



NATIONALLY RECOGNISED
TRAINING

RIIMPO320F

CONDUCT CIVIL CONSTRUCTION EXCAVATOR OPERATIONS

BROCHURE 2025

RELEASED AUGUST 2025
REVIEW - 6 MONTHS

VERSION 1.0
DOCUMENT UNCONTROLLED WHEN PRINTED

LICENCES ⁴
WORK

RTO #91413

About this Course

This course reflects the skills and knowledge workers require to operate excavator operations to lift carry and place materials. This unit applies to those working in site based roles.

This course is ideal for:

- Construction Workers
- Civil Construction Labourers
- Plant Operators
- Plus anyone seeking a career in Civil Construction or Earthmoving.

Just Careers Training is a Registered Training Organisation (RTO ID 91413) that is approved to issue this qualification.

PREREQUISITES

There are no educational prerequisites for entry to this unit of competence. Operators are encouraged to complete RIIHAN308F Load and unload plant to acquire the skills and knowledge to independently load and unload equipment.

WHAT IS COVERED IN THIS COURSE?

- Planning and preparing for skid steer loader operations.
- Conducting pre-operational checks and identify hazards
- Operate skid steer loader in line with established requirements
- Loading, transporting and placing materials safely and accurately
- Selecting, attaching, removing and using skid steer loader attachments
- Preparing the skid steer loader for relocation and conducting housekeeping activities
- Following safe work procedures and applying risk control measures



DURATION

Standard Course: 2 Days Training

Advanced Course: 1 Day Training

Enrolments are valid for 6 months after which re-enrolment (including payment of course fee) is required.

CAREER PATHWAYS

Completing an excavator course can lead into qualification pathways within a Certificate III in Civil Construction.

WHO CAN DO THIS COURSE?

To participate in this course;

- You must be at least 18 years old
- Have a USI

WHERE IS THE COURSE HELD?

Courses are held at:

- Selected Licences 4 Work training centres located across Australia (NSW, QLD, VIC & WA)
- Contact your local site to confirm availability

Please check our website for upcoming courses and locations. The course may be organised for the workplace; however, this can only take place once we have ensured that the area used for practical and theory training is safe and adequate. Please contact us for further details.

WHAT DO I NEED TO BRING?

Onsite completion session

- Your ID – 1 legal photo ID is usually sufficient
- Long pants, long sleeve shirt, closed shoes (preferably hard caps, but not compulsory)
- You will not be allowed to do the course in open shoes, skirts, or short sleeve shirts and singlet
- Lunch

ASSESSMENTS AND TESTS

Attaining your Statement of Attainment for this course involves attending your course, undertaking training, completing theory and practical activities and undertaking a final assessment. You will only be permitted to undertake final assessments if you feel you are ready, and your trainer/assessor allows you to undertake assessment (and this is based on your participation and completion of activities).

Delivery Options



FACE TO FACE

Courses available include the Standard and Advanced Courses. ALL courses have the same outcome. That is, you will receive the same licence.

Standard Course

The Standard Course is designed for new entrants, it is also recommended for all levels of experience (will help to refresh your skills and knowledge). You will only be admitted into the Standard Course if you meet the following pre-requisites:

- You can read and understand English

You will receive your materials online on booking for this course so that you may start reading and familiarising yourself with the knowledge required prior to arriving for your course. These pre-course materials are not mandatory but highly recommended.

To complete this course, participants will need to undertake the following:

- Attendance for 2 days of training
- Pre-course/Self-paced study (approximately 3-5 hours).

Advanced Course

The Advanced Course is a condensed course and as such you will only be admitted into the advanced course if you meet the following pre-requisites:

- You have more than the equivalent of 1 year experience operating an excavator;
- You have excellent English reading, writing and comprehension;
- You agree to have the workbook and theory assessment completed before attending for your scheduled session (approximately 5-8 hours).

To complete this course, participants will need to undertake the following:

- Attendance for 1 day of training
- Participation in a range of learning activities
- Completion of Multiple-Choice questions and Short Answer questions based on your learning.

Outcome

Participants who complete this course will have gained and or confirmed the following skills and knowledge to:

- operate excavator operations to lift carry and place materials

On successful completion of this course you will be issued with a Statement of Attainment for the following Unit of Competency:

RIIMPO320F Conduct civil construction excavator operations



Other Important Information

LANGUAGE, LITERACY & NUMERACY REQUIREMENTS

This course is delivered in English. To be able to successfully complete our training programs, participants must be able to read and write English to a sufficient standard to work with the supplied texts. You may also be requested to undertake a Language, Literacy and Numeracy assessment.

RECOGNITION OF PRIOR LEARNING (RPL)

If you feel that you already have the skills and knowledge covered in this course through prior learning, work experiences or general life skills then you may apply for RPL (Recognition of Prior Learning).

This is a process whereby you present evidence of your competency to your assessor who will then assess your evidence against the requirements of the course. Should the evidence meet the requirements of one or more units (even the whole qualification) then you may be awarded the unit(s) and not require any training or assessment. Where the evidence

presented does not meet the requirements then you may apply to attempt an assessment only process to provide the required evidence or simply return to completing the required training followed by assessment. Contact us for further information about RPL assessments.

