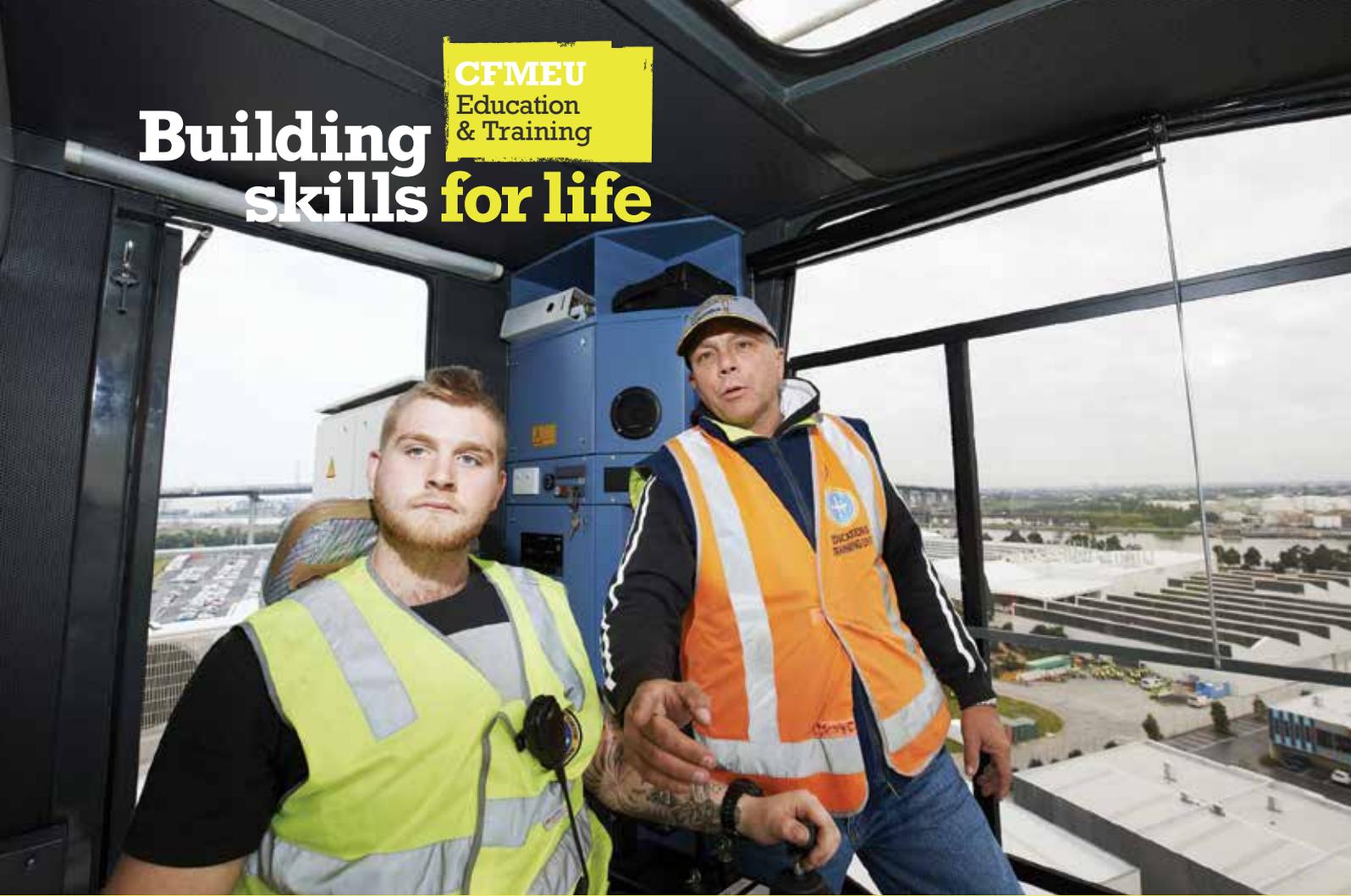


**Building  
skills for life**

**CFMEU**  
Education  
& Training



# DARE TO LEARN

**Course Pathways Guide**





**The CFMEU Education and Training Unit** has been successfully training building workers since 1993, so we have loads of experience in knowing how you like to learn and what training maximises your chances of a rewarding career in construction.

We offer a range of courses in high risk work, occupational health and safety, representation and trades training. Our high risk work and trades-related courses involve hands-on skills development and demonstration. Our certificate and diploma courses, (WH&S and workplace training), while building vocational skills, also focus on developing strong communication and advocacy skills through problem solving, group work, presentations and written tasks.



All our courses are written specifically for the building industry, and involve face-to-face learning with lots of interaction and discussion. This way you get to learn and mix with like-minded people from a similar background to you. The learning environment also enables you to share your experiences with other workers and learn from each other as well as from your teacher or trainer.

Our courses also develop skills in language, literacy and study techniques. So if you left school years ago and you're worried about your reading, writing or learning skills, our training helps build these skills through presentation and practice and, where required, additional one-to-one support. If English is not your first language we have specialist teachers who can provide language support while you're studying. The CFMEU also regularly delivers white card courses in Mandarin and Dari using interpreters and an experienced trainer.



Have a look at our suggested pathways in this course guide and talk to our teachers and trainers if you have more questions.

