

Short Courses: Individual Units of Competency in Arboriculture

treesystems provides training in individual or clusters of nationally recognised Units of Competency from the Arboriculture field of the *Agriculture, Horticulture and Conservation and Land Management Training Package*. Units available as short courses are listed in the table below.

Unit Codes	Unit Titles	Duration (days)
FWPCOT2254	Maintain chainsaws	2
FWPCOT2273	Trim and cut felled trees	3
FWPCOT2274	Fell trees manually (basic)	3
FWPCOT3347	Fell trees manually (intermediate)	3
FWPCOT3348	Fell trees manually (advanced)	4
FWPHAR2208	Operate a mobile chipper / mulcher	1
FWPCOT3301	Trim trees using a pole saw	2
AHCMOM213	Operate and maintain chainsaws	2
AHCPCM205	Fell small trees	2
AHCARB322	Access trees for inspection	5

Support Services

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

Study Mode

Units are presented during training workshops scheduled over consecutive days. The workshops include modes of training such as:

- Lectures
- Tutorials
- Group Activities
- Workbook Activities
- Practical Skills Tasks
- Demonstrations
- Simulated Work
- Role Play/Reversal
- Formative and Summative Assessments



Short Courses Pre-enrolment Information

Updated 21st March 2022.

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 and at various felling sites.

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

treesystems is responsible for the quality of the training and assessment in compliance with the Standards for Registered Training Organisations and for the issuance of the AQF [Australian Qualifications Framework] certification documentation

When you successfully complete a Unit of Competency you will receive a *Statement of Attainment* within 30 days of when you finished your course and your academic record on the National database will be updated.

To receive your statement of attainment, you must have provided us with your Unique Student Identifier (USI). Usually, you would 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 charge fees for RPL assessments.

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 fee again for your re-enrolment.

Fees

All fees can be invoiced to your employer or your business if you are self-employed. Alternatively, individuals may opt to pay their own fees.

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 at training sites.
- 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**.

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 do ensure that confidentiality and privacy are maintained as far as possible and that all parties involved in a complaint are protected from victimisation.

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>

Appeals about Assessment

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.

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.

PPE & Equipment Selection

For any Units where you operate chainsaws

PPE

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 asterisk should bear the chainsaw logo and show the chain speed to which they have been tested.**