



# RIICOM201E

## Communicate 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

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](mailto:info@rainesresources.com.au)



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### TRAINING DETAILS:

- Course Times:** Online - Self-paced and should take up to 4 hours.
- Face to Face - Allow up to 6 hours, delivery times and dates subject to class numbers.
- 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 device. 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.



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**Location:** Online or at Unit 12/135 Riseley Street Booragoon WA

### 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](mailto:info@rainesresources.com.au) for further details regarding group bookings

### CANCELLATION / REFUNDS:

Refer to our Refunds Policy.

### COST OF THE COURSE:

<b>Face to Face:</b>	<b>\$275.00</b> (GST Free)
<b>Online:</b>	<b>\$250.00</b> (GST Free)
<b>VOC:</b>	<b>\$150.00</b> (GST Free)

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

<b>Online:</b>	<b>\$675.00</b> (GST Free)
<b>VOC/Refresher:</b>	<b>\$550.00</b> (GST Free)

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

Upskill today  
with Raines Resources

Our training and licensing services are led by Alan Raines, a seasoned expert with over 30+ years of hands-on experience in the construction, transport, and mining industries.



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