



Capability Statement 2018

"Manage your Traffic Control Training needs with us"

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1.1 Welcome from the Managing Director

I would like to take this opportunity to welcome you to Traffic Management Training Pty Ltd (TMT), a growing Training Organisation committed to tailoring flexible training solutions for your entity.



As the Managing Director and founding partner 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 TMT 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 and RTO partnering and consulting.

Regards,

Martin Whiston

1.2 Our History



Would you like to work with our dynamic and motivated team – or

Would you prefer to work with our competitors?

TMT is a Registered Training Organisation (45094) approved by the Australian Skills Quality Authority (ASQA) to provide a range of nationally recognised training and assessing solutions relevant to the mining, civil construction, logistics and engineering industries.

Over the past 12 years, TMT has experienced phenomenal growth from a relatively small, partnership owned business to a nationally accredited training services provider, servicing clients across Australia.

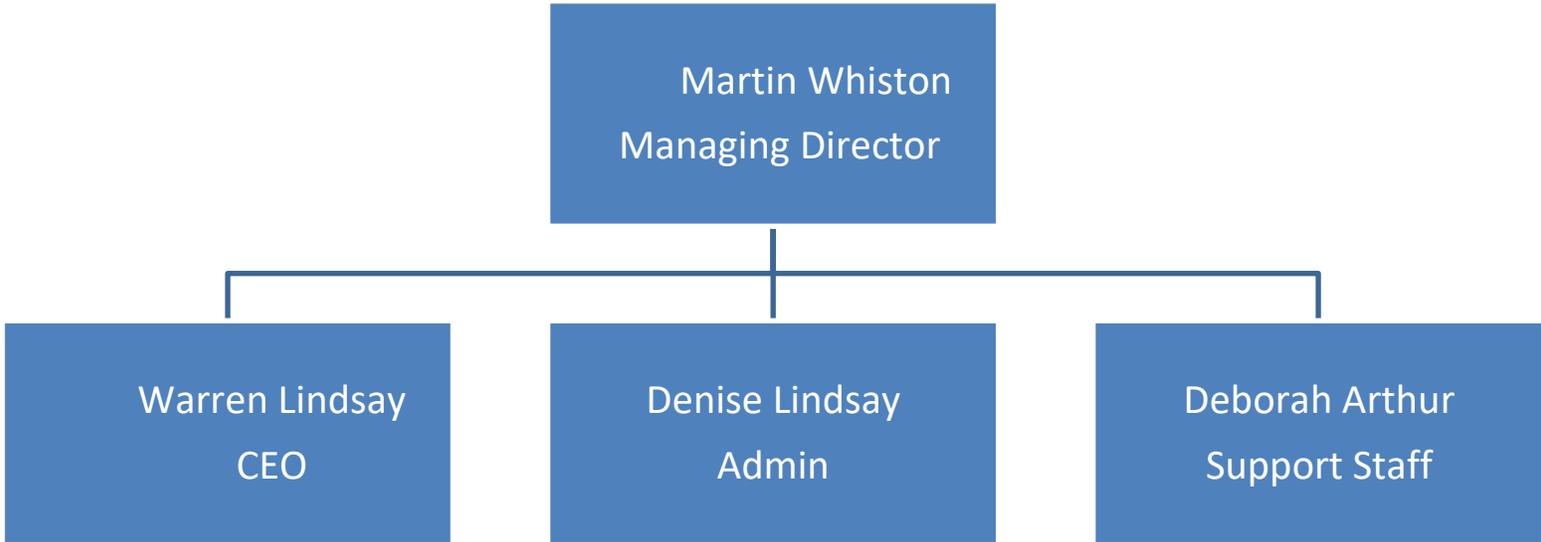
In 2015, the company expanded its services considerably to meet the latest industry standards and requirements. Specifically with the launch of a new National competency based Traffic Control Training Program introduced by the NSW RMS.

We are extremely proud of our impressive growth results, experienced training personnel and excellence in operation demonstrated through constant internal audits and regular RMS NSW "Health Checks".

