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Welcome to your training program!

Thank you for participating in John Holland’s training activities!

John Holland provides accredited and non-accredited training. Accredited training is recognised by all organisations and industries across Australia; non-accredited training is recognised by some organisations and industries.

Accredited training is managed by John Holland Rail Training in partnership with an external Registered Training Organisation, Accell Pty Ltd. Provider No: 32213

Accell Pty Ltd and John Holland Rail Training deliver nationally accredited training in Rail, which include the following qualifications and units of competency.

- TLI21311 Certificate II in Rail Infrastructure
- TLI31811 Certificate III in Rail Track Surfacing
- TLI32211 Certificate III in Rail Infrastructure
- TLIB3102 Adjust rail
- TLIC2054 Access rail to run track vehicle within defined worksite
- TLIF1002 Conduct housekeeping activities
- TLIF2006 Apply accident-emergency procedures
- TLIF3013 Coordinate breakdowns and emergencies
- TLIG3002 Lead a work team or group
- TLIS2013 Install minor structures
- TLIW0036 Apply electric welding process to rail
- TLIF2018 Operate Fire Fighting Equipment
- RIIMPO301C Conduct hydraulic excavator operations
- RIIMPO304B Conduct wheel loader operations

A complete list of Accell Pty Ltd’s scope of registration can be viewed on the National Register on the VET website www.training.gov.au
About your training

How to get the most out of your training

1. Preparation
   Prepare yourself; complete all pre-work that may be required prior to attending a training session. Remember to bring all training materials to each session.

2. Listen
   Listen carefully to what is being explained. If you do not understand or you are unsure, ask questions, or ask for it to be repeated.

3. Observe
   Watch when tasks are being shown, and take note of how it is being done. Again ask for help if you need it, and ask your trainer for examples. Use your work books, to see if they have examples in them.

4. Ask questions
   Don’t be afraid to ask any questions. Remember – the only silly question is the one you did not ask.

   Don’t be afraid of feedback, this will help you and your supervisor know how you are progressing.

5. Do
   Active learning is “having a go” yourself. Don’t worry if you make mistakes, we all do. Keep trying.

6. Respect
   You have the right to a safe and engaging learning environment. Respect the opinions of others and support the learning of all those involved.
Participant Rights and Responsibilities

You have the right to…

- high quality training that is relevant to you
- a training environment free from harassment
- access and equity within the training environment
- an opportunity to explore and develop options
- the opportunity to receive Recognition of Prior Learning (RPL)
- appeal assessment decisions
- access your records
- privacy and confidentiality

Your responsibilities are…

To adhere to the following Participant Code of Conduct before, during and after sessions (including breaks)

Participant Code of Conduct

1. Regular and punctual attendance
   - arrive on time to training sessions
   - advise in advance of known absence, lateness or early departure
   - explain absence to trainer on arrival/return to classroom

2. Completion of all assessment tasks by the due date
   - contact the trainer between sessions if experiencing difficulty with assessment tasks

3. Responsible, respectful and cooperative behaviour
   - treat all training staff and fellow participants in a respectful manner
   - respect the property of other people
   - comply with reasonable requests from the training staff
   - avoid disrupting/interrupting others
   - switch mobile phones to silent or vibrate during training sessions
   - no form of bullying, harassment or discrimination will be tolerated
4. Preparedness to work effectively in training sessions
   - participate in all activities to the best of your ability
   - bring all necessary materials to training sessions

5. Safety considerations
   - at all times comply with John Holland’s WHS policies and procedures

Employees in breach of the Participant Code of Conduct may face disciplinary action. Non John Holland participants in breach of the Participant Code of Conduct may be asked to leave the course.

Competency Based Training

Overview
Competency Based Training (CBT) focuses on what you are expected to be able to do in the workplace as opposed to just having theoretical knowledge. An important characteristic of CBT is that it is focused not only on the actual jobs that are required in the workplace, but also the ability to transfer and apply skills, knowledge and attitudes to new situations and environments.

Training Delivery
John Holland Rail Training provides flexible delivery of courses depending on the participant’s needs. Where training and assessment is wholly or partly delivered “on the job”, your supervisor will be aware, and training, assessment and any meetings will be conducted at a time that suits all involved.

What is Assessment?
Assessment is the process of collecting evidence that demonstrates your ability to perform a task or have the required knowledge and attitude to perform the task to achieve the recognised minimum industry standard.

You and your supervisor (where applicable) will be informed of the context, purpose and process of the assessment.

This will include but will not be limited to information regarding assessment methods and alternative assessment methods (if required) to accommodate individual needs or circumstances.

