



Down to Earth

Training and Assessing

2011

CAPABILITY STATEMENT



**NATIONALLY RECOGNISED
TRAINING**



*Flexible Training and Assessing
Solutions delivered anywhere*

*Experienced Trainers with decades of
industry experience*

Quality assured RTO ISO 9001-2000.

*Compliance to AQTF standards in
training*

Welding school for all levels

www.down2earth.com.au

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1.1 Welcome from the Managing Director

Greetings,

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.

Kim Brunswick

A handwritten signature in black ink, appearing to be 'Kim Brunswick', written in a cursive style.

1.2 Our History



Down to Earth is a Registered Training organisation (RTO) accredited by the Training Accreditation Council (TAC) to provide a range of nationally recognised training and assessing solutions relevant to the mining, civil construction, logistics and engineering industry.

Over the past 10 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.

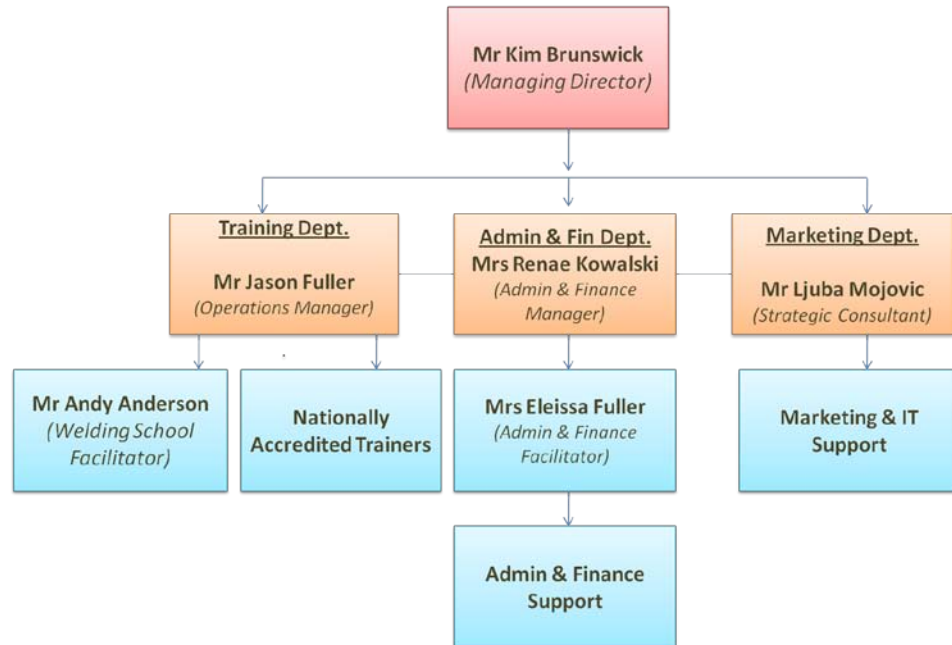
In 2011, the company has expanded its services considerably to meet the latest industry requirements. Specifically with the launch of a new welding school featuring state of the art facilities, established to support Western Australia's increasing demand for the trade.

We are proud of our impressive growth results, experienced training personnel and excellence in operation demonstrated through Australian Quality Training Framework (AQTF) audits.

'The firm was small but the vision was big'

1.3 Our structure and our people

Our Departments:



KEY MANAGEMENT PERSONNEL	
Mr Kim Brunswick (Managing Director)	Mr Jason Fuller (Operations & Training Manager)
<ul style="list-style-type: none"> • Diploma of Training and Assessment • Diploma in Occupational Health and Safety • Certificate 3 in Civil Construction, Pipe laying, Road Construction and maintenance and Plant Operations 	<ul style="list-style-type: none"> • Diploma in Occupational Health and Safety • Certificate 4 in Training and Assessment • Certificate 3 in Civil Construction, Pipe Laying, Road Construction, Bridge Maintenance, Plant Operations, Bituminous Surfacing
Over 35 years experience in Heavy Machinery operation in Civil Construction, Mining and Logistics.	Over 20 years experience in local Government, Heavy Machinery operation in Civil Construction, Logistics and Training Industry.

