFS01</u>	SA CFS – Authorised Permit Officer – 5 years (C/NYC)
<u>SHEC0217</u>	Vehicle Loading Crane Operations – (AE/C/NYC)
<u>SHEC0272</u>	Cardio Pulmonary Resuscitation (CPR) – 3 years (AE/C/NYC)
<u>SHEC0293</u>	Isolation of Energy Sources Practical – 2 years (AE/C/NYC)
<u>SHEA0011</u>	Respiratory Protection (Half Face Mask) – 3 years(AE/C/NYC)
<u>SHEA0315</u>	Respiratory Protection (Full Face Mask) – 3 years (AE/C/NYC)
<u>SHED0317</u>	Drager PAC7000 – 3 years (AE/C/NYC)
<u>SHED0321</u>	Drager XAM 5000 Gas Detector – 3 years (AE/C/NYC)
<u>SHED0322</u>	Drager XAM 7000 Calibration – 3 years (AE/C/NYC)
<u>SHED0323</u>	Drager XAM 7000 Operation – 3 years (AE/C/NYC)
<u>SHED5000</u>	Drager Alcotest – 3 years (AE/C/NYC)
<u>SHEE0178</u>	Excavator – (AE/C/NYC)
<u>SHEF0214</u>	Front End Loader Competency – (C/NYC)
<u>SHEF0215</u>	Fork Lift Operation (Licence) – 5 years (C/NYC)
<u>SHEF0260</u>	Fire Warden – 3 years (A)
<u>SHEF0304</u>	Fire Training – Fire Awareness (DVD) – 3 years (A)
<u>SHEF0310</u>	Use of Firearms Licence – (C/NYC)
<u>SHEF0307</u>	Use of Fire Extinguisher Equipment – 3 years (C/NYC)
<u>SHEH0432</u>	High Voltage Switching – 3 years (C/NYC)
<u>SHEH0157</u>	Heavy Rigid Truck Licence – (C/NYC)
<u>SHEH0158</u>	Heavy Rigid Truck Endorsement – (A)
<u>SHEH0159</u>	Heavy Combination Truck Licence – (C/NYC)
<u>SHEH0266</u>	Health & Safety Representative – Year 1 – 3 years (A)
<u>SHEH0311</u>	Hazardous Zone Electrical Training – (C/NYC)
<u>SHEC0001</u>	Car Licence – 10 years (C/NYC)
<u>SHEL0223</u>	Light Rigid Truck Licence – (C/NYC)
<u>SHEMH001</u>	Manual Handling Awareness – (A)
<u>SHEMO164</u>	Mineral Sands Awareness – (A)
<u>SHEM0202</u>	Medium Rigid Truck Licence – (C/NYC)
<u>SHE13MRTE1</u>	Medium Rigid Truck Endorsement – (C/NYC)
<u>SHEH0160</u>	Multi-Combination Truck MC Licence – (C/NYC)
<u>SHERM001</u>	Risk Management – TAKE 5 for Safety – 3 years (C/NYC)
<u>SHERM002</u>	Risk Management – TAKE 5 for Safety & JSEA – 3 years (C/NYC)

<u>SHE0286</u>	Skid Steer Loader Operations Licence - (AE/C/NYC)
<u>SHE00101</u>	On-Road Driver Development Training – Trailer Towing (C/NYC)
<u>SHE00093</u>	Scaffolding Erection Under 4 Metres – (C/NYC)
<u>SHE00094</u>	Scaffolding Erection Over 4 Metres – Intermediate – (C/NYC)
<u>SHE00209</u>	Scaffolding Erection Over 4 Metres – Basic – (C/NYC)
<u>SHE00264</u>	Self-Contained Breathing Apparatus (SCBA) – 2 years (C/NYC)
<u>SHE00304</u>	SHE Shift Loads Using Gantry Equipment – External – 3 years (C/NYC)
<u>SHE00308</u>	Construction Industry Safety Induction (White Card) – 3 years (C/NYC)
<u>SHE00457</u>	Chief Warden Workplace Emergency Response (TRG10110) – (C/NYC)
<u>SHE00263</u>	SHE Confined Space 2 – External Training – 3 years (AE/C/NYC)
<u>SHE00266</u>	Rolligloss Rescue Training – 3 years (AE/C/NYC)
<u>SHE00267</u>	SHE Confined Space – Internal Competency Assessment – 3 years (AE/C/NYC)
<u>SHEFA335</u>	Apply Advanced First Aid Certificate (Australia Specific) – 3 years (AE/C/NYC)
<u>SHE001</u>	Fork Lift Cage – 3 years (C/NYC)
<u>SHEA0009</u>	Mask Fit Test (Half Face) – Annually (AE/C/NYC)
<u>SHEA0010</u>	Respiratory Protection (General Info/Disposable) – 3 years (AE/C/NYC)
<u>SHEA0013</u>	Mask Fit Test – Trainer Tester – 3 years (AE/C/NYC)
<u>SHEA0014</u>	Mask Fit Test (Full Face) – Annually (AE/C/NYC)
<u>SHEMSA001</u>	MSA Altair Pro – 3 years (AE/C/NYC)
<u>SHEMSA002</u>	MSA Altair – 4 Gas – 3 years (AE/C/NYC)
<u>SHEMSA003</u>	MSA Sirius – 5 Gas – 3 years (AE/C/NYC)
<u>SHEP0003</u>	Perform Dogging – 5 years (C/NYC)
<u>SHEP0004</u>	Perform Rigging – 5 years (C/NYC)
<u>SHEPFD001</u>	Use of Personal Floating Device – 6 years (C/NYC)
<u>SHEQ0053</u>	Quality Internal Auditor – (C/NYC)
<u>SHET0001</u>	Tractor Driving - (C/NYC)
<u>SHELVFA001</u>	Low Voltage Rescue First Aid and CPR – annually (C/NYC)
<u>SHEW0044</u>	Due Dillgence for Officers – (A)
<u>SHEW0142A</u>	Workzone Traffic Management – 3 years (C/NYC)
<u>SHEW0300</u>	Work Safely at Heights (Australia Specific) – 6 years (C/NYC)
No code as yet	Safe Use of Harnesses
<u>SHE SITEPASS</u>	Sitepass & Permit to Work – (A)
<u>SHE STF01</u>	Slips, Trips and Falls Awareness – (A)
<u>SHE T0080</u>	Trade Provider Induction – 3 years (C/NYC)
<u>SHE S0305</u>	High Risk Licence Non Slewing Crane – (C/NYC)
<u>SHE TR001</u>	SHE Specialised Trainer – annually (C/NYC)
<u>SHE TH0216</u>	Telescopic Materials Handler - 6 years (C/NYC)
<u>SHE OMHSTE</u>	Office Based Slips, Trips, Falls & Manual Handling - (A)

Course Name	Advanced Driving – (C/NYC)	Back
Course Code	SHEA0282	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content	<p>This training will provide the attendee with the skills to operate a passenger vehicle in the range of environments they will encounter during their work i.e. country driving, dirt roads. The topics include;</p> <ul style="list-style-type: none"> • Cabin Drill – Preparation to drive • City & Suburbs – road craft • Dynamic Driving –hills, highway & gravel • Zen Driving • Steering • Slow Speed Driving • Driving, Energy, Vision & Planning • Driving at Night & Wildlife • Emergencies • Loss of control • Eco driving • Road rage • Fatigue <p>Two typical methods of delivery – training in a group environment in a secure location , or one instructor per two drivers to do training based on specific needs of individuals.</p>	
Who can deliver?	External Provider	
Who should attend?	Employees regularly required to drive company vehicles	
Pre-requisite(s)	Current Drivers Licence	
Outcome	Successful completion will result in the issuance of a Statement of Attendance	
Duration	1 Day	
Review/Expiry Date	Nil	

Course Name	Respiratory Protection 3m PAPP – (C/NYC)	Back
Course Code	SHEA0316	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content	Practical competency of fitting, wearing and basic maintenance of a 3m PAPP mask.	
Who can deliver?	SHE, SHE Specialised Trainers or Training Coordinators	
Who should attend?	All staff required to wear a PAPP mask.	
Pre-requisite(s)	NIL	
Outcome	competency	
Duration	1 hour	
Review/Expiry Date	15/12/2016 / NIL	

Course Name	Agsafe Basic Accreditation Stage 1 – 3 years (C/NYC)	Back
Course Code	SHEA0322A	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content:	<p>This training course is an introductory course to the regulatory and safety responsibilities relating to farm chemicals, including topics such as:</p> <ul style="list-style-type: none"> • Introduction to Pests and Pest Management • The Product Label • Safe Transport of Farm Chemicals • Safe Handling and Storage of Agricultural and Veterinary Chemicals • Toxicity Health and First Aid • Fire, Spill and Transport Emergencies • Farm Chemicals and the Environment 	
Who can deliver?	External Provider Refer to: Preferred Suppliers List	
Who should attend?	Nominated employees required to operate or regularly work within chemical stores, or regularly transport chemicals. Nominated employees who provide advice on agricultural use to customers	
Pre-requisite(s)	N/A	
Outcome	<p>On successful completion of the course, participants will be awarded a statement of attainment in three units of competency:</p> <ul style="list-style-type: none"> • RTC3705A Transport, handle and store chemicals • PRMWM44B Identify wastes and hazards • RTE2804A Provide information on products and services 	
Duration	1 day	
Review/Expiry Date	3 years	

Course Name	Agsafe Recertification – 3 years (C/NYC)	Back
Course Code	SHEA0322B	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content	<p>This training course is delivered in a face to face format and includes topics such as:</p> <ul style="list-style-type: none"> • Occupational Health and Safety • Agvet Update • Chemical Handling, Storage and Transport • Principles of Pest Management • Emergency Planning and Response • Animal Health (NSW only) • AgSAFER: Risk Management 	
Who can deliver?	External Provider Refer to: Preferred Suppliers List	
Who should attend?	Nominated employees required to operate or regularly work within chemical stores, or regularly transport chemicals. Nominated employees who provide advice on agrichemical use to customers.	
Pre-requisite(s)	N/A	
Outcome	Successful participants will receive a certificate of re-accreditation	
Duration	1 Day	
Review/Expiry Date	3 years	

Course Name	Boom Elevated Work Platform LESS than 11m – 5 years (C/NYC)	Back
Course Code	SHEB0208	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content	<p>This course is designed to provide the participants with the knowledge and skills to operate boom type elevated work Platform Operation in accordance with SafeWork Australia’s National Standard for licensing Persons, performing high risk work. Course content includes;</p> <ul style="list-style-type: none"> • Plan and prepare work for EWP operation • Hazard management • Set up and operate EWP • Emergency procedures • Shut down and clean up 	
Who can deliver?	External Provider	
Who should attend?	All Australian employees that operate a EWP as part of their role (cherry pickers, scissor lifts, knuckle booms etc.)	
Pre-requisite(s)	<ul style="list-style-type: none"> • Basic literacy and numeracy skills • Must be able to work at heights • Must be minimum 18 years to undertake the assessment 	
Outcome	Upon successful completion, participants will receive a nationally accredited Statement of Attainment for TLILIC508A	
Duration	2 Days	
Review/Expiry Date	5 years	

Course Name	Boom Elevated Work Platform GREATER than 11m – 5 years (C/NYC)	Back
Course Code	SHEB0209	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content	<p>This course is designed to provide the participants with the knowledge and skills to operate boom type elevated work Platform Operation in accordance with SafeWork Australia's National Standard for licensing Persons, performing high risk work. Course content includes;</p> <ul style="list-style-type: none"> • Plan and prepare work for EWP operation • Hazard management • Set up and operate EWP • Emergency procedures • Shut down and clean up 	
Who can deliver?	External Provider	
Who should attend?	All Australian employees that operate an EWP as part of their role (cherry pickers, scissor lifts, knuckle booms etc.)	
Pre-requisite(s)	<ul style="list-style-type: none"> • Basic literacy and numeracy skills • Must be able to work at heights • Must be minimum 18 years to undertake the assessment 	
Outcome	Upon successful completion, participants will receive a nationally accredited Statement of Attainment for TLILIC508A	
Duration	2 Days	
Review/Expiry Date	5 years	