Dare to learn!

# Getting started

## What do I have to do to get my safety boots in the door?

The CFMEU Education & Training Unit has loads of experience in setting workers on the right training path to a fulfilling career in construction. Whether you're new to the industry, want to do a trade, wish to up-skill, do general or specialist skilled labouring or become an WH&S advocate, we can help you out.

**I'm interested in being a general labourer**

**WHITE CARD**



**FIRST AID**

**TRAFFIC CONTROL**

**EXPLOSIVE POWER TOOLS**

**FORKLIFT**

**ELEVATED WORK PLATFORM**

**PERSONNEL HOIST**

**ASBESTOS REMOVAL**



**GENERAL LABOURER**





**You've gained some industry experience and got some tickets under your belt and want to get into specialist skilled labouring. Have a look at our pathways towards high risk work licences or other labouring classifications.**

## Pathways for high risk work licences/ specialist skilled labouring

**T**he CFMEU has recently opened a high risk work training centre at Wharf Road, Port Melbourne, across the road from our Sabre Drive training facilities. We've also invested in both a tower and mobile crane. As a result we're now able to offer training leading to high risk work (HRW) licences in a range of areas. You must be at least 18 before you qualify for a HRW licence.

If you're interested in doing scaffolding, rigging or dogging, contact the union and arrange a learner's permit. You can do any type of licensed high risk work without the licence as long as you're directly supervised by someone who holds the licence. Read the descriptions below of the various jobs in construction that involve high risk work and what training you'll need to get there. Our courses coupled with your on-site experience will set you on track. Note that all our courses involving high risk work licences incorporate a work safely at heights ticket.



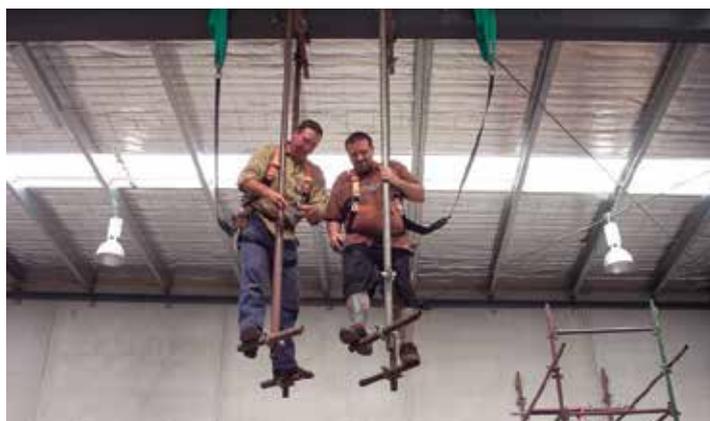
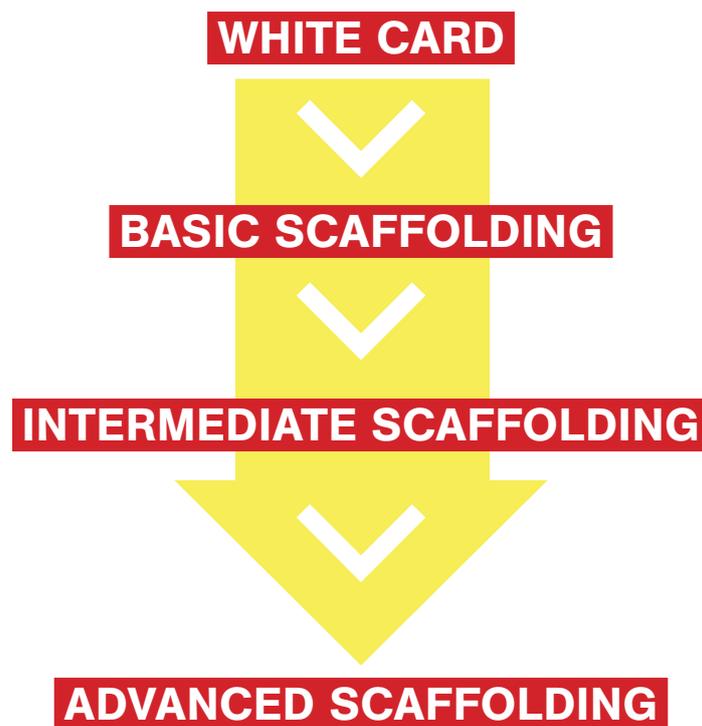
## I want to be a scaffolder

Scaffolding is a very technical area of labouring as well as being hard work. Like all high risk work you'll need to verify that you have experience on the job. If you wish to move onto the intermediate and advanced scaffold levels you'll also have to demonstrate you have experience in these areas before you can be assessed.

To get you started we can provide you with a learner permit and log book to record your hours of experience in erecting, altering and dismantling scaffolding. This enables you to work in a team and clock up the hours on the tools that you need to become a competent scaffolder.

If you've already been scaffolding for a while, we can simply get a letter from your employer stating your experience. Following the basic licence, you can progress to both intermediate and advanced scaffolding. The advanced level has many similarities to rigging so you may be able to move down that path later on.