Some of our trainers:

Name	Area of specialization	Industry Experience
Robert Christophers	Mining & Indigenous Training Specialist	Over 20 years
Kevin Woodward	Mining & Civil Construction	Over 10 years
Andy Anderson	Welding	Over 30 years
Geoff Armstead	Civil Construction & Indigenous Training	Over 30 years
Tara Lee William	Civil Construction	Over 20 years
Andrew Marshall	Civil Construction and Mining	Over 20 years
Ralph Bailey	Civil Construction	Over 10 years
All trainers have experience with Indigenous Training		

1.4 Our flexible business model

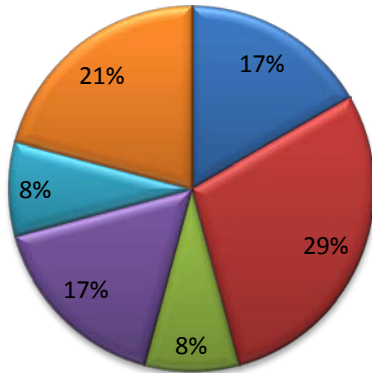
Down to Earth is flexible in meeting your training needs:

- 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.



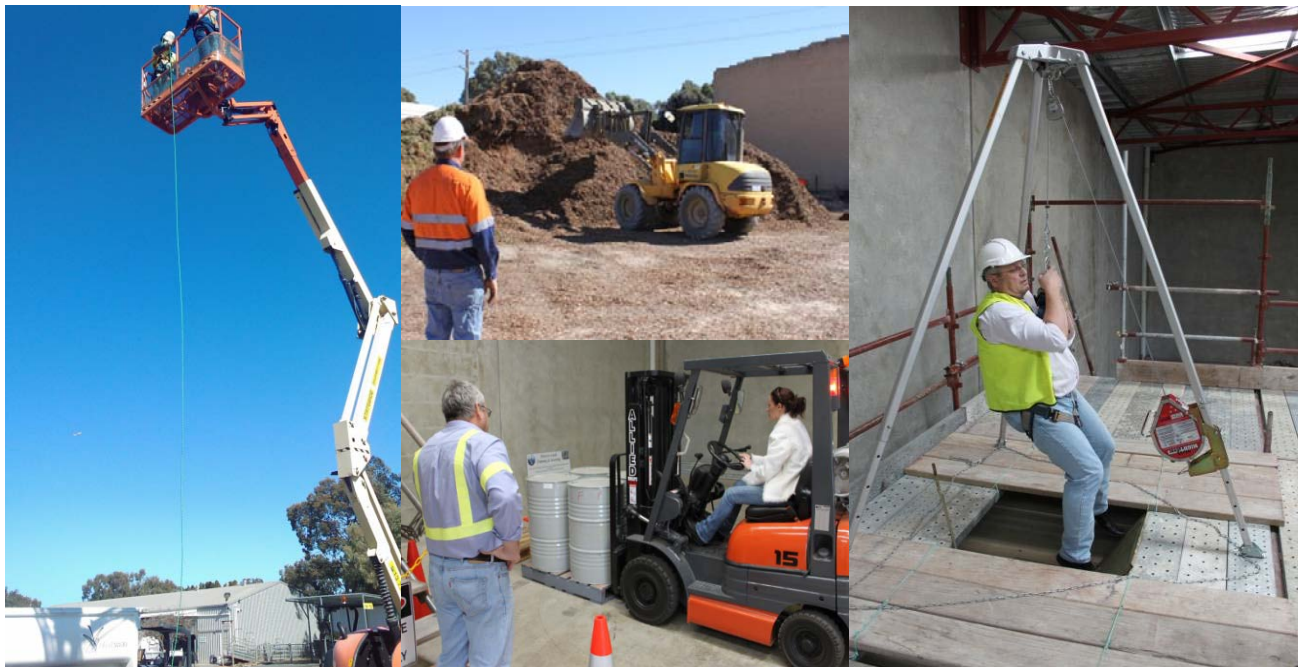
Our clients by Industry



- Mining Firms
- Construction Firms
- Transport & Logistics Firms
- Indigenous firms and communities
- Private students
- Shires/Councils/Gov Organs

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

Certificates and Diplomas

- Certificate III in Pipe Laying
RII31309
- Certificate III in Road Construction and Maintenance
RII31409
- Certificate III in Trenchless Technology
RII31609
- Certificate II and III in Surface Extraction Operations
RII20209 and RII20209
- Certificate II in Civil Construction
RII20709
- Certificate III in Civil Construction Plant Operations
RII30809
- Certificate III in Civil Construction
RII30909
- Certificate IV in Civil Construction Supervision
RII40709