Types of Assessments
Up to three methods of assessment will be conducted for each competency. Some of the methods are:
1. **Observation**: where you will be observed performing a series of tasks a number of times to determine their competency;

2. **Verbal question and answers**: where you will be questioned to determine the depth of your understanding of the process to ensure that you are competent; and

3. **Written assessment**: where you will be given the opportunity to demonstrate your competency through:
   - written reports;
   - the completion of forms;
   - case studies;
   - short answer questions; and
   - multiple choice questions.

All assessment tasks will consider any language, literacy or cultural issues related to the task.

Upon completion of your assessment you will either be assessed as:

- **Competent**: which means you can demonstrate the required skills and knowledge; or
- **Not Yet Competent**: which means you have not yet been able to demonstrate the required skills and knowledge and will need further training and/or practice before you are given the opportunity to be re-assessed.

**Concerns about your assessment**

Participants that are concerned about their results or the process in which their assessment took place should first raise the issue with their assessor. If the matter is not satisfactorily resolved the matter will be dealt with in accordance with the RTO (Accell Pty Ltd) Complaints and Appeals Policy.

**I already have some qualifications**

Credit Transfer is the process of granting you credit for accredited study you have previously completed. John Holland Rail Training and Accell Pty Ltd (the RTO) has a mutual obligation to recognise all Australian Qualifications Framework (AQF) credentials and Statements of Attainment issued by another RTO.

In order to be granted Credit Transfer, you must provide John Holland Rail Training and Accell Pty Ltd RTO with a colour copy of their Certificate and Statement of Attainment prior to commencement of the unit(s). You must have obtained a pass or been deemed competent in order to be granted credit transfer.
Where the previously attained qualification does not meet AQF requirements, you will be directed to either apply for Recognition of Prior Learning (RPL) or undertake a competency assessment.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning is the process of equating an individual’s prior learning to the learning outcomes/units of competency offered by a training organisation. It is available to all participants enrolled in a nationally accredited training program and may have been attained through work experience, life experience or previous studies.

What is involved?

As part of the RPL assessment your existing skills and knowledge will be assessed against a range of industry standards by a qualified assessor. John Holland apply an assessment only pathway approach to RPL whereby you will be asked to demonstrate your competency by undertaking theoretical and practical assessments under the guidance of your trainer. Potential participants will be subject to the eligibility criteria prior to commencing.

How do I apply for Credit Transfer or RPL?

If you wish to apply for either Credit Transfer or RPL, your Training Coordinator will be able to provide you with the relevant application form.

Issuing of Certificates and Statements of Attainment

As the RTO, Accell Pty Ltd will issue a qualification or Statement of Attainment to a participant upon successful completion of all required assessment tasks within 30 calendar days of being assessed as competent provided Accell Pty Ltd has successfully:

- obtained a Unique Student Identifier (USI) from the USI system (if you wish for John Holland Rail Training and Accell Pty Ltd (RTO) to apply on your behalf); and
- validated a USI provided by you.

Unique Student Identifier (USI)

The Student Identifiers Act 2014, which passed in June 2014, requires all participants undertaking nationally recognised Vocational Education and Training (VET) after 1 January 2015 to have a Unique Student Identifier (USI). A USI gives you access to your online USI account which is made up of ten numbers and letters. A USI account will contain all of a participant’s nationally recognised training records and results from 1 January 2015 onward.
You must have a valid USI to receive your statement of attainment or qualification. If you do not hold a valid USI, John Holland Rail Training and Accell Pty Ltd RTO, with your consent via the Training Enrolment Form, will be able to request a USI on your behalf. John Holland Training will require you to supply information from an Australian form of Identification (ID). IDs can be any of the below:

- Driver’s Licence;
- Medicare Card;
- Australian Passport;
- Visa (with non-Australian Passport);
- Birth Certificate (Australian);
- Certificate of Registration by Descent; or
- Citizenship Certificate.

If you do not have access to one of the above forms of ID, or where information from that ID document is not accepted by the Government’s Document Verification Service, please advise John Holland Rail Training.

If Accell Pty Ltd applies for a USI on your behalf, you will receive a notification via your chosen method of communication (email, mobile or mail) providing you with your USI and asking you to activate your account. At the same time, the USI System will provide Accell Pty Ltd with your USI.

If you do not wish to provide Accell Pty Ltd with consent to request a USI on your behalf, you can create your own USI via the www.usi.gov.au website. Once you obtain your USI, we request that you provide this to John Holland Rail Training so that a statement of attainment or qualification can be issued to you upon successful completion of a course.