Course Name	SA CFS - Authorised Permit Officer - 5 years (C/NYC)	Back
Course Code	SHECFS019	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content	Allows workers to issue schedule 9 or 10 permits under sections 79 & 80 of the fire and emergency services act 2005 and regulations 83-46.	
Who can deliver?	External Provider	
Who should attend?	-	
Pre-requisite(s)	NIL	
Outcome	NIL	
Duration	3 hours	
Review/Expiry Date	5 years	

Course Name	Vehicle Loading Crane Operations – (AE/C/NYC)	Back
Course Code	SHEC0217	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	SHE	
Content	To provide participants with the skills and knowledge to set up and operate a vehicle loading crane (capacity less than 10 metre tonnes) safely in accordance with workplace requirements.	
Who can deliver?	External Provider	
Who should attend?	Employees responsible for operating a vehicle mounted crane (less than 10 metre tonne), in the course of their duties	
Pre-requisite(s)	Class C Drivers Licence	
Outcome	On successful completion of the course students will be issued with a Statement of Attainment plus a Duty of Care card for the unit TLID3033A Operate a Vehicle Mounted Crane	
Duration	1 day	
Review/Expiry Date	Nil	

Course Name	Cardio Pulmonary Resuscitation (CPR) – Annually (AE/C/NYC)	Back
Course Code	SHEC0272	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	SHE	
Content	<p>This course provides extensive practise and hands on time to learn CPR and the skills and knowledge required to maintain life in an unconscious casualty. It also includes assessment and training in the use of a defibrillator. Course content includes;</p> <ul style="list-style-type: none"> • DRSABCD action plan • Managing the unconscious, breathing casualty • Cardiopulmonary Resuscitation (CPR) • Choking • Legal issues • Infection control • Defibrillation demonstration • First aid kits 	
Who can deliver?	External Provider	
Who should attend?	Employees required to have a working knowledge of CPR such as electricians and those seeking more time to practice and reinforce first aid skills	
Pre-requisite(s)	Nil	
Outcome	<p>A statement of attainment is issued on successful completion of this unit for the following units of competency:</p> <ul style="list-style-type: none"> • HLTCP201A Perform CPR • 21658VIC Course in Automated External Defibrillation 	
Duration	3.5 hours	
Review/Expiry Date	Annually	

Course Name	Isolation of Energy Sources Practical – 2 years (AE/C/NYC)	Back
Course Code	SHEC0293	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	SHE	
Content	The theory component of Isolation of Energy Sources is contained in E3 Online Learning. This course is designed to work through the practical application of isolations and demonstrate competency in identifying appropriate isolation points, isolation equipment and completing isolations.	
Who can deliver?	SHE, SHE Specialised Trainers or Training Coordinators	
Who should attend?	Employees required to isolate plant and equipment	
Pre-requisite(s)	Successful completion of Isolation of Energy Sources Theory (E3 Online Learning)	
Outcome	Certificate of Awareness	
Duration	4 hours	
Review/Expiry Date	2 years	

Course Name	Respiratory Protection (Half Face Mask) – 3 years (AE/C/NYC)	Back
Course Code	SHEA0011	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	SHE	
Content	Training in general respiratory protection, when it is used, including in the case of emergency. The use of half face respiratory protection and correct fitting and cleaning procedures.	
Who can deliver?	SHE, SHE Specialised Trainers or Training Coordinators	
Who should attend?	Those employees required to use a half face respirator	
Pre-requisite(s)	General Disposable Respiratory Protection	
Outcome	N/A	
Duration	1 hour	
Review/Expiry Date	3 Years	

Course Name	Respiratory Protection (Full Face Mask) – 3 years (AE/C/NYC)	Back
Course Code	SHEA0315	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	SHE	
Content	This training will provide participants with the skills to demonstrate an understanding of why the equipment is used, how to select and fit a filter, fit the respirator, conduct a pressure test to demonstrate that a seal has been achieved and clean and inspect a respirator.	
Who can deliver?	SHE, SHE Specialised Trainers or Training Coordinators	
Who should attend?	Employees who may be required to wear a Panorama Nova Full Face Mask	
Pre-requisite(s)	Nil	
Outcome	Record of Awareness	
Duration	1 hour	
Review/Expiry Date	3 years	

Course Name	Drager PAC7000 – 3 years (AE/C/NYC)	Back
Course Code	SHE0317	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	SHE	
Content	This training will provide participants with the skills to demonstrate an understanding of what to look for to ensure the correct PAC 7000 is used, how to turn the unit on and off, how to identify the alarms, maximum level recorded and use a smart pump with the unit.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees required to use a PAC 7000	
Pre-requisite(s)	Nil	
Outcome	A certificate is awarded for successful completion	
Duration	30 minutes	
Review/Expiry Date	3 Years	

Course Name	Drager XAM 5000 Gas Detector – 3 years (AE/C/NYC)	Back
Course Code	SHED0321	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	SHE	
Content	This training will provide participants with the skills to demonstrate an understanding of how to use the XAM 5000.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees required to use an XAM 5000 gas detector	
Pre-requisite(s)	Nil	
Outcome	A certificate is awarded for successful completion	
Duration	30 minutes	
Review/Expiry Date	3 Years	

Course Name	Drager XAM 7000 Calibration – 3 years (AE/C/NYC)	Back
Course Code	SHED0322	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	SHE	
Content	This training will provide participants with the skills to demonstrate an understanding of how to calibrate the Drager XAM 7000.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees required to calibrate an XAM 7000	
Pre-requisite(s)	Nil	
Outcome	A certificate is awarded for successful completion	
Duration	1 hour	
Review/Expiry Date	3 Years	

Course Name	Drager XAM 7000 Operation – 3 years (AE/C/NYC)	Back
Course Code	SHED0323	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	SHE	
Content	Employee who use XAM 7000 for gas monitoring. Gas detection for methyl bromide or confined space.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees who are required to check atmosphere for gas detections – confined space / fumigators.	
Pre-requisite(s)	Nil	
Outcome	A certificate is awarded for successful completion	
Duration	1 hour	
Review/Expiry Date	3 Years	

Course Name	Drager Alcotest – 3 years (AE/C/NYC)	Back
Course Code	SHED5000	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	SHE/HR	
Content	<p>This training provides information on how to use the Drager Alcotest unit and how to apply the <i>Random Testing for the Presence of Alcohol Process</i> (ref: 5137)</p> <p>For additional information speak to Alyson Gilbey in HR.</p>	
Who can deliver?	SHE Advisor	
Who should attend?	Employees required to use the Drager Alcotest unit	
Pre-requisite(s)	Nil	
Outcome	A certificate is awarded for successful completion	
Duration	1 hour	
Review/Expiry Date	3 Years	

Course Name	Excavator – (AE/C/NYC)	Back
Course Code	SHEE0178	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	SHE	
Content	Provides the participant with the skills and knowledge to conduct civil construction excavator operations for a range of mandatory tasks, the fitting, use and removal of attachments and operator maintenance activities.	
Who can deliver?	External Provider	
Who should attend?	Employees requiring the skills and knowledge to conduct civil construction excavator operations for a range of mandatory tasks, the fitting, use and removal of attachments and operator maintenance activities.	
Pre-requisite(s)	Participants must have evidence of onsite experience operating an excavator (200 hours).	
Outcome	Statement of Attainment (RIIMPO320A)- Conduct Civil Construction Excavator Operations	
Duration	3 days	
Review/Expiry Date	none	

Course Name	Front End Loader Competency – (C/NYC)	Back
Course Code	SHEF0214	
Course result type	Licence (Competent/Not Yet Competent)	
Course Owner	SHE	
Content	To provide the participant with the skills and knowledge to conduct civil construction front end loader operations for a range of mandatory tasks, the fitting, use and removal of attachments and operator maintenance activities.	
Who can deliver?	External Provider	
Who should attend?	Inexperienced employees who are seeking to operate as forklift drivers	
Pre-requisite(s)	Ability to use and understand basic English	
Outcome	Successful participants receive a Statement of Attainment for - RIIMPO321B – Conduct Civil Construction Wheeled Front End Loader Operations	
Duration	2 days	
Review/Expiry Date	5 Years	

Course Name	Fork Lift Operation (Licence) – 5 years (C/NYC)	Back
Course Code	SHEF0215	
Course result type	Licence (Competent/Not Yet Competent)	
Course Owner	SHE	
Content	To provide participants with the skills and knowledge to undertake activities related to Forklift operation as defined by Safe Work Australia's The National Standard for Licencing Persons Performing High Risk Work	
Who can deliver?	External Provider	
Who should attend?	Inexperienced employees who are seeking to operate as forklift drivers	
Pre-requisite(s)	Must be minimum 18yrs and demonstrate basic literacy and numeracy skills. A class C drivers licence where intending to drive on grain sites	
Outcome	Successful participants receive a Statement of Attainment for - TLILIC108A – Licence to Operate a Forklift Truck	
Duration	2 days	
Review/Expiry Date	As per local jurisdiction requirements	

Course Name	Fire Warden – 3 years (A)	Back
Course Code	SHEF0260	
Course result type	Awareness	
Course Owner	SHE	
Content	<p>Provide participants with the skills, knowledge and experience to perform the duties of a Warden and Floor or Area Warden. Topics include:</p> <ul style="list-style-type: none"> • Ensure workplace emergency prevention processes are implemented • Ensure appropriate hazard analysis is undertaken and results are implemented • Ensure workplace emergency protection systems, emergency control equipment and evacuation systems remain effective • Respond to emergency reports, signals and warnings • Initiate and control initial emergency response • Anticipate the further development of emergencies • Assist with post initial response 	
Who can deliver?	External Provider	
Who should attend?	Nominated Fire Wardens	
Pre-requisite(s)	Nil	
Outcome	Certificate of Completion	
Duration	3 hours	
Review/Expiry Date	3 Years	

Course Name	Fire Training – Fire Awareness (DVD) – 3 years (A)	Back
Course Code	SHEF0304	
Course result type	Awareness	
Course Owner	SHE	
Content	This training provides the participant with the fundamentals of fire safety within the workplace and types of fire extinguishers.	
Who can deliver?	Internal Trainer	
Who should attend?	Nominated employees	
Pre-requisite(s)	Nil	
Outcome	Statement of Awareness	
Duration	1 hour	
Review/Expiry Date	3 years	

Course Name	Use of Firearms Licence – (C/NYC)	Back
Course Code	SHEF0310	
Course result type	Competent / Not Yet Competent	
Course Owner	SHE	
Content	Firearms licence – classes A / B	
Who can deliver?	External provider	
Who should attend?	People wishing to use firearms on site.	
Pre-requisite(s)	Nil	
Outcome	Licence	
Duration		
Review/Expiry Date	1, 3 or 5 years (to be added manually into VETtrak)	

Course Name	Use of Fire Extinguisher Equipment – 3 years (C/NYC)	Back
Course Code	SHEF0307	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content	This course enables the successful participant to demonstrate how various portable fire protection products are used in emergency situations. It focuses on, use of portable fire extinguishers to extinguish a simulated fire, correct usage of a fire hose reel, demonstrate correct usage of a fire blanket.	
Who can deliver?	External Provider	
Who should attend?	Nominated employees	
Pre-requisite(s)	Nil	
Outcome	A Statement of Attainment is awarded for successful completion for PRMPFESQ5B – Use Portable Firefighting Equipment.	
Duration	3 hours	
Review/Expiry Date	3 years	

Course Name	High Voltage Switching – 3 years (C/NYC)	Back
Course Code	SHEH0432	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content		
Who can deliver?	External Provider	
Who should attend?	Registered electrical workers who are required to perform high voltage switching	
Pre-requisite(s)	Registered Electrical Worker	
Outcome		
Duration		
Review/Expiry Date	Investigate	

Course Name	Heavy Rigid Truck Licence – (C/NYC)	Back
Course Code	SHEH0157	
Course result type	Licence (Competent/Not Yet Competent)	
Course Owner	SHE	
Content	An external trainer conducts this training. Competency assessments are conducted and certificates are issued by the approved training provider. This is compulsory training for any person operating a Heavy Rigid Truck.	
Who can deliver?	External Provider	
Who should attend?	Employees required to operate a heavy truck in the course of their work	
Pre-requisite(s)	Hold a class C drivers licence. Please check your states road transport authority for further information.	
Outcome	Dependent on competency level	
Duration	2 days	
Review/Expiry Date	As per licence	

Course Name	Heavy Rigid Truck Endorsement – (A)	Back
Course Code	SHEH0158	
Course result type	Awareness	
Course Owner	SHE	
Content		
Who can deliver?		
Who should attend?		
Pre-requisite(s)		
Outcome		
Duration		
Review/Expiry Date	As per licence	