Full scope of RTO registration available on:

<http://www.ntis.gov.au/Default.aspx?RTO/51199/Scope>

In-house courses and licenses

1. **General Courses** and licenses relevant to most industries and individuals:
 - Enter confined space
PMAPER205B
 - Prepare work zone traffic management plans
RIICC503A
 - Work safely at heights
MNMG237A
 - Apply first aid
HLTFA301B
 - Participate in environmentally sustainable work practices
BSBSUS201A
 - Work safely in the construction industry (White Card)
CPCCOHS1001A
 - Work in accordance with an issued permit
PMAPER200C
 - Apply advanced first aid
HLTFA402B
 - Traffic control
 - Advanced traffic management

2. **High Risk courses** and licenses. Generally relevant to Civil Construction, Mining, Logistics and Engineering industry:
 - Forklift
 - Elevated Work Platform
 - Vehicle Loading Crane
 - Perform basic to advanced Rigging
 - Perform basic to advanced Scaffolding
 - Licence to operate a personnel and materials hoist
 - Perform Dogging Work
 - Crane up to 60T

Examples of 'onsite' courses: (DTE provides many onsite courses not listed in capability statement due to large number, available upon request)

1. High Risk courses:

- Licence to operate a vehicle loading crane (10 meters /tonne and above) (CV)
TLILIC1208A
- Licence to operate a non-slewing mobile crane (greater than 3 tones capacity) (CN)
TLILIC608A
- Licence to operate a slewing mobile crane (up to 20 tones) (C2)
TLILIC808A

2. Plant operator courses:


- Conduct skid steer loader operations
RIIMPO318A
- Conduct backhoe/loader operations
RIIMPO319A
- Conduct civil construction excavator operations
RIIMPO320A
- Conduct civil construction wheel loader operations
RIIMPO321A
- Conduct civil construction dozer operations
RIIMPO323A
- Conduct civil construction scraper operations
RIIMPO325A
- Conduct integrated tool carrier operations
RIIHAN303A
- Conduct civil construction grader operations
RIIMPO324A

- Licence to operate a slewing mobile crane (up to 60 tones) (C6)
TLILIC908A
- Licence to perform rigging (Basic level)
CPCCLRG3001A
- Licence to perform rigging (Intermediate level)
CPCCLRG3002A
- Licence to perform rigging (Advanced level)
CPCCLRG4001A

- Conduct telescopic materials handler operations
RIIHAN309A
- Conduct haul truck operations
RIIMPO311A
- Conduct tractor operations
RIIMPO315A
- Conduct self propelled compactor operations
RIIMPO316A
- Conduct roller operations
RIIMPO317A
- Conduct civil construction water cart operations
RIIMPO326A
- Conduct tip truck operations
RIIVEH304A

2.2 Funding for RTO's and Employers

There are various training initiatives available to employers, RTO's and Indigenous entities wishing to undertake training. Speak to us to find out if you are eligible.

 <p>CTF FUNDING CONSTRUCTION TRAINING FUND</p>	<p>Participants may be eligible for rebates issued by the Construction and Training Fund.</p> <p>As a general rule CTF will subsidize courses to individuals and corporations that operate in the Construction industry as well as unemployed people wishing to gain employment in the industry.</p> <p>Down to Earth is a registered CTF bulk biller and therefore able to save individuals and corporations valuable time and money on claiming CTF rebates.</p> <p>Contact us to verify your eligibility.</p> <p>For more info: www.bcitf.org</p>
<p>Commonwealth incentive for training new staff</p>	<p>You may benefit from this commonwealth incentive and conduct training through us.</p> <p>Certificate 2, 3 & 4</p> <p>For more info visit: http://www.australianapprenticeships.gov.au/</p>
<p>Various funding incentives for indigenous enterprises and communities.</p>	<p>Indigenous businesses are eligible for various funding incentives.</p> <p>If you are an indigenous owned entity or a large community we encourage you to contact us to discuss workforce development opportunities.</p>
<p>Productivity Places Program</p>	<p>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.</p>

2.3 RTO Partnering

What is RTO partnering?

