Down to Earth
Training and Assessing

CAPABILITY STATEMENT

Flexible Training and Assessing
Solutions delivered anywhere

Experienced Trainers with decades of industry experience

Compliance to VET quality framework

Welding school for all levels

www.down2earth.com.au

RTO: 51199
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General Manager: Doug Warnock: doug@down2earth.com.au
Training Manager: Renae Kowalski: renae@down2earth.com.au
1.1 Welcome from the Managing Director

I would like to take this opportunity to welcome you to Down To Earth, a growing Registered Training Organization committed to tailoring flexible training solutions for your entity.

As the Managing Director and founder of the firm I am responsible for overseeing the departments and ensuring that you receive excellent customer service and support throughout the project timeline.

As an accredited trainer with decades of industry experience, I am also here to ensure that Down to Earth delivers nationally recognised training and assessing solutions as per the latest industry standards and regulations.

We look forward to collaborating with you and are here to assist with our services in training and assessing, funding, RTO partnering and consulting.

Regards,

Kim Brunswick
1.2 Our History

Down to Earth is a registered training organisation (RTO) approved by the Australian Skills Quality Authority (ASQA) to provide a range of nationally recognised training and assessing solutions relevant to the mining, civil construction, logistics and engineering industries.

Over the past 14 years, Down to Earth has experienced phenomenal growth from a relatively small, family owned business to a nationally accredited training services provider, servicing clients all across Australia.

In 2011, the company expanded its services considerably to meet the latest industry requirements. Specifically with the launch of a welding school featuring state of the art facilities, established to support Western Australia’s increasing demand for the trade.

2012 has also seen massive growth with the advent of the Chevron / Bechtel ‘Wheatstone’ project, where we were proud to be nominated as a preferred provider of training, assessments and VOC’s for this project.

We are extremely proud of our impressive growth results, experienced training personnel and excellence in operation demonstrated through Australian Quality Skills Authority (ASQA) audits.

‘The firm was small but the vision was big’
1.3 Our structure and our people

Our Departments:

Mr Kim Brunswick **Director**
- Certificate IV Training & Assessment
- Diploma Occupational Health & Safety
- Certificate III Civil Construction
- Certificate III Civil Construction (Plant)
- Certificate III Pipe Laying
- Certificate III Road Construction & Maintenance

Mr Douglas Warnock **General Manager**
- Certificate IV Training & Assessment
- Certificate IV Occupational Health & Safety
- Certificate IV Frontline Management
- Certificate III Civil Construction (Plant)

Miss Renae Kowalski **Training Manager**
- Certificate IV Training & Assessment
- Certificate IV Frontline Management
- Certificate IV Business Administration
- Diploma Business
- Diploma Management

**KEY MANAGEMENT PERSONNEL**

Mr Kim Brunswick **Director**
- Extensive experience in heavy machinery operations in civil construction, mining and logistics.

Mr Douglas Warnock **General Manager**
- Extensive training and managerial experience locally and internationally in the civil construction, oil and gas industries.

Miss Renae Kowalski **Training Manager**
- Extensive administrative, compliance and managerial experience.
Our Trainers/Assessors:

<table>
<thead>
<tr>
<th>Name</th>
<th>Area of specialisation</th>
<th>Industry Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ray De Wever</td>
<td>Civil Construction &amp; High Risk</td>
<td>Over 30 years</td>
</tr>
<tr>
<td>Peter Blohberger</td>
<td>Welding, Civil Construction &amp; High Risk</td>
<td>Over 20 years</td>
</tr>
<tr>
<td>Andrew Crew</td>
<td>Civil Construction</td>
<td>Over 20 years</td>
</tr>
<tr>
<td>Terry Ridley</td>
<td>Civil Construction</td>
<td>Over 10 years</td>
</tr>
<tr>
<td>Craig Nattrass</td>
<td>Welding</td>
<td>Over 10 years</td>
</tr>
</tbody>
</table>

All trainers have experience with indigenous training

1.4 Our flexible business model

Down to Earth is flexible in meeting your training needs:

- We come to you anywhere across Australia to deliver accredited training and assessing solutions and certify you
- We deliver courses relevant to your needs and specifications
- We adjust our scope of registration to meet your specific needs
- We provide flexible consulting services and needs analysis to improve your training and assessment standards
- When partnering we work with your training managers and your management to audit and improve required training functions

Call us anytime, anywhere, we’ll come to you.
Our clients by Industry

- Mining Firms: 21%
- Construction Firms: 17%
- Transport & Logistics Firms: 29%
- Indigenous firms and communities: 8%
- Private students: 17%
- Shires/Councils/Gov Organs: 8%

Clients from various industries use our services.