CREDIT TRANSFER (CT)

Just Careers Training recognises all Statements of Attainments issued by other RTO's in Australia. If you have completed some units of this program previously through another training program (the same course) then you may be able to gain credits for this (Credit Transfer) and this may also shorten the requirements and the duration for achieving this qualification.

FLEXIBILITY & REASONABLE ADJUSTMENT

In line with VET principles and as per the requirements set out in the relevant Training Package, there is scope for Reasonable Adjustment of the training and/or assessment requirements set out in this course.

Reasonable Adjustment in training may include the use of learning props and methodologies better suited to the individual's needs, as long as the adjustment in training method is still in line with regulator requirements. Examples of this include the use of videos and presentations, one on one training methods (for parts of the training not requiring work with other individuals) and extended training plans that exceed the standard course duration and format.

Reasonable Adjustment in assessment may include adjusting the assessment methodologies or the tools in order to cater for the needs of the participant. This may include the use of Verbal Assessment in place or written assessments and other variations allowable by the course requirements. Minimum assessment requirements have been set out by in the National Training Package and these cannot be reduced.

PARTICIPANT SUPPORT

You will be provided with sufficient support to ensure that you attain this unit. This support is limited to support offered throughout the duration of the course and the support that we can provide to you in relation to training and assessment. Support cannot change any of the course requirements. Where we cannot provide you with the support you require, we will provide you with information about where and how you can access any available services.

Your trainer will:

- Explain the course requirements, objectives and outcomes
- Present the required information in an easy to understand format
- Discuss the subject matter, answer your questions and demonstrate the skills required
- Assess you only once you feel (and he/she believes) you are ready for any final assessment

- Provide options for further training

Provide you with options, where they exist and are allowable for reasonable adjustment to the training and/or assessment components of this course.

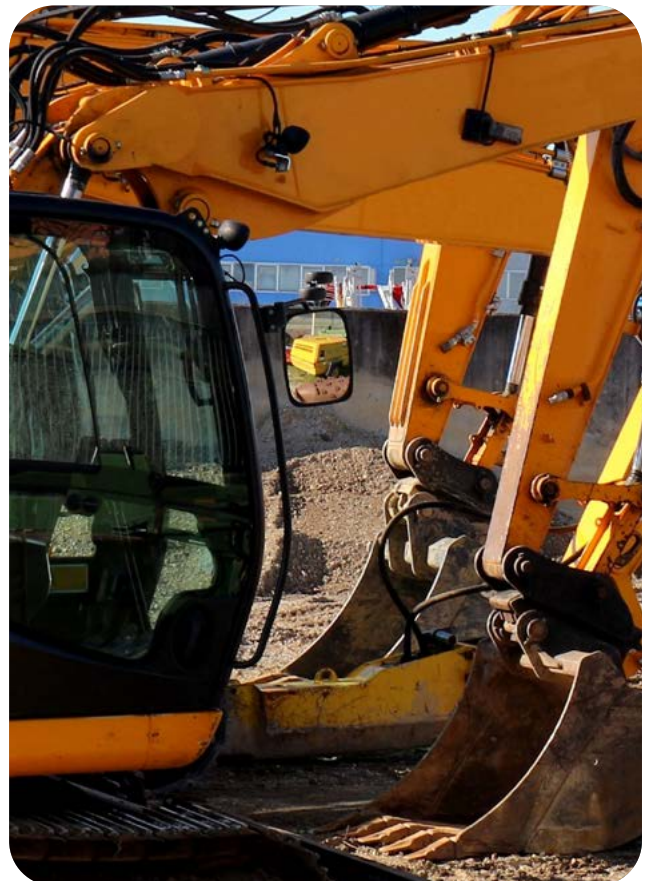
COMPLAINTS & APPEALS

Just Careers Training has a fair and transparent complaints and appeals policy. All complaints will be dealt with in a timely manner and avenues for appeals extend to third party arbitration. Your Participant Handbook contains more information.

FEES AND CHARGES

Payments may be made by contacting our office or through our secure website payment portal,

All of our courses have fair Terms and Conditions—please refer to our website for further information.



ENROLMENT

Participants may enrol into this course by completing the enrolment form found at our website online; by contacting our office to have an enrolment form sent out or by visiting our offices (visit our website for location details).

PRIVACY AND CONFIDENTIALITY

Just Careers abides strictly by all state and federal requirements relating to your privacy and confidentiality including the NVR Standards and the Privacy Act 1988. Your information will only be passed to relevant persons as required by law or Department of Education guidelines.

FURTHER INFORMATION

For further information, please contact us and speak to one of our friendly L4W customer service staff, visit our website or refer to your Student Handbook.

Sydney

www.licences4work.com.au
(02) 8292 0111

Newcastle

www.licences4worknewcastle.com.au
(02) 4954 4101

Brisbane

www.licences4workbrisbane.com.au
(07) 2101 2499

Perth

www.licences4workperth.com.au
(08) 9344 1704

Melbourne

www.licences4workmelbourne.com.au
(03) 9125 1998