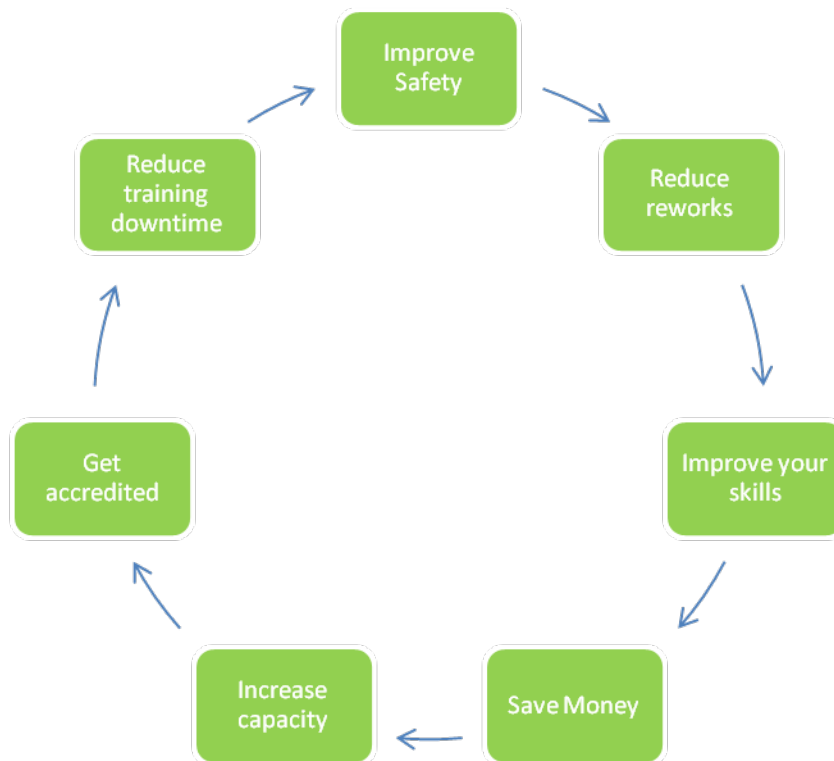
RTO partnering is an alliance between an RTO and an enterprise with the object of helping the enterprise deliver industry recognised training solutions as per the Australian Quality Training Framework (AQTF) standards. It is designed to be a flexible solution taking consideration of the clients need and location.

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

Down to Earth is a quality assured (ISO 9001-2000) RTO which ensures that all delivered solutions comply to AQTF standards.

When partnering with Down To Earth think:

Quality Control	Down to Earth operates as per AQTF Standards.
Accreditation of your existing training solutions and system improvement	<p>We deliver recognised flexible training and assessing solutions across Australia.</p> <p>We undertake training needs analysis.</p> <p>We audit training systems and provide adequate solutions to meet your training objectives.</p>
Use your own Trainers and Assessors	<p>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.</p> <p>We update partner candidates on regulatory changes to ensure your business remains lawful in its training and assessing operations.</p>
We issue recognised qualifications to your staff	Partner candidates are eligible to receive Statements of Attainment.

Why partner?

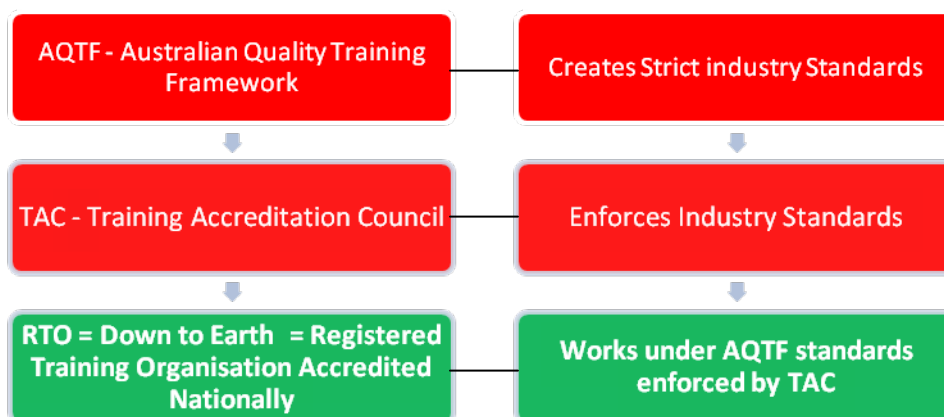
2.4 RTO compliance to AQTF standards

AQTF standards are designed to ensure nationally consistent, high quality training and assessment services for the clients of Australia's vocational education and training system (VET).

To stay registered, Nationally Accredited Training Organizations must comply with a set of national standards called the Australian Quality Training Framework (AQTF) 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.