If you have a valid USI prior to enrolling with John Holland Rail Training, we request that you provide it to the John Holland Rail Training Team for verification.

**USI Privacy Notice**

You are advised and agree that you understand and provide your consent that the personal information you provide in connection with an application for a USI:

- is collected by the Student Identifiers Registrar for the purposes of:
  - applying for, verifying and giving a USI;
  - resolving problems with a USI; and
  - creating authenticated vocational education and training (VET) transcripts;
- may be disclosed to:
  - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
education related policy and research purposes;
to assist in determining eligibility for training subsidies;
VET Regulators to enable them to perform their VET regulatory functions;
VET Admission Bodies for the purposes of administering VET and VET programs;
current and former Registered Training Organisations (RTOs) to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
schools for the purposes of delivering VET courses to the individual and reporting on these courses;
the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
researchers for education and training related research purposes;
any other person or agency that may be authorised or required by law to access the information;
any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
will not otherwise be disclosed without your consent unless authorised or required by or under law.

Further USI Privacy information is detailed on the Student Identifiers Registrar’s Privacy Policy found at:


This document contains information about how you may:

• access and seek correction of the personal information held about them; and
• complain about a breach of privacy and how such complaints will be dealt with.
John Holland Rail Training Policies and Procedures

John Holland Rail Training endeavours to ensure that its participants are treated fairly and enjoy their training experience. To ensure you get the most out of your training, the following information is provided.

Access and Equity

John Holland Rail Training will use its best endeavours to promote a fair and equitable environment for all clients and staff that is free from discrimination, harassment and vilification.

Training and assessment services are available to all clients regardless of ethnicity, gender, age, marital status, sexual orientation, physical or intellectual impairment.

Sexual harassment is illegal, and will not be permitted in the workplace, or in the training environment.

John Holland Rail Training will treat every client fairly and without discrimination.

Complaints and Appeals procedures are in place to ensure that any concerns are dealt with immediately and appropriately.

Privacy and Confidentiality

John Holland Rail Training and Accell Pty Ltd respects your right to privacy, and any personal information provided by you will be held in confidence. Both parties will handle your information in accordance with the Privacy Act 1988, which applies to all personal information provided to us.

John Holland Rail Training and Accell Pty Ltd are legally required to provide to the government, student and training activity data which may include information you provide on the enrolment form. Information is required to be provided in accordance with the National VET Provider Collection Data Requirements Policy.

The personal information that is collected, used and disclosed by John Holland Rail Training and Accell Pty Ltd for the purpose of the Unique Student Identifier is subject to provisions of the Student Identifiers Act 2014.

The Education and Training Reform Act 2006 requires John Holland Rail Training and Accell Pty Ltd to collect and disclose your personal information for a number of purposes including the allocation of a Victorian Student Number and updating your personal information on the Victorian Student Register.

John Holland Rail Training and Accell Pty Ltd make every effort to ensure your personal data remains secure and that access to your information is restricted to only those who need to know.

For further information please visit www.oaic.gov.au.
Fees

Fees Charged Internally

All fees charged internally are set out in the Rail Training Fee Structure (Rail delivered courses) which is available on the John Holland Intranet.

All fees charged internally will be charged back to your Business Unit.

Fees Charged Externally

All course fees must be paid prior to your attendance at a course, except where the cost is in excess of $1500 in which case a payment plan will be arranged (deposit paid prior then payment of balance during the course). If payment of an invoice is outstanding at the time of training course commencement and no payment arrangements have been approved by the relevant Training Manager, you may not be able to attend the training program.

Cancellations

Cancellation fees will be charged as per the below tables:

| John Holland Training Courses – Internal participants | | |
|------------------------------------------------------|--------|
| Cancellation Notice Period | Cancellation Fee Charged |
| More than 5 days prior to course | Nil |
| 3 – 5 days prior to course | 50% of course cost |
| Within 3 days prior to course | 100% of course cost |

| John Holland Training Courses – External participants | |
|-------------------------------------------------------|
| Cancellation Notice Period | Cancellation Fee Charged |
| More than 10 days prior to course | Nil |
| 3 – 10 days prior to course | 50% of course cost |
| Within 3 days prior to course | 100% of course cost – treated as a no show |

Where non-attendance to a training course is due to extenuating circumstances, John Holland Rail Training will determine at its discretion whether to waive the cancellation fee. Extenuating circumstances may include but are not limited to; illness, family or personal matters, or other reasons that are out of the ordinary. You must be able to provide evidence to support the circumstances.
Where a waiver of cancellation fees is approved by John Holland Rail Training, course fees may either be transferred to the next available course where applicable, or a refund of unused course fees will be issued.

