

## AHC30816 CERTIFICATE III IN ARBORICULTURE

Job titles relevant to this qualification include the general title Arborist, and the specialisation titles:

- Climbing Arborist
- EWP Arborist
- Ground-based Arborist

The qualification covers both ground-based workers and those working at heights. This qualification does not require a person to work at heights, however, units that include the skills and knowledge required to work at heights, both from an elevated work platform (EWP) and by climbing trees, are included as elective streams.

The certificate, issued by treesystems, for this qualification is titled “AHC30816 Certificate III in Arboriculture”. An additional descriptor is added to reflect the Unit selection for a specialisation, for example:

- AHC30816 Certificate III in Arboriculture (Climbing)
- AHC30816 Certificate III in Arboriculture (EWP)
- AHC30816 Certificate III in Arboriculture (Climbing and EWP)

This qualification is suitable for an Australian Apprenticeship or Traineeship.

### Entry Requirements

According to the training package there are no entry requirements for this qualification, however, treesystems entry requirements for this course are:

- You must already have successfully completed the Units of Competency:
  - HLTAID003 Provide first aid
  - CPCCWHS1001 Prepare to work safely in the construction industry
- You should be minimum of 18 years of age; however, the course can be modified for younger arborist (>16 years of age) by applying higher levels of risk management to their practical activities.
- You must and be in good physical health as the course is physically demanding.
- You must complete a pre-assessment test to determine your Language Literacy and Numeracy (LLN) skills.
- You must remain employed or self-employed in the arboriculture industry for the duration of the course.

We use the LLN skills assessment to see if you will need extra learning support. If it is needed, we will help you access external learning support before you enrol in your treesystems course.

### Study Mode

You will attend 5-day workshops every 6 weeks (8 hours per day) for 12 months (experienced cohort) and for 18 months (learner cohort) at training that will include:

- Lectures
- Tutorials
- Group Activities
- Workbook Activities

# Pre-enrolment Information

Updated 9<sup>th</sup> March 2020.



- Practical Skills Tasks
- Demonstrations
- Simulated Work
- Role Play/Reversal
- Formative and Summative Assessments
- Interrelated Units of Competency are taught and assessed together.

You must also complete 8 hours per week for 12 - 18 months of self-directed learning which will include:

- Workbook Activities
- Projects
- Practical activities
- Practical and theoretical assessment activities
- Log-book reporting of daily/weekly activities (verified by nominated work supervisor).

## Support Services

treesystems provides a wide range of support services to students. They are described in treesystems policy on Student Support and Progression, on treesystems website at <http://treesystems.com.au/student.html>

## Training Site

Training in the Arboriculture and Forestry Units is held at Woodhouse Activity Centre, 37 Spring Gully Road, Piccadilly, South Australia 5151. Theory sessions are conducted at Lone's Hut, and practical training is carried out on Woodhouse Activity Centre grounds, or at other suitable tree felling sites.

## Personal Protective Equipment (PPE)

Please ensure you bring your PPE & Equipment to training/assessment with you and ensure it is fit for purpose, as all items will be inspected prior to use/assessment. Any items which do not meet the safety requirements or are identified as not fit for purpose upon inspection will not be permitted for use and could prevent training/assessment taking place.

Please read the PPE list attached to this document.

## Qualifications and Certificates

When you complete the Certificate 3 in Arboriculture you will receive a qualification parchment within 30 days of when you finished your course. Your parchment and statement of results will be issued by treesystems. Under the national Standards for Registered Training Organisations treesystems is responsible for the quality of your training and assessment and for your certification documents.

As you progress through the course, you can ask to for a "Statement of Attainment" listing the Units you have completed so far.

But, before you can receive a parchment or a statement of attainment, you must have provided us with your Unique Student Identifier (USI). It is a requirement that you tell us your USI when you enrol. If you don't already have one, we can show you how to obtain your USI.

## Recognition of Prior Learning (RPL)

RPL is the acknowledgment of current skills and knowledge which you may have gained from a range of experiences including work, volunteering, study and general life experiences. It is achieved through the assessment of evidence you provide against a set of criteria in a qualification. We will guide you through the RPL process. We charge fees for RPL assessments.

## Credit Transfer

Credit transfer is the formal recognition of studies undertaken elsewhere. If you are eligible, credit transfer results in automatic status or credit in part(s) of your course and exemption from that part of the course. Status granted through credit transfer is recorded on your student academic record. There are no fees when applying for recognition through credit transfer.

## National recognition

National recognition is the recognition and acceptance by a Registered Training Organisation (RTO) of Australian Qualifications Framework Qualification Parchments and Statements of Attainment issued by another RTO in Australia.

## Enrolment

Please ensure that you complete all enrolment sections so that we may support any specific study requirements you have. You are enrolled in a course once you have been selected, completed enrolment and arranged payment of fees. We encourage you to disclose any disability or ongoing health/medical condition that may require support. We may be able to help you develop a study plan that will help you complete your course.

## Privacy policy

treesystems is required by law to collect and store personal information to administer your application and enrolment, to monitor your academic progress and to record your results in the national register. treesystems will ensure that the information collected from you is only used for the purpose for which it is collected. When you enrol, you will be asked to sign a Privacy Notice and Student Declaration.

## Re-enrolment policy

If you need to repeat a Unit, you will have to pay the Unit fee again for your re-enrolment.

## Fees

All fees will be invoiced to your employer or your business if you are self-employed. Fees are listed on treesystems website <http://treesystems.com.au/student.html>

If you are employed under a contract of training, your fees may be subsidised by the state government. If you enrol in this course, it may affect your eligibility for other subsidised courses in the future.