Course Name	Heavy Combination Truck Licence – (C/NYC)	Back
Course Code	SHEH0159	
Course result type	Licence (Competent/Not Yet Competent)	
Course Owner	SHE	
Content	An external trainer conducts this training. Competency assessments are conducted and certificates are issued by the approved training provider. This is compulsory training for any person operating a Heavy Combination Truck.	
Who can deliver?	External Provider	
Who should attend?	Employees required to operate a heavy truck in the course of their work	
Pre-requisite(s)	Hold a class C Drivers Licence. Please check your states road transport authority for further information.	
Outcome	Dependent on competency level	
Duration	2 days	
Review/Expiry Date	As per licence	

Course Name	Health & Safety Representative – Year 1 – 3 years (A)	Back
Course Code	SHEH0266	
Course result type	Awareness	
Course Owner	SHE	
Content	This is a legislatively allowed training for duly elected health & safety representatives who request training. This training will provide participants with a greater understanding of the WHS legislation in their state, and provide skills in incident investigation, hazard identification, risk control, etc.	
Who can deliver?	External Provider approved by SafeWork SA or other regulatory body	
Who should attend?	Appointed Health & Safety Representatives (not mandatory)	
Pre-requisite(s)	Nil	
Outcome	Successful participants will receive a certificate	
Duration	Year 1 – 5 days Year 2 – 3 days Year 3 – 2 days	
Review/Expiry Date	3 years	

Course Name	Hazardous Zone Electrical Training – (C/NYC)	Back
Course Code	SHEH0311	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content	This course covers the competencies required for work associated with electrical equipment in hazardous areas.	
Who can deliver?	External Provider	
Who should attend?	Employees required to undertake electrical work with equipment in a hazardous environment	
Pre-requisite(s)	Nil	
Outcome	Nationally Recognised Statement of Attainment	
Duration	4 days	
Review/Expiry Date		

Course Name	Car Licence – 10 years (C/NYC)	Back
Course Code	SHEC0001	
Course result type	Licence (Competent/Not Yet Competent)	
Course Owner	SHE	
Content	Workers required to drive company vehicles or operate mobile plant. Licence types include both Provisional and Full Licence. Note: Provisional licence holders can only drive the class of vehicle stated on the licence.	
Who can deliver?	External	
Who should attend?	Workers required to drive company vehicles or operate mobile plant	
Pre-requisite(s)	Nil	
Outcome	Car Licence	
Duration	N/A	
Review/Expiry Date	As per licence (Full licence can be renewed between 1 to 10 years)	

Course Name	Light Rigid Truck Licence – (C/NYC)	Back
Course Code	SHEL0223	
Course result type	Licence (Competent/Not Yet Competent)	
Course Owner	SHE	
Content	An external trainer conducts this training. Competency assessments are conducted and certificates are issued by the approved training provider. This is compulsory training for any person operating a Light Rigid Truck.	
Who can deliver?	External Provider	
Who should attend?	Employees required to operate a light truck in the course of their work	
Pre-requisite(s)	Hold a class C Drivers Licence. Please check your states road transport authority for further information.	
Outcome	LR Licence	
Duration	Dependent on competency level	
Review/Expiry Date	As per licence	

Course Name	Manual Handling Awareness - (A)	Back
Course Code	SHEMH001	
Course result type	Awareness	
Course Owner	SHE	
Content	Course designed to improve understanding amongst the workforce of the manual handling issues in our workforce, and how to reduce manual handling hazards.	
Who can deliver?	SHE Trainers, HR BP's and Training Coordinators	
Who should attend?	All Operations plus nominated enabling personnel	
Pre-requisite(s)	NIL	
Outcome	Awareness	
Duration	1 Hour	
Review/Expiry Date	NIL	

Course Name	Mineral Sands Awareness – (A)	Back
Course Code	SHEMO164	
Course result type	Awareness	
Course Owner	SHE	
Content	This training is to be developed locally, and we give the trainee the understanding of the safe operations and environmental impact of handling and storing mineral sands.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees working with or around Mineral Sands	
Pre-requisite(s)	Nil	
Outcome	Certificate of Attendance	
Duration	30 minutes	
Review/Expiry Date	N/A	

Course Name	Medium Rigid Truck Licence – (C/NYC)	Back
Course Code	SHEM0202	
Course result type	Licence (Competent/Not Yet Competent)	
Course Owner	SHE	
Content	An external trainer conducts this training. Competency assessments are conducted and certificates are issued by the approved training provider. This is compulsory training for any person operating a Medium Rigid Truck.	
Who can deliver?	External Provider	
Who should attend?	Employees required to operate a medium rigid truck in the course of their work	
Pre-requisite(s)	Hold a class C Drivers Licence. Please check your states road transport authority for further information.	
Outcome	Certificate of Completion	
Duration	Dependant on competency level	
Review/Expiry Date	As per licence	

Course Name	Medium Rigid Truck Endorsement – (C/NYC)	Back
Course Code	SHE13MRTE1	
Course result type	Licence (Competent/Not Yet Competent)	
Course Owner	SHE	
Content		
Who can deliver?	External Provider	
Who should attend?		
Pre-requisite(s)		
Outcome		
Duration		
Review/Expiry Date	As per licence	

Course Name	Multi-Combination Truck Licence – (C/NYC)	Back
Course Code	SHEH0160	
Course result type	Licence (Competent/Not Yet Competent)	
Course Owner	SHE	
Content	Module created on 10 APR 2015 as per request from Marty Dillon. Multi-combination truck licence - MC (Truck or FEL operations).	
Who can deliver?	External Provider	
Who should attend?		
Pre-requisite(s)	Hold a class HR or HC licence. Please check your states road transport authority for further information.	
Outcome	MC Class Licence	
Duration		
Review/Expiry Date	As per licence	

Course Name	Risk Management – TAKE 5 for Safety – 3 years (C/NYC)	Back
Course Code	SHERM001	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content	Introduction to Risk Mgt, Types of Risk Mgt, How to do a TAKE 5 for safety pre-task assessment, the role of a JSEA and competency assessment.	
Who can deliver?	Internal Trainer	
Who should attend?	Business needs to decide	
Pre-requisite(s)	NIL	
Outcome	NIL	
Duration	45 mins	
Review/Expiry Date	3 years	

Course Name	Risk Management – TAKE 5 for Safety & JSEA – 3 years (C/NYC)	Back
Course Code	SHERM002	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content	Introduction to Risk Mgt, Types of Risk Mgt, How to do a TAKE 5 for safety pre-task assessment, the role of a JSEA and how to do one, how to do a plant & equipment risk assessment and finishes with a competency assessment.	
Who can deliver?	Internal Trainer	
Who should attend?	Business needs to decide	
Pre-requisite(s)	NIL	
Outcome	NIL	
Duration	45 mins	
Review/Expiry Date	3 years	

Course Name	Skid Steer Loader Operations Licence - (AE/C/NYC)	Back
Course Code	SHES0286	
Course result type	Licence (Competent/Not Yet Competent)	
Course Owner	SHE	
Content	Employees requiring the knowledge and skills to; plan and prepare, conduct machine pre operational checks, operate skid steer loader, carry and place materials, select, remove and fit attachments, relocate the skid steer, carry out machine operator maintenance and clean up	
Who can deliver?	External Provider	
Who should attend?		
Pre-requisite(s)		
Outcome		
Duration		
Review/Expiry Date		

Course Name	On-Road Driver Development Training – Trailer Towing (C/NYC)	Back
Course Code	SHEO0101	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content	This training will provide the attendee with the skills to operate a passenger vehicle in the range of environments they will encounter during their work i.e. country driving, dirt roads.	
Who can deliver?	External Provider	
Who should attend?		
Pre-requisite(s)		
Outcome		
Duration		
Review/Expiry Date	None	

Course Name	Scaffolding Erection Under 4 Metres – (C/NYC)	Back
Course Code	SHES0093	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content		
Who can deliver?	External Provider	
Who should attend?		
Pre-requisite(s)		
Outcome		
Duration		
Review/Expiry Date	none	

Course Name	Scaffolding Erection Over 4 Metres – Intermediate – (C/NYC)	Back
Course Code	SHES0094	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content		
Who can deliver?	External Provider	
Who should attend?		
Pre-requisite(s)		
Outcome		
Duration		
Review/Expiry Date	none	

Course Name	Scaffolding Erection Over 4 Metres – Basic – (C/NYC)	Back
Course Code	SHES0209	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content		
Who can deliver?	External Provider	
Who should attend?		
Pre-requisite(s)		
Outcome		
Duration		
Review/Expiry Date	none	

Course Name	Self-Contained Breathing Apparatus (SCBA) – 2 years (C/NYC)	Back
Course Code	SHES0264	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content	After attending this program, trainees will be able to operate Compressed Air Breathing Apparatus (including donning and doffing) and carry out basic maintenance and care. The training allows for use of Breathing Apparatus in work situations, but does not extend to rescue. Reassessment of breathing apparatus workers who have previously completed the course will be required and is an internal assessment by a competent person.	
Who can deliver?	External Provider	
Who should attend?	Employees required to wear Self Contained Breathing Apparatus	
Pre-requisite(s)	Nil	
Outcome	Statement of Attainment (MSAPMOHS216A)	
Duration	1 day	
Review/Expiry Date	2 years	

Course Name	SHE Shift Loads Using Gantry Equipment – External – 3 years (C/NYC)	Back
Course Code	SHES0304	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content	Shift Loads Using Gantry Equipment – external course	
Who can deliver?	External Provider	
Who should attend?	Required staff	
Pre-requisite(s)	Nil	
Outcome	TBC	
Duration	Competency	
Review/Expiry Date	3 years	

Course Name	Construction Industry Safety Induction (White Card) – 3 years(C/NYC)	
Course Code	SHES0308	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content	Provides participants with basic knowledge of construction work, the WHS laws that apply, common hazards likely to be encountered in construction work and how the associated risks can be confirmed.	
Who can deliver?	External Provider	
Who should attend?	Those required to work on construction projects	
Pre-requisite(s)	Nil	
Outcome	Certificate of Attendance	
Duration	1 day	
Review/Expiry Date	3 years	

Course Name	Chief Warden Workplace Emergency Response (TRG10110) – (C/NYC)	Back
Course Code	SHES0457	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content	This course will take Chief Wardens through duties of Chief Wardens and how to take charge of an emergency situation. It covers emergencies such as fires, bomb threats and chemical incidents.	
Who can deliver?	External Provider	
Who should attend?	Those assigned the role as Chief Warden of any multi storey building	
Pre-requisite(s)	Nil	
Outcome	Certificate of Competency	
Duration	1 day	
Review/Expiry Date	3 years	

Course Name	SHE Confined Space 2 – External Training – 6 years (AE/C/NYC)	Back
Course Code	SHEC0263	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	SHE	
Content	<p>This course covers an introduction into the relevant legislation AS/NZS Standard 2865 – 2001), identification of confined space hazards and conducting risk assessments on the task and the confined space, how to complete the necessary paperwork, respiratory protection, PPE awareness, isolation and tag-out methods, atmospheric monitoring and the selection and use of safety equipment which includes safety harness and fall arrest. It also includes an overview of emergency procedures and the various types of fire extinguishers and what would be appropriate in different instances.</p> <p>Upon completion of this module the staff member needs to complete the module:</p> <ul style="list-style-type: none"> • <i>SHE Confined Space – Internal Competency Assessment (SHEC0267).</i> 	
Who can deliver?	External Provider	
Who should attend?	Persons who are required to enter into a confined space within the workplace or act as Stand By Person	
Pre-requisite(s)	Nil	
Outcome	Statement of Attainment for units; Enter confined space (MSAPMPER205B) & Work Permits (MSAPMPER200B)	
Duration	2 days	
Review/Expiry Date	6 years	

Course Name	Rollgliss Rescue Training – 3 years (AE/C/NYC)	Back
Course Code	SHEC0266	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	SHE	
Content	Confined Space Rollgliss Rescue training course.	
Who can deliver?	External Provider	
Who should attend?	Required staff	
Pre-requisite(s)	Nil	
Outcome	TBC	
Duration	Competency	
Review/Expiry Date	3 years	