Eligibility for refunds due to extenuating circumstances rests shall be assessed on a case by case basis.

Refunds

Refunds for courses cancelled by John Holland Rail Training or Accell Pty Ltd

Course fees paid in advance will be refunded in full if:

- a course does not start on the agreed start date; or
- a course stops being provided after it starts and before it is completed.

Refunds under the above conditions will be paid in full within 30 days.

Where another course has been scheduled at a later date, you will be provided with the opportunity to transfer your enrolment in lieu of being provided with a refund.

Refunds for participant course withdrawal

If you withdraw from a course and are eligible for a full or partial refund (refer to the Cancellations section above in this handbook), you must request a refund via email to the Rail Training Coordinator in your State.

All eligible fees will be refunded within 30 days of refund request approval and will be paid via Electronic Funds Transfer.

Language, Literacy and Numeracy

Your assessments will involve reading, writing and mathematical skills which need to be performed to the required standard of your industry and qualification level. John Holland Rail Training and Accell Pty Ltd will make every effort to ensure that participants are adequately supported to enable them to complete their training.

You will be required to undertake an initial pre-training review prior to the commencement of your training. Your trainer will discuss any special considerations or reasonable adjustments to be made in your training program if required.

Special Assistance

If you have a problem, whether it is personal or related to your qualification, please do not hesitate to talk to your trainer or contact Accell Pty Ltd.
John Holland Rail Training has an Employee Assistance Program in place that is freely available to all employees and their immediate families. The Employee Assistance Program is able to provide support regarding welfare, guidance, or employment related issues.

To access the Employee Assistance Program, call 1800 991 151. This service is provided seven days a week, 24-hours a day, 365 days a year. The service is strictly confidential.

Complaints and Appeals

John Holland Rail Training is committed to providing the highest quality training and to ensuring that all participants have a positive experience. As part of our commitment to you, John Holland Rail Training recognises complaints as an opportunity to review and improve our policies and practices, and to gain insight into participant satisfaction levels.

John Holland Rail Training and Accell Pty Ltd are responsible for responding appropriately to complaints and managing the resolution process. Participants may raise any matters of concern relating to assessment outcomes, the quality of training, trainee amenities, discrimination, sexual harassment, and any other issues that may occur within a training and assessment context.

How to raise an issue

Informal Resolution

Most complaints are resolved at the local level. If you have a complaint or grievance you should first raise the matter with your trainer or assessor, unless you do not feel comfortable to do so.

Formal Resolution

If the complaint is not resolved using the informal resolution process, you may lodge an application to have the matter formally resolved.

To submit a formal complaint or appeal, you must complete a Complaints and Appeals Form and submit it to the Administration Manager at Accell Pty Ltd, providing as many details as possible. This form can be obtained by contacting Accell Pty Ltd Administration on enquiries@accell.com.au or (07) 5445 7998

The grounds for complaint or appeal must be clearly set out in writing, giving as much detail as possible.

Following receipt of the complaint or appeal, the RTO Manager or Managing Director will:

a) acknowledge the complaint or appeal in writing;
b) undertake a preliminary review to determine the validity of the complaint or appeal; and

c) determine the appropriate way to manage the complaint or appeal. This will include considering whether it is appropriate to refer the matter elsewhere due to its nature and subject e.g. any complaint or appeal from a John Holland employee or contractor in relation to alleged unacceptable workplace behaviour will be referred to and managed by John Holland in accordance with its processes.

Complaints will be managed and finalised as soon as possible.

For appeals, once determined, and within 10 days of receiving the appeal, the following action may occur:

a) dismiss the appeal if not valid;

b) make a determination in relation to the appeal; or

c) refer the appeal to an Appeal Committee.

You will be provided with a written resolution outcome within 10 days of your formal appeal being received.

What if I am not satisfied with the outcome?

If the proposed action is not acceptable and you are not satisfied with the decision, you may contact the Australian Skills Quality Authority (ASQA):

Phone: 1300 701 801


ASQA will guide you through their resolution process.

For a copy of the full Complaints and Appeals Procedure, please request a copy from Accell Pty Ltd.

Access to Your Records

You are welcome to access your records at any time by contacting the John Holland Rail Training Coordinator, Accell Pty Ltd or by speaking with your trainer. Requests must be made in writing and include the following information to ensure your identification can be confirmed:

- full name;
- staff ID number (if known);
- business unit; and
- date of birth.
Plagiarism, cheating and collusion

**Plagiarism** is to take and use the ideas and/or expressions and/or wording of another person or organisation and pass them off as one’s own by failing to give appropriate acknowledgement. This includes material from any source such as staff, students, texts, resources and the internet, whether published or unpublished.

