

Because Your Training Matters

## Top Team Delivers Winning Event



PERFECT OPPORTUNITY TO REFLECT ON 2009 WITH CTS

## CTS Cruise into Christmas

### Heading into 2010 CTS Shapes up to take on the challenges ahead

Tim Aston

With the festive season now well and truly underway CTS celebrated in style. After an entertaining afternoon of team building fun and games at the CTS office, we embarked on a leisurely cruise up the Collie River. The weather was ideal and provided the perfect opportunity for the CTS staff to take a well earned break after a busy and successful year.

Heading into 2010 CTS is preparing to meet some new challenges head on.

We are currently in the process of building on our investment in Online Learning tools, and after an inspirational day with Westone Services in Perth at the Online 09 conference several exciting new projects are now under development at the CTS office.

CTS CEO John Williams has been hard at work and travelling extensively and

working within the resources industry providing one on one coaching and management training for a large mining organisation in W.A.

Senior consultant Jeanette Norman is extremely pleased with the progress CTS has made in the last 12 months and is looking forwards to 2010 when she hopes to see the highly successful packaged courses in Supervision and Leadership, Safety and Health Representatives and Training and Assessment "hitting the road" and providing the same excellent service to other regions. Jeanette has also recently returned from delivering a seminar at the Training and Workforce Good Practice Conference. The seminar was well attended by industry specialists interested in the innovative methods CTS utilise in their RPL processes.

Lisa Donaldson has been working with Enterprise Management Consultancy

Services in Perth and has been looking at new ways to deliver training in Small and Micro Business to make it accessible, innovative and fun.



### CTS News

TMSW & CTS  
Moodle Installed  
2010 Dates  
Industry News



## CTS News

### TMSW Training

CTS now has a Memorandum of Understanding with Traffic Management South West to manage the delivery and assessment of the Basic Worksite Traffic Management and Traffic Controller Accreditations.

SO IF you or your personnel are required to obtain this accreditation you can now do so at our local training facility in Bunbury.

### MINING TRAINING Manuals

CTS is currently working on the development of new training manuals for a mining company in the Goldfields. This will be on-going and is keeping the team very busy.



## CTS Moodle

The IT Department at CTS recently started work on installing and running a Bespoke Learning Management System (LMS) based on the industry standard MOODLE application.

With MOODLE installed the CTS LMS will be the core of several exciting new E-Learning and Student Communication projects.

Watch this space for news and developments.

### COURSES RUNNING AT CTS IN 1ST HALF OF 2010

**5 days Safety Representative Course**  
18th January-22nd January 2010  
22nd March – 26th March 2010  
17th May – 21st May 2010  
19th July – 23rd July 2010

**TAA40104 Cert IV TAA Cluster 1**  
15th - 19th february  
12th - 16th April  
14th - 18th june

**2 Day Supervision and Leadership**  
3rd - 4th February  
25th - 26th May

**Refresher Safety Rep course**  
11th & 12th January

# CTS STAFF UPDATE

The last few months have seen many changes to the staffing at CTS.

Two of our full time employees, Robbie Freia and Bob Hanson have now opted to work part time.

We said goodbye to our Online Resource Developer Marion Long and to our Customer Services Officer Clare Kelly.

There has been a change in responsibilities for one of our team members! Annette Bain who is now be concentrating on TAA and leaving OHS behind her and in the safe hands of capable and dedicated team member Mark Cooper.

We welcomed to the team Murray Wall, Anne Riches, Lisa Donaldson, Monique Mercado, Tim Aston, Erica Childs, Peta Laurance and Stephen Morris.

Murray has spent the last 15 years as a WorkSafe assessor and came to CTS to deliver high risk training including Working Safely at Heights and Confined Space Entry. He has also been writing a variety of manuals and assessment tools. In his spare time Murray enjoys gardening and watching rugby union.

Anne was a new addition to our Administration team providing support to the Business Manager,

Customer Services Officer and Administration Coordinator. When not at work, Anne enjoys training her dogs and spending time with her grandchildren.

Lisa brings extensive experience with her to CTS, having owned her own small business in Bunbury for



many years. She has taken over the role of Traineeship Coordinator and will also be using her skills and knowledge to assist and support students in their Business studies.

During her free time, Lisa enjoys spending time at home with her cats, as well as gardening and socialising with her family and friends. On a fine, sunny day you

might find her riding the highways on her motorbike.