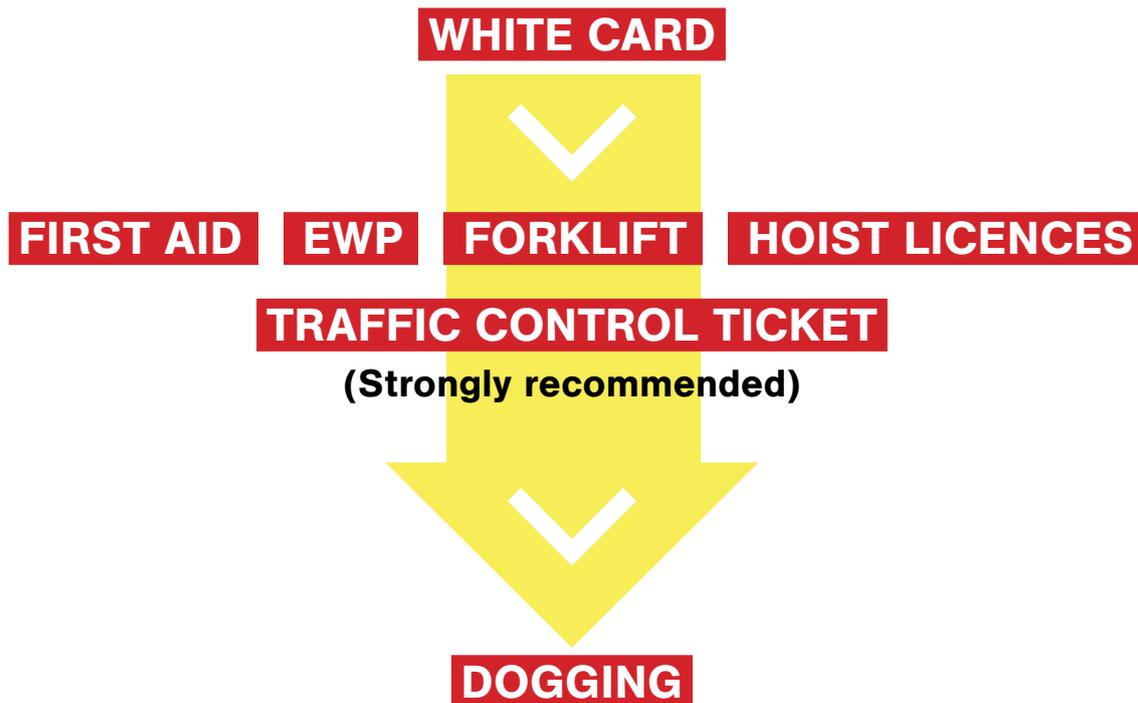
### SUGGESTED PATHWAY



## I want to be a dogman

After you get your white card we recommend you get a few tickets under your belt: first aid, traffic control, EWP and forklift are all useful skills for dogging. Then you'll need to get some experience on the job working with a crane crew. Dogging is also a must if you want to eventually get into rigging and is a great stepping stone for the crane industry.

### SUGGESTED PATHWAY



*“I started doing courses after I got injured in a site accident. I used the time to go back to school and get tickets to improve my employment prospects in the industry. The facilities are modern and excellent and the trainers are very knowledgeable, have vast industry experience and especially make the students more aware of safety.”*

