



**Intelligent
Training
Solutions**

RIIWHS202D Enter and Work in Confined Spaces

Student Unit Outline

National Code	Internal Code	Unit Name
RIIWHS202D	RIIWHS202D	Enter and Work in Confined Spaces

Teacher Name	Jessica Mueller
Teacher Contact	Email: martin@its.vic.edu.au Phone: 03 9351 1068, Mobile: 0411 114 030 Room/Office:
Class Time	Please refer to the course timetable
Semester & Year	2015

ITS Training Manager	
Name	Cameron Gutterson
Mobile	0412 793 655

Unit Summary

Training Venue

Refer to course timetable

Qualification

N/A

Unit Names

Enter and Work in Confined Spaces

Unit Codes

RIIWHS202D

Prerequisites

Not Applicable

Nominal hours

30 hours

Actual Delivery

16 hours face to face

14 hours personal study time

Assessment tasks

Three

Author/Prepared by

Intelligent Training Solutions Pty Ltd

email: info@its.vic.edu.au

T:| 03 9351 1068

Acknowledgements

Cameron Gutterson

Intelligent Training Solutions Pty Ltd

email: cameron@its.vic.edu.au

M:| 0412 793 655

Martin Klein

Intelligent Training Solutions Pty Ltd

email: martin@its.vic.edu.au

T:| 03 9351 1068

Frank Perconte

Burbank Group of Companies

email: frankp@burbank.com.au

T:| 0417 169 119

Copyright

© Intelligent Training Solutions Pty Ltd (ITS P/L)

First published 2014

All requests and enquiries regarding use and availability should be directed to:

Chief Executive Officer

Alexander Mueller

Intelligent Training Solutions Pty Ltd

Postal Address:

PO Box 322, Riddells Creek, Victoria 3431

(03) 9351 1068

Student Information

The following information is provided to you as a quick guide in order to find information that is relevant to you during your course and while studying with Intelligent Training Solutions. The table below will guide you to the documents or policies location. This information is available to you prior prior to enrolment or on commencement of your course:

Item to include	Location		
	Student Unit Outline	ITS Website	Information Handbook
A process to determine the needs of the learner and their existing skills and knowledge (this may identify the opportunity for RPL or educational support services that are required)		✓	✓
Qualification or VET accredited course code and title	✓	✓	
Currency of the course (current or superseded)		✓	
Packaging rule information	✓	✓	
Units of competency (code and title)	✓	✓	
Estimated duration	✓	✓	
Expected locations at which training and assessment will occur	✓		
Modes of delivery	✓		
The RTO's obligation to provide quality training and assessment			✓
Issuance (and re-issuance) of qualifications			✓
Learner's rights and responsibilities including:			
<ul style="list-style-type: none"> Complaints and appeals policy and procedure 			✓
<ul style="list-style-type: none"> Requirements the learner must meet to complete the course, such as travel, activities outside normal hours, etc 	✓	✓	
<ul style="list-style-type: none"> Any equipment or materials the learner must provide, such as steel capped boots, uniform, tools, etc 	✓	✓	
Fees, charges & refund information		✓	✓
<ul style="list-style-type: none"> includes all fees such as training fees, administration fees, consumables, levies, etc. 		✓	Student Enrolment Form
<ul style="list-style-type: none"> payment terms 			Student Enrolment Form
<ul style="list-style-type: none"> refund policy 			Student Enrolment Form
<ul style="list-style-type: none"> Cooling off period 			Student Enrolment Form
Explanation of competency based training and assessment		✓	
Licensing requirements	N/A	N/A	N/A
Relevant legislation	✓		
Third party arrangements	N/A	N/A	N/A
Off-campus arrangements	N/A	N/A	N/A
Pathways including options if the qualification is not completed		✓	
Student support services including LLN, welfare and guidance services, access and equity	✓	✓	✓
Recognition of prior learning (RPL)		✓	✓
Recognition of qualifications and Statements of Attainment issued by other RTOs		✓	✓

NOTE: The information handbook can be downloaded at any time from the ITS website.

www.its.vic.edu.au

Unit Information

Purpose of unit / Application of Unit

This unit of competency describes the skills and knowledge required by a participant who needs to enter and work in confined spaces.

Attendance policy

You are required to participate in all aspects of the face to face delivery. In the event that you are absent for part of a session your trainer will provide you with the required learning materials. You will then need to supplement the missed face to face delivery with personal study. Assessment tasks will be rescheduled as a mutual time and date between yourself and the assessor.

