

## SHORT COURSE MANUAL HANDLING REFRESHER

### TRAINING PROGRAM



#### VOCATIONAL RELEVANCE

This unit describes the skills and knowledge required for workers to participate in safe work practices to ensure their own health and safety, and that of others. The unit applies to all workers who require knowledge of workplace health and safety (WHS) to carry out their own work, either under direct supervision or with some individual responsibility.

It includes information on how to follow safe work practices; implement safe work practices; contribute to safe work practices in the workplace; reflect on own safe work practices. This course is suitable for current healthcare sector employees or anyone seeking a professional development opportunity to stay compliant, informed, and safe at work.

#### Nationally recognised units of competency as listed below:



1	HLTWHS001	Participate in workplace health and safety	Core
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## PROGRAMME DELIVERY



### CAMPUS

Available at Lismore and Murwillumbah campus.



### PROGRAMME DURATION

Expected duration: 1 day  
Nominal duration: 1 day



### COMMITMENT (HOURS)

Component	Weekly	Total Course
Classroom training	1 session, 9am – 4pm	7 hours



### DELIVERY

Face to face.  
Face to face classroom delivery for the unit and eLearning assessment. Followed by the Manual Handling Refresher in the afternoon.



### THIRD PARTY ARRANGEMENTS

ACE Community Colleges is responsible for the issue of all qualifications and statement of attainments. ACE Community Colleges is responsible for the issue of all qualifications and statement of attainments.



### WORKPLACE AGREEMENTS

Not applicable.



### TRAINER ACCESS AND LEARNING SUPPORT

Your trainer can provide email and telephone support throughout the course. All enrolled students also have access to a Student Support Officer who can provide advice and assistance or facilitate external support.



### GENERAL SUPPORT SERVICES

Pre-admission surveys allow us to evaluate language, literacy and numeracy capabilities prior to enrolment. This is done with reference to the Australian Core Skills Framework, helping us to determine individual needs relative to the demands of the course and to estimate support requirements. Once enrolled, students can then access foundational support adapted to their individual needs and circumstances.

## ENROLMENT AND PARTICIPATION



### APPLICATION

Enrolment is contingent upon an application being accepted. Factors considered in the evaluation of enrolment applications include meeting programme entry requirements, eligibility for a training subsidy (where applicable), the outcome of screening processes (for example, police checks), past payment of fees and acceptance of the terms of enrolment.



### ENTRY REQUIREMENTS

Not applicable.



### REQUIRED MATERIALS AND EQUIPMENT

Access to computer, laptop or device. Access to the internet.



### COMPLETION AND CERTIFICATION

A qualification testamur and transcript will be issued by ACE Community Colleges upon successful completion of course requirements, provided that all administrative requirements have been met and course fees are paid in full. In these circumstances, certificates will be issued within 30 days.



### PARTIAL COMPLETION

Where a student does not complete all components, a statement of attainment listing units successfully achieved will be issued by ACE Community Colleges within 30 days of course completion as long as all outstanding fees have been paid.

## FEES AND SUBSIDIES



### FULL COURSE FEE

\$225



### CARDHOLDER DISCOUNT

Not applicable.



### SUBSIDIES AVAILABLE

Yes – see box below. Please refer to the relevant Subsidy Fact Sheet provided at enrolment for subsidised fees, eligibility criteria and more information.



### COURSE MATERIALS

The course fees specified are fully inclusive of all textbooks, learning materials, tuition costs and support services for the advertised duration of the course.



### ADDITIONAL CHARGES

Not applicable.

Adult and Community Education (ACE) Program (NSW). Applicants eligible for enrolment under the *ACE Program* to note that this training is subsidised by the New South Wales Government.

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## FURTHER INFORMATION



### STUDENT HANDBOOK

Our Student Handbook is available to all prospective students and may be obtained at or prior to enrolment from any of our colleges or downloaded from our website. The Student Handbook reflects our policies and contains information on the enrolment process, skills recognition, participation in training and assessment, support services, fees and refunds, rules and regulations, USI and a range of general information. While our Student Handbook also contains the specific details of our complaints and appeals process, it can also be accessed on our website at <https://www.acecolleges.edu.au/students/>



### CAMPUS CONTACT DETAILS FOR ENQUIRIES

MURWILLUMBAH: 02 6672 6005 | [mbah@acecolleges.edu](mailto:mbah@acecolleges.edu)

LISMORE: 02 6622 1903 | [lismore@acecolleges.edu](mailto:lismore@acecolleges.edu)