**Cheating** is acting dishonestly or unfairly in the assessment of any piece of work in order to obtain an advantage.

**Collusion** is unauthorised collaboration between participants and/or the unauthorised act of a participant presenting work, which is the outcome of directly working with others as his or her own

Plagiarism, cheating and collusion, whether intentional or unintentional, are practices which run counter to John Holland's values of integrity and accountability. As such, participants are expected to act with integrity at all times and only submit work that is their own, or that has been appropriately referenced and includes acknowledgements of all texts and resource materials utilised in the development of the work.

Where it is alleged that that incidents of plagiarism, cheating or collusion have occurred, these incidents will be investigated, which may result in disciplinary action against those involved. Non John Holland participants may be asked to leave the course.

Participant Feedback

We value and need your feedback about the course you are attending. All students are requested to complete at least two participation surveys, e.g.

1. **Participant Evaluation** – participant evaluation surveys are completed at the end of each training session. The survey is designed to gauge your training experience and includes questions relating to course content, your trainer and the training environment. All participant feedback received is used to continuously improve our training courses. When providing your feedback you may choose to remain anonymous; and

2. **National Quality Indicators** – under the Vocational Education and Training (VET) Quality Framework, we are required to provide a sample of participant satisfaction data to a national database.
Assessment Submission

Assessment deadlines – all assessment tasks must be submitted within the required timeframe. Failure to submit assessment tasks within the required timeframes will attract a Not Yet Competent result and participants may have to attend the full training course again.

Not Yet Competent – if you are deemed Not Yet Competent, you will be provided with one opportunity to resubmit your assessment. If, upon second submission, you are still deemed Not Yet Competent, the trainer will make a case by case judgement about appropriate action. Possible courses of action may include:

- re-attending training; and
- one on one coaching with the trainer.

Frequently Asked Questions

“What does Competency mean?”

Competency is the ability to perform a task under specified conditions to a precise standard.

“Will I have to sit in a classroom for long periods?”

Most units will be covered in short periods of classroom training with reinforcement and assessments after the classroom training. In some instances, the training and assessment will all be conducted in the classroom.

“How can I obtain my results for the assessments I have submitted?”

Results can be requested from your Training Coordinator as soon as practical after the submission of the assessment.

“How can I receive a Statement of Attainment / Certificate if I have successfully completed a course?”

Provided that John Holland Rail Training and Accell Pty Ltd has a record of your USI, you will be awarded your Statement of Attainment / Certificate upon completion of a module /qualification.
“Who do I contact for further information?”

Your John Holland Rail Training Coordinator or Accell Pty Ltd.

John Holland Pty Ltd contact details are:
Address: 1 McLister Street
          Spotswood VIC 3015
Telephone: (03) 8331 7521
Email: railtraining.east@jhg.com.au or railtraining.west@jhg.com.au
ABN: 11 004 282 268

Accell Pty Ltd contact details are:
Address: PO Box 421
          Mapleton QLD 4560
Telephone: (07) 5445 7998
Email: enquiries@accell.com.au
ABN: 48 115 820 623
ACN: 115 820 623
## Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accell Pty Ltd</td>
<td>The Registered Training Organisation (RTO).</td>
</tr>
<tr>
<td>Assessor</td>
<td>Employed by John Holland or Accell Pty Ltd to assess your skills against National Competency Standards.</td>
</tr>
<tr>
<td>Australian Qualifications Framework (AQF)</td>
<td>The framework for regulated qualifications in the Australian education and training system, as agreed by the Commonwealth, State and Territory ministerial council with responsibility for higher education.</td>
</tr>
<tr>
<td>Australian Skills Quality Authority (ASQA)</td>
<td>The national regulator for the Vocational Education and Training (VET) sector.</td>
</tr>
<tr>
<td>Competency</td>
<td>The ability to perform tasks and duties to the standard expected in employment.</td>
</tr>
<tr>
<td>Credit Transfer</td>
<td>The process of granting you credit for accredited study you have previously completed.</td>
</tr>
<tr>
<td>John Holland Rail Training</td>
<td>Works in partnership with the RTO Accell Pty Ltd to deliver training of accredited courses.</td>
</tr>
<tr>
<td>Recognition of Prior Learning (RPL)</td>
<td>The process of equating an individual’s prior learning to the learning outcomes/units of competency offered by a training organisation. It is available to all participants enrolled in a nationally accredited training program and may have been attained through work experience, life experience or previous studies.</td>
</tr>
<tr>
<td>Registered Training Organisation (RTO)</td>
<td>A training organisation registered with the Australian Skills Quality Authority (ASQA) or any other authorising body that provides specific Vocational Education and Training (VET) and assessment services that are recognised Australia wide.</td>
</tr>
<tr>
<td>Statement of Attainment (SOA)</td>
<td>A statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.</td>
</tr>
<tr>
<td>Trainer</td>
<td>A person that is employed by John Holland Rail Training or Accell Pty Ltd to deliver training to you.</td>
</tr>
<tr>
<td>Unique Student Identifier (USI)</td>
<td>An account or reference number made up of numbers and letters that are issued to all students who undertake nationally recognised Vocational Education and Training (VET) from an Australian registered training provider. The USI will allow all of an individual’s training records, entered in the national VET data collection, to be linked and easily accessible.</td>
</tr>
<tr>
<td>VET</td>
<td>Vocational Education and Training.</td>
</tr>
</tbody>
</table>
# Course Information, Prerequisites and Venues