'The firm was small but the vision remains big'

1.3 Our structure and our people

Our Departments:



KEY MANAGEMENT PERSONNEL		
Mr Martin Whiston Director	Mr Warren Lindsay CEO	Mrs Denise Lindsay Admin Manager
<ul style="list-style-type: none"> • Certificate IV Training & Assessment TAE + LLN • Diploma Occupational Health & Safety • Traffic Controller (Qld & NSW) • Implement TCPs (Qld & NSW) • Prepare Work Zone Management Plans (Qld & NSW) 	<ul style="list-style-type: none"> • Certificate IV Training & Assessment • Certificate IV Occupational Health & Safety • Advance Diploma WHS • Certificate IV Logistics 	<ul style="list-style-type: none"> • Extensive experience in dealing with clients and clients needs
Extensive experience in Traffic Control and Road Construction.	Extensive training and managerial experience in the civil and domestic construction industry	Extensive administrative, compliance and managerial experience.

Our Trainers/Assessors:

Name	Area of specialisation	Industry Experience
Martin Whiston	Road Construction & Telecommunications	Over 30 years
Warren Lindsay	Construction, Civil Construction & High Risk	Over 20 years
<i>All trainers have experience with indigenous training</i>		

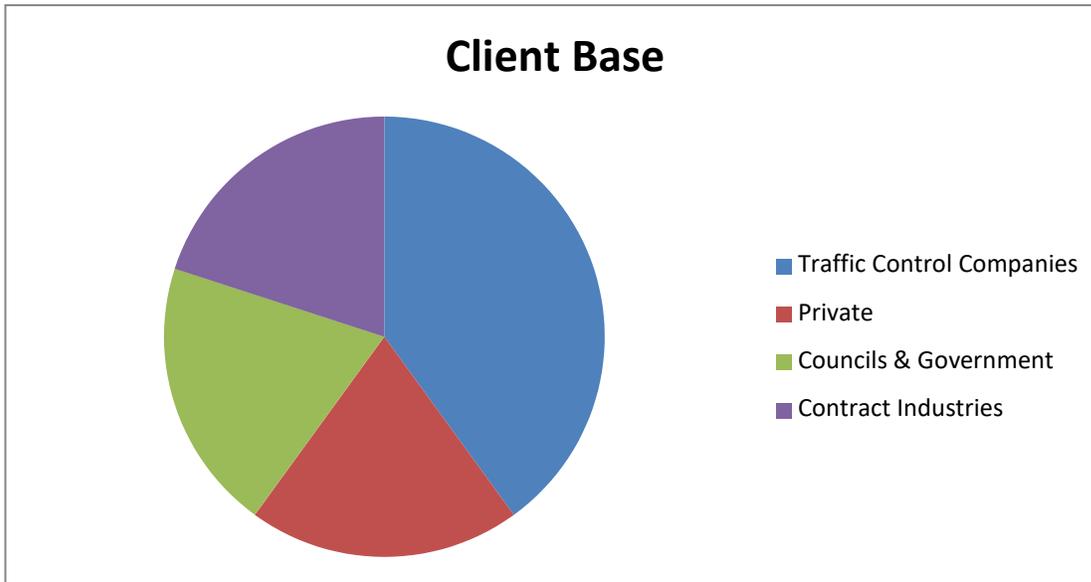
1.4 Our flexible business model

TMT is flexible in meeting your training needs:

- We come to you, anywhere across Australia, to deliver accredited training and assessing solutions designed for you
- We deliver courses relevant to your needs and specifications
- We adjust our training 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 function



Our clients by Industry



2.1 Scope of Registration

Qualifications & Units of Competency

- **RIIWHS205D** Control traffic with a stop/slow bat
- **RIIWHS201D** Work safely and follow WHS processes
- **RIICOM201D** Communicate in the workplace
- **RIIWHS302D** Implement traffic management plan
- **RIIRIS301D** Apply risk management processes
- **RIIGOV401D** Apply, monitor and report on compliance systems
- **RIICWD503D** Prepare work zone traffic management plan

In-house courses and licenses

- **On Request**

2.2 Funding

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

Commonwealth incentive for training new staff	<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>
Various funding incentives for indigenous enterprises and communities	<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>

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 VET quality framework 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 the Roads and Maritime Services (RMS) NSW.

When partnering with TMT think:

Quality Control	TMT operates as per VET quality framework.
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 train your trainers to support the delivery of agreed training services and issue partner candidates with sufficient knowledge to supply ongoing support for trainees, 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 Train?



2.4 RTO Compliance to VET Quality Framework

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

To continue registration, registered training organisations must comply with the VET quality framework standards relevant to its scope of registration.

The VET quality framework enables RTO's to deliver best possible training and assessing outcomes to its clients.

