



RIICOM201E

Communicate Safely in the Workplace (Half-Day Course)



This unit describes the skills and knowledge required to communicate in the workplace in the resources and infrastructure industries and other industries with relevant work practices and procedures. It applies to those working in operational roles.

Note: White Card CPCWHS1001 is prerequisite for this course.

LEARNING MODULES:

- Plan and prepare for workplace communication.
- Communicate using communication equipment and systems.
- Carry out face-to-face routine communication.
- Complete written documentation.

At the successful completion of this course, Candidate will receive the Statement of Attainment and a wallet-size card* inclusive of the Nationally Accredited course information, student name and course attended date.

(* Raines Resources will issue an SOA and card after full payment is received)



Raines Resources Pty Ltd - RTO 46582

Phone: 08 6319 5300
Mon - Sun: 7:00 am - 9:00 pm

Suite 12, Risely Corporate Centre
135 Risely Street
Booragoon WA 6154

ABN: 29 674 339 271
ACN: 610326460

info@rainesresources.com.au



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TRAINING DETAILS:

- Course Times:** **Face to Face:** 8:00 am until 12:30 pm (Please arrive 15 minutes earlier for registration and ID verification) other times by negotiation.
Experienced or credit transfer students: 10:00 am until 12:30pm (Please arrive 15 minutes earlier for registration and ID verification)
RPL students: By appointment, length of time required will vary based on evidence provided.
Blended/Online: self-paced theory + Face-2-face practical up to 60 minutes for new learners and less time for experienced operators.
Morning session 08:00 to 11:00. Afternoon session 13:00 to 16:00 (subject to class numbers)
Online only - self-paced learning, timed theory assessment 1-2 hours and document upload submission for practical portion approx. 1 hour
- Age Requirements:** All learners must be at least 18 years of age.
- Literacy and Numeracy:** Participants must have a basic level of English proficiency (written and verbal communication) and the knowledge of how to use a calculator.
- Digital Literacy:** Online learners will require access to a computer with an internet connection and the knowledge to access emails, login to the online training portal, upload documents when required and submit assessments.
In some instances, in modern mining and construction settings you may be required to enter/log information into an electronic record keeping devise. Or use computerised equipment to operate various types of machinery and processes
- Delivery:** Face to Face training and assessment in a simulated workplace environment as well as online.
- Payment Method:** Cash, credit card, direct funds transfer with a bank receipt, or a company purchase order (refer to our finance policy for further details).
- What to bring:** 1 Photo ID and 1 Secondary ID, Current WorkSafe Licence Card (if any) (e.g. Driver's Licence, Passport (current or expired being no more than 2 years from the expiry date), WA proof of age card or other Australian Government issued ID card with photo) AND (e.g. Medicare Card, telephone, gas, or electricity account not more than 12 months old).
- Clothing:** Long sleeve shirt, long pants and enclosed shoes.
- Location:** Online or at Unit 12/135 Riseley Street Booragoon WA



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ASSESSMENT COMPONENTS:

- Theory
- Practical

Practical Assessments are Perth based.

For group booking of 10 or more students, arrangements can be made for a Trainer to attend your site. Please contact info@rainesresources.com.au for further details regarding group bookings

CANCELLATION / REFUNDS:

Refer to our Refunds Policy.

COST OF THE COURSE:

Face to Face: \$275.00 (GST Free)

Online: \$250.00 (GST Free)

Combined Qualification (BWTM & TC) RIIWHS302E, RIIWHS205E, RIICOM201E and White Card

Face to Face: \$1,100.00 (GST Free)

Online: \$ 675.00 (GST Free)

For corporate bookings please contact our booking team on (08) 6319 5300 or email info@rainesresources.com.au

VOC / Refresher Course: Please contact the booking team.

CTF Funding Information

The Construction Training Fund may subsidise up to 70% of cost for eligible course for persons successfully completing an eligible CTF funded face to face course. Students have up to 1 year from the successful completion date to make a claim. To make a claim email inquiries@ctf.wa.gov.au

Credit Transfer

Credit transfer is available on all courses provided substantiating evidence is supplied.

Recognised Prior Learning

RPL is available for students on most courses, in some instances due to the complexity of RPL validation process the RPL fee may exceed the actual course cost.

Students seeking Recognition of Prior Learning (RPL) are not required to complete standard training assessments where sufficient evidence of existing competency can be demonstrated. However, assessors must ensure that all unit requirements, including knowledge evidence, performance evidence, and assessment conditions are satisfactorily met.

Additional supplementary questions, competency conversations, or practical demonstrations may be required where evidence provided is insufficient.

If you wish to apply for RPL please contact our bookings team on the above details to discuss.



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