**TLI21311 Certificate II in Rail Infrastructure (Track Work)**  
Pre-Requisite: Nil  
Duration: 13 Days + 2 Follow Up Assessments  
Comprised of:

<table>
<thead>
<tr>
<th>Module</th>
<th>Duration</th>
<th>Mode of Delivery</th>
<th>Prerequisites</th>
<th>Location / Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rail Infrastructure Induction</td>
<td>3 Days</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Communications and Environment</td>
<td>2 Days</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Fatigue Management</td>
<td>5 Hours</td>
<td>Face - to - Face OR Online</td>
<td>No Prerequisites</td>
<td>On Site, Electronic or Classroom* Based</td>
</tr>
<tr>
<td>Track Safety Awareness / Track Safety Awareness WA</td>
<td>6.5 Hours</td>
<td>Face - to - Face</td>
<td>Category 1, 2 or 3 Rail Medical</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Operate Minor Mechanical Equipment</td>
<td>1 Day</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Apply Track Fundamentals</td>
<td>2 Days</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Sleepers, Ballast &amp; Fastening Systems</td>
<td>2 Days plus follow up field assessment</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site and/or Classroom* Based</td>
</tr>
<tr>
<td>Carry Out Rail Installation</td>
<td>1 Days plus follow up field assessment</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site and/or Classroom* Based</td>
</tr>
</tbody>
</table>
**TLI21311 Certificate II in Rail Infrastructure (Track Surfacing)**

**Pre-Requisite:** Nil  
**Duration:** 15 Days + 2 Follow Up Assessments + 2 Plant Assessments  
**Comprised of:**

<table>
<thead>
<tr>
<th>Module</th>
<th>Duration</th>
<th>Mode of Delivery</th>
<th>Prerequisites</th>
<th>Location / Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rail Infrastructure Induction</td>
<td>3 Days</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Communications and Environment</td>
<td>2 Days</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Fatigue Management</td>
<td>5 Hours</td>
<td>Face - to - Face / Online</td>
<td>No Prerequisites</td>
<td>On Site, Electronic or Classroom* Based</td>
</tr>
<tr>
<td>Track Safety Awareness / Track Safety Awareness WA</td>
<td>6.5 Hours</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Operate Minor Mechanical Equipment</td>
<td>1 Day</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Apply Track Fundamentals</td>
<td>2 Days</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Sleepers, Ballast &amp; Fastening Systems</td>
<td>2 Days plus follow up field assessment</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site and/or Classroom* Based</td>
</tr>
<tr>
<td>Track Geometry for Surfacing</td>
<td>2 Days plus follow up field assessment</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site and/or Classroom* Based</td>
</tr>
<tr>
<td>Travel Medium / Heavy Self Propelled On-Track Machine (Over 10 Tonne)</td>
<td>6 Hours plus assessment on the plant</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site and/or Classroom* Based</td>
</tr>
<tr>
<td>Propel &amp; Operate Light On-Track Equipment (Under 10 Tonne)</td>
<td>6 Hours plus assessment on the plant</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site and/or Classroom* Based</td>
</tr>
</tbody>
</table>
TLI32511 Certificate III in Rail Infrastructure (Track Examination)

Pre-Requisite: TLI21311 Certificate II in Rail Infrastructure (Track Work)

Duration: 13 Days + 2 Follow Up Assessments

Comprising of:

<table>
<thead>
<tr>
<th>Module</th>
<th>Duration</th>
<th>Mode of Delivery</th>
<th>Prerequisites</th>
<th>Location / Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plans and Measurement</td>
<td>2 Days</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Communication Systems and Protocols</td>
<td>5 Hours</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Implement OH&amp;S Plans and Workplace Briefings</td>
<td>1.5 Days</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Apply Quality Systems</td>
<td>1 Day</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Track Geometry &amp; Infrastructure Inspection</td>
<td>4 Days plus field follow up assessment</td>
<td>Face - to - Face</td>
<td>Apply Track Fundamentals*</td>
<td>On Site and/or Classroom* Based</td>
</tr>
<tr>
<td>Apply Accident-Emergency Procedures</td>
<td>1 Day</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Check and Repair Track Geometry</td>
<td>1 Day plus field follow up assessment</td>
<td>Face - to - Face</td>
<td>Track Geometry &amp; Infrastructure Inspection *</td>
<td>On Site and/or Classroom* Based</td>
</tr>
<tr>
<td>Lead a Work Team or Group</td>
<td>2 Days</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
</tbody>
</table>

* John Holland recommends the prerequisites to be completed prior to undertaking course
**TLI32511 Certificate III in Rail Infrastructure (Track Welding)**

**Pre-Requisite:** TLI21311 Certificate II in Rail Infrastructure (Track Work)

**Duration:** 14 Days + 1 Follow Up Assessments

**Comprised of:**

<table>
<thead>
<tr>
<th>Module</th>
<th>Duration</th>
<th>Mode of Delivery</th>
<th>Prerequisites</th>
<th>Location / Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plans and Measurement</td>
<td>2 Days</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Communication Systems and Protocols</td>
<td>5 Hours</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Implement OH&amp;S Plans and Workplace Briefings</td>
<td>1.5 Days</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Apply Quality Systems</td>
<td>1 Day</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Apply Accident-Emergency Procedures</td>
<td>1 Day</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Lead a Work Team or Group</td>
<td>2 Days</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Aluminothermic Welding Skill Set</td>
<td>5-7 Days dependent on the number of weld types plus follow up assessment</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site and/or Classroom* Based</td>
</tr>
<tr>
<td>Grind Rails</td>
<td>1 Day</td>
<td>Face - to - Face</td>
<td>Operate Minor Mechanical Equipment *</td>
<td>On Site or Classroom* Based</td>
</tr>
</tbody>
</table>

* John Holland recommends the prerequisites to be completed prior to undertaking course
**TLI32511 Certificate III in Rail Infrastructure (Track Maintenance)**  
*Pre-Requisite: TLI21311 Certificate II in Rail Infrastructure (Track Work)*  
**Duration:** 13 Days + 2 Follow Up Assessments  
Comprised of:

<table>
<thead>
<tr>
<th>Module</th>
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<th>Location / Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plans and Measurement</td>
<td>2 Days</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Communication Systems and Protocols</td>
<td>5 Hours</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Implement OH&amp;S Plans and Workplace Briefings</td>
<td>1.5 Days</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Apply Quality Systems</td>
<td>1 Day</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Check and Repair Points and Crossings</td>
<td>2 Days plus follow up field assessment</td>
<td>Face - to - Face</td>
<td>Track Geometry &amp; Infrastructure Inspection *</td>
<td>On Site and/or Classroom* Based</td>
</tr>
<tr>
<td>Apply Accident-Emergency Procedures</td>
<td>1 Day</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Check and Repair Track Geometry</td>
<td>1 Day plus 1 field follow up assessment</td>
<td>Face - to - Face</td>
<td>Track Geometry &amp; Infrastructure Inspection *</td>
<td>On Site and/or Classroom* Based</td>
</tr>
<tr>
<td>Lead a Work Team or Group</td>
<td>2 Days</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Implement Track Maintenance and Construction</td>
<td>2 Days</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site and/or Classroom* Based</td>
</tr>
</tbody>
</table>

* John Holland recommends the prerequisites to be completed prior to undertaking course
John Holland recommends the prerequisites to be completed prior to undertaking course