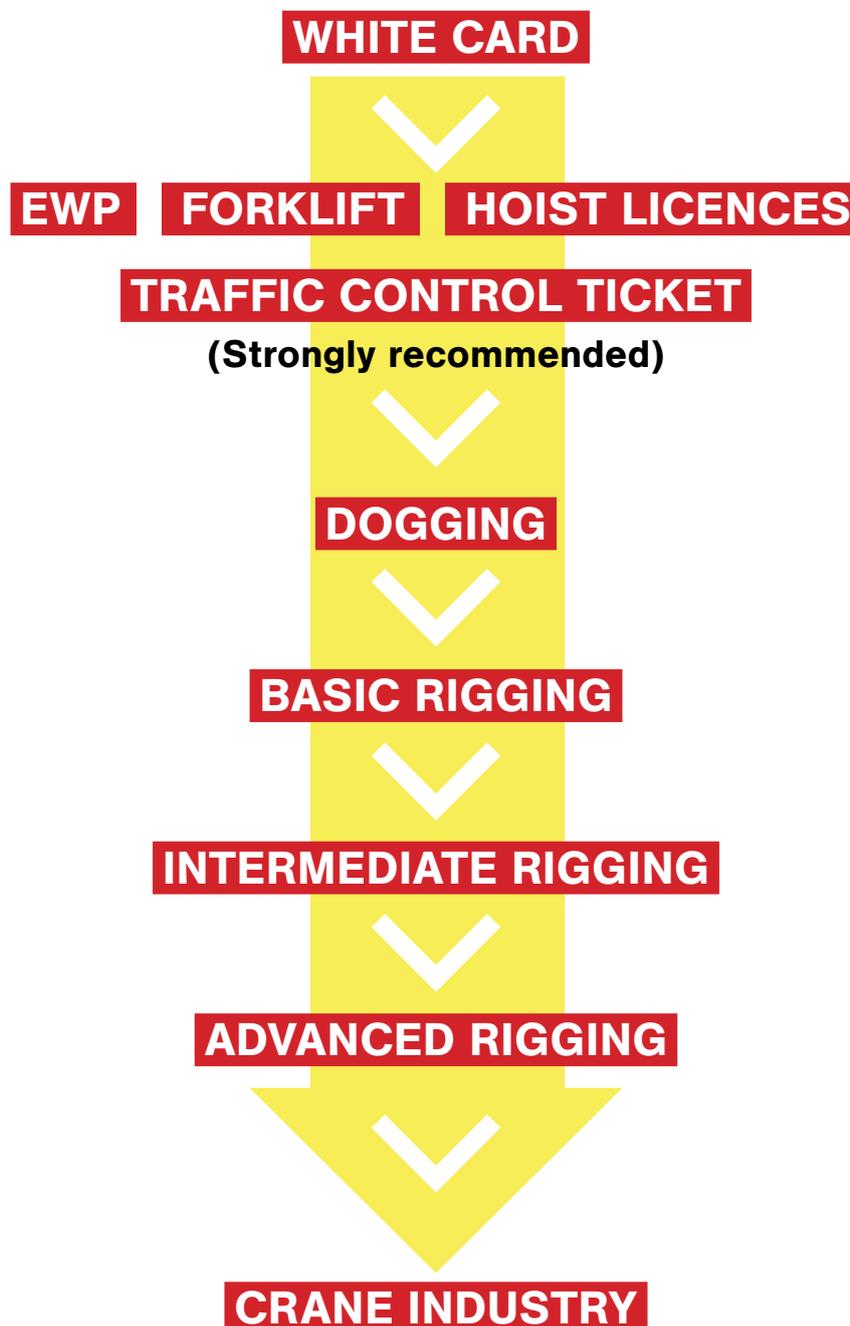
**Peter Quinn**

## I want to be a rigger

More often than not rigging involves the use of cranes and shifting loads. So if you don't have a dogging licence, you'll need to complete a dogging course. If you want to gain the basic rigging licence you'll need to verify that you have experience on the job. If you wish to move onto the intermediate and advanced rigging levels you'll also have to demonstrate experience in these areas before being assessed.

After you've gained your white card and clocked up hours on the job we suggest you get your dogging licence and then try and get work in the rigging industry. We also strongly recommend that you get your EWP, forklift and traffic control tickets as these are common skills for a rigger. Rigging is also a great stepping stone for the crane industry.

### SUGGESTED PATHWAY



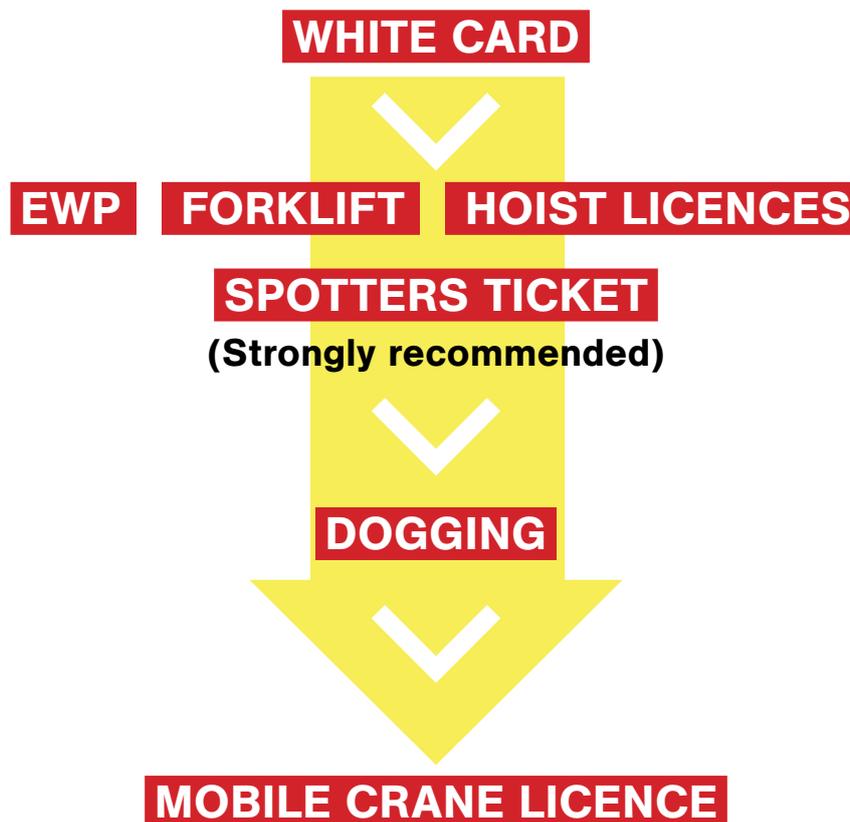
## I want to operate a mobile crane

As always if you're just starting out the first step is to get the white card. Then you'll need to verify that you have experience on the job. This is great preparation as you'll always be working in a team and you can get the valuable on-the-job experience needed to become a competent operator.

We strongly recommended that you start with smaller pieces of plant such as EWPs & forklifts as these are quite often used by mobile crane crews. The traffic control and spotters tickets would also be an advantage in gaining work in this area.

Once you've gained some experience around cranes and have the EWP & forklift licences, we then suggest that you get the dogging licence. Mobile crane operators need to be certain that the loads they're lifting are attached correctly so the dogging licence would be a great advantage.

