INDUSTRY SKILLS SOLUTIONS

NATIONALLY RECOGNISED TRAINING

RTO 45974

UNIT OF COMPETENCY

RIIWHS301E

Conduct safety and health investigations

Nationally recognised training with NNZMC Pty Ltd T/a Industry Skills Solutions.

DELIVERY
Face-to-face

MINIMUM AGE
16 years and over

STUDENTS WHO ARE ASSESSED AS COMPETENT WILL RECEIVE
a Statement of Attainment

About this course

This unit describes the skills and knowledge required to conduct work related health and safety investigations as a result of an incident and to contribute to a safe workplace.

It applies to individuals who participate in work related health and safety investigations as part of their responsibilities.

Continued overleaf.

WHO DELIVERS THIS TRAINING

Training and assessment are delivered by HMC Group Solutions Pty Ltd on behalf of NNZMC Pty Ltd T/a Industry Skills Solutions, RTO 45974.

Delivery locations, course dates and booking: **hmcgroupsolutions.com.au/s123---mining-supervisor-training**

COURSE FEES

This unit is delivered as part of G1, G8, G9 - Mining Supervisor Training (Formerly S123) (RIICOM301E, RIIRIS301E, RIIWHS301E).

$700.00 GST Free

RPL pricing is subject to an assessment of the candidate.

Please refer to NNZMC Pty Ltd T/a Industry Skills Solutions RTO 45974 Student handbook for information on fees.

Payment terms, refunds, cancellation and withdrawal are set out in the RTO Fees and Refunds Policy.

SCAN
Student Handbook, policies and forms
industryskillssolutions.com.au/RTO-Policies

SCAN
Full course details on training.gov.au
training.gov.au/training/details/RIIWHS301E/unitdetails

ABOUT THIS COURSE, CONTINUED

Licensing, legislative and certification requirements that apply to this unit can vary between states, territories and industry sectors. Users must check requirements with relevant body before applying the unit.

DELIVERY AND SCHEDULE

Step 1: Full face-to-face training and assessment (8hrs)

Step 2: Submission of student portfolio

Other delivery options may be available, including face-to-face only. Contact us today.

ENTRY REQUIREMENTS

An individual undertaking this course with NNZMC Pty Ltd, trading as Industry Skills Solutions, will need to demonstrate the following to be eligible for entry:

- Participants must be 16 years and over
- ID is required
- A Unique Student Identifier (USI) Number. This is required prior to enrolments being processed. To obtain a USI number, please go to www.usi.gov.au to register.
- Participants must have the physical capability to be able to meet the demands of the practical skills demonstration;
- Participants must wear enclosed shoes/safety shoes and comfortable/practical clothing
- Language, literacy and numeracy requirements - students must be able to read and correctly interpret required documentation relevant to mining supervisor operations, speak clearly and unambiguously in English, explain, describe and verify sometimes complex needs and issues and understand the risk assessment requirements. Writing is required to the level of completing workplace forms and producing any required reports. Numeracy is required to the level of being able to correctly calculate times for incident reporting.
- Online study: Students must have access to a computer, smartphone, tablet or other electronic devices with access to the internet to complete the online/ pre-course studies. Attendees must have completed their own online pre-course work (if applicable) prior to attending the face-to-face training day. If any applicant has not completed the online pre-course work, they will be unable to attend the session. This may incur further charges or cancellation fees.
- Digital skills: students need basic digital skills to enrol and to complete any online learning, including using a computer, tablet or smartphone, a web browser and email.
- Language, literacy, numeracy and digital (LLND) assessment: every student completes an LLND assessment with Industry Skills Solutions before enrolment is confirmed, to check the course is suitable and to identify any support needed. A completed LLND assessment is valid for 12 months; returning students complete a new one after 12 months.

Enrolment is confirmed only once all entry requirements have been met.

FOUNDATION SKILLS

The language, literacy, numeracy and employment skills essential to performance, as set out in each unit of competency on training.gov.au.

Writing	Documents procedures, plans and outcomes using appropriate organisational formats and industry specific terminology Develops reports using structure, format and language appropriate for purpose and audience
Oral communication	Uses appropriate language and non-verbal features to provide support, give instructions or request information
Interact with others	Identifies and uses appropriate conventions and protocols when communicating with parties involved in various investigation stages Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction Takes a role in helping develop team understanding of investigation requirements

RECOGNITION OF PRIOR LEARNING (RPL)

NNZMC Pty Ltd T/a Industry Skills Solutions RTO 45974 offers this course through a Recognition of Prior Learning (RPL) pathway. The RPL process recognises your existing experience gained through life or work for which you may not have obtained a formal qualification.

RPL pricing is subject to an assessment of the candidate.

The Recognition of Prior Learning (RPL) Policy and the RPL Application Form are on our website: **industryskillssolutions.com.au/RTO-Policies**

ASSESSMENT

Individuals undertaking this course with NNZMC Pty Ltd, trading as Industry Skills Solutions, will be expected to complete verbal, written and practical assessment tasks.

For full assessment requirements go to:

- **https://training.gov.au/training/details/RIIWHS301E/unitdetails**
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- **https://training.gov.au/training/details/RIIWHS301E/unitdetails**

STUDENTS WHO ARE ASSESSED AS COMPETENT WILL RECEIVE

Upon successful completion of this training course, you will receive a Statement of Attainment for the nationally recognised unit/s of competency:

- RIIWHS301E - Conduct safety and health investigations
- RIIRIS301E - Apply risk management processes
- RIICOM301E - Communicate information

Your Statement of Attainment will be issued by NNZMC Pty Ltd, trading as Industry Skills Solutions, RTO 45974.

SUPPORT, RIGHTS, COMPLAINTS AND APPEALS

Please note that enrolment to this course is made with NNZMC Pty Ltd, trading as Industry Skills Solutions, RTO 45974. Please refer to the student handbook located on the RTO website **https://www.industryskillssolutions.com.au/training** for all details relating to rights and responsibilities, including complaints and appeals.

Training support and wellbeing support services, and how to access them, are described in the Student Handbook.

Flyer issued 10 October 2026. Course code, title and description from training.gov.au, release 1 of RIIWHS301E.