



21820VIC

Short Course in Safe Use of Machinery in Technology Teaching

Duration:	32 hours	
Entry Requirements:	Potential participants in this course should be teachers who are registered with or have permission to teach from the Victorian Institute of Teaching (VIT), or participants who are enrolled in an approved course in education and who can demonstrate the ability to operate wood and metal working machinery used in technology teaching.	
Dates for 2009:	September 2009 (School holidays)	Monday 21 st Tuesday 22 nd Wednesday 23 rd Thursday 24 th
	October 2009	Monday 12 th Tuesday 13 th Monday 19 th Tuesday 20 th
	November 2009	Monday 9 th Tuesday 10 th Monday 16 th Tuesday 17 th
	November / December 2009	Saturday 28 th Sunday 29 th Saturday 5 th Sunday 6 th
	December 2009	Monday 7 th Tuesday 8 th Monday 14 th Tuesday 15 th
Costs:	VBQU618 (Day 1) - \$200 VBQU619 (Days 2 & 3) - \$600 VBQU620 (Day 4) - \$300 All costs are subject to negotiation	
Contact:	Ntec @ Northland Secondary College Mark Natoli / Tim Beare markn@northlandsc.vic.edu.au or 9478 1333	

Course Outcomes

The proposed outcome of this course is to provide technology teachers working with wood and metals working machinery with the skills in:

- applying principles of OH&S legislation and requirements relevant to machines commonly used by students and teachers in technology
- safely operating items of machinery commonly used by students and teachers
- identifying, assessing and controlling hazards when working with machines commonly used by students and teachers
- safely managing machines in a school setting
- providing first level maintenance for machines commonly used by teachers and students
- transferring safe operating principles to a range of machines
- ensuring that protective items, such as guards, clothing etc, are used in accordance with requirements.



The purpose of this course is confined to instructions in the safe use of operating machinery in a technology teaching environment in schools. This course is **not** intended:

- to provide instruction in exercising duty of care and adequate supervision of students in schools; and
- to be used as a means to vocationally qualify teachers/instructors to deliver qualifications or units for VET in School programs

Course Structure

To be eligible for the award of the Course in Safe Use of Machinery in Technology Teaching learners must complete all units of competency from table 1.

Learners exiting prior to meeting the full course requirements will be issued with a Statement of Attainment identifying only those units of competency, which have been successfully completed.

Unit	Unit Titles	Pre-requisites	Hours
VBQU618	Apply OH&S principles to technology teaching	Nil	8
VBQU619	Safely operate and maintain wood working machines	VBQU618	16
VBQU620	Safely operate and maintain metal working machines	VBQU618	8



VBQU618 Applying OH&S principles to technology teaching

Unit Descriptor		<p>This unit of competency sets out the knowledge and skills required for teachers who are registered with or have permission to teach from the Victorian Institute of Teaching, or students who are enrolled in an approved course in education to apply OH&S risk management principles to a technology teaching environment. This includes understanding a technology teaching environment, from the perspective of OHS risks, risk controls and supervising the safe operations.</p> <p>Persons practicing this competency must be registered with or have permission to teach from the Victorian Institute of Teaching (VIT) or its equivalent in other jurisdictions.</p>	
1.	Maintain awareness of all relevant OH&S risk management requirements	1.1	Relevant provisions of OH&S legislation, policies, and guidelines are interpreted correctly as applicable to the technology area including consultation provisions, risk management process, roles of management nominee health and safety representative (HSR) and technology curriculum (KLA) leader.
		1.2	Workplace OH&S documents are identified periodically accessed, and their recommendation followed.
		1.3	Professional development or safety training is undertaken as directed.
		1.4	Contributions to OH&S consultation processes in the workplace are made within the School's policies and procedures and within the scope of the teacher's responsibilities.
		1.5	Clarification of role in generating and implementing risk controls including options for eliminating risk, redesigning work systems purchasing safe equipment, obligations, procedures, and safe working practices is sought when necessary from appropriate personnel.
2.	Keep immediate technology teaching environment safe	2.1	OH&S practices relating to a technology teaching environment are implemented in accordance with workplace and regulatory procedures.
		2.2	Machinery is operated in accordance with workplace procedures, regulatory requirements, manufacturer's specification other support
		2.3	Risk controls for identified risks in technology are implemented and maintained
		2.4	Potentially hazardous situations are immediately reported to appropriate personnel
		2.5	Emergency procedures are followed and implemented according to workplace procedures
		2.6	Safe operating rules for a technology teaching environment are developed, maintained and communicated