Course Name	SHE Confined Space – Internal Competency Assessment–3 years (AE/C/NYC)	Back
Course Code	SHEC0267	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	SHE	
Content	Confined Space Internal assessment for a period of 3 years – internal competency.	
Who can deliver?	SHE, SHE Specialised Trainers or Training Coordinators	
Who should attend?	All allocated staff	
Pre-requisite(s)	SHE Confined Space 2 - External Training – 6 years (SHEC0263)	
Outcome	Internal Competency	
Duration	N/A	
Review/Expiry Date	3 years	

Course Name	Apply Advanced First Aid Certificate (Australia Specific)–3 years (AE/C/NYC)	Back
Course Code	SHEFA335	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	SHE	
Content	Recognised certificate provided by a training provider in accordance with the approved code of practice for first aid in the workplace. This course enables participants to confidently manage emergency situations, providing care for the ill or injured until medical aid arrives. Retraining is required at prescribed intervals for this certificate to remain valid.	
Who can deliver?	External Provider	
Who should attend?	Nominated First Aider	
Pre-requisite(s)	Nil	
Outcome	Statement of Attainment (HLTFA311A)	
Duration	2 days	
Review/Expiry Date	3 years	

Course Name	Fork Lift Cage – 3 years (C/NYC)	Back
Course Code	SHE001	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content	Operators who use forklifts and forklift work platforms require this training.	
Who can deliver?	SHE, SHE Specialised Trainers or Training Coordinators	
Who should attend?	Operational employees	
Pre-requisite(s)	Fork Lift Licence	
Outcome	Internal qualifications	
Duration	2.5 hours	
Review/Expiry Date	19/06/2015 / 3 years	

Course Name	Mask Fit Test (Half Face) – Annually (AE/C/NYC)	Back
Course Code	SHEA0009	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	SHE	
Content	Participants will be required to demonstrate that they can achieve an adequate seal when using a half face respirator.	
Who can deliver?	SHE, SHE Specialised Trainers or Training Coordinators	
Who should attend?	Workers who wear half face mask	
Pre-requisite(s)	RPE	
Outcome		
Duration	10 minutes	
Review/Expiry Date	Annually	

Course Name	Respiratory Protection (General Info/Disposable) – 3 years (AE/C/NYC)	
Course Code	SHEA0010	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	SHE	
Content	This training is designed to inform all employees who are required to wear respiratory protection the correct inspection, use and maintenance techniques for the particular type of respiratory protection they are required to wear.	
Who can deliver?	Internal Trainer	
Who should attend?	All employees required to wear respiratory protection	
Pre-requisite(s)	Nil	
Outcome	Certificate of Attainment	
Duration	1 hour	
Review/Expiry Date	3 years	

Course Name	Mask Fit Test – Trainer Tester – 3 years (AE/C/NYC)	Back
Course Code	SHEA0313	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	SHE	
Content	Mask Fit Test (Trainers / Testors)	
Who can deliver?	SHE, SHE Specialised Trainers or Training Coordinators	
Who should attend?	SHE Specific Trainers	
Pre-requisite(s)	Mask Fit Test (Half & Full Face)	
Outcome	N/A	
Duration	N/A	
Review/Expiry Date	1/1/2015 / 3 years	

Course Name	Mask Fit Test (Full Face) – Annually (AE/C/NYC)	Back
Course Code	SHEA0314	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	SHE	
Content		
Who can deliver?	SHE, SHE Specialised Trainers or Training Coordinators	
Who should attend?	Workers who wear full face mask	
Pre-requisite(s)	RPE	
Outcome		
Duration	10 minutes	
Review/Expiry Date	yearly	

Course Name	MSA Altair Pro – 3 years (AE/C/NYC)	Back
Course Code	SHEMSA001	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	SHE	
Content	Employees who use MSA unit for gas monitoring. Gas detection for phosphine gas.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees who are required to check atmosphere for gas detections – confined space / fumigators	
Pre-requisite(s)	Nil	
Outcome		
Duration	1 hour	
Review/Expiry Date	3 years	

Course Name	MSA Altair – 4 Gas – 3 years (AE/C/NYC)	Back
Course Code	SHEMSA002	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	SHE	
Content	Employees who use MSA unit for gas monitoring. Gas detection for confined space.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees who are required to check atmosphere for gas detections – confined space / fumigators	
Pre-requisite(s)	Nil	
Outcome		
Duration	1 hour	
Review/Expiry Date	3 years	

Course Name	MSA Sirius – 5 Gas – 3 years (AE/C/NYC)	Back
Course Code	SHEMSA003	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	SHE	
Content	Employees who use MSA unit for gas monitoring. Gas detection for confined space or particular gas.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees who are required to check atmosphere for gas detections – confined space / fumigators	
Pre-requisite(s)	Nil	
Outcome		
Duration	1 hour	
Review/Expiry Date	3 years	

Course Name	Perform Dogging – 5 years (C/NYC)	Back
Course Code	SHEP0003	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content	High Risk Licence (DG) External training – to perform Dogging.	
Who can deliver?	External Provider	
Who should attend?	Maintenance Staff	
Pre-requisite(s)	NIL	
Outcome	Licence	
Duration	3 days	
Review/Expiry Date	5 years	

Course Name	Perform Rigging – 5 years (C/NYC)	Back
Course Code	SHEP0004	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content	External training – to perform Rigging.	
Who can deliver?	External Provider	
Who should attend?	Employees who are required to check atmosphere for gas detections – confined space / fumigators	
Pre-requisite(s)	Perform Dogging – SHEP0003	
Outcome	Maintenance Staff	
Duration	5 days	
Review/Expiry Date	5 years	

Course Name	Use of Personal Flotation Device – 3 years (C/NYC)	Back
Course Code	SHEPFD001	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content	Correct use of PFD.	
Who can deliver?	SHE Team	
Who should attend?	BLP Operators or others required to work over water	
Pre-requisite(s)	All mandatory training	
Outcome	N/A	
Duration	1-2 hours	
Review/Expiry Date	3 years	

Course Name	Quality Internal Auditor - (C/NYC)	Back
Course Code	SHEQ0053	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content	<p>This is a two day course designed to equip the trainee auditor with the basic knowledge, skills and awareness to participate effectively in internal audits. This course has a focus on internal management systems auditing. It is externally sourced through SAI Global</p> <p>Course Outline</p> <p>Day one:</p> <p>Audits and auditing Programing/scheduling Planning and preparation</p> <p>Day two:</p> <p>Planning and preparation continued Performing the audit Presentation of audit findings Follow-up activities</p> <p>Learning Outcomes</p> <ul style="list-style-type: none"> • Upon successful Completion of this course participants should be able to: • Define an Internal Audit • Identify qualifications for auditors. • Schedule an Internal Audit • Plan and prepare Internal Audits • Carry out an audit • Report audit results • Conduct follow-up audit activities. <p>Achievement</p> <p>On successful completion of this course and class assessment participants will receive a Statement of Attainment for : BSBAUD402B Participate in a Quality Audit</p> <p>Participants will also be issued with a Certificate of Attainment for RABQSA AU: Management Systems Auditing</p>	
Who can deliver?	External Provider	
Who should attend?		
Pre-requisite(s)	NIL	
Outcome	Statement of Attainment	
Duration	2 days	
Review/Expiry Date	NIL	

Course Name	Tractor Driving – (C/NYC)	Back
Course Code	SHET0001	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content	Course teaches students the ability to drive a tractor (non shunting)..	
Who can deliver?	Internal Trainer	
Who should attend?	Tractor Users	
Pre-requisite(s)	Car Licence	
Outcome	N/A	
Duration	2 hours	
Review/Expiry Date		

Course Name	Low Voltage Rescue First Aid and CPR – annually (C/NYC)	Back
Course Code	SHELVFA001	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content	Low Voltage Rescue First Aid Rescue and CPR training.	
Who can deliver?	External Provider	
Who should attend?	Electrical staff and other designated personnel	
Pre-requisite(s)		
Outcome		
Duration	TBC	
Review/Expiry Date	annually	

Course Name	Due Diligence for Officers – (A)	Back
Course Code	SHEW0044	
Course result type	Awareness	
Course Owner	SHE	
Content	WHS responsibilities for those deemed as Officers under WHS legislation.	
Who can deliver?	External lawyer or General Manager – SHE	
Who should attend?	Officers	
Pre-requisite(s)	N/A	
Outcome		
Duration	1.5 hours	
Review/Expiry Date	NIL	

Course Name	Workzone Traffic Management – 3 years (C/NYC)	Back
Course Code	SHEW0142A	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content	To provide participants with the skills and knowledge to correctly install signs at road works or when working on the road and to apply worker safety and maintain smooth traffic flow and maintenance.	
Who can deliver?	External Provider	
Who should attend?	All staff required to undertake traffic management responsibilities during the course of their employment. All staff required to control??	
Pre-requisite(s)	NIL	
Outcome	2 days	
Duration	Statement of Attainment for units; RIIOHS205A – Control Traffic With a Stop – Slow Bat and RIIOHS302A – Implement Traffic Management Plan	
Review/Expiry Date	3 years	

Course Name	Work Safely at Heights (Australia Specific) – 6 years (C/NYC)	Back
Course Code	SHEW0300	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content	This unit covers working safely at heights in resources and infrastructure industries. It includes identifying the work requirements, work procedures and instructions for the task; accessing and installing equipment; performing work at heights; and cleaning up the work area	
Who can deliver?	External Provider	
Who should attend?	All employees required to work at heights in their workplace	
Pre-requisite(s)	NIL	
Outcome	Statement of Attainment for unit Work Safely at Heights (MNMG237A)	
Duration	1 day	
Review/Expiry Date	6 years	

Course Name	SitePass & Permit to Work – (A)	Back
Course Code	SHEITEPASS	
Course result type	Awareness	
Course Owner	SHE	
Content	How to use SitePass to complete Permit to Work.	
Who can deliver?	SHE Advisors or delegate.	
Who should attend?	Permit Issuers	
Pre-requisite(s)	E3 online courses – Permit Issuer Processes plus Maintenance, Engineering and Construction Works Permit Training	
Outcome	NIL	
Duration	1 hr	
Review/Expiry Date	NIL	

Course Name	Slips, Trips and Falls Awareness – (A)	Back
Course Code	SHESTF01	
Course result type	Awareness	
Course Owner	SHE	
Content	This course is designed to improve understanding amongst the workforce of the slip, trips and fall hazards in our workplace, and how to reduce the risk of injury.	
Who can deliver?	SHE Trainers, HR BP's and Training Coordinators	
Who should attend?	All Operations plus nominated enabling personnel	
Pre-requisite(s)	Nil	
Outcome	Awareness	
Duration	1 Hour	
Review/Expiry Date	Nil	

Course Name	Safe Use of Harnesses	Back
Course Code	NEW CODE	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content		
Who can deliver?	External Provider	
Who should attend?	Employers required to wear a harness but not operate an EWP	
Pre-requisite(s)	Nil	
Outcome		
Duration		
Expiry		

Course Name	Trade Provider Induction – 3 years (C/NYC)	Back
Course Code	SHET0080	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content		
Who can deliver?	E3 Online	
Who should attend?	All staff	
Pre-requisite(s)	Nil	
Outcome	Awareness	
Duration	TBC	
Expiry	Annually / 3 years	

Course Name	High Risk Licence Non-Slewing Crane – (C/NYC)	Back
Course Code	SHES0305	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content	A high risk licence issues by WorkSafe. Employees operating non-slewing cranes(including Telehandlers with rate lifting capacity over 3.0mt) require this licence.	
Who can deliver?	External Provider	
Who should attend?	Employees required to operate a non-slewing crane or Telehandler with a rated lifting capacity over 3.0mt	
Pre-requisite(s)	Must be over 18 years as per WorkSafe	
Outcome	Licence awarded	
Duration	3 days	
Expiry	N/A	

Course Name	SHE Specialised Trainer – annually (C/NYC)	Back
Course Code	SHETR001	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE – David Fleming	
Content	Module created to establish an up to date list of on-site trainers who are approved by the safety team to deliver specific Safety training packages (generally – high risk packages).	
Who can deliver?	Training coordinators and SHE Advisors only.	
Who should attend?	Only those staff approved by SHE Advisors.	
Pre-requisite(s)	See email. Training Qualifications.	
Outcome	NIL	
Duration	2 hours	
Expiry	Annually	