AQTF standards enable RTOs to deliver best possible training and assessing outcomes to its clients.



RTO COMPLIANCE = QUALITY ASSURANCE

3.1 Training/Assessing at our premises

Our in-house course offer varies from time to time to address the industry needs.

The table below details some of our most popular courses with indicative prices (*subject to change without notification*):

Training Course	Price ex GST	GST	Full Price inc GST	BCITF Rebate for eligible clients (inc GST)	Total fee for BCITF eligible client (inc GST)
White Card (Online)	\$130	GST Free	\$130	\$20	\$110
White Card (Face to face) -1 day	\$130	GST Free	\$130	\$50	\$80
Confined Space (1 day)			\$440	\$246.40	\$193.60
Work safely at heights (1 day)			\$385	\$242	\$143
Dogman Course (5 days)			\$880	\$677.60	\$202.40
Rigging Basic (5 days)			\$880	\$607.20	272.80
Rigging Intermediate (3 days)			\$880	\$704	\$176
Rigging Advanced (3days)			\$880	\$704	\$176
Basic Scaffolding (4 days)			\$880	\$611.60	\$268.40
Intermediate Scaffolding (3 days)			\$880	\$440	\$440
Advanced Scaffolding (2 Days)			\$880	\$539	\$341
Basic Traffic Management & Traffic Controller (2 days)			\$550	\$396	\$154
Basic worksite Traffic Management (1 day)			\$275	\$198	\$77
Basic worksite Traffic Management (refresher) (1 day)			TBA	TBA	TBA
Traffic Control (1 day)			\$275	\$198	\$77

Traffic Control (refresher) (1 day)			TBA	TBA	TBA
Combined Refresher Course Traffic Man & Traffic Control (1 day)			\$275	\$198	\$77
Advanced Worksite Traffic Management (5 days)			TBA	TBA	TBA
Chain Saw (1 day)			\$385	\$319	\$66
Quick Cut Concrete Saw (1 day)			\$385	\$211.20	\$173.80
Senior First Aid (1 day)			\$275	\$183.70	\$91.30
First Aid – CPR (4 hours)			\$192	\$66	\$126
Power Line Safety (6hrs)			TBA	TBA	TBA
Operate a Forklift Truck (experienced) (1 day)			\$484	\$352	\$132
Operate a Forklift Truck (inexperienced) (2 days)			\$616.00	NA	NA
Elevated Work Platform (experienced) (1 day)			\$484	\$281.60	\$202.40
Elevated Work Platform (inexperienced) (2 days)			\$660	NA	NA
Fire Extinguisher (3 hrs)			\$275	\$154	\$121
Fire Warden (6 hrs)			\$330	\$204.60	\$125.40
Crane – Non Slewing (CN)*(5days)			\$880*	\$704	\$176*
Crane – Slewing (C2-C6)*(5- 10 days)			\$880.00*/1989 .00*	TBA	TBA
Crane Vehicle Loading (CV)*(3 days)			\$880*	\$647.90	\$232.10*
Machine Assessments (BCITF Prices)	\$440	\$44	\$484	352**	\$132
Machine Assessments (Public Prices)	\$400	\$40	\$440	NA	NA
Secondary Machine Assessments (Public Prices)	\$180	\$18	\$198	NA	NA

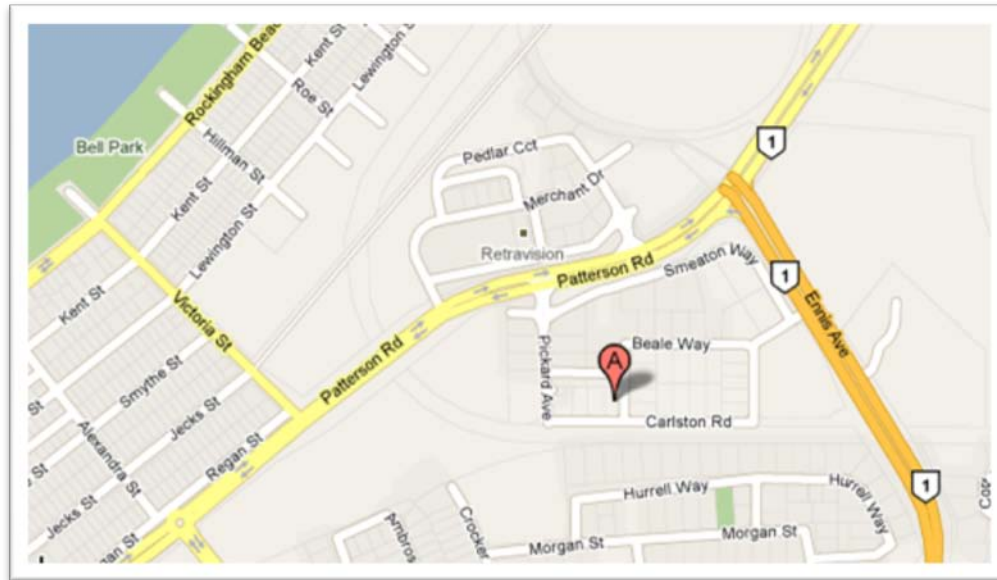
2011 schedule for in-house courses:

Training Course	JAN	FEB	MAR	APR	MAY	JUNE
White Card (Online)	ANYTIME	ANYTIME	ANYTIME	ANYTIME	ANYTIME	ANYTIME
White Card (Face to face) -1 day	On demand	On demand	On demand	On demand	On demand	On demand
Confined Space (1 day)	17	14	8 & 28	18	9	7 & 28
Work safely at heights (1 day)	18	15	9 & 29	19	10	8 & 29
Dogman Course (5 days)	31 – 4 Feb	31 Mar-4	14 - 18	11-15	16 - 20	20 - 24
Rigging Basic (5 days)	On demand	On demand	On demand	On demand	On demand	On demand
Rigging Intermediate (3 days)	On demand	On demand	On demand	On demand	On demand	On demand
Rigging Advanced (3days)	On demand	On demand	On demand	On demand	On demand	On demand
Basic Scaffolding (4 days)	On demand	On demand	On demand	On demand	On demand	On demand
Intermediate Scaffolding (3 days)	On demand	On demand	On demand	On demand	On demand	On demand
Advanced Scaffolding (2 Days)	On demand	On demand	On demand	On demand	On demand	On demand
Basic Traffic Management & Traffic Controller (2 days)	On demand	On demand	On demand	On demand	On demand	On demand
Basic worksite Traffic Management (1 day)	13, 20, 27	3, 10, 17, 24	3, 10, 17, 24 31	7, 14, 20, 28	5, 12, 19, 26	2, 9, 16, 23, 30
Basic worksite Traffic Management (refresher) (1 day)	13, 20, 27	3, 10, 17, 24	3, 10, 17, 24 31	7, 14, 20, 28	5, 12, 19, 26	2, 9, 16, 23 30
Traffic Control (1 day)	14, 21, 28	4, 11, 18, 25	4, 11, 18, 25	1, 8, 15, 21, 29	6, 13, 20, 27	3, 10, 17, 24 01-July
Traffic Control (refresher) (1 day)	13, 20, 27	3, 10, 17, 24	3, 10, 17, 24 31	7, 14, 20, 28	5, 12, 19, 26	2, 9, 16, 23, 30
Combined Refresher Course Traffic Man & Traffic Control (1 day)	13, 20, 27	3, 10, 17, 24	3, 10, 17, 24 31	7, 14, 20, 28	5, 12, 19, 26	2, 9, 16, 23, 30
Advanced Worksite Traffic Management (5 days)	On demand	On demand	On demand	On demand	On demand	On demand
Chain Saw (1 day)	17	7	22	1, 29	25	22

Quick Cut Concrete Saw (1 day)	17	7	22	1, 29	25	22
Senior First Aid (1 day)	On demand	On demand	On demand	On demand	On demand	On demand
First Aid – CPR (4 hours)	24	21	22	12	3	14
Power Line Safety (6hrs)	On demand	On demand	On demand	On demand	On demand	On demand
Operate a Forklift Truck (experienced) (1 day)	24	8, 28	21	4, 26	2, 23	13, 27
Operate a Forklift Truck (inexperienced) (2 days)	24-25	8-9 28-1 Mar	21-22	4-5 26-27	2-3 23-24	13-14 27-28
Elevated Work Platform (experienced) (1 day)	19	16	10, 30	20	11, 24	9, 30
Elevated Work Platform (inexperienced) (2 days)	19-20	16-17	10-11 30-31	20-21	11-12 24-25	9-10 30-1 July
Fire Extinguisher (3 hrs)	On demand	On demand	On demand	On demand	On demand	On demand
Fire Warden (6 hrs)	On demand	On demand	On demand	On demand	On demand	On demand
Crane – Non Slewing (CN)*(5days)	On demand	On demand	On demand	On demand	On demand	On demand
Crane – Slewing (C2-C6)*(5-10 days)	On demand	On demand	On demand	On demand	On demand	On demand
Crane Vehicle Loading (CV)*(3 days)	On demand	On demand	On demand	On demand	On demand	
Machine Assessments (BCITF Prices)	On demand	On demand	On demand	On demand	On demand	On demand
Machine Assessments (Public Prices)	On demand	On demand	On demand	On demand	On demand	On demand
Secondary Machine Assessments (Public Prices)	On demand	On demand	On demand	On demand	On demand	On demand