Personal study commitment

This unit has 14 hours of personal study time allocated. You will be required to undertake required reading and answer review questions prior to commencing with the face to face component of this course. Information on the personal study component of this course is available within this document.

Required Student Resources

You will be required to obtain and have with you the following resources:

1. Suitable clothing and shoes in order to participate in confined space activities
2. Working pens and highlighters
3. A4 paper for taking notes

NOTE: All other learning and assessment materials will be provided to you FREE of charge by Intelligent Training Solutions Pty Ltd. Upon enrolment you will also be given the Confined Spaces learners guide which can be used by you as a student resource.

Student Resources Provided by Intelligent Training Solutions

The resources listed below will be provided to you by Intelligent Training Solutions to assist you with your participation in the course. You will have access to these resources throughout the course:

- Work methods statement for a task that is carried out in a confined space
- Confined spaces entry permits
- Emergency response plan
- OHS guidelines and WorkSafe Confined Spaces Compliance Code of Practice
- WHS guidelines
- Environmental management or protection plan
- Equipment fault report forms
- Breathing apparatus
- Consumables or replacement parts (example: filters)
- Gas atmospheric monitor
- PPE, hard hats or bump caps, safety vests, gloves, glasses, breathing mask with filters
- Rescue equipment (ropes, gotcha kit)
- Communication equipment – 2 x radios, rope line
- Barriers and signage

- Torch
- Ropes/lines
- Entry permits
- Cleaning equipment and product

On completion of your course

On the successful completion of your course you will also receive the following items from Intelligent Training Solutions Pty Ltd.

1. Lock-Out lock.
2. Credit card sized plastic card containing your name and your course information (with expiry dates) and a DRS ABCD action plan.
3. A4 Certificate.

Assessment

You will have **three** assessment tasks to successfully complete in order to be deemed competent in this unit and receive a certificate of completion. For this unit you have two practical assessment tasks and one knowledge based (written) assessment task. You will also be required to complete a formative assessment consisting of topic review questions. The review questions should be commenced in your personal study time. If you are unable to answer all the questions you will have an opportunity during the face to face session in which to completed any outstanding questions. Detailed information about you assessment tasks will be provided to you on the first day and can also be found on your Student Assessment Tool and within this document.

Unit Objectives / Learning Outcomes

By the end of this course you will have the skills and knowledge required to safely enter and work in confined spaces.

Pathways

You will be provided with advice on additional personal development and training options throughout the delivery of this course. This unit only generally does not lead into employment but rather is a condition of employment. IN accordance with the RII training package all RII units can be used as a point of entry into a RII qualification. ITS does not have any pre-arranged agreements with any TAFE/RTO or university.

Delivery Methods

The delivery methods involved in this unit are: Trainer led (face-to-face) delivery, Trainer led demonstration, Student led demonstration and student observation (Student-led learning). Support is provided by the trainer(s) / facilitator(s) for the duration of this course.

Trainer(s) / Facilitator(s) / Assessor(s)

For this course you trainer and assessor will be Martin Klein. Martin's contact information can be found on the front page of this document. Feel free to contact Martin with any questions you may have about this course or with any support you may need through the duration of this course.

Learning Environment

This course has been designed for both theory and practical sessions. Practical training may take place on a live work site or in a simulated environment. In the event that your employer prefers you to conduct your training on a live work site Intelligent Training Solutions will ensure you have properly been inducted on to the work site prior to the commencement of the course.

Security Arrangement

All Intelligent Training Solutions facilities are Class 9B certified in accordance with the National Construction Code (NCC) 2015. Student safety and security information can be found on building walls in the entrance or student administration area. For more information please contact Intelligent Training Solutions on 03 9351 1068.

Recognition of Prior Learning

You are able to have your competency from prior learning and work experience recognised in this unit through the following arrangements:

RPL will be offered to students by way of an assessment only RPL pathway as the requirements of this unit continually change in line with the OHS confined spaces code of conduct. It should be noted that the intention of this unit of competence as it sits in the code of practice for confined spaces is to update and refresh your knowledge on the subject matter, with this taken into consideration and discussed through industry consultation it has been determined that ITS will only allow RPL through a full assessment pathway.