Monique Mercado joined CTS in October 2009 to work in reception and provide administrative support to consultants. She previously worked as a metallurgist in the nickel mines before becoming a full-time mum. When not working, Monique enjoys baking and gardening with her children.

Tim Aston recently moved to Busselton from the UK where he worked for nearly 20 years in Corporate IT consultancy and IT solutions engineering, designing and supporting high availability systems for some of the largest companies in the world.

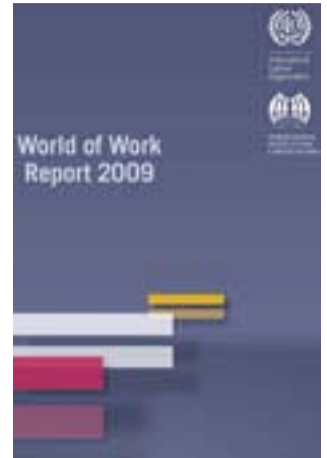
When not hard at work for CTS Tim is either engaged on community projects with Apex, or concentrating on his photographic business.

Stephen Morris, Erica Childs and Peta Laurence all joined the team on a casual basis assisting in the writing of manuals.

## HEALTH & SAFETY FACTS

### From the International Labour Organisation

**THE ILO** estimates that each year about 2.3 million men and women die from work-related accidents and diseases including close to 360,000 fatal accidents and an estimated 1.95 million fatal work related diseases. This means that by the end of this day nearly 1 million workers will suffer a workplace accident, and around 5,500 workers will die due to an accident or disease from their work.



**IN** economic terms it is estimated that roughly four per cent of the annual global Gross Domestic Product, or US\$1.25 trillion, is siphoned off by direct and indirect costs of occupational accidents and diseases such as lost working time, workers' compensation, the interruption of production and medical expenses.

**HAZARDOUS** substances cause an estimated 651,000 deaths, mostly in the developing world. These numbers may be greatly underestimated due to inadequate reporting and notification systems in many countries.

**DATA** from a number of industrialized countries show that construction workers are three to four times more likely than other workers to die from accidents at work.

**OCCUPATIONAL** lung disease in mining and related industries arising from asbestos, coal and silica exposure is still a concern in developed and developing countries. Asbestos alone claims about 100,000 deaths every year and the figure is rising annually.

**PROVIDING SAFE** and healthy workplaces for women and men

**TODAY, WOMEN** represent over 40 percent of the global workforce, or 1.2 billion out of the global total of 3 billion workers. This increasing proportion of women in the workforce has led to a range of gender-related questions about the different effects of work-related risks on men and women, in terms of exposure to hazardous substances, or the impact of biological agents on reproductive health, the physical demands of heavy work, the ergonomic design of workplaces and the length of the working day, especially when domestic duties also have to be taken into account. Moreover, occupational safety and health (OSH) hazards affecting women workers have been traditionally underestimated because OSH standards and exposure limits to hazardous substances are mainly based on male populations and laboratory tests.

## WorkSafe Assessor Guilty of Fraud

Taken From SafetyWA Magazine

A WorkSafe registered assessor who failed to provide any practical training to two applicants for high risk work licenses, has been found guilty of fraud as a public officer following an investigation by the Crime and Corruption Commissioner.

The assessor was fined \$14,000 plus costs.

The investigation came after an employer raised concerns with WorkSafe over the adequacy of training the applicants had received from the assessor. The investigation revealed that the applicants had received only a few hours theoretical training and no practical training. As well, the assessor had assisted the applicants with the answers to their tests.

WorkSafe cancelled the assessor's registration and referred the matter to the CCC, who after confirming that an assessor is a public officer, passed the matter on to the WA police public sector investigation unit, which took

evidence and charged the assessor with fraud.

*“WorkSafe takes a dim view of breaches of the conditions of registration, or worse, the regulations!”*

WorkSafe's director of business services Robyn Parker has reminded assessors that they carry the responsibility of being agents of WorkSafe and are therefore public officers and must conduct all assessor activities with the highest degree of integrity.

“WorkSafe takes a dim view of breaches of the conditions of registration, or worse, the regulations, and will take appropriate action to stop individuals who

do not operate to the highest standards”, she says.



# Traineeships

## New Legislation Update



New legislation for traineeships will provide a more flexible system.

All traineeships that have a contract signed after the 10th June 2009 are covered by the new legislation, which includes the following key changes:

Employers must lodge the contract within 21 working days of trainee starting work. This will be backdated to match the commencement date of the trainee.

A probation period is compulsory to all trainees.

Employers can no longer terminate a trainee without approval from ApprentiCentre, unless it is during probationary period or a mutual agreement.