Down to Earth employs trainers from diverse industry backgrounds to ensure that relevant industry knowledge is transferred onto the student.
2.1 Scope of Registration

Qualifications & Units of Competency

- Cert II in Surface Extraction Operations
- Cert II in Civil Construction
- Cert III in Civil Construction Plant Operations
- Cert III in Civil Construction
- Certificate III in Trenchless Technology


In-house courses and licenses

1. General Courses and licenses relevant to most industries and individuals:

- Enter & work in confined spaces RIIWHS202D
- Work safely at heights RIIWHS204D
- Work safely in the construction industry (White Card) CPCCOHS1001A
- Welding (MMAW, GTAW, GMAW, Flux Core)
- Poly Pipe Welding (Butt & Electrofusion) PMBWELD301B & PMBWELD302B

- Implement traffic management plan RIIWHS302D
- Control traffic with a stop/slow bat RIIWHS205D
- Perform First Aid HLTAID003
- Perform CPR HLTAID001
- Operate & Maintain 4WD RIIVEH305D
- Chainsaw FPICOT2239A
- Quick-Cut Concrete Saw RIISAM204D
- Small Plant & Equipment RIISAM204D
- Manual Handling RIIWHS201D
- Gas Test Atmospheres MSAPMOHS217A
2. **High Risk courses** and licenses. Generally relevant to Civil Construction, Mining, Logistics and Engineering industry:

- Forklift TLILIC2001A
- Elevated Work Platform TLILIC2005A
- Vehicle Loading Crane TLILIC0012A
- Perform Dogging CPCCLDG3001A
- License to operate a vehicle loading crane (10 meters /tonne and above) (CV) TLILIC0012A
- License to operate a non-slewing mobile crane (greater than 3 tones capacity) (CN) TLILIC3006A
- License to operate a slewing mobile crane (up to 20 tons) (C2) TLILIC3008A

3. **Plant operator courses**:

- Conduct skid steer loader operations RIIMPO318D
- Conduct backhoe/loader operations RIIMPO319D
- Conduct civil construction excavator operations RIIMPO320D
- Conduct civil construction wheel loader operations RIIMPO321D
- Conduct civil construction dozer operations RIIMPO323D
- Conduct civil construction scraper operations RIIMPO325D
- Conduct integrated tool carrier operations RIIHAN311D
- Conduct civil construction grader operations RIIMPO324D

- Perform basic to advanced Rigging CPCCLRG3001A, CPCCLRG3002A, CPCCLRG4001A
- Perform basic to advanced Scaffolding CPCCLSF2001A, CPCCLSF3001A, CPCCLSF4001A
- License to operate a personnel and materials hoist CPCCLHS3001A
- Crane up to Open Crane License to operate a slewing mobile crane (up to 60 tones) (C6) TLILIC4009A
- License to perform rigging (Basic level) CPCCLRG3001A
- License to perform rigging (Intermediate level) CPCCLRG3002A
- License to perform rigging (Advanced level) CPCCLRG4001A

- Conduct haul truck operations RIIMPO311D
- Conduct tractor operations RIIMPO315D
- Conduct self-propelled compactor operations RIIMPO316D
- Conduct roller operations RIIMPO317D
- Conduct civil construction water cart operations RIIMPO326D
- Conduct tip truck operations RIIVEH304D
- Operate & maintain a four wheel drive RIIVEH305D
- Drive a light vehicle RIIVEH201D
2.2 Funding

There are various training initiatives available to employers, employees, individuals, RTO’s and indigenous entities wishing to undertake training. Speak to us to find out if you are eligible.

| CTF funding | The Construction Training Fund provides funding support for training of eligible workers in the construction industry. We acknowledge the support of the Construction Training Fund in reducing the costs of training for eligible workers. 
For more info visit: [http://www.bcitf.org/](http://www.bcitf.org/) |
| Commonwealth incentive for training new staff | You may benefit from this commonwealth incentive and conduct training through us. 
Certificate 2, 3 & 4
| Various funding incentives for indigenous enterprises and communities | Indigenous businesses are eligible for various funding incentives. If you are an indigenous owned entity or a large community we encourage you to contact us to discuss workforce development opportunities. |
| Productivity Places Program | The PPP - Existing Workers program funds private Registered Training Organizations (RTOs) to deliver training programs that will address identified industry skill shortages and increase the productivity of industry and enterprises throughout Western Australia. |
2.3 RTO Partnering

What is RTO partnering?