### SUGGESTED PATHWAY

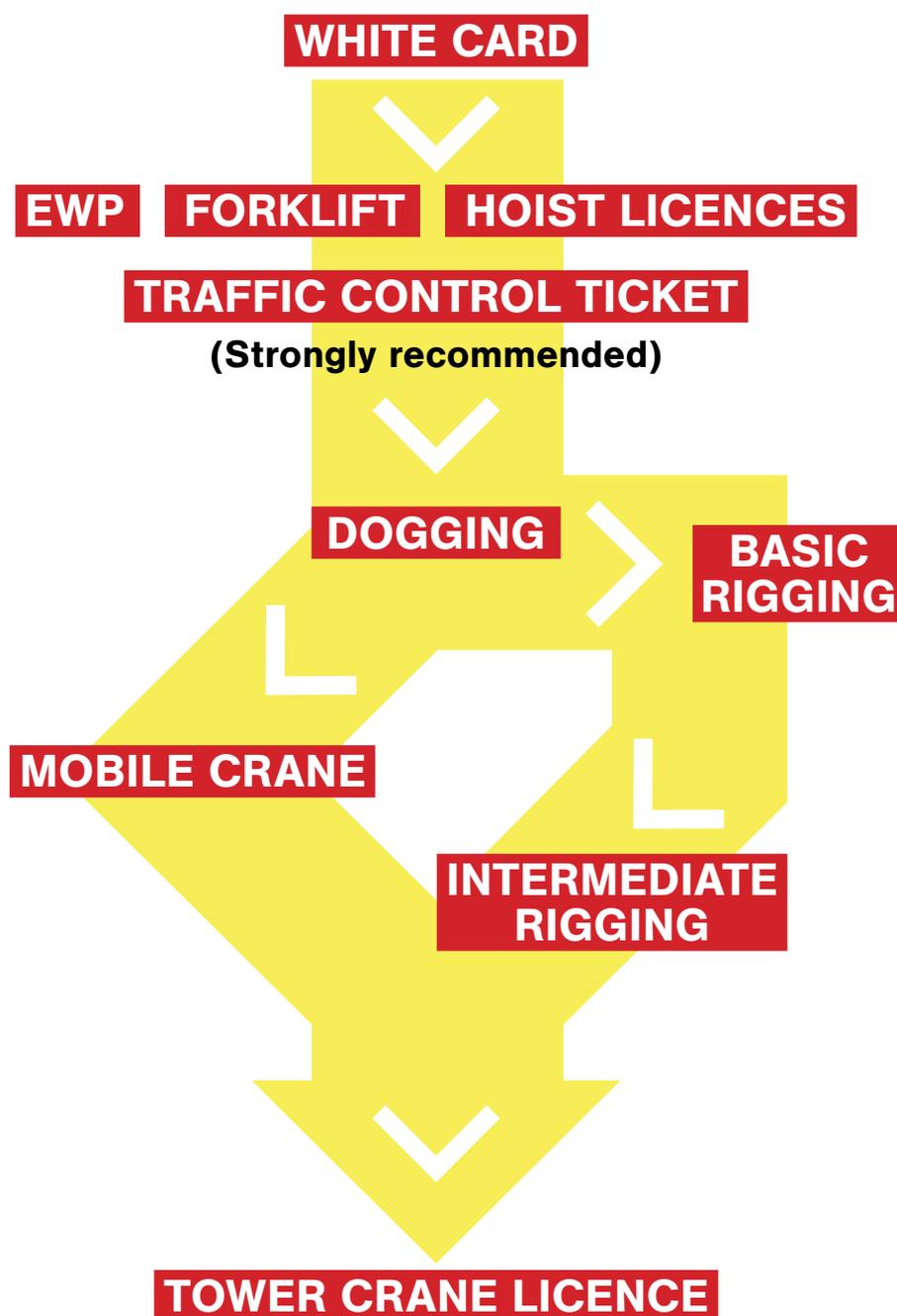


## I want to operate a tower crane

If you want to become a tower crane operator you'll need to verify your experience on the job. You can gain experience by being part of a tower crane crew on-the-job or operating mobile cranes on site.

We recommend the same path as mobile cranes and suggest you start with smaller plant such as forklifts & EWPs. This coupled with the traffic control ticket enables you to build up your skills and experience. From there we recommend that you gain plenty of experience working in either a mobile or tower crane crew. Once you've gained some experience around cranes and have the EWP & forklift licences, we recommend that you get the dogging licence.

### SUGGESTED PATHWAY



# Pathways in specialist skilled labouring

**I want to be a concreter, steelfixer, post tensioner or demolition worker**

If you're interested in these areas of specialist skilled labour we offer the Certificate II in Construction which is the foundation for the skills required at certificate III level. Most of the skills at certificate III level are currently learnt on the job but we'll be working with employers to get some formal training. We already offer some of the specialist areas in certificate III, for example asbestos removal, which forms part of Certificate III in Demolition.



## I want to do a trade

If you're new to the building industry and want to do a trade but you're not quite sure which trade, it doesn't matter as the pathway is the same whether you want to be a carpenter, bricklayer, plasterer, tiler or other trade. If you've done VCAL or a VET in schools program, this will provide you with some credit towards the pre-apprenticeship/ Certificate II in Construction.