3.1 Training/Assessing on site

Phone or email for a quotation of fees for on-site training/assessing across Australia:

4.1 Terms and Conditions

Onsite training/accreditation & payment terms

All training/accreditation will be agreed before TMT trainers/assessors/employees arrive onsite. Any changes must be agreed in writing with TMT before any further training commences. If the client requires TMT to use assessments or paperwork other than what is supplied by TMT, then it must first be authorised in writing by TMT.

Accreditation/invoicing

Interim certification will be issued on the day of training/assessment (upon full payment or provision of a valid purchase order). Full accreditation will be issued once full payment of your invoice has been received by TMT. When submitting a RMS application on behalf of a student, TMT requires full payment of the invoice or provision of a valid purchase order before the application/s will be forwarded to RMS.

If full certification is required on the day of the course or assessments being conducted, then full payment MUST be received by TMT prior to the day of course or assessments & notice given of this request. ALL invoices are due 30 days from date of invoice unless otherwise agreed. Please forward a remittance advice with all payment made via EFT or cheque to allow TMT to match your payment to the corresponding invoice/s & process certification faster.

Poaching of TMT Trainers/Assessors/Employees by clients

The client agrees that if a Trainer's/Assessor's/Employee's contract is terminated for any reason and the Trainer/Assessor/Employee commences employment (including work as a consultant) for the client within 2 months of the last day on which the Trainer/Assessor/Employee worked for TMT (**termination date**), the client must pay TMT an amount equal to the greater of:

- (1) 30% of the Trainer's/Assessor's/Employee's annual salary (including all benefits) with TMT at the termination date; or
- (2) 30% of the Trainer's/Assessor's/Employee's annual salary (or consultancy fee) (including all benefits) (annualised if not calculated on a yearly basis) agree to be paid by the client to the trainer/assessor/employee.

The client agrees that the amount payable under this clause is a genuine pre-estimate of the loss suffered or likely to be suffered by TMT if a Trainer/Assessor/Employee leaves TMT to go to work for the client and takes into account and reflects the cost to TMT of training the Trainer/Assessor/Employee to the standard required by the client and the difficulty in proving that the transfer from TMT to the client involves the client inducing the Trainer/Assessor/Employee breaching his/her contract with TMT.

Accommodation/Meals

Onsite accommodation must be clean and liveable. Adequate meals must be supplied by the client.

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Transport/Airfares

The client must pay all costs of travel to and from site unless first otherwise agreed in writing by TMT.

Personal Protective Equipment (PPE)

The client must supply all site specific PPE.

Quotes

TMT's quotes are open for acceptance for 30 days from issue date and can only be accepted by the client's valid purchase order or full payment. In accepting a TMT quote, the client agrees to the terms and conditions on the TMT quote. Nothing in the client's purchase order or any other form of acceptance that is inconsistent with a term and condition in a TMT quote is of any effect in any agreement between TMT and the client.

Payment

Where a valid purchase order has been supplied, TMT's invoice is payable 30 days from date of invoice. All other invoices without a purchase order are payable at the time of booking any course or assessment.

Note: Payment for training at the time of booking \$1000.00 or less. If training exceeds \$1000.00, the total outstanding balance will be completed upon arrival on first day of training.

If invoiced fees & charges are not paid within 30 days from date of invoice & collection services are required to collect outstanding amounts, the client will then be held responsible for charges incurred by the collection agency.

Where paying by cheque, should the cheque not be met on presentation the client will be charged a dishonour fee in addition to their original invoice amount.

Cancellations

If TMT cancels any course, the client will receive a full refund or at the client's election, a credit towards a future course.

If a client cancels a booking - please note that any cancellations not received at least 24 hours prior to the course commencing, during working hours/business days, will incur an administrative charge (\$150). If the booking is not cancelled and the client fails to attend, they will be invoiced for the full cost of the course (CTF subsidies do not apply).

Medical or Personal Hardship

If a course participant is unable to complete a course and the client provides a medical certificate or shows extreme personal hardship, a refund may be paid at the discretion of the Director.

Refund

TMT will ensure that a fair and equitable refund policy is implemented with guidelines for the refund of fees when courses are cancelled discontinued or where students have adequate reason to withdraw from the vocational training offered.

	Reason for Refund	Notification Period	Refund
1	Clients withdraw	More than 7 days before course commences	Full refund
2	Clients withdraw	Within 7 days - 24 hours prior to the course commencing, during working hours/ business days	Full refund less \$150 administrative fee
3	Clients withdraw	Within 24 hours prior to the course commencing	No refund given
4	Clients withdraw	After the course commences	No refund given