From 10 June 2009 employers must pay apprentices/trainees for all training and assessment.

## Department of Training & Workforce



### CTS Wins Contract

CTS HAS recently been nominated as an RPL leader in recognition of their outstanding services in the provision of RPL throughout local and regional industries. As part of the RPL Leadership program, CTS staff will be contacting you to find out what services they can offer and how you can take efficient action to give your staff recognition of the skills and knowledge they already have. This is particularly relevant when you consider your valued managers and team leaders - why not recognise their skills and experience with a Cert IV in Frontline Management or Diploma of Management? What about your safety personnel - do they have a qualification that reflects their work? Please contact us if this sounds like your organisation and you would like to find out more.

CTS Also has a contract to develop Recognition of Prior Learning toolkits for Management and Occupational Health and Safety qualifications.

These kits will be available for free download from :-

<http://www.westone.wa.gov.au/RPL/Pages/index.aspx>

## OHS Training Evenings

Combined Team Services will be providing evening training at 92 King road Bunbury for all students enrolled in OHS, commencing March 2010

The training will be held once per week on dates indicated below:

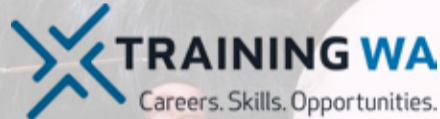
9th	March	17:30 - 20:30
16th	March	17:30 - 20:30
23rd	March	17:30 - 20:30
30th	March	17:30 - 20:30
7th	April	17:30 - 20:30
13th	April	17:30 - 20:30
20th	April	17:30 - 20:30

The evening will commence at 5.30pm sharp and conclude at 8.30pm, coffee and tea will be provided.

There will be no cost for this additional training for those that are currently enrolled in OHS with Combined Team Services.

Training will take place weekly throughout the next twelve months, there are 7 separate training topics that will be run, and so if you miss one of the topic nights you will be able to come to the next session when it is run.

## Productivity Places Program (PPP)



**Funded training for jobseekers**  
**No course fees**  
**Text book fees only**  
**Subsidised training for Existing Workers**

CTS offer the following training fee free to eligible Job Seekers with a Job Seeker ID

- Certificate III, IV & Diploma in Occupational Health & Safety
- Certificate IV in Training and Assessment
- Certificates II, III & IV Business
- Certificate IV in Small Business Management
- Certificate IV in Frontline Management
- Diploma of Management

If you are a jobseeker with a Job Seeker ID, and a permanent Australian resident you may be eligible. Call us to find out more about eligibility.

If you are an existing worker call us to find out what qualifications are available to you at a subsidised cost.

Once your training has commenced your case manager will provide you with ongoing support and will maintain regular contact with you.

This program is jointly funded by the Commonwealth Government and the Government of Western Australia.



# ROADWORKS

## Basic Worksite Traffic Management

This accreditation allows persons to undertake on-site management of the installation of traffic signs and control devices at work-sites.

The pre-requisite for Basic Worksite Traffic Management is a Statement of Attainment in BCCCM3003C 'Implement Traffic Management Plan'.

Accreditation is valid for three years following which reaccreditation is required.

## Traffic Controller

This accreditation allows persons to control traffic at worksites using a STOP/SLOW bat. N.B. Basic Worksite Traffic Management accreditation is also required if persons are to be engaged in setting up and displaying signs as part of their traffic control activities.

The training pre-requisite for Traffic Controller accreditation is a Statement of Attainment in BCCCM2013C 'Control Traffic With a Stop/Slow Bat'.

An additional pre-requisite is documentary evidence of persons holding, or having held, a valid driver's license. Accreditation is valid for three years following which reaccreditation is required.

## Course Dates

### Basic Worksite Traffic Management & Traffic Controller

**BSBCCCM3003C & BCCCM2013C**

2 day course  
3rd & 4th December 2009  
28th & 29th January 2010  
8th & 9th February 2010  
2nd & 3rd March 2010  
6th & 7th April 2010  
10th & 11th May 2010  
8th & 9th June 2010  
Cost \$420 includes a light lunch

### Basic Worksite Traffic Management BCCCM2013C

1 day course  
10th February 2010  
4th March 2010  
8th April 2010  
12th May 2010  
Cost \$210 includes a light lunch

### Refresher Basic Worksite Traffic Management & Traffic Controller

1 day course  
5th March 2010  
9th April 2010  
10th June 2010  
Cost \$310 includes a light lunch