Student Complaints and Appeals Process

Intelligent Training Solutions has a documented student complaints and appeal policy and procedure publicly available on the ITS website. To view this policy and procedure on student complaints and appeals click:

<http://www.its.vic.edu.au/wp-content/uploads/2015/06/ITS-Appeals-Policy-and-Procedure-2015.1.pdf>

Unit of Competence (Elements and Performance Criteria)

For a copy of the elements and performance criteria, required skills, required knowledge and critical aspects of assessment please refer to the RII Training Package Release 4. With the RII Training Package constantly under review and undergoing changes it cannot be included in this document. The RII Training Package can be found on the www.training.gov.au website or by clicking the following link:

<https://training.gov.au/Training/Details/RIIWHS202D>

Delivery and Assessment Plan - Summary

Sequence of Learning

The following information has been provided to you as a guide only. The tables below provide you with an overview of the topics that will be covered in each session lead by an ITS trainer/assessor. In the event you miss part of a training session you will be required to catch-up on the information missed in your own time, depending on the information missed you may also be advised to re-schedule your training.

Trainer Presentation:	<p>The following presentation will be used during the delivery of this unit. You can request a copy of this presentation from your trainer at any stage.</p> <ol style="list-style-type: none"> 1. RIIWHS202D Enter and Work in Confined Spaces
Learner Guide	<p>The following learner guide will be referenced during the delivery of this unit. You will be given a free copy of this learner guide from your trainer upon enrolment.</p> <ol style="list-style-type: none"> 2. RIIWHS202D Enter and Work in Confined Spaces
Required Software:	<p>This presentation is available from the ITS Servers and requires no software to run.</p>

Pre-Course Learning | Personal Study Component

Personal Study Component
<p>Time Allocated 14 Hours</p> <p>Environment Home</p> <p>Learning Prior to the commencement of the face to face sessions you will be required to read and interpret the RIIWHS202D Learner Guide provided to you upon enrolment. This information will provide you with the underpinning knowledge required to successfully participate in the face to face sessions.</p> <p>Assessment It is recommended that you attempt as many of the associated review questions prior to attending the face to face session. Any questions that you do not know the answers too will be covered in your face to face sessions. The review questions must be submitted to your trainer once completed or at the end of session two's trainer presentation.</p>

Delivery Session One

Session One

Delivery Method
Trainer-led delivery (Face to Face)

Hours
8.30am to 5.30pm

Time Guide: 8.30am to 9.00am
Housekeeping & Student Inductions

Time Guide: 9.00am to 9.15am
Trainers to hand out the Student Assessment for this unit

- Trainer to provide all students with a copy of the Student Assessment Tool
- Trainer to explain the requirements of the Student Assessment Tool.

Time Guide: 9.15am to 5.30pm

IMPORTANT

Breaks for morning tea, lunch and afternoon tea will be determined by yourself and your students.

Section 1 – Plan & Prepare for Work

1. Overview of Confined Spaces
2. What is a confined space
3. Different types of confined spaces
4. Determining what is a confined space.
5. Confined space hazards
6. Unsafe Oxygen Levels
7. Fires and Explosions
8. Atmospheric hazards
9. The effect of irrespirable atmospheres on the respiratory system
10. Other hazards
11. Workplace safety
12. Health and Safety Rules (OHS / WHS)
13. Technical and Safety Information
14. Get your work details
15. Reasons to enter a confined space
16. Work Method Statements
17. How to fill out a WMS
18. Duty of Care
19. Safety Data Sheets
20. Work Permits

21. Confirm the emergency response plan / protection plan

22. Stand-By Person

23. Isolate the confined space

Time Guide 12.30am

Section 2 – Prepare to Enter Confined Space

1. Select and Inspect Equipment

2. Tally

3. Guidelines (Not Regulations and Guidelines but rather Ropes/lines etc....)

4. Communication equipment

5. Lifting and lowering devices

6. Fire Fighting Equipment

7. Personal protective equipment

8. Respiratory Equipment

9. Self-Contained Breathing Apparatus

10. Breathing Apparatus Pre-Use Checks

11. Atmospheric Testing and Monitoring Equipment

12. Rescue Equipment

13. Report faulty equipment

14. Environmental Protection Requirements

15. Gain Access to the confined space

16. Atmospheric Testing

17. Dealing with unsafe atmospheres

18. Fit PPE

19. Prepare the confined space for entry

20. Hazard controls

21. Role of the entry control officer

Conclusion - Time Guide: 5.00pm to 5.30pm

During the conclusion, the trainer will recap the information presented and its importance in a real world situation. This is a great opportunity to ask any questions you may have not asked during the class.

If your trainer feels that you would benefit from additional underpinning knowledge they may choose to provide you with extra reading materials or reference materials to assist you with gaining the required knowledge. You will also be provided with verbal feedback on you progress. If you wish to receive additional feedback based on any concerns you may have you can ask to stay after class and speak with the trainer.