VBQU619 Safely operate and maintain wood working machines

Unit Descriptor		<p>This unit of competency sets out the knowledge and skills required for teachers who are registered with or have permission to teach from the Victorian Institute of Teaching, or students who are enrolled in an approved course in education to safely operate and maintain wood working machines used in secondary schools for technology teaching.</p> <p>Persons practicing this competency must be registered with or have permission to teach from the Victorian Institute of Teaching (VIT) or its equivalent in other jurisdictions.</p>	
Pre-requisite Unit		VBQU618 Apply OH&S principles to technology teaching	
1.	Prepare wood working machine for use	1.1	OH&S requirements for preparing and using wood working machines are identified and followed
		1.2	Appropriate personal protective equipment is selected, correctly fitted and used in accordance with Australian Standards
		1.3	Machine is set up to required operating process and setting with fences/guides locked in position in accordance with workplace procedures
2.	Operate work working machine	2.1	OH&S requirements for operating wood working machines are identified and followed.
		2.2	Machine start up procedures is carried out to manufacturer's specifications.
		2.3	Materials feed to the machine, where applicable, is in accordance with manufacturer's specification, safe handling and work place procedures.
		2.4	Material set up and held into place, where applicable, for mobile machine and moving table operations in accordance with manufacturer's specifications.
		2.5	Machine is operated in accordance with its designated capacity and purpose and to manufacturer's specifications OH&S requirements
		2.6	Machine shut down procedure is carried out to manufacturer's specification and industry standards
3.	Maintain wood working machine and attachments	3.1	OH&S requirements for maintaining wood working machines are identified and followed
		3.2	Machine is maintained through regular servicing to manufacturer's operating manual
		3.3	Faults are identified and reported to appropriate personnel according to work place procedures



		3.4	Minor faults are identified and corrected, where applicable
		3.5	Machine is shut down to manufacturer's specification and work place procedures
4.	Clean up work area	4.1	Material that can be reused is collected and stored
		4.2	Waste and scrap are removed following work place procedures
		4.3	Machine and work area are cleaned and inspected for serviceable condition according with work place procedures

VBQU620 Safely operate and maintain metal working machines

Unit Descriptor		<p>This unit of competency sets out the knowledge and skills required for teachers who are registered with or have permission to teach from the Victorian Institute of Teaching, or students who are enrolled in an approved course in education to safely operate and maintain metal working machines used in secondary schools for technology teaching.</p> <p>Persons practicing this competency must be registered with or have permission to teach from the Victorian Institute of Teaching (VIT) or its equivalent in other jurisdictions.</p>	
Pre-requisite Unit		VBQU618 Apply OH&S principles to technology teaching	
1.	Prepare metal working machine for use	1.1	OH&S requirements for preparing and using wood working machines are identified and followed
		1.2	Education employer's operator's permit for intended type of metal working machine to be used is checked for currency and validity
		1.3	Appropriate personal protective equipment is selected, correctly fitted and used in accordance with Australian Standards
		1.4	Machine is set up to required operating process and setting with fences/guides locked in position in accordance with work place procedures
2.	Operate metal working machine	2.1	OH&S requirements for operating metal working machines are identified and followed.
		2.2	Machine start up procedures is carried out to manufacturer's specifications.
		2.3	Materials feed to the machine, where applicable, is in accordance with manufacturer's specification, safe handling and work place procedures.
		2.4	Material set up and held into place, where applicable, for mobile machine and moving table operations in accordance with manufacturer's specifications.



		2.5	Machine is operated in accordance with its designated capacity and purpose and to manufacturer's specifications OH&S requirements
		2.6	Machine shut down procedure is carried out to manufacturer's specification and industry standards
3.	Maintain metal working machine and attachments	3.1	OH&S requirements for maintaining metal working machines are identified and followed
		3.2	Machine is maintained through regular servicing to manufacturer's operating manual
		3.3	Faults are identified and reported to appropriate personnel according to work place procedures
		3.4	Minor faults are identified and corrected, where applicable
		3.5	Machine is shut down to manufacturer's specification and work place procedures
4.	Clean up work area	4.1	Material that can be reused is collected and stored
		4.2	Waste and scrap are removed following work place procedures
		4.3	Machine and work area are cleaned and inspected for serviceable condition according with work place procedures

Contact

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Cancellation/Transfer Policy

- A \$75 cost will be incurred when attendance at a program is cancelled less than 3 days before the program commences
- A \$75 cost will be incurred when attendance at a program is transferred with less than 3 days notice during training
- Public programs will be cancelled when numbers are low – a full refund will be given
- No refunds will be provided if attendee fails to show up