The CFMEU currently offers some courses which form part of the Certificate II in Construction for example: reading construction drawings, laser, limited height scaffolding, set out and explosive power tools. We can also do skills recognition at certificate III level for workers who are already in the industry and have gained skills and experience on the job.

### SUGGESTED PATHWAY

#### **PRE-APPRENTICESHIP/CERTIFICATE II IN BUILDING AND CONSTRUCTION**

**(Reading construction drawings, laser, limited height scaffolding, set out, explosive power tools)**



#### **APPRENTICESHIP**

**Involving on- and off-the-job training  
(carpentry, bricklaying, tiling, plastering etc)**



#### **SPECIALIST TRADES**

**(Refractory bricklaying)**



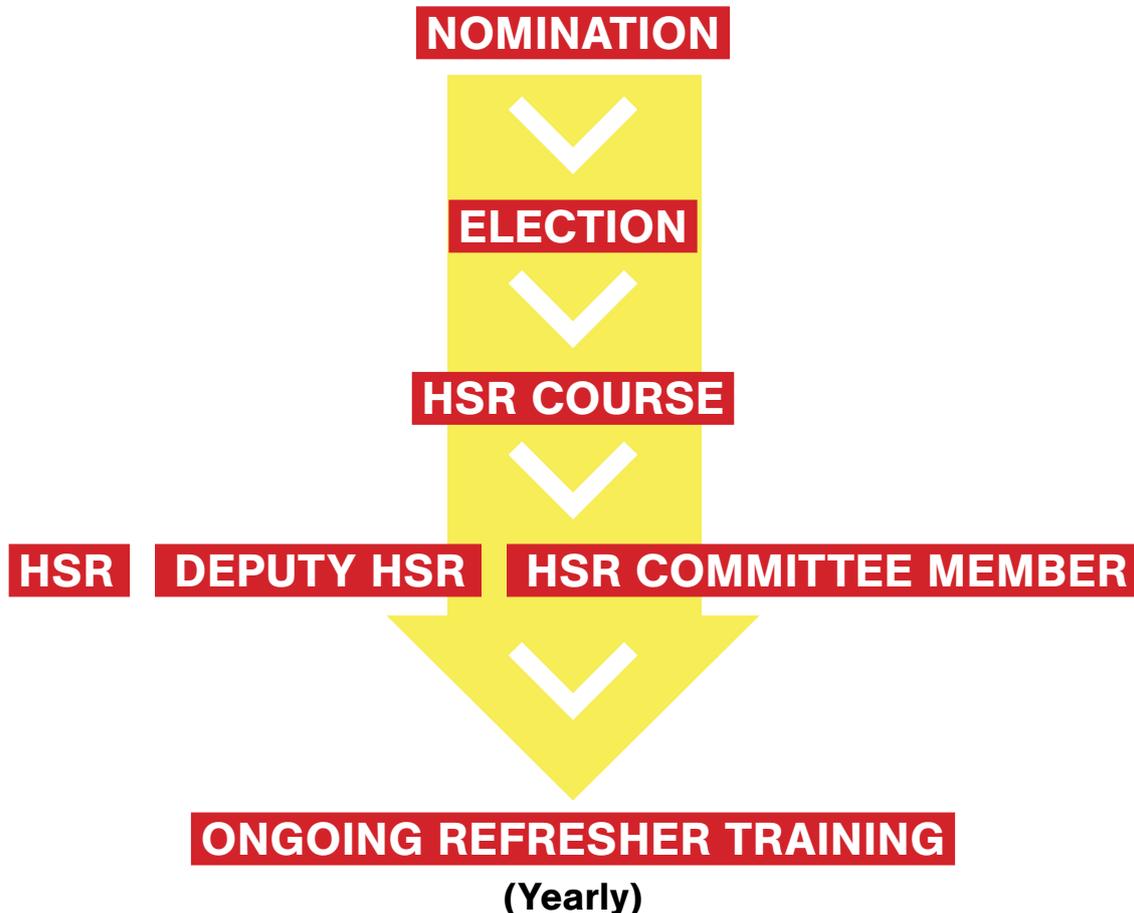
# Pathways in occupational health & safety and representation

**A**s you know the building industry is a high risk industry and workplace safety is a huge part of our working lives. The CFMEU offers a range of WH&S courses leading to various jobs in the industry. After doing the construction industry induction (white card) you can do further training in WH&S depending on whether you just want basic knowledge and skills to work more safely, or whether you want to get involved in a safety committee or be an HSR rep or safety officer.

**Have a look at the WH&S pathways below to help you choose the training that is best for you.**

## I want to be a health and safety representative (HSR)

If you're passionate about safety and want to represent your mates on site around health and safety issues, you should nominate to be a health and safety rep. If you get elected you're entitled to initial training in WHS under section 67 of the OH&S Act 2004. The training will teach you about the law and the role, powers and entitlements of HSRs and, more importantly, how to effectively represent other workers on the job around safety matters.



## I want to work in OH&S

**C**ertificate III in WH&S is a great course for consolidating your WH&S knowledge and developing skills in written and verbal communication. It is an ideal starting point for reps and workers who are returning to study after a long absence. The course focuses on improving reading, writing and study skills in the context of health and safety.