Course Name	Telescopic Materials Handler - 6 years(C/NYC)	Back
Course Code	SHETH0216	
Course result type	Competent/Not Yet Competent	
Course Owner	SHE	
Content	Training for operators who intent to use telescopic handler in operations: Theory/Prac assessments	
Who can deliver?	Internal Trainer	
Who should attend?	Operators required to operate the unit.	
Pre-requisite(s)	NIL	
Outcome	Duty of care training	
Duration	4 hours	
Expiry	6 years	

Course Name	Office Based Slips, Trips, Falls & Manual Handling - (A)	Back
Course Code	SHEOMHSTF	
Course result type	Awareness	
Course Owner	SHE	
Content	This course is designed to improve understanding amongst office workers of the slips, trips and falls and manual handling hazards in our workplace, and how to reduce the risk of injury.	
Who can deliver?	SHE Trainers, HR BP's and Training Coordinators	
Who should attend?	All Office Based staff	
Pre-requisite(s)	Nil	
Outcome	Awareness	
Duration	45 mins	
Review/Expiry Date	NIL	

TRANSPORT AND LOGISTICS (TL)

The following have been classified as **TRANSPORT AND LOGISTICS** courses:

<u>TLC0009</u>	CoR – Introduction to the CoR (office based) - (A)
<u>TLC0010</u>	CoR – Introduction to the CoR – 3 years (A)
<u>TLC0011</u>	CoR – Mass Management – 3 years (A)
<u>TLC0015</u>	CoR – Mass Management Champions – 3 years (A)
<u>TL3028A</u>	Complete a Work Diary in the road transport industry – (C/NYC)
<u>TL3063A</u>	Administer the Implementation of Fatigue – (C/NYC)

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Course Name	CoR – Introduction to the CoR (office based) - (A)	Back
Course Code	TLC0009	
Course result type	Awareness	
Course Owner	Transport & Logistics	
Content	Awareness of corporate and individual responsibilities under Chain of Responsibility (CoR) legislation, so that they and their managers can determine if they are affected.(suitable for OFFICE BASED STAFF only)	
Who can deliver?	Internal Trainer	
Who should attend?	Anyone with CoR responsibilities and are office based.	
Pre-requisite(s)	NIL	
Outcome	Awareness	
Duration	1/2 hour	
Review/Expiry Date	2 years / Annually	

Course Name	CoR – Introduction to the CoR – 3 years (A)	Back
Course Code	TLC0010	
Course result type	Awareness	
Course Owner	Transport & Logistics	
Content	To provide staff with awareness of corporate and individual responsibilities under Chain of Responsibility (CoR) legislation, so that they and their managers can determine if they are affected.	
Who can deliver?	Internal Trainer	
Who should attend?	<ul style="list-style-type: none"> Operational staff who are likely to be directly or indirectly involved in, or have control over, the consigning, loading, packing, operating, employing, subcontracting, scheduling, driving, unloading and receiving of goods transported by road Line managers of operational staff described above 	
Pre-requisite(s)	Nil	
Outcome	Awareness of Chain of Responsibility duties of employees relating to the use of heavy road vehicles	
Duration	1 hour	
Review/Expiry Date	3 years	

Course Name	CoR – Mass Management – 3 years (A)	Back
Course Code	TLC0011	
Course result type	Awareness	
Course Owner	Transport & Logistics	
Content	To provide staff with role specific insight into their responsibilities associated with Mass Management. Content identifies applicable processes and procedures to be followed by staff and includes activities to test knowledge.	
Who can deliver?	Internal Trainer	
Who should attend?	Operational staff who are likely to participate in the grower receipt or loading process; e.g. sample stand, weighbridge operators and their managers	
Pre-requisite(s)	TLC0010 – Introduction to the CoR	
Outcome	Awareness of specific requirements relating to management of heavy vehicles.	
Duration	1 hour	
Review/Expiry Date	3 years	

Course Name	CoR – Mass Management Champions – 3 years (A)	Back
Course Code	TLC0015	
Course result type	Awareness	
Course Owner	Transport & Logistics	
Content	Advanced mass management training to provide a higher level awareness of Viterra's mass management framework including policies and processes utilised when dealing with heavy vehicles and in particular overloaded vehicles both at site and post-delivery.	
Who can deliver?	Internal Trainer	
Who should attend?	Site Supervisors and Regional Coordinators	
Pre-requisite(s)	TLC0011 – CoR – Mass Management	
Outcome	Awareness of policies and processes used for management of heavy vehicles and overloaded vehicles.	
Duration	1 hour	
Review/Expiry Date	3 years	

Course Name	Complete a Work Diary in the road transport industry – (C/NYC)	Back
Course Code	TL3028A	
Course result type	Competent / Not Yet Competent	
Course Owner	Transport & Logistics	
Content	<p>This training is based on the nationally recognised unit of competency TLIE3028A Complete work diary in the road transport industry and cover the following areas:</p> <ul style="list-style-type: none"> •The new NHVR work diary •Work/rest options •Legislative requirements •Record keeping standards •Standard hours formula plus BFM long/night hours/36 hour rule •BFM/AFM Accreditation standards •Practical assessments and application 	
Who can deliver?	External	
Who should attend?	Logistics Staff	
Pre-requisite(s)	NIL	
Outcome	Statement of Attainment	
Duration	4 hour	
Review/Expiry Date	NIL	

Course Name	Administer the Implementation of Fatigue – (C/NYC)	Back
Course Code	TL3063A	
Course result type	Competent / Not Yet Competent	
Course Owner	Transport & Logistics	
Content	<p>The course covers Fatigue management training required for supervisors, roster staff and schedulers in the unit of competency TLIF3063A Administer the implementation of fatigue management strategies:</p> <ul style="list-style-type: none"> •Identify breaches of plans •Ensure compliance with policy and procedures •Develop and implement staff training programs •Evaluate and improve staff implementation of strategies •To record and report on the implementation of strategies •Practical assessments and application. 	
Who can deliver?	External (Transport Training Solutions)	
Who should attend?	Logistics Staff	
Pre-requisite(s)	NIL	
Outcome	Statement of Attainment	
Duration	4 hour	
Review/Expiry Date	NIL	

VITERRA PACKING & PROCESSING (VPP)

The following have been classified as **VITERRA PACKING & PROCESSING** courses :

<u>VPP0001</u>	VPP Narrabri Cradle 1 Operation – 3 years (AE/C/NYC)
<u>VPP0002</u>	VPP Receival Attendant (Grain Receival Upright Storages) – 3 years (AE/C/NYC)
<u>VPP0004</u>	VPP Dooen Centre Circle Silo System – 3 years (AE/C/NYC)
<u>VPP0005</u>	VPP Maintenance Plant & Equipment – (AE/C/NYC)
<u>VPP0017</u>	VPP GrainSoft Mass Management – 3 years (A)
<u>VPP0023</u>	VPP Weed Management – (AE/C/NYC)
<u>VPP0026</u>	VPP Receival Attendant (Grain Receival/ Upright Storages – Butlers) – (AE/C/NYC)
<u>VPP0029</u>	VPP Bag Line Operator – Bagger/Sewer – (AE/C/NYC)
<u>VPP0036</u>	VPP Container Loading – Auto Loader – (AE/C/NYC)
<u>VPP0037</u>	VPP Container Loading – Bag Line – (AE/C/NYC)
<u>VPP0038</u>	VPP Container Loading - Shifter – (AE/C/NYC)
<u>VPP0039</u>	VPP Grain Cleaner Operator (Advanced) Cimbria Cleaner – (AE/C/NYC)
<u>VPP0040</u>	VPP Grain Cleaner Operator (Advanced) Rotary Cleaner – (AE/C/NYC)
<u>VPP0041</u>	VPP Grain Cleaner (Basic) Cimbria Cleaner – (AE/C/NYC)
<u>VPP0042</u>	VPP Grain Cleaner Operator (Basic) Rotary Cleaner – (AE/C/NYC)
<u>VPP0045</u>	VPP Install Container Liners – (AE/C/NYC)
<u>VPP0047</u>	VPP Hammer Milling Soymeal - (C/NYC)
<u>VPP0048</u>	VPP Workplace Assessor – (AE/C/NYC)
<u>VPP0182</u>	AQIS Quarantine Approved Premises – Accredited Person – 2 years (C/NYC)
<u>VPP0183</u>	DAFF AO Inspection of Empty Containers for Export – 2 years (C/NYC)
<u>VPP0184</u>	DAFF AO Inspection of Vessels (Vessel Hold Inspections) – 2 years (C/NYC)
<u>VPP0185</u>	DAFF AO Inspection of Prescribed Grain and Plant Products – Packaged – 2 years (C/NYC)
<u>VPP0186</u>	DAFF AO Inspection of Prescribed Grain and Plant Products – Bulk into Containers – 2 years (C/NYC)
<u>VPP0187</u>	DAFF AO Inspection of Prescribed Grain and Plant Products – Bulk into Vessels – 2 years (C/NYC)
<u>VPP0188</u>	DAFF AO Inspection of Raw Bales Cotton – 2 years (C/NYC)
<u>VPP0189</u>	VPP Metso ST3.8 Screener – (C/NYC)

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Course Name	VPP Narrabri Cradle 1 Operation – 3 years (AE/C/NYC)	Back
Course Code	VPP0001	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	VPP / Malcolm Scott	
Content	Information on the operation of the Narrabri Cradle 1. Cradle 1 is used in container loading operations at VPP Narrabri.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees required to operate cradle 1	
Pre-requisite(s)	Nil	
Outcome	N/A	
Duration	1 hour	
Review/Expiry	3 years	

Course Name	VPP Receival Attendant (Grain Receival Upright Storages) – 3 years (AE/C/NYC)	Back
Course Code	VPP0002	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	VPP / Malcolm Scott	
Content	Training for operators who receive grain into upright storages.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees required to receive grain into upright storages	
Pre-requisite(s)	Commodity Sampling Basic	
Outcome	N/A	
Duration	1 hour	
Review/Expiry Date	23/12/2017 / 3 years	

Course Name	VPP Dooen Centre Circle Silo System – 3 years (AE/C/NYC)	Back
Course Code	VPP0004	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	VPP / Malcolm Scott	
Content	Training and assessment for operators of Dooen's site centre circle silo system	
Who can deliver?	Internal Trainer	
Who should attend?	Operators who are required to or intend to operate centre circle silo system	
Pre-requisite(s)	Nil	
Outcome	Nil	
Duration	1 hour	
Review/Expiry Date	2/1/2018 / 3 years	

Course Name	VPP Maintenance Plant & Equipment - (AE/C/NYC)	Back
Course Code	VPP0005	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	VPP / Malcolm Scott	
Content	This training course is for employees whose primary task is the maintenance of Plant and Equipment on site.	
Who can deliver?	Internal Trainer	
Who should attend?	Site maintenance employees	
Pre-requisite(s)	Operation induction	
Outcome		
Duration	TBC	
Review/Expiry Date	3 years and no expiry date	

Course Name	VPP GrainSoft Mass Management – 3 years (A)	Back
Course Code	VPP0017	
Course result type	Awareness	
Course Owner	VPP / Malcolm Scott	
Content	VPP sites that use Grainsoft as the stock accounting program will require employees who operate the weighbridge for the receipt of product to attend this training.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees who use Grainsoft when receiving commodities into VPP sites	
Pre-requisite(s)	User of Grainsoft Program, CoR – Introduction	
Outcome	Compliance with CoR	
Duration	30 minutes	
Review/Expiry Date	3 years	

Course Name	VPP Weed Management – (AE/C/NYC)	Back
Course Code	VPP0023	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	VPP / Malcolm Scott	
Content	Internal training course for employees who will be controlling weeds with mechanical aids.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees who use mowers, whipper snippers to control weeds – not chemical.	
Pre-requisite(s)	NIL	
Outcome	NIL	
Duration	TBC	
Review/Expiry Date	No expiry	

Course Name	VPP Receival Attendant (Grain Receival/ Upright Storages – Butlers) – (AE/C/NYC)	Back
Course Code	VPP0026	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	VPP / Malcolm Scott	
Content	Course for employees who are to complete the task of receiving grain into Butler type silos.	
Who can deliver?	Internal Trainer	
Who should attend?	Operational employees who receive grain into Butler silos	
Pre-requisite(s)	Nil	
Outcome	Internal qualification	
Duration	2 hour	
Review/Expiry Date	3 years/ Nil	