RTO partnering is an alliance between an RTO and an enterprise with the object of helping the enterprise deliver industry recognised training solutions as per the VET quality framework standards. It is designed to be a flexible solution taking consideration of the clients need and location.

This may for example involve developing training modules sought directly by the partner or even a third party such as Main Roads WA, Worksafe WA.

When partnering with Down To Earth think:

<table>
<thead>
<tr>
<th>Quality Control</th>
<th>Down to Earth operates as per VET quality framework.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accreditation of your existing training solutions and system improvement</td>
<td>We deliver recognised flexible training and assessing solutions across Australia. We undertake training needs analysis. We audit training systems and provide adequate solutions to meet your training objectives.</td>
</tr>
<tr>
<td>Use your own Trainers and Assessors</td>
<td>We can qualify your trainers to support the delivery of agreed training services and issue partner candidates with recognised qualifications, therefore saving you money and improving your training resources. We update partner candidates on regulatory changes to ensure your business remains lawful in its training and assessing operations.</td>
</tr>
<tr>
<td>We issue recognised qualifications to your staff</td>
<td>Partner candidates are eligible to receive Statements of Attainment.</td>
</tr>
</tbody>
</table>
Why partner?

- Improve Safety
  - Reduce reworks
  - Improve your skills
  - Save Money
  - Increase capacity
  - Get accredited
  - Reduce training downtime
2.4 RTO Compliance to VET Quality Framework

The VET quality framework is designed to ensure nationally consistent, high quality training and assessment services for the clients of Australia’s vocational education and training system (VET).

To continue registration, registered training organisations must comply with the VET quality framework standards relevant to its scope of registration.

*The Ministerial Council for Tertiary Education and Employment (MCTEE), which includes all Ministers for VET in Australia, has approved these quality arrangements.*

The VET quality framework enables RTO’s to deliver best possible training and assessing outcomes to its clients.
In-House courses are held at our premises: **Unit 2/24 Beale Way, Rockingham, WA.**

### 3.1 Training/Assessing on site

Indicative fees for on-site training/assessing across Australia:

(DTE offer a very large number of onsite courses available upon request. Please call DTE for current rates & schedules).

### 3.2 BHP VOC assessments

Down to Earth has proven itself to major players in the industry.

Our Assessors meet the requirements and standards set by BHP to conduct verification of competency (VOC) assessments required to conduct work on BHP controlled sites.

Assessments are conducted in accordance with BHP standards. Please contact our office if you would like further information.
3.3  Welding School

Register your interest:

Down To Earth is pleased to announce that it has opened a state of the art welding facility in 2011 to support the growing demand for qualified welders in Western Australia (profession listed on National Skills List).

Welding Courses are internationally recognised. The school features state of the art equipment administered by experienced training staff with over 30 years of welding experience on major projects.

Welding Programs:

- 1<sup>st</sup> class coded welding
- 2<sup>nd</sup> class welding
- Oxyacetylene cutting and welding
- Coded welding, pipe/plate
- Refresher training
- Re-skilling
- Australian and international codes/standards
- Poly pipe welding (butt & electrofusion)
Our Trainers/Assessors:

- Instructors with more than 30 years of welding experience on major construction projects, both onshore and offshore, national and international
- Qualified and accredited instructors as per strict RTO compliance standards
- Safety conscious trainers with a commitment to helping you reach your objectives
- Instructors with experienced in indigenous and cross cultural training

3.4 Four Wheel Drive & Light Vehicle courses

The Down to Earth 4WD & Light Vehicle courses teach the key subject areas of:

- Principles of Defensive Driving.
- Introduction & familiarization of safe 4WD operations.
- Basic maintenance of 4WD & pre-trip inspection criteria.
- Preparation for off-road trips & journey management planning.
- Safety, Navigation & Recovery equipment.
- 4WD gear function & driving techniques.
- Basic Recovery techniques.
- Off-Road practical driving session.
4.1 Terms and Conditions

Onsite training/accreditation & payment terms
All training/accreditation will be agreed before DTE’s trainers/assessors/employees arrive onsite. Any changes must be agreed in writing with DTE before any further training commences. If the client requires DTE to use assessments or paperwork other than what is supplied by DTE, then it must first be authorised in writing by DTE.

Accreditation/invoicing
Interim certification will be issued on the day of training/assessment (upon full payment or provision of a valid purchase order). Full accreditation will be issued once full payment of your invoice has been received by DTE. When submitting a Worksafe application on behalf of a student, DTE requires full payment of the invoice or provision of a valid purchase order before the application/s will be forwarded to Worksafe.