### HSR COURSE

### CERTIFICATE III IN WH&S

### HSR DEPUTY HSR HSR COMMITTEE MEMBER

#### Leads on to Certificate IV

**C**ertificate IV follows on from certificate III and provides HSRs with in-depth knowledge of WH&S and fosters skills in policy implementation and consultation. The course also further develops the writing skills that are required for WH&S roles on site.

### CERTIFICATE IV IN WH&S

### HSR DEPUTY HSR HSR COMMITTEE MEMBER

#### Ideal preparation for the Diploma of WHS

**T**he Diploma of WH&S is designed for workers who have a major role in WH&S in the workplace. The course involves detailed theory regarding the coordination of WH&S management systems on site. You'll learn about all the components of an WHS safety management system and how safety should be integrated into all aspects of any workplace (human resources, quality control etc).

### DIPLOMA OF WORK HEALTH AND SAFETY

## I want to be a workplace trainer

**H**ad enough of working on the tools? Think you'd be good at passing on your expertise and wisdom to the young blokes coming into the industry? The Certificate IV in Training and Assessment literally teaches you how to teach! So if you've had enough of building scaffolds, labouring or being a chippie perhaps you can turn your hand to teaching others your trade or skills. You'll learn how to train and assess workers against industry standards, put a learning program together and you'll gain the expertise to advise others of what training they need for jobs in construction. Skills in training and assessment greatly complement WH&S skills and many employers are now seeking workers with qualifications in both areas.

### CERTIFICATE IV IN TRAINING AND ASSESSMENT



**TRADES TRAINER**

**WH&S TRAINER**

**(For those who also follow the WH&S pathway)**

**ON-SITE TRAINING OFFICER**

**WORKPLACE ASSESSOR**

### DIPLOMA IN VOCATIONAL EDUCATION AND TRAINING

**T**he diploma is suitable for workers who have completed the Certificate IV in Training and Assessment and who have started a career in training. For those who are either working as a trainer, assessor or designing learning programs this course will take your skills to the next level.

*“After 35 years in the building trade I found myself back in the classroom. At first I had doubts in my abilities to study; however with a lot of encouragement and support from the training unit I am amazed how far I have come and how much I have enjoyed the challenge. I have just finished my Cert IV in Training and Assessment and am close to finishing my Cert IV in WHS. Thankyou to the CFMEU Education and Training Unit.”*

**David Hancock**

## Computer skills

**W**hether you're going down the WH&S path, the trainer path or you just need to update your resume, computer skills are invaluable. If you're still handwriting your homework, haven't worked out how to use email or the internet or if you're one of those people who've never switched on a computer, we have the perfect introductory course for you. Don't be intimidated, these classes are small, friendly and popular so bookings are essential.

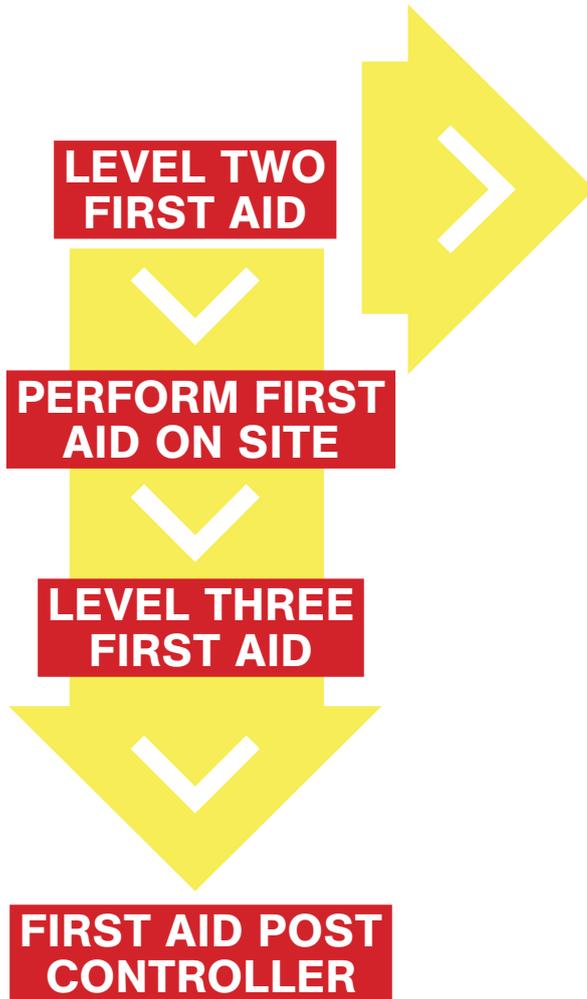
***“We highly recommend the course for anyone wanting to catch up with the times or refresh their skills — especially if you're sick of asking your kids for help. It's more interesting than you expect, you learn new stuff everyday and us guys even stayed back after class talking about what we're doing the next week!”***

**Rob Taylor, Howard Fisher & Renato Bergamin**



## I want to be a first aider

Basic first aid skills are essential in the construction industry as even in the most safety conscious workplaces there are incidents and injuries. Larger commercial sites have workers whose primary role is first aid. If you think you're cut out for that you will need to get your advanced first aid ticket (level 3) but the first stage is level 2.