Course Name	VPP Bag Line Operator – Bagger / Sewer – (AE/C/NYC)	Back
Course Code	VPP0029	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	VPP / Malcolm Scott	
Content	Internal training course teaches the requirements of filling bags with grain and sewing the bags. Sewing covers for both fixed and portable sewing machines.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees who fill bags with grain and sew opening to prevent spillage of the grain.	
Pre-requisite(s)	Operational Induction	
Outcome	NIL	
Duration	TBC	
Review/Expiry Date	3 years and no expiry	

Course Name	VPP Container Loading – Auto Loader – (AE/C/NYC)	Back
Course Code	VPP0036	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	VPP / Malcolm Scott	
Content	Internal training course that goes through the requirements for loading containers with grain using the container auto loader.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees who assess in loading containers with grain via the container auto loader.	
Pre-requisite(s)	Operational Induction	
Outcome	NIL	
Duration	TBC	
Review/Expiry Date	3 years and no expiry	

Course Name	VPP Container – Bag Line – (AE/C/NYC)	Back
Course Code	VPP0037	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	VPP / Malcolm Scott	
Content	Internal training course that goes through the requirements for loading bags of grain into containers.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees who assess in loading bagged product into containers.	
Pre-requisite(s)	Operational Induction	
Outcome	NIL	
Duration	TBC	
Review/Expiry Date	3 years and no expiry	

Course Name	VPP Container Loading - Shifter – (AE/C/NYC)	Back
Course Code	VPP0038	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	VPP / Malcolm Scott	
Content	Internal training course that goes through the requirements for loading containers with grain.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees who assess in loading containers with grain.	
Pre-requisite(s)	Operational Induction	
Outcome	NIL	
Duration	TBC	
Review/Expiry Date	3 years and no expiry	

Course Name	VPP Grain Cleaner Operator (Advanced) Cimbria Cleaner – (AE/C/NYC)	Back
Course Code	VPP0039	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	VPP / Malcolm Scott	
Content	Internal training course that goes through the operation of the Cimbria Grain cleaner.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees who operate the Cimbria grain cleaner.	
Pre-requisite(s)	VPP Grain Cleaner Operator (Basic) Cimbria cleaner	
Outcome	NIL	
Duration	TBC	
Review/Expiry Date	3 years and no expiry	

Course Name	VPP Grain Cleaner Operator(Advanced) Rotary Cleaner – (AE/C/NYC)	Back
Course Code	VPP0040	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	VPP / Malcolm Scott	
Content	Internal training course that goes through the operation of Rotary Grain cleaners.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees who operate the Rotary grain cleaner.	
Pre-requisite(s)	VPP Grain Cleaner Operator (Basic) Rotary Cleaner	
Outcome	NIL	
Duration	TBC	
Review/Expiry Date	3 years and no expiry	

Course Name	VPP Grain Cleaner Operator(Basic) Cimbria Cleaner – (AE/C/NYC)	Back
Course Code	VPP0041	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	VPP / Malcolm Scott	
Content	Internal training course that goes through the operation of the Cimbria grain cleaner.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees who operate the Cimbriay grain cleaner.	
Pre-requisite(s)	Operational Induction	
Outcome	NIL	
Duration	TBC	
Review/Expiry Date	3 years and no expiry	

Course Name	VPP Grain Cleaner Operator (Basic) Rotary Cleaner – (AE/C/NYC)	Back
Course Code	VPP0042	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	VPP / Malcolm Scott	
Content	Internal training course that goes through the operation of the Rotary Grain Cleaners.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees who operate rotary grain cleaners.	
Pre-requisite(s)	Operational Induction.	
Outcome	NIL	
Duration	TBC	
Review/Expiry Date	3 years and no expiry	

Course Name	VPP Install Container Liners – (AE/C/NYC)	Back
Course Code	VPP0045	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	VPP / Malcolm Scott	
Content	Internal training course that goes through the requirements for installing container liners into containers.	
Who can deliver?	Internal Trainer	
Who should attend?	Employees who install container liners into containers.	
Pre-requisite(s)	Operational Induction	
Outcome	NIL	
Duration	TBC	
Review/Expiry Date	3 years and no expiry	

Course Name	VPP Hammer Milling Soymeal - (C/NYC)	Back
Course Code	VPP0047	
Course result type	Competent/Not Yet Competent	
Course Owner	VPP / Malcolm Scott	
Content	Training package goes through the operation and setup of the hammer mill with an assessment of understanding before operators are to undertake these duties..	
Who can deliver?	Internal Trainer	
Who should attend?	Employees who are to conduct hammer milling operations.	
Pre-requisite(s)	Lokotrack Operations	
Outcome	NIL	
Duration	2 hour	
Review/Expiry Date	3 years for training package	

Course Name	VPP Workplace Assessor – (AE/C/NYC)	Back
Course Code	VPP0048	
Course result type	Awaiting Evidence/Competent/Not Yet Competent	
Course Owner	VPP / Malcolm Scott	
Content	Employees who obtain external competency in TAE module TAEASS402B or its equivalent and are able to complete assessments.	
Who can deliver?	External Provider	
Who should attend?	Employees who assess identified work tasks – refer to L&D guide for list of courses.	
Pre-requisite(s)		
Outcome	Part of Certificate IV TAE	
Duration	TBC	
Review/Expiry Date	3 years and no expiry	

Course Name	VPP AQIS Quarantine Approved Premises – Accredited Person – 2 years (C/NYC)	Back
Course Code	VPP0182	
Course result type	Competent/Not Yet Competent	
Course Owner	VPP / Malcolm Scott	
Content	This is a DAFF (Department of Agriculture, Fisheries and Forestry) accreditation that allows employees who pass the training to be authorised to complete documentation on behalf of the company pertaining to the release and control of imported substances (meals and grains).	
Who can deliver?	External Provider	
Who should attend?	Employees who supervise or work at premises that fall under the jurisdiction of DAFF and importing	
Pre-requisite(s)	Nil	
Outcome	Certificate issued by DAFF	
Duration	½ day	
Review/Expiry Date	2 years	

Course Name	DAFF AO Inspection of Empty Containers for Export – 2 years (C/NYC)	Back
Course Code	VPP0183	
Course result type	Competent/Not Yet Competent	
Course Owner	VPP / Malcolm Scott	
Content	For employees identified to perform DAFF dry box inspections. Includes both online training and assessment, as well as instruction from DAFF officers with follow up training with experienced DAFF AO.	
Who can deliver?	External Provider	
Who should attend?	Employees required to complete dry box (empty shipping container) inspections	
Pre-requisite(s)	DAFF online pre-requisite	
Outcome	DAFF Appointed AO	
Duration	20 hours	
Review/Expiry Date	2 years – audited by DAFF	

Course Name	DAFF AO Inspection of Vessels (Vessel Hold Inspections) – 2 years (C/NYC)	Back
Course Code	VPP0184	
Course result type	Competent/Not Yet Competent	
Course Owner	VPP / Malcolm Scott	
Content	For employees identified to perform DAFF inspections of vessel (ship) holds. Includes both online training and assessment, as well as instruction from DAFF officers and follow up training with experienced DAFF AO.	
Who can deliver?	External Provider	
Who should attend?	Employees required to complete vessel (ship) holds inspections	
Pre-requisite(s)	DAFF online pre-requisite	
Outcome	DAFF Appointed AO	
Duration	20 hours	
Review/Expiry Date	2 years – audited by DAFF	

Course Name	DAFF AO Inspection of Prescribed Grain and Plant Products – Packaged – 2 years (C/NYC)	Back
Course Code	VPP0185	
Course result type	Competent/Not Yet Competent	
Course Owner	VPP / Malcolm Scott	
Content	For employees identified to perform DAFF inspections of grain packages (bagged product). Includes online training and assessment, as well as instruction from DAFF officers with follow up training with experienced DAFF AO.	
Who can deliver?	External Provider	
Who should attend?	Employees required to complete inspections of grain packed in bags and destined for export	
Pre-requisite(s)	DAFF online pre-requisite	
Outcome	DAFF Appointed AO	
Duration	20 hours	
Review/Expiry Date	2 years – audited by DAFF	

Course Name	DAFF AO Inspection of Prescribed Grain and Plant Products – Bulk into Containers – 2 years (C/NYC)	Back
Course Code	VPP0186	
Course result type	Competent/Not Yet Competent	
Course Owner	VPP / Malcolm Scott	
Content	For employees identified to perform DAFF inspections of grain packed bulk into containers. Includes both online training and assessment, as well as instruction from DAFF officers with follow up training with experienced DAFF AO.	
Who can deliver?	External Provider	
Who should attend?	Employees required to complete inspections of grain packed bulk into containers and destined for export	
Pre-requisite(s)	DAFF online pre-requisite	
Outcome	DAFF Appointed AO	
Duration	20 hours	
Review/Expiry Date	2 years – audited by DAFF	

Course Name	DAFF AO Inspection of Prescribed Grain and Plant Products – Bulk into Vessels – 2 years (C/NYC)	Back
Course Code	VPP0187	
Course result type	Competent/Not Yet Competent	
Course Owner	VPP / Malcolm Scott	
Content	For employees identified to perform DAFF inspections of grain packed bulk into vessels (ships). Includes both online training and assessment, as well as instruction from DAFF officers with follow up training with experienced DAFF AO.	
Who can deliver?	External Provider	
Who should attend?	Employees required to complete inspections of grain packed bulk into vessels (ships) and destined for export	
Pre-requisite(s)	DAFF online pre-requisite	
Outcome	DAFF appointed AO	
Duration	20 hours	
Review/Expiry Date	2 years – audited by DAFF	

Course Name	DAFF AO Inspection of Raw Bales Cotton – 2 years (C/NYC)	Back
Course Code	VPP0188	
Course result type	Competent/Not Yet Competent	
Course Owner	VPP / Malcolm Scott	
Content	For employees identified to perform DAFF inspections of raw baled cotton packed bulk into containers. Includes both online training and assessment, as well as instruction from DAFF officers with follow up training with experienced DAFF AO.	
Who can deliver?	External Provider	
Who should attend?	Employees required to complete inspections of raw baled cotton packed bulk into containers and destined for export	
Pre-requisite(s)	DAFF online pre-requisite	
Outcome	DAFF Appointed AO	
Duration	20 hours	
Review/Expiry Date	2 years – audited by DAFF	

Course Name	VPP Metso ST3.8 Screener – (C/NYC)	Back
Course Code	VPP0189	
Course result type	Competent/Not Yet Competent	
Course Owner	VPP / Malcolm Scott	
Content	Basic understanding and setting up operations of the Metso ST3.8 screening machine.	
Who can deliver?	Internal trainer	
Who should attend?	Operational Staff	
Pre-requisite(s)	Nil	
Outcome	Competent	
Duration	4 hours	
Review/Expiry Date	3 years / Nil	

PREFERRED EXTERNAL TRAINING PROVIDERS

There is a list of preferred external training providers available on The Pulse, which can be accessed by clicking [here](#).