Scheduled courses depend on minimum numbers. Please contact DTE to arrange a booking.

In-House courses are held at our premises: **Unit 2/24 Beale Way, Rockingham, WA**



3.2 Training/assessing onsite

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

(DTE offer a very large number of onsite courses available upon request)

2010 Schedule of RATES:

Fee Type	Charge frequency	Cost	GST	Total Cost Inc GST
Training (0-8hr shift)	Per DAY	\$1500.00	\$150.00	\$1650.00
Training (8 to 12hr shift)	Per DAY	\$1700.00	\$170.00	\$1870.00
Travel Time	Per HOUR	\$85.00	\$8.50	\$93.50
Mileage	Per KILOMETER	\$1.20	\$0.12	\$1.32
Meals	Per DAY	\$150.00	\$10.00	\$160.00
Excess Baggage	Per KILOGRAM	TBC with carrier		TBC
Airport Car Parking	Per DAY	TBC with airport		TBC
Accommodation	Per DAY	TBC with provider		TBC
Flights	Per PERSON	TBC with airline		TBC

Prices subject to change without notice

3.3 BHP registered VOC assessors

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

Our High Risk Assessors have met all 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 with a BHP notice of assessment certification issued upon successful completion.

Speak to us to see how we can help your firm on your site.



3.4 Welding school

Register your interest:

Down To Earth is pleased to announce that it has opened a state of the art welding facility in 2010 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:

- 1st class coded welding
- 2nd class welding
- Oxyacetylene cutting and welding
- Coded welding, Pipe/Plate
- Refresher Training
- Re-skilling
- Australian and international codes/Standards



Our Trainers:

- 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



4.1 Summary of our Terms and Conditions

Onsite training/accreditation

The scope of work must be agreed and finalised prior to DTE arrival onsite. Any changes to agreed scope of work must be approved by DTE.

Requests for specific assessment modules and protocols other than standard RTO procedures must be reviewed, costed and approved by DTE prior to arrival onsite and project commencement.

Onsite Accommodation/Meals

Acceptable onsite accommodation is clean, liveable with adequate meals supplied by the client or a third party. If accommodation and meals are organised by DTE, the costs will be invoiced to the client including an admin fee.

Transport/Airfares

Travel arrangements to and from site and onsite are to be made by the client unless otherwise agreed with DTE. If flights & travel are organized by DTE, all costs will be invoiced to the client including an admin fee.

Personal Protective Equipment

Unless otherwise agreed, if site specific PPE is required it should be supplied by the client.

DTE intellectual property

DTE trainers and personnel are DTE intellectual property. Employing our people violates the terms of their restrictive contract as well as the terms of any agreement or understanding involving DTE as a legal entity.

Attempts to employ our workforce constitute an unethical act. Entities engaging in unethical recruitment of DTE trainers are liable to compensate 33% of the workers yearly salary to DTE within 30 days of the restrictive contract violation.

DTE reserves its right to restrict the trainer's transition to third party entity in a court of law.

Quotes

Purchase Orders MUST be supplied upon acceptance of our quotes prior to project commencement.

All quotes are considered open & until final costing is complete & invoice is done.

In accepting our quotes you are accepting our terms & condition.

In accepting our employees/trainers onsite you are accepting our terms & conditions.

Course Cancellation

Should Down to Earth Training & Assessing cancel a course; participants may be entitled to a full refund or transfer of funds to a future course.

Medical or Personal Hardship

Applicants who are unable to complete a course and can provide a medical certificate or demonstrate extreme personal hardship may be granted a refund.

Payment

All course fees are payable in advance unless otherwise agreed.

Payment is due on all invoices 21 days from the date of invoice.

Refund

Our full refund policy and terms and conditions are available on request from our administration department.