If full certification is required on the day of the course or assessments being conducted, then full payment MUST be received by DTE prior to the day of course or assessments & notice given of this request. ALL invoices are due 30 days from date of invoice unless otherwise agreed. Please forward a remittance advice with all payment made via EFT or cheque to allow DTE to match your payment to the corresponding invoice/s & process certification faster.

Poaching of Down to Earth Trainers/Assessors/Employees by clients
The client agrees that if a Trainer’s/Assessor’s/Employee’s contract is terminated for any reason and the Trainer/Assessor/Employee commences employment (including work as a consultant) for the client within 2 months of the last day on which the Trainer/Assessor/Employee worked for DTE (termination date), the client must pay DTE an amount equal to the greater of:

1. 30% of the Trainer’s/Assessor’s/Employee’s annual salary (including all benefits) with DTE at the termination date; or
2. 30% of the Trainer’s/Assessor’s/Employee’s annual salary (or consultancy fee) (including all benefits) (annualised if not calculated on a yearly basis) agree to be paid by the client to the trainer/assessor/employee.

The client agrees that the amount payable under this clause is a genuine pre-estimate of the loss suffered or likely to be suffered by DTE if a Trainer/Assessor/Employee leaves DTE to go to work for the client and takes into account and reflects the cost to DTE of training the Trainer/Assessor/Employee to the standard required by the client and the difficulty in proving that the transfer from DTE to the client involves the client inducing the Trainer/Assessor/Employee breeching his/her contract with DTE.

Accommodation/Meals
Onsite accommodation must be clean and livable. Adequate meals must be supplied by the client.

Transport/Airfares
The client must pay all costs of travel to and from site unless first otherwise agreed in writing by DTE.

Personal Protective Equipment (PPE)
The client must supply all site specific PPE.

Quotes
DTE’s quotes are open for acceptance for 30 days from issue date and can only be accepted by the client’s valid purchase order or full payment. In accepting a DTE quote, the client agrees to the terms and conditions on the DTE quote. Nothing in the client’s purchase order or any other form of acceptance that is inconsistent with a term and condition in a DTE quote is of any effect in any agreement between DTE and the client.

Payment
Where a valid purchase order has been supplied, DTE’s invoice is payable 30 days from date of invoice. All other invoices without a purchase order are payable at the time of booking any course or assessment.

Note: Payment for training at the time of booking $1000.00 or less. If training exceeds $1000.00, the total outstanding balance will be completed upon arrival on first day of training.
If invoiced fees & charges are not paid within 30 days from date of invoice & collection services are required to collect outstanding amounts, the client will then be held responsible for charges incurred by the collection agency.

Where paying by cheque, should the cheque not be met on presentation the client will be charged a dishonour fee in addition to their original invoice amount.

**Construction Training Fund (CTF) Rebate Policy**
Down to Earth Training & Assessing (DTE) will apply the Construction Training Fund (CTF) rebate to the invoices of candidates that have been approved as eligible for the rebate prior to undertaking training with DTE and who are deemed ‘competent’ upon completion of their training with DTE.

In an instance where a candidate is deemed eligible for the CTF rebate but is found ‘not yet competent’ upon completion of their training, the full cost of the course will be collected from the candidate by DTE, irrespective of their eligibility status or any prior quotes at the CTF rebated cost.

**Cancellations**
If DTE cancels any course, the client will receive a full refund or at the client’s election, a credit towards a future course.

If a client cancels a booking - please note that any cancellations not received at least 24 hours prior to the course commencing, during working hours/business days, will incur an administrative charge ($150). If the booking is not cancelled and the client fails to attend, they will be invoiced for the full cost of the course (CTF subsidies do not apply).

**Medical or Personal Hardship**
If a course participant is unable to complete a course and the client provides a medical certificate or shows extreme personal hardship, a refund may be paid at the discretion of the Director.

**Refund**
DTE will ensure that a fair and equitable refund policy is implemented with guidelines for the refund of fees when courses are cancelled discontinued or where students have adequate reason to withdraw from the vocational training offered.

<table>
<thead>
<tr>
<th>Reason for Refund</th>
<th>Notification Period</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Clients withdraw</td>
<td>More than 7 days before course commences</td>
<td>Full refund</td>
</tr>
<tr>
<td>2. Clients withdraw</td>
<td>Within 7 days - 24 hours prior to the course commencing, during working hours/ business days</td>
<td>Full refund less $150 administrative fee</td>
</tr>
<tr>
<td>3. Clients withdraw</td>
<td>Within 24 hours prior to the course commencing</td>
<td>No refund given</td>
</tr>
<tr>
<td>4. Clients withdraw</td>
<td>After the course commences</td>
<td>No refund given</td>
</tr>
</tbody>
</table>