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
Contents

1.1 Welcome from the Managing Director ......................................................................................... 4
1.2 Our History.................................................................................................................................... 5
1.3 Our Structure and Key People....................................................................................................... 6
1.4 Our Trainers/Assessors ................................................................................................................. 6
2.1 Our Flexible Business Model ......................................................................................................... 7
2.2 Scope of Registration .................................................................................................................... 9
2.3 Funding ....................................................................................................................................... 11
2.4 RTO Partnering............................................................................................................................ 12
2.5 RTO Compliance to VET Quality Framework............................................................................... 14
3.1 Welding School ........................................................................................................................... 15

Contact
Phone: (08) 9528 8888
Fax: (08) 9527 1977

Emails
General enquiries: admin@down2earth.com.au
Managing Director: Kim Brunswick: kim@down2earth.com.au
General Manager: Renae Young: 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 15 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 also saw 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 Key People

### Key Management Personnel

<table>
<thead>
<tr>
<th>Kim Brunswick - Managing Director</th>
<th>Renae Young - General Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Certificate III Civil Construction</td>
<td>• Certificate IV Training &amp; Assessment</td>
</tr>
<tr>
<td>• Certificate III Civil Construction (Plant)</td>
<td>• Certificate IV Frontline Management</td>
</tr>
<tr>
<td>• Certificate III Pipe Laying</td>
<td>• Certificate IV Business Administration</td>
</tr>
<tr>
<td>• Certificate III Road Construction &amp; Maintenance</td>
<td>• Diploma Business</td>
</tr>
<tr>
<td>• Certificate IV Training &amp; Assessment</td>
<td>• Diploma Management</td>
</tr>
<tr>
<td>• Diploma Occupational Health &amp; Safety</td>
<td>Extensive administrative, compliance and managerial experience.</td>
</tr>
</tbody>
</table>

Extensive experience in heavy machinery operations in civil construction, mining and logistics.

1.4 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>Deborah Griggs-Hall</td>
<td>Civil Construction</td>
<td>Over 10 years</td>
</tr>
<tr>
<td>Hux Brown</td>
<td>Civil Construction &amp; Mining</td>
<td>Over 10 years</td>
</tr>
</tbody>
</table>
• More than 30 years of experience on major construction projects (both onshore and offshore), national and international.
• Qualified and accredited as per strict RTO compliance standards.
• Safety conscious with a commitment to helping you reach your objectives.
• Experienced in indigenous and cross cultural training.
• Qualified and experienced in assisting students with language, literacy and numeracy issues.

2.1 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 8%
- Indigenous firms and communities 17%
- Private students 8%
- Shires/Councils/Gov Organs 29%

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.
2.2 Scope of Registration

Qualifications & Units of Competency

- RII20215 Cert II in Surface Extraction Operations
- RII20715 Cert II in Civil Construction
- RII30815 Cert III in Civil Construction Plant Operations
- RII30913 Cert III in Civil Construction
- RII31615 Certificate III in Trenchless Technology

Please note that the below is not a full list of units of competency that Down to Earth has on scope. Full scope of RTO registration available to view at: https://training.gov.au/

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 – plus weld tests)
- 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
- 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
- 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 tones) (C2) TLILIC3008A
- License to perform rigging (Basic level) CPCCLRG3001A
- License to perform rigging (Intermediate level) CPCCLRG3002A
- License to perform rigging (Advanced level) CPCCLRG4001A
- 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

3. **Plant operator courses**:

- Conduct Skid Steer Loader Operations RIIMPO318E
- Conduct Backhoe/Loader Operations RIIMPO319D
- Conduct Civil Construction Excavator Operations RIIMPO320E
- Conduct Civil Construction Wheeled Front-end Loader Operations RIIMPO321E
- Conduct Civil Construction Dozer Operations RIIMPO323D
- Conduct Civil Construction Scraper Operations RIIMPO325D
- Conduct Integrated Tool Carrier Operations RIIHAN311E
- Conduct Telescopic Materials Handler Operations RIIHAN309E
- Conduct Civil Construction Grader Operations RIIMPO324E
- Conduct Articulated Haul Truck Operations RIIMPO337D
- Conduct Rigid Haul Truck Operations RIIMPO338D
- Conduct Tractor Operations RIIMPO315D
- Conduct Self-Propelled Compactor Operations RIIMPO316D
- Conduct Roller Operations RIIMPO317E
- Conduct Civil Construction Water Cart Operations RIIMPO326D
- Conduct Tip Truck Operations RIVEH304D
- Operate & Maintain a Four Wheel Drive RIVEH305E
- Drive a Light Vehicle RIVEH201D
### 2.3 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.

<table>
<thead>
<tr>
<th>Funding Initiative</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CTF funding</strong></td>
<td>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: <a href="http://www.bcitf.org/">http://www.bcitf.org/</a></td>
</tr>
<tr>
<td><strong>Commonwealth incentive for training new staff</strong></td>
<td>You may benefit from this commonwealth incentive and conduct training through us. Certificate 2, 3 &amp; 4 For more info visit: <a href="http://www.australianapprenticeships.gov.au/">http://www.australianapprenticeships.gov.au/</a></td>
</tr>
<tr>
<td><strong>Various funding incentives for indigenous enterprises and communities</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Productivity Places Program</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
2.4 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><strong>Accreditation of your existing training solutions and system improvement</strong></td>
<td>We deliver recognised flexible training and assessing solutions across Australia.</td>
</tr>
<tr>
<td></td>
<td>We undertake training needs analysis.</td>
</tr>
<tr>
<td></td>
<td>We audit training systems and provide adequate solutions to meet your training objectives.</td>
</tr>
<tr>
<td><strong>Use your own Trainers and Assessors</strong></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.</td>
</tr>
<tr>
<td></td>
<td>We update partner candidates on regulatory changes to ensure your business remains lawful in its training and assessing operations.</td>
</tr>
<tr>
<td><strong>We issue recognised accreditation to your staff</strong></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
2.5 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.**

Down to Earth offer a very large number of on-site courses available upon request. Please call us today for a quote.

### 3.1 Welding School

Down To Earth is pleased to announce that it has opened a state of the art welding facility 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\textsuperscript{st} class coded welding
- 2\textsuperscript{nd} class welding
- Oxyacetylene cutting and welding
- Coded welding, pipe/plate
- Refresher training
- Re-skilling
- Australian and international codes/standards
- Poly pipe welding (butt & electrofusion)