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ARCHIVED COURSES

A0001	AML/CTF Mandatory Training for Assessing Officers
A0002	AML/CTF Mind Your Business – Avoiding Fraud
A0003	AML/CTF eLearning – Overview
A0004	AML/CTF eLearning – Know Your Customer
A0005	AML/CTF eLearning – Suspicious Transaction Reporting
A0052	AQIS Training
A0054	AusCAR – Internal Audit System (IA)
A0067	Administering Leave
A0100	Accelerate Sessions_Leadership Insight
A0101	Accelerate Sessions_Manager as Coach
A0102	Accelerate Sessions_Influence for Results
A0103	Accelerate Sessions_Resolution Management
A0104	Accelerate Sessions_PHBDI & Partnering
A0105	Accelerate Sessions_Partnering Review
A0141	Adelaide Malting Co Standard Operating Procedures
A0162	Agrivac Assistant
A0181	AQIS Authorised Officer
A0193	AQIS Grain Inspector – 18 months
A0194	AQIS Grain Sampling – 18 months
A0271	Asbestos Identification Competency
A0305	Accident Causation Model
A0312	Alcohol Testing (Breath)
A0347	AutoCAD Upgrade
A0375	Assertiveness Training
A0387	AusBulk TRIM – Information Worker
A0400	Acknowledgment of Receipt of Financial Serv. Product Scripts
A0462	ABB Way
B0001	Conduct barley storage activities
B0002	Bag line containers
B0003	Bulk line containers
B0004	Bulk Store (screening meals)
B0005	Barley and Malting Chemistry
B0020	Broad Bean Classification
B0031	Business Unit Induction
B0036	Bullying, Workplace & Sexual Harassment – 2 yearly
B0054B	Barley Classification Refresher
B0086	Bulk Carrier Operations Course
B0097	Bunker Fumigation
B0100	Bunker Operations
B0182	Bearing Technology & Maintenance
B0248	BALER Training
B0297	Building Emergency Training FA/1

B0383	Business Writing Skills
B0424	Business Etiquette & Interpersonal Communication
B0433	Basic Electrical Safety & Fuse Replacement
B0458	Barley/Wheat Classification Competency Assessment
BP001	Expectation of Roles
BP002	HBDI Profile
BP003	Presentation Skills
C0000	HR & SHE Legislation & Process Updates
C0001	CMMS Introduction
C0002	Conduct Critical Check Point tasks Intake
C0003	Conduct Critical Check Point – Kilning
C0004	Corporate Induction
C0006	Contract Management
C0007	Customer Service (OLD)
C0008	Conflict Resolution
CSF0300	Customer Service Skills (Service Centre)
C0009	Certification & In-Service Inspection Grain Analysers
C0022	Communication & Workplace Relationships
C0041	Code of Conduct
C0042	Code of Business Conduct – yearly
C0058	CHRIS Introduction
C0059	CHRIS Payroll Entry
C0060	CHRIS Training Records
C0064	CHRIS Introduction
C0069	CHRIS Security, Audit & System Administration
C0096B	Canola Classification Refresher
C0109	Commodity Classification Procedures Refresher
C0137	Commodity Classification Trainers: Delivery Competency
C0183	Container Sampling (ABA)
C0283	ChemWatch Awareness
C0287	ChemWatch Level Two
C0288	ChemWatch Level Three
C0388	Customer First Toolbox Talk
C0397	Commodity Marketing
C0410	Business Etiquette and Customer Service
C0422	Coaching and Mentoring
C0423	Circle of Safety
C0445	CBA Grain Loan Farm Assessment Awareness
C0446	CBA/ABB Grain Loan Farm Assessment
C0448	CBA101 Product Information Training
C0449	CBA102 Product Information Training
CSF0313	Customer Service Skills Operations – Refresher
DEVA0180	Austock Training – 3 years (A)
D0001	Drugs & Alcohol in the Workplace
D0165	Dashboard Training

D0184	Dry Box Inspection Refresher (ABA)
D0292	Drager Training – Gas Vision
D0316	Drager PACIII – 3 years
D0318	Drager Multiwarn II Gas Detector – 3 years
D0319	Drager Miniwarn Gas Detector – 3 years
D0320	Drager PACIII (Changing a Battery)
D0322	Drager XAM 7000 Calibration – 3 years
D0442	Delegation of Authority
D0460	Designing an ETL Solution Architecture
E0002	Email Etiquette
E0004	Employment Conditions
E0005	Effective People Management
E0007	Equal Employment Opportunity
E0038	Emergency Evacuation Procedures – 3 years
E0056	Export Documentation & Procedures
E0155	Empty (Dry Box) Container Inspection
E0275	Emergency Procedure Drill
E0323	Environmental – Basic Awareness Training
E0330	EA – NGER updates
E0331	EA – NPI updates
E0332	EA – EEO updates
E0368	Emotional Intelligence
E0429	Electrical Disconnect / Reconnect
E0430	Electrical Principles & Safety
E0434	Engineering – Certificate III (Maintenance-Fitter/Turner)
FIS0448	Spendvision Credit Card Training – (A)
F0001	Financial Management
F0006	Fitness for Work
F0050	Food Safety/HACCP Lead Auditor Course
F0273	Fenitrothion Awareness
F0274	Fitness For Work Policy Update V4.0
F0328	Fumigation Awareness (ABA)
F0384	FSR Introductory Course
F0385	FSR Responsible Officer
F0406	Fraud & Ethics Management Framework Toolbox Talk
F0436	Financial Services – Certificate IV
F0439	Finance One Purchasing
F0440	Finance for Non-Financial Managers
F0441	Finance One Introduction
F0444	Finance – Reconciliation Process
GCF0015	Failing Numbers Operation – (AE/C/NYC)
GCO0191	Quality Management System Toolbox Talk – (AE/C/NYC)
GCR0010	RVA Operation – (AE/C/NYC)
GGU	Generic Module
GOA0284	Asbestos Awareness – 3 years (A)

G0F0156	Ferticare Level A (A)
G0F0156	Ferticare Level B (A)
G0F0156	Ferticare Level C (A)
G0H0179	Housekeeping – Grain Dust Control – 3 years (A)
G0I6451	Intermediate Boiler Operation (AC/S/NYC)
G0R0172	Remote Control Box Training – (A)
G0001	Grain Cleaning duties for commodity classification
G0002	Germination loading and unloading
G0003	Germination process control activities
G0004	Grain Storage & Handling General Knowledge Session
G0006	General Safety Rules Handbook V9 – yearly
G0007	General Safety Rules Handbook V10 – yearly
G0008	General Safety Rules Handbook V11 – yearly
G0009	Grain Classification
G0012	General Safety Rules Handbook V12 – yearly
G0020	Grain Soft – Stock Control
G0021	Grain Soft – Shipping packing instructions
G0022	Grain Soft – Shipping documentation
G0023	Grain Soft – Weighbridge orders
G0024	Grain Soft – Weighbridge movements
G0070	GMD – Industry Overview
G0071	GMD – Farm Gate to Silo to Bank
G0072	GMD – National Storage Network
G0073	GMD – Reg Cards, History Till Now, Cash Prices & Warehousing
G0074	GMD – Commodities & Grades
G0075	GMD – Bin Grade vs Pay Grade
G0076	GMD – Pools & Loans: AusBulk & AWB
G0077	GMD – Quality Factors & Adjustments
G0078	GMD – Systems Overview
G0079	GMD – Service Ethic
G0080	GMD – Frequently Asked Questions by Growers
G0081	GMD – Direct Billing & Prices on Silo Boards
G0105	GMD – GMD Paperwork
G0106	Grain Marketing S&H Professional Development
G00200	Cell Sweeping Operations – 3 years
H0001	HPT Team Alignment
H0002	HPT Influencing Skills
H0003	How do we Conduct our Business
H0009	Hazard Identification & Risk Assessment – 3 years
H0127	HACCP Refresher Course
H0329	HACCP Training Application
H0145	HACCP at IWM – 2 yearly
H0146	Head Office Induction
H0267	Health & Safety Representative – Year 2
H0268	Health & Safety Representative – Year 3

H0279	Hot Work Permit
H0296	Hazard ID & Risk Assessment (Historical)
H0329	Harvest Updates
H0339	Hearing Conservation
H0376	How to Handle the Media
H0433	High Risk Licenses (Australia Specific)
HRB001	Bullying and Harassment Legislative Update
HRCSF0312	Customer Service Skills (Harvest Casuals) – Annually (C/NYC)
HRN0395	Negotiation Skills
HRE0362	Excel Visual Basics – (A)
HRPR341	MS Project Speed Course – (A)
HRPR001	Project Introduction – (A)
HRPR002	Project Advanced – (A)
HRV0001	Visio 2010 Introduction – (A)
I0001	Introduction to ABB Grain
I0002	Introduction to Malting & Brewing – Short Course
I0043	Incident, Injury & Dangerous Occurrence Reporting – 3 years
I0113	Introduction to Chartering
I0154	Introduction to Malting and Brewing
I0186	Implementing An Environmental Management System
IT0084	TRIM Administration and Archiving Course – (A)
I0249	Injury Management For Managers & Supervisors
I0250	Injury Mgmt & Rehab Trng for Managers, Superv & Agents
I0399	Imported Products (Quarantine)
I0403	International Accounting Standards
I0450	Industrial Relations
K0001	Kilning loading and unloading activities
K0002	Key Policies
L003	Commodity Classification Course – (C/NYC)
C0001	Commodity Classification Trainers Course – (C/NYC)
LAB001	LECO Competence
L0001	Steep loading and unloading
L0010	Leading High Performance (Guttman)
L0170	Log Book Usage
L0224	Light Rigid Truck Endorsement
L0281	Ladder Safety Awareness
MAEE0008	Electrical Engineering Course – (C/NYC)
M0001	Malt Cleaner operator
M0002	Man Down System
M0003	Malting Production Processes
M0005	Lab EHS Procedure
M0006	Scissor Lift Competency
M0007	Malt – Street Sweeper Competency
M0024	Mages VETtrak
M0033	Managers Induction

M0159	Maritime Security Access Training / Flinders Ports
M0160	Maritime Security Addressan
M0167	Mass Limit Management
M0185	Mercer CED Job Evaluation System Advanced
M0206	Managed Treatments Toolbox Talk
M0228	Manual Handling
M0300	Malt Chemical Awareness
M0382	Meetings and Minutes
M0390	Management of Australian Commodity Price Risk
M0408	Mineral Sands Induction Training
M0420	Managing Difficult Customer Situations
M0425	Market Analysis
M0600	Managing Stressful Phone Calls
MSA348	Access Intermediate
MSA349	Access Introduction
MSA350	Access Advanced
HRE366	Excel Tailored – (A)
MSO356	Office 03 to 07 Upgrade
MSS345	MS Schedule & Exchange
N0037	New Employee Induction
N0452	NACMA – Avoiding, Managing & Resolving Disputes Workshop
N0409	NCMA Corporate Governance Workshop
NZSE0001	Approved Handlers (NZ Specific) – 5 years(C/NYC)
NZSE0008	Health and Safety Representative Training – stage 1 (NZ Specific) – 3 years(C/NYC)
NZSE0008	Health and Safety Representative Training – stage 2 (NZ Specific) – 3 years(C/NYC)
NZSE0010	Health and Safety Representative Training – stage 3 (NZ Specific) – 3 years(C/NYC)
NZSE0012	Working at heights legislation (NZ Specific) – 2 years(C/NYC)
NZSE0013	Working at heights safety harness, maintenance and inspection(NZ Specific) – 3 years(C/NYC)
NZSE0015	Senior First Aid (NZ Specific) – 2 yearly
NZSE0016	Spill Kit Response Training(NZ Specific) – 2 years(C/NYC)
NZSE0017	Forklift Refresher Operators Course(NZ Specific) – annually(C/NYC)
NZSEH0153	Combustible Dust Training – 3 years(C/NYC)
Q0031	OHS for Supervisors
Q0087	OMS Loads Sampler
Q0088	OMS Loads Weigher
Q0090	OMS Area / Terminal Supervisors & Managers
Q0091	OMS Logistics Administration
Q0089	OMS Area / Terminal Clerical
Q0100	On-Road Driver Development Training
Q0234	Outloader Operator
Q0309	Open Circuit Breathing Apparatus Competency Assessment
Q0327	OH&S Policy overview (ABA)
P0005	Project Management
P0013	Product Identification
P0020	Planned Workplace Inspections

P0021	Planned Workplace Inspections Overview
P0131	Pest Mgmt Competency Assessment: Siroflo System: Cabinets
P0132	Pest Mgmt Competency Assessment: Siroflo System: Manifolds
P0140	Quality Procedures & Classification Dispute Toolbox Talk
P0092	Presenting Quality Awareness
P0098A	Pulse Classification
P0098B	Pulse Classification Refresher
P0099B	Pea Classification Refresher
P0120	Pest Management Level 1
P0133	Pest Mgmt Competency Assessment: Bunkers
P0134	Pest Mgmt Competency Assessment: Horizontal Sheds
P0135	Pest Mgmt Competency Assessment: Steel Bins
P0158	Participate in a HACCP Team
P0197	Plant Assistant
P0265	Permit To Work – 3 years
P0324	Practical Human Factors – Mgmt for Safety Critical Industry
P0406	Performance Development Review (PDR's) for Employees
P0407	Performance Development Review (PDR's) for Managers & Leaders
P0416	Presentation Skills
P0417	Public Speaking
PMM0501	Model T Foamer Practical Assessment – (C/NYC)
PMP0142	Pest Mgmt Commodity Protection – (C/NYC)
PMP0318	Pest Mgmt Apply Alphachloralase – (C/NYC)
Q0045	Quality Assessor / Auditor
Q0053	Quality Internal Auditor
Q0163	Quality Policy and Manual Update
Q0196	Quality Systems & Food Safety Awareness
R0002	Risk Management
R0003	Recruitment & Performance management
R0020	Roles, Responsibilities & Employee Engagement
R0029	Rail Awareness
R0030	Rail Competency
R0149	REM Assistant
R0171	Radio Log Sheet Usage
R0257	Return to Work Coordinator (Ballarat)
R0269	Responsible Officer
R0392	Report Writing
R0401	Responsible Officers Workshop
R0452	Recruitment Coach
R0456	Rail Change Management Policy & Procedure
S0001	Steep process control activities
S0002	Site Familiarisation
S0003	Storage Analysis activities
S0005	Safety Health and Environment Systems
S0006	Safe Container Unloading Operations

