Master Builders Association
New South Wales

Manual Handling

COURSE BROCHURE

MANUAL HANDLING

This course brochure will inform and guide you through the Master Builders Manual Handling training course. Please read the following information carefully to help you understand all the course requirements and assessments to ensure that it is suitable for your needs.

ABOUT US

Master Builders Association of NSW is a Registered Training Organisation (RTO 6163) registered by the Australian Skills Quality Authority. Master Builders offers nationally recognised qualifications and courses across New South Wales which meet endorsed industry standards. Pathways to qualifications include full training and assessment, assessment towards Recognition of Prior Learning (RPL) and gap training. Master Builders also offers industry professional development and Continuous Professional Development (CPD) training courses.

COURSE OVERVIEW

The Manual Handling course teaches participants safe lifting techniques to protect themselves in the workforce. This course is designed to equip participants with the skills and knowledge required to move loads safely using appropriate manual handling training techniques. This course is suitable for any new or existing workers from a wide variety of work roles.

LOCATION AND DURATION

The course is a half-day course delivered in a classroom between 12:30pm to 4:30pm. Visit http://www.mbansw.asn.au/Training/ for the latest course information.

Courses are run **every Thursday** at the Master Builders Education Centre in Baulkham Hills and can also be delivered on-site if suitable areas are available to complete practical assessments.

ENTRY REQUIREMENTS

Participants must:

- Be at least 15 years of age
- Be proficient in spoken and written English, as assessments must be undertaken in English
- Bring original identification on the morning of the course

COURSE MATERIALS

Participants are not required to bring any materials or purchase specific books to complete this course. A pen and notepad for individual note taking is recommended. Master Builders will provide all course materials, resources and access to PPE (if required) on the training day.

CLOTHING REQUIREMENTS

Whilst undertaking this course, participants must wear closed footwear and appropriate clothing suitable for a work environment (no thongs, singlets, shorts etc).

COURSE DELIVERY AND ASSESSMENT

This course covers the following topics:

- Hazard reporting
- Legislation and Code of Practice
- National Code of Practice for manual handling
- Manual Handling Safety
- Principles of correct manual handling and lifting
- Risk identification, assessment and control of manual handling tasks
- Exercises and stretches to maintain a healthy back

This course is delivered and assessed face-to-face in a classroom with:

- Written assessments including a knowledge questionnaire consisting of short answer questions to be completed individually by the participant to obtain evidence of underpinning knowledge required.
- Practical assessment conducted one-on-one or in a small group. Where a small group is assessed, the assessor will ensure all aspects of assessment are clearly assessed for each participant in the group (this may involve tasks being completed more than once to ensure each participant is competent).
- Participants will also be assessed on their observable behaviour including oral questions to assess technical criteria relevant to techniques required for this unit of competency.

Participants are provided with a briefing of what is required to successfully complete the assessment; to ensure they are completely aware of the conduct of assessment as well as the required skills, knowledge and behaviour the assessor is looking for within the assessment.

Participants are offered multiple opportunities to demonstrate knowledge and skills throughout the program. At the completion of all the assessment tasks the participant will be provided feedback on their abilities and responses.

CERTIFICATION

If a participant is assessed as ‘Competent’ in this course, they will progress to the Master Builders certification process for the Statement of Attendance as described in the Participant Handbook.

If a participant is assessed as ‘Not Yet Competent’ in this course they will not receive a Statement of Attendance. They are invited to re-enrol into the course again any time, at the full course fee.

FEES AND CHARGES

Information about Master Builders fees, charges, refunds and withdrawals is provided in the Participant Handbook, which is available on our website. The fee for this one day course is:

$99 per person for Master Builder's Members
$129 per person for Non Members

All fees are GST exempt.

CONTACT DETAILS

To discuss this course or any of the course requirements in more detail, please do not hesitate to call or email us through the contact details on our website.

WHY MASTER BUILDERS?

- Quality - we care about our industry
- Recognition - we are respected by the industry
- Affordability - we offer cost-effective courses

FOR MORE INFORMATION

02 8586 3588
training@mbansw.asn.au
http://www.mbansw.asn.au/Training