



NATIONALLY RECOGNISED  
TRAINING

# RIIWHS204E **WORK SAFELY AT HEIGHTS**

**BROCHURE 2025 (VIC & QLD)**

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RTO ID 91413

**LICENCES**4  
**WORK**

# About this Course

This course is offered by Just Careers Training (RTO ID 91413) trading as Licences 4 Work.

This course has been designed to impart the required knowledge and skills in order to work safely at heights.

As per the Workplace Health and Safety Regulations 2011, PCBU's (Persons in Control of a Business or Undertaking) must ensure that hazards and their associated risks are controlled. Working at any height poses a risk to workers and as such, training is required (together with other measures taken by the PCBU) to ensure that the hazard and the associated risk is eliminated or minimised.

The course results in a Nationally Recognised Statement of Attainment and includes both theory and practical components, with participants undertaking practical exercises to ensure familiarity with harness and safety systems.

This course is ideal for mining personnel, construction workers, contractors and any others who are required, or may be required, to perform duties associated with heights and elevated situations where a fall is possible.

## OUTCOME

On successful completion of this course, you will receive a Statement of Attainment for the Unit of Competency.

### **RIIWH5204E Work safely at heights**

You will also receive (if requested) a wallet-sized card (with or without your photo) that you can keep as evidence of your training and competency (card fees applicable).

## WHAT IS COVERED IN THE COURSE?

Topics covered throughout the day include:

- Identifying work requirements
- Workplace Documentation
- Policies and Procedures
- Other required documentation
- Preparing for work
- Risk assessment
- Emergency procedures
- Identifying appropriate safety equipment
- Accessing and installing equipment
- Fall Prevention
- Safety monitoring
- Performing work at heights
- Emergency and rescue
- Cleaning up work area

## HOW LONG IS THE COURSE?

This course runs for ½ a day.

## WHERE IS THE COURSE HELD?

Courses are held at one of our Licences 4 Work Training Facilities. Please check our website(s) 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.

## ASSESSMENTS AND TESTS

Attaining your Statement of Attainment for this course involves a mandatory pre-attendance quiz with a result of 100% prior to 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).

## RE ASSESSMENT, COMPLAINTS AND APPEALS

Our trainers have the experiences, abilities and training to deliver this well designed program and therefore to effectively assist you in your course and achieving the required result.

During your training you will receive feedback about your performance including suggestions where required. You will also be informed if you are doing exceptionally well!

During training if you or your trainer feels that you require additional support, then there are options to assist you, i.e. extended duration of your course.

At the end of the day, after you have undertaken the required training and attempted your assessment, you will be informed of your results. Results for this course may include Competent or Not Yet Competent. If you are deemed Competent, then you will have attained the Unit of Competency.

If you are deemed Not Yet Competent, this means that you will require further training, followed by re-assessment, or simply re-assessment, depending on your performance in both the theory and practical components of this course.

You will be informed of your result and what you will need to do in order to achieve the Unit of Competency. Fees will apply for further training and/or for re-assessment. Please refer to the terms found on our website or contact us for further information. Just Careers Training has an effective appeals and an effective complaints procedure, which can be viewed on our website. This has been designed to ensure that you have the option to exercise your right to appeal a decision or to make a complaint.

If you disagree with the result that you have achieved, have a complaint about the course, our trainer/ assessors or anything else, please speak to one of the

managers at Licences 4 Work or refer to your Student Handbook for further information.

## WHO CAN DO THIS COURSE?

To participate in this course;

- You must be at least 14 years of age to do this course (you will need a guardian to sign off a permission and awareness slip if you are under 18 years old) ;
- You must present sufficient identification (between ID's you should have a Signature, Photo, Address and Date of Birth).



# Other Important Information

## WHAT IS INVOLVED?

- Book your course online or by calling us:  
Victoria: (03) 9125 1998  
Queensland: (07) 2101 2499
- You will receive your pre-course pack by email
- Complete your online mandatory pre-attendance quizzes. These must be completed with a result of 100% before attendance in order to continue your course.
- Attend for your scheduled training day. The training is for a half day.
- Once you have met the requirements of the course then you will be issued with a Statement of Attainment for the unit RIIWHS204E Work safely at heights
- You may request a wallet sized card (card fees applicable) to keep in your wallet to show your current and/or future employers that you have undertaken the training required to work at heights safely (please note site and task specific inductions will still be required for working at heights)
- You will receive your card in the mail within 7-10 days if requested.

## WHAT DO I NEED TO BRING?

- 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

## COMPLAINTS AND 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. The complaints and appeals policy can be found in your Student Handbook on our website.

## 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 the unit, 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.

## ACCESS AND EQUITY

Just Careers Training abides by the principles of access and equity and offers this course to all applicants regardless of their gender, social, sexual preferences, and political and/or religious beliefs.

## 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 they believe) 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.

## BOOKING AND ENROLMENT

Book online or by contacting the customer service team at Licences 4 Work.

## FEES AND CHARGES

Refer to our website for current pricing and promotions.

\* Please read the full terms and conditions

## FURTHER INFORMATION

For further information about this course, please contact Licences 4 Work on (03) 9125 1998 or visit our websites:

### Sydney

[www.licences4work.com.au](http://www.licences4work.com.au)  
(02) 8292 0111

### Newcastle

[www.licences4worknewcastle.com.au](http://www.licences4worknewcastle.com.au)  
(02) 4954 4101

### Brisbane

[www.licences4workbrisbane.com.au](http://www.licences4workbrisbane.com.au)  
(07) 2101 2499

### Perth

[www.licences4workperth.com.au](http://www.licences4workperth.com.au)  
(08) 9344 1704

### Melbourne

[www.licences4workmelbourne.com.au](http://www.licences4workmelbourne.com.au)  
(08) 9125 1998