<table>
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<th>Module</th>
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</thead>
<tbody>
<tr>
<td>Plans and Measurement</td>
<td>2 Days</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Communication Systems and Protocols</td>
<td>5 Hours</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Implement OH&amp;S Plans and Workplace Briefings</td>
<td>1.5 Days</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Apply Quality Systems</td>
<td>1 Day</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Apply Accident-Emergency Procedures</td>
<td>1 Day</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Track Geometry &amp; Infrastructure Inspection</td>
<td>4 Days plus field follow up assessment</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site and/or Classroom* Based</td>
</tr>
<tr>
<td>Check and Repair Track Geometry</td>
<td>1 Day plus field follow up assessment</td>
<td>Face - to - Face</td>
<td>Track Geometry &amp; Infrastructure Inspection *</td>
<td>On Site and/or Classroom* Based</td>
</tr>
<tr>
<td>Lead a Work Team or Group</td>
<td>2 Days</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Implement Track Maintenance and Construction</td>
<td>2 Days</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site and/or Classroom* Based</td>
</tr>
</tbody>
</table>
**TLI31811 Certificate III in Rail Track Surfacing**

*Pre-Requisite:* TLI21311 Certificate II in Rail Infrastructure (Track Surfacing)

*Duration:* 12 Days + 2 Follow Up Assessments

Comprised of:

<table>
<thead>
<tr>
<th>Module</th>
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<th>Venue / Location</th>
</tr>
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<tbody>
<tr>
<td>Plans and Measurement</td>
<td>2 Days</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Communication Systems and Protocols</td>
<td>5 Hours</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Implement OH&amp;S Plans and Workplace Briefings</td>
<td>1.5 Days</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Apply Quality Systems</td>
<td>1 Day</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Apply Accident-Emergency Procedures</td>
<td>1 Day</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom Based</td>
</tr>
<tr>
<td>Measure and Mark Track for Resurfacing</td>
<td>1 Day plus field follow up assessment</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site and/or Classroom* Based</td>
</tr>
<tr>
<td>Lead a Work Team or Group</td>
<td>2 Days</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site or Classroom* Based</td>
</tr>
<tr>
<td>Check and Repair Track Geometry</td>
<td>1 Day plus field follow up assessment</td>
<td>Face - to - Face</td>
<td>Track Geometry &amp; Infrastructure Inspection *</td>
<td>On Site and/or Classroom* Based</td>
</tr>
<tr>
<td>Implement Track Maintenance and Construction</td>
<td>2 Days</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site and/or Classroom* Based</td>
</tr>
</tbody>
</table>

* John Holland recommends the prerequisites to be completed prior to undertaking course
<table>
<thead>
<tr>
<th>Module</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Maintain Rail Joints</td>
<td>1 Day plus field follow up assessment</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site and/or Classroom* Based</td>
</tr>
<tr>
<td>Adjust Rail</td>
<td>1.5 Days plus field follow up assessment</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site and/or Classroom* Based</td>
</tr>
<tr>
<td>Follow Occupational Health &amp; Safety Procedures</td>
<td>1.5 Days</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site and/or Classroom* Based</td>
</tr>
<tr>
<td>Manual Handling &amp; Hand Tools</td>
<td>1 Day</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site and/or Classroom* Based</td>
</tr>
<tr>
<td>Install Minor Structures</td>
<td>2 Days plus field follow up assessment</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site and/or Classroom* Based</td>
</tr>
<tr>
<td>Install and Maintain Guard Rails</td>
<td>1 Day plus field follow up assessment</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site and/or Classroom* Based</td>
</tr>
<tr>
<td>Principles of Tamping Machine Operations</td>
<td>1 Day</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site and/or Classroom* Based</td>
</tr>
<tr>
<td>Principles of Ballast Regulator Operations</td>
<td>1 Day</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site and/or Classroom* Based</td>
</tr>
<tr>
<td>Scrap Steel &amp; General Oxy-Cutting</td>
<td>1.5 Days</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site and/or Classroom* Based</td>
</tr>
<tr>
<td>Flashbutt Welding</td>
<td>1 Day plus follow up field assessment</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site and/or Classroom* Based</td>
</tr>
<tr>
<td>Implement Ballast Unloading</td>
<td>1 Day plus field follow up assessment</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site and/or Classroom* Based</td>
</tr>
<tr>
<td>-----------------------------</td>
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<td>-----------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Electric Track Welding Skill Set</td>
<td>6 Days plus field follow up assessment</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site and/or Classroom* Based</td>
</tr>
<tr>
<td>Operate Road/Rail Vehicle</td>
<td>1 Day plus Hi-Rail assessment</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site and/or Classroom* Based</td>
</tr>
<tr>
<td>Track Vehicle Access Within a Defined Worksite</td>
<td>1 Day plus On Track Plant / Hi Rail assessment</td>
<td>Face - to - Face</td>
<td>No Prerequisites</td>
<td>On Site and/or Classroom* Based</td>
</tr>
</tbody>
</table>