Delivery Session Two

Session
Two

Delivery Method
Trainer-led delivery (Face to Face)

Hours
8.30am to 5.30pm

Time Guide: 8.30am to 8.45am
Welcome and Housekeeping

Time Guide: 8.45am to 5.30pm

Trainer to commence with the presentation for this unit. The trainer should display the presentation on the data projector for the class while having this document available to them to follow.

Section 3 – Enter and Work in Confined Spaces

1. Enter the confined space
2. Maintain communication with the stand-by person
3. Work in the confined space
4. Dealing with new hazards
5. Emergency procedures
6. Exit the confined space
7. Remove and close your breathing apparatus
8. Inspecting and cleaning up
9. Maintain tools and equipment
10. Remove hazard controls and securing access
11. Complete documentation
12. Report an issues

Time Guide 11.30am

Student Practice Session (11.30am to 2.30pm)

STUDENT NOTES

Once all the topics have been covered you are encouraged practice the skills and knowledge learnt. You should practice entering and working in a confined space, rescue procedures, communication techniques etc... ahead of the student assessments in the afternoon.

Activities to Practice: Using the skills and knowledge you have learnt you may choice to focus on what you believe your weaknesses may be and direct your activates towards bridging any training gaps. Below are only a few suggestions that can be used during this practice session.

Activity Suggestions:

1. Entering and Working in Confined Spaces
2. Communication techniques (radio and backup rope method)
3. Rescue procedures
4. Inspecting PPE
5. Using and inspecting breathing apparatus
6. Erecting signs and barriers
7. Preparing work site
8. Completing documentation
9. Reporting issues

10. Cleaning equipment

Time Guide 2.00pm – Student Assessment

STUDENT NOTES

The following information is provided to you as a guide only. It provides you with an overview of the assessment process. Please note detailed information regarding the assessment procedures and required outcomes will be found on your Student Assessment.

Assessment Task 1 – Written Assessment (Time 2.00 to 3.15pm)

Assessment Task 2 and 3 – Practical Assessment (3.30pm to 5.30pm)

Practical Assessment Timeline:

3.30pm to 4.00pm - Student 1 (Student 2 to play the role of the stand-by person)
 4.00pm to 4.30pm - Student 2 (Student 1 to play the role of the stand-by person)
 4.30pm to 5.00pm - Student 3 (Student 4 to play the role of the stand-by person)
 5.00pm to 5.30pm - Student 4 (Student 3 to play the role of the stand-by person)

Time Guide: 5.30pm

Conclusion

Student Support

The following support is available to you during your time with Intelligent Training Solutions. Intelligent Training Solutions prides itself on the support and customer service it provides to its students. If you require any assistance please do not hesitate to contact us.

For this unit, student support will be offer in the following methods:

1. Live video conferencing using either Skype or GoToMeeting. This is ITS P/L's preferred method of support.
2. Face to face, by appointment
3. Telephone or email (03 9350 7420 or info@its.vic.edu.au)

Please note that any questions asked during the support period may be posted to the entire class in order to ensure that every participant is receiving the same information from the trainer.

Language, Literacy and Numeracy Support Options

There is no mandated entry requirements (LLN or other) for this unit. Intelligent Training Solutions will implement the recommendations provided by industry and the RII companion volumes. All participants will need to have LLN skills equivalent to ACSF Level 2 as the information presented together with the assessment requirements within this course will require the participants to demonstrate written and oral responses. In order to assist both the enrolling officer and the participants in making a decision to determine if enrolment is right for them, ITS will administer a LLN indication assessment to assess the LLN skill level of the participant. If you wish to indentify your own LLN ACSF level you can access this LLN tool online by clicking: <http://ln.safework.com.au/>

Assessment Plan

Detailed information on the Assessment Tasks for this unit will be found in your Student Assessment Tool for this unit.

There are three assessment tasks for this unit. All tasks must be successfully completed for you to demonstrate competency. Unless stated otherwise, the due date for an assessment is the date when the assessment item must be received by the teacher. This can be found on your course timetable.

For information on due date extensions, late submission of assessment, Recognition of Prior Learning (RPL), credit transfer and reassessment please download the ITS Information Handbook located on our website www.its.vic.edu.au or contact Cameron Gutterson on 0412 793 655 | cameron@its.vic.edu.au.

Assessment Table

COMP (20)	Competent (Successfully Completed)
NYC (30)	Not Yet Competed
NA	Not Assessed
WNA	Withdrew Never Attended
WAI	Withdrawn Assessment Incomplete
W	Withdrawn