50007	Safety Knife Awareness	
50008	Safety Alert - seatbelts/driver restraints on mobile plant	
50011	Sales Training - Introductory	
50030	SASAS Systems for Chemical Stocks	Back to Table of Contents
50034	Sexual Harassment Policy Brief - 2 yearly	
50035	Sick Leave Policy Brief	
50083	Sharepoint Training	
50100	Sales Foundation	
50107	Siroflo Systems (Cabinets, Manifolds, Recirculations)	
50173	Stevedore tasks	
50171	Splash Plate Procedure	
50195	Site Hygiene Daily Training: toolbox Talk	
50243	Shunting Tractor Driver	
50245	Shipping Computer Operator	
50321	St Johns First Aid - NZ	
50370	Supervisor Training	
50421	SST Information Session 2007	
50423	Supervisor Development Program	
50435	Statewide SuperInformation Session	
50455	SHE Implementation Alert Safety Health Consultation Procedure	
56001	SAP - U-Perform Productivity Pak	
56002	SAP - Procure to Pay - Indirect Purchasing	
56004	SAP - Procure to Pay - Approvals	
56006	SAP - Procure to Pay - Invoice Exceptions	
56007	SAP - Financials - Fundamentals	
56008	SAP - General Accounting - Account Setup Administrator	
56009	SAP - General Accounting - Corporate Accountant	
56010	SAP - General Accounting - Group Accountant & ABA Manager	
56011	SAP - General Accounting - Management Accountant - Stock Control	
56012	SAP - General Accounting - Management Accountant	
56013	SAP - General Accounting - Period End Accountant	
56014	SAP - Accounts Receivable General Data Entry	
56015	SAP - Accounts Receivable Receipting	
56016	SAP - Accounts Receivable Credit	
56017	SAP - Procure to Pay - Accounts Payable	
56018	SAP - Procure to Pay - Payment Processing	
56019	SAP - Month End (BI Reporting)	
56020	SAP - Fixed Assets	
56021	SAP - Financials - General Activities	
56022	SAP - Capital Expenditure	
56023	SAP - Procure to Pay - Goods Receipting	
56024	SAP - Sales Order Creation	
56025	SAP - Sales Order Approval & Invoice	
56026	SAP - JWM Sales Management Processes	
56027	SAP - JWM Sales & Marketing Customer Service Administrator	

S6028	SAP - JWM Sales & Marketing Pre-shipment Processes
S6029	SAP - JWM Sales & Marketing Post-shipment Processes
S6030	SAP - JWM Sales & Marketing Sales & Contract Administrator
S6031	SAP - JWM Malt Manufacturing Back to Table of Contents
S6032	SAP - JWM Sales & Operational Planning
S6033	SAP - JWM Logistics
S6034	SAP - Procure to Pay - AP Management
S6035	SAP - Basics
S6037	SAP - Procure to Pay - Tips
S6039	SAP - Material Maintenance
S7	SBCP - Road Grid Assistant
SC0264	SHE Confined Space Standby/ Rescue / Rego
SC0265	SHE Confined Space Toolbox Talk - Awareness Only
SHE0435	Ergonomics
SHEA0056	AusCAR – Safety, Health & Environment(SHE) – 6 years(A)
SHEB0306	Basic Chemical Safety – 3 years (C/NYC)
SHES0308	SA Building and Civil Construction Site Safety Induction - 3 years(C/NYC)
SHEH0010	Hazard Identification & Risk Assessment (HIRA) - 3 years(A)
SHES0303	Slings & Lifting Equip / Storage & Materials Handling - (C/NYC)
SHEI0030	Incident Investigation Awareness – (A)
SHEI0190	Lead Auditor Environmental Training – (C/NYC)
SHEL0325	Lead Auditor WHS Training
SHEO0001	OHS Committee Member Training – (A)
SHEP0080	Maintenance and Engineering permit for work issue – training
SHEO0291	Occupational Health & Safety Certificate IV – (C/NYC)
SHES0286	Skid steer loader operations – (AE/C/NYC)
SHEW0001	White Card Training – (C/NYC)
SHEW0280	Workplace Emergency Control Organisation and Procedures – (C/NYC)
SHES0020	Safety Walk - (C/NYC)
SHEFA335B	Senior First Aid Refresher - 3 years (Australia Specific) - 3 years(AE/C/NYC)
SHET0090	Maintenance, Engineering & Construction Permit to Work – (C/NYC)
SHES0298	Spill Kit Response – 3 years (AE/C/NYC)
SR0299	SHE Confined Space Refresher - External
T0001	Traders Training
T0023	Teamwork and Leadership
T0024	Time Management
T0110	TB Introduction to Chartering
T0128	TB Empty (Dry Box) Container Inspection
T0177	Tarp Rolling
T0310	Track Safety Awareness
T0373	Time & Self-Management
T0389	Trade Rules & Dispute Resolution Workshop
T0405	The ABB Way - Our Culture, Our Future, Our Success
T0411	Tetrazolium Testing and Stock Accumulation Monitoring
T0417	The ABB Way Phase 2 - Our Culture, Our Future, Our Success

T0453	Training & Assessment - Workplace Assessor (OLD)
T0454	Training & Assessment - Workplace Trainer (OLD)
T0600	Test Training
TEENEE008	Electrical Testing & Tagging
U0016	Understanding Customer Service Principles
U0028	Use of Foam Fire Extinguisher
U0049	Upgrading Quality Management System to ISO 9001:2000
U0100	United Leadership
U0101	United Leadership Debrief
U0122	Understanding Environmental Issues & Concepts
U0125	Understanding Environmental Risks & Performance Evaluation
U0187	Understanding Food Safety Management Systems
U0205	Use of CO2 Fire Extinguisher
U0459	Use of Dry Chemical Fire Extinguisher
U0461	Understanding Isolation Procedures & Principles
V0001	VETtrak User Training
V0002	VETtrak Admin Training
V0010	Vitascope Operation
V0029	Volvo FEL - Basic Maintenance
V0153	Vessel Chartering
V0222	Valve Operator
VPP0006	VPP High Risk Licence Elevated Work Platform – 5 years(AE/C/NYC)
VPP0044	VPP Boom Lift / Elevated Platform – (AE/C/NYC)
VPP0003	Outloading Bulker Bags – 3 years (AE/C/NYC)
VPP0018	VPP DH&S Administration and Coordination – (AE/C/NYC)
VPP0019	VPP Post Management Basic – (AE/C/NYC)
VPP0020	VPP Senior First Aid – (AE/C/NYC)
VPP0021	VPP Stock Integrity Activities – (AE/C/NYC)
VPP0022	VPP Tagging and Testing Electrical Equipment – (AE/C/NYC)
VPP0024	VPP Weighbridge Operator Advanced – (AE/C/NYC)
VPP0025	VPP Weighbridge Operator Intermediate – (AE/C/NYC)
VPP0027	VPP Administration Duties – (AE/C/NYC)
VPP0028	VPP Apply Fumigation with Methyl Bromide – (AE/C/NYC)
VPP0030	VPP Bunker Operator Advanced – (AE/C/NYC)
VPP0031	VPP Bunker Operator Basic – (AE/C/NYC)
VPP0032	VPP Cell Clearing Assistant – (AE/C/NYC)
VPP0033	VPP Cell Cleaning Operator – (AE/C/NYC)
VPP0034	VPP Commodity Sampling Basic – (AE/C/NYC)
VPP0035	VPP Confined Space – (AE/C/NYC)
VPP0043	VPP Heavy Vehicle Operator – (AE/C/NYC)
W0012	Working with Plant & Equipment
W0042	WC Roles & Responsibilities (Incl self insurance for SA)
W0043	Workcover - Claims Management
W0047	Working in Confined Space - Internal Training - 3 years
W00958	Wheat Classification Refresher

W0142B	Workzone Traffic Management Refresher (CD) - yearly
W0258	Workcover - an introduction (Ballarat)
W0285	Working With Heights
X0438	XLOne and Reporting

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Competency Definition	Operators who have the appropriate licence and are required to operate a forklift on site for such duties as moving equipment, lifting personnel cages, specific attachments relating to operations.
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POINTS: 6

Employee Name:					
Employee Number:					
Signature:					

Site Supervisor Name:					
Employee Number:					
Signature:					

Please ensure all pre-requisite and evidence requirements are met before signing the checklist. You must also ensure the employee utilises this skill in line with the guidelines set out within the Skills Based Career Path procedure manual. Keep in mind that this document affects the employees pay structure, and must be a true and accurate reflection of the current skills status of the employee.

By signing your name on this checklist you are confirming that you have viewed the evidence yourself - which will be from a VETtrak report.

The below pre-requisites need to be checked and confirmed ✓

Module Name	Check Box
NIL	

Evidence		Initial is required next to each module
Module Code	Module Name	Initial
SHEF0215	Fork Lift Operation (licence)	

Please refer to the Learning & Development Guide (located on the Pulse) for the training requirements of this skill.

Ops Coordinator - Final Signoff					
Name		Signature		Date	/ /

Competency Definition	An operator who can perform, lead and manage all facets of bunker operations unsupervised.
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POINTS: 11

Employee Name:					
Employee Number:					
Signature:					

Site Supervisor Name:					
Employee Number:					
Signature:					

Please ensure all pre-requisite and evidence requirements are met before signing the checklist. You must also ensure the employee utilises this skill in line with the guidelines set out within the Skills Based Career Path procedure manual. Keep in mind that this document affects the employees pay structure, and must be a true and accurate reflection of the current skills status of the employee.

By signing your name on this checklist you are confirming that you have viewed the evidence yourself - which will be from a VETtrak report.

The below pre-requisites need to be checked and confirmed ✓

Module Name	Check Box
S7022 Bunker Operator - General	
BOD219 DOHS Operator	

Evidence		Initial is required next to each module
Module Code	Module Name	Initial
BO101	Bunker Maintenance	
BOH0115	Hydra Pak Plastic Press (site specific)	
BOM0148	Moon Buggy	
BOT001	Hydraulic Tarp Rolling	
BOT0093	Tarp Sewing Machine Use & Maintenance	
BOT0176	Tarp Welding	

Please refer to the Learning & Development Guide (located on the Pulse) for the training requirements of this skill.

Ops Coordinator - Final Signoff

Name		Signature		Date	/	/
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Competency Definition	Experienced/responsible employees who are competent at and perform stand by person duties for confined space entry tasks as required by Viterra minimum standards.
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POINTS: 20

Employee Name:				
Employee Number:				
Signature:				

Site Supervisor Name:				
Employee Number:				
Signature:				

Please ensure all pre-requisite and evidence requirements are met before signing the checklist. You must also ensure the employee utilises this skill in line with the guidelines set out within the Skills Based Career Path procedure manual. Keep in mind that this document affects the employees pay structure, and must be a true and accurate reflection of the current skills status of the employee.

By signing your name on this checklist you are confirming that you have viewed the evidence yourself - which will be from a VETtrak report.

The below pre-requisites need to be checked and confirmed ✓

Module Name	Check Box
SHEC0263 - SHE Confined Space 2 - External Training	<input type="checkbox"/>
SHEC0267 - SHE Confined Space – Internal Competency Assessment	<input type="checkbox"/>

Evidence		Initial is required next to each module
Module Code	Module Name	Initial
SHEC0293	Isolation of Energy Sources Practical	
SHED0321	Drager XAM 5000 Gas Detector	
SHED0323	Drager XAM 7000 Operation (site specific)	
SHEC0266	Rollgliss Rescue Training	
SHEW0300	Work Safely at heights (Australia Specific)	
GOR0100	Radio Communication	

Please refer to the Learning & Development Guide (located on the Pulse) for the training requirements of this skill.

Ops Coordinator - Final Signoff					
Name		Signature		Date	/ /