## CONFINED SPACES TICKET



*“First aid training has changed my life. I am more confident at work and feel if anything went wrong I would know what to do. As a family man I feel my first aid skills are even more useful. To not be able to help a family member would be terrible, but by knowing how to help my family is a great peace of mind.”*

**Dominic Frisina**



# Pathways in the union

## I want to be a shop steward/union delegate

If you're interested in representing your workmates on site around industrial issues and getting involved in the union you should put your hand up to be a shop steward. If you're elected by your workmates you'll then do our delegates course. Here you'll learn about compliance related to awards, enterprise bargaining agreements (EBAs), superannuation and you'll gain the skills and knowledge you need to represent your workmates and protect our hard-fought conditions.



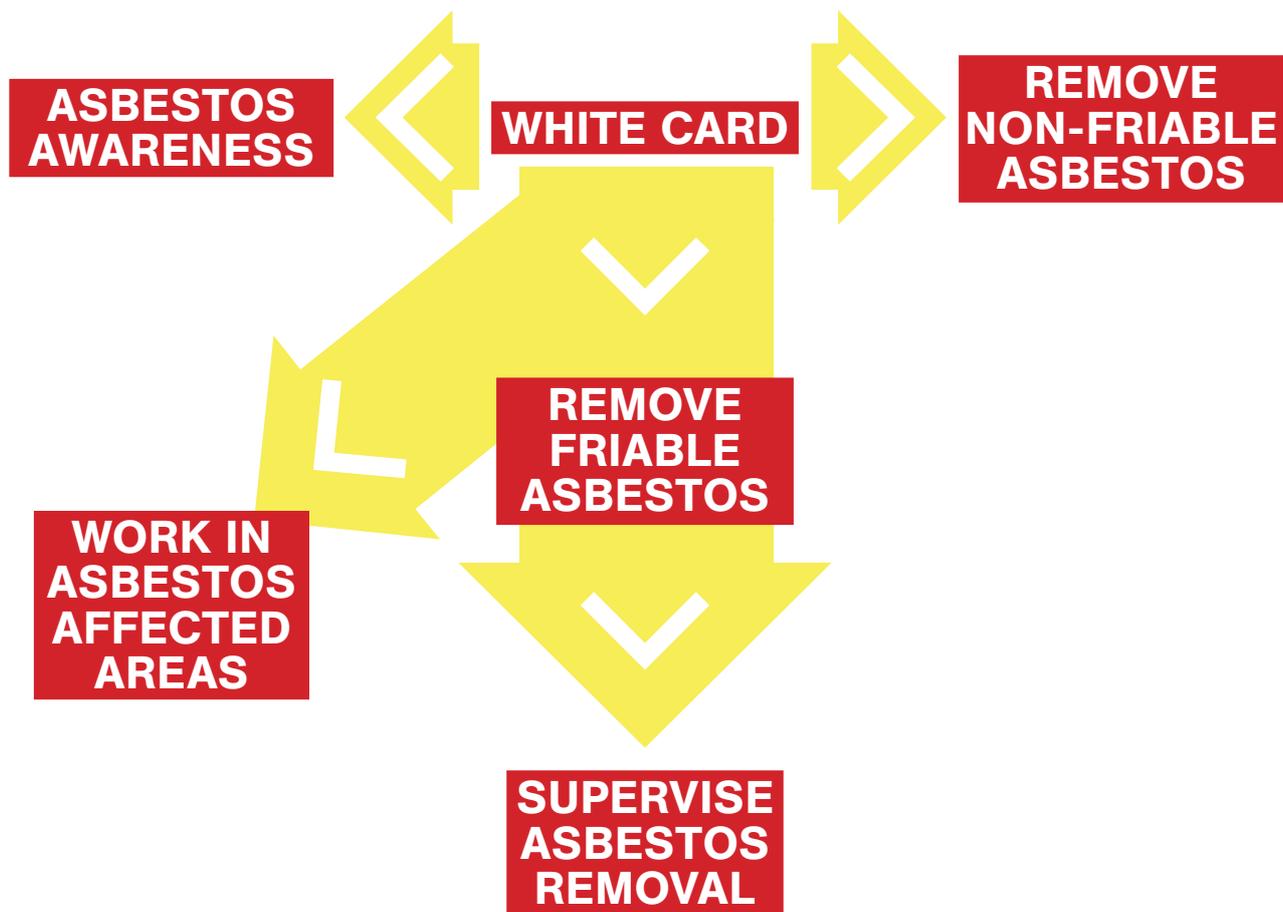
# Pathways in asbestos handling

## I want to work in the asbestos industry

There are various pathways you can take if you're interested in getting involved in the asbestos side of things. For some workers it might be simply a matter of learning a bit more about the deadly fibre and what to do if you come across it on site. These questions are answered in our asbestos awareness course. For those who want to get a qualification and work as an asbestos removalist with a licensed asbestos removal company, we offer training in the removal of both friable and non-friable asbestos.

We also provide training for workers who are not trained in asbestos removal but may be required to work inside a contaminated area to carry out essential routine maintenance for example. In addition we offer training for those required to plan for and supervise the removal of asbestos. With all asbestos-related training the industry induction (white card) is a pre-requisite.

### SUGGESTED PATHWAYS





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