## Access and Equity

treesystems is committed to the provision of a safe and inclusive teaching and learning environment that is free from discrimination and harassment. If you require assistance to support your study because of a disability or ongoing health/medical condition, treesystems will help you develop a personal study plan.

## Health and Safety

treesystems is committed to support the health, safety and welfare of students and staff. Students and staff have a legal duty to take care and protect their own health and safety and to avoid adversely affecting the health and safety of other students and staff. treesystems has specific health and safety policies relating to smoking, drugs and alcohol, vehicle use and car parking. Smoking is prohibited inside all buildings and is restricted near entrances to buildings and where work is being undertaken by students or staff. Please observe all no smoking zones and signs.

## Code of conduct

treesystems is committed to providing students with a safe, supportive and rewarding study environment. We respect difference and diversity, cooperation, tolerance, academic debate and freedom of expression balanced with social responsibility.

While engaged in any treesystems sponsored activity, all students, staff, contractors and visitors are expected to behave in a considerate and courteous manner when dealing with other staff, students and members of the public.

We expect our students and staff to:

- treat other students and staff with respect so as not to compromise their health, safety, privacy and welfare
- contribute to the orderly, effective and safe functioning of treesystems
- follow all occupational health, safety and welfare policies and procedures
- comply with all lawful directions given by staff while engaged in a treesystems controlled or sponsored activity
- comply with treesystems commitment to the prevention and elimination of unlawful discrimination
- abstain from bullying, harassing, and any other unlawful activity or behaviour whilst engaged in a treesystems controlled or sponsored activity
- access and use only that treesystems property to which they are entitled to have access
- adhere to program requirements and class norms established in class
- ensure that information of, or held by, treesystems or other students is not accessed, used or published inappropriately

## Complaints and Appeals

treesystems is responsible for ensuring that policies and procedures are in place to resolve all complaints of discrimination, harassment and unfair treatment, to make sure all parties involved in a complaint are protected from victimisation and that confidentiality and privacy are maintained as far as possible.

If you experience harassment or discrimination of any kind, contact your trainer for support to resolve the issue. You can make an informal complaint by simply talking to your trainer about the problem.

If you are not satisfied with the outcome of an informal complaint through mediation or intervention by yourself or staff, you may lodge a formal written complaint which provides factual accounts of the issues or events. This will be acted on by the management of treesystems.

You have the right to appeal educational decisions that you believe are unfair. If there is a dispute about an assessment or grade, the trainer will meet with you to explain the reasons for the outcome. If, after this meeting, the issue is still unresolved, the trainer or assessor will seek a second opinion from another trainer or assessor, or treesystems management, and will advise you of the outcome.

## Pre-enrolment Information

Updated 9<sup>th</sup> March 2020.



If you are not satisfied by the outcome of a formal complaint, treesystems can arrange a review of the complaint and its outcome by an independent authority.

You may also seek advice and assistance from the Office of the Training Advocate or from the Australian Skills Quality Authority:

- South Australian Government Training Advocate  
<https://www.trainingadvocate.sa.gov.au/students>
- Australian Skills Quality Authority (Student complaints)  
<https://www.asqa.gov.au/complaints>

In line with the Standards for Registered Training Organisations, treesystems is required to store records in relation to complaints and to demonstrate that complaints have been acted on. We ensure that confidentiality and privacy are maintained as far as possible and that all parties involved in a complaint are protected from victimisation.

### Ambulance and Medical Expenses

Students are not covered by treesystems' WorkCover for medical expenses. There is no medical cover for students injured while attending treesystems courses however treesystems will meet valid claims where treesystems may be considered negligent. You may be covered for some expenses if your training is sponsored by your employer.

You are encouraged to take out some form of insurance and/or join the SA Ambulance Service, particularly as you are studying in an area that may pose some risks to your health and safety. If you are injured, you may be referred to a medical practitioner and you may need to be transported to medical assistance by ambulance and you will be responsible for these costs.

### Sustainability

treesystems is committed to ensuring that our actions and philosophies are environmentally sound, economically viable and socially equitable.

### Feedback

treesystems is committed to listening and responding to what you have to say, so that we can continuously improve our services to you. treesystems will listen with respect to your feedback, treat all feedback confidentially, and take appropriate action. We will be asking for your feedback at the completion of every workshop.

If you complete any Units through arrangements we have made with an external training organisation, we will also ask for your feedback about those Units.

### Protecting Your Rights

If treesystems, or a third party delivering training and assessment on its behalf, closes or ceases to deliver any part of the course in which you are enrolled, we will refund the fees you have paid in advance and arrange to enrol you in the same course with another registered training provider.

## Personal Protective Equipment & Equipment Selection

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For any Units where you operate chainsaws

### Personal Protective Equipment

- Helmet with eye & hearing protection
- Chainsaw Gloves
- Chainsaw Protective Trousers
- Protective Boots
- Non-snag Clothing
- High-visibility Clothing
- Personal First-Aid Kit & Whistle

### Personal Protective Equipment (PPE) Standards

- Safety Helmet (AS/NZS 1801)
- Eye Protection (AS/NZS 1336 & 1337)
- Hearing protection (AS/NZS 1270)
- Protective / Safety Boots\* with good grip and ankle support (AS/NZS 2210)
- Chainsaw Trousers / Leg Protection\* incorporating chain-clogging material (AS/NZS 4453)
- Non-snag outer clothing
- The use of high-visibility clothing may also be appropriate (AS/NZS 4602)
- Chainsaw / suitable gloves appropriate to the task and subject to the operator's risk assessment
- Personal First-Aid Kit including a large wound dressing
- Whistle

\* The items marked with an asterix should bear the chainsaw logo and show the chain speed to which they have been tested.