



**SINTAKOTE[®] PIPELINE SYSTEM
CONSTRUCT AND INSTALL
STEEL PIPELINE SYSTEMS**



SINTAKOTE® PIPELINE SYSTEM

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PROGRAM OVERVIEW & OUTLINE

OVERVIEW

This training program supports the attainment of skills and knowledge required for field and operational staff with responsibility for ensuring that water distribution conveyance assets are constructed and installed in a safe and timely manner.

Steel Mains delivers this training workshop program in all States & Territories of Australia.

The course has been developed to provide the correct information for pipe layers to correctly install Sintakote steel pipelines used for water, sewage and irrigation across Australia and New Zealand.

Steel Mains delivers a generic practical program where participants are required to demonstrate competency in handling and laying of Sintakote steel pipelines to accepted industry standards.

DELIVERY

Courses are either delivered at main venues operated by Steel Mains or alternatively at remote locations for major pipeline projects.

PRE-REQUISITES

There are no pre-requisites for entry to this course.

OBJECTIVE

To provide pipelayers with a sound basis of efficient and competent methods of installation and reinstatement of pipeline coatings and linings to relevant manufacturers and industry standards.

WHO SHOULD ATTEND

Personnel involved in the construction and pipeline industry. The program is designed for general pipelayers, leading hands and supervisors, as well as for engineering personnel in order to gain general pipeline construction & installation knowledge.

OUTCOMES

- 1 Plan and prepare for construction and installation
 - 1.1 Determine work requirements for construction and installation of water distribution system pipes and assets from plans, specifications and instructions.
 - 1.2 Perform site checks to prevent damage to other utilities.
 - 1.3 Select and check equipment and tools to meet safety and work requirements of task and site.
 - 1.4 Select, fit and use personal protective equipment.
- 2 Construct and install distribution assets, steel pipes and associated fittings
 - 2.1 Excavate and prepare trenches.
 - 2.2 Lay bedding or foundation.
 - 2.3 Inspect pipes and fittings, and lay or join them.
 - 2.4 Install or place prefabricated components.
 - 2.5 Backfill excavations according to specifications.
- 3 Confirm work quality
 - 3.1 Check constructed and installed distribution assets, pipes and fittings to ensure that specifications are met.
 - 3.2 Check water quality testing results to ensure that organisational requirements are met.
- 4 Finalise work
 - 4.1 Check, maintain and store equipment, tools and materials.
 - 4.2 Restore work site.
 - 4.3 Complete workplace records and as constructed drawings, and process as required.

Successful completion of the training workshop program and assessment tasks will result in Steel Mains Certification in competency to "Construct and Install Sintakote Steel Pipeline Systems".

COURSE LENGTH

Mild Steel Pipe (SINTAKOTE®):
One full day (nine [9] hours) workshop of facilitated training including a theoretical assessment and a demonstration of recommended repair methods.

This is followed by a 2nd day (four [4] hours) on-the-job practical assessment for accreditation for those that meet the conditions to become an accredited pipelayer. This will be performed at a later date if you aren't laying pipe to coincide with the workshop.

COST

Please note a minimum of 10 people are required for a full course to run. Cost includes all program handouts/manuals.

NO. OF ATTENDEES	COST PER ATTENDEE
1 OR 2	\$520.00
3+	\$470.00
FULL COURSE	CONTACT US

All prices are in Australian Dollars and are exclusive of GST. Attendees must be from the same organisation to qualify for the multiple attendee discount.

Re-assessments and refresher training (metro): AUD\$100.00 plus GST per person. For non-metro reassessments or refresher training, please contact the Steel Mains Training Administrator.

Reissue of certificates and/or registration cards: AUD\$80.00 plus GST.

MILD STEEL PIPE PRACTICAL ASSESSMENT

Training to coincide with pipeline installation for practical assessment on the following day. If assessments are to be carried out at a later date, a fee will be applicable to cover additional costs and labour.

OFF-SITE FACILITY REQUIREMENTS

For all off-site training, a whiteboard, chairs & tables and electricity need to be supplied by the venue. Please advise us if you cannot supply these items by contacting the Training Administrator—phone 07 3435 5509.

COMPETENCY BASED TRAINING & ASSESSMENT

Competency-based training (CBT) is an approach to vocational education and training that places emphasis on what a person can do in the workplace as a result of a combination of hands-on experience and completing a structured training program.

A student is competent when they are able to apply their knowledge and skills to successfully complete specific work activities in a range of situations and working environments.

ASSESSMENTS

Assessment is the process of collecting evidence and making a judgement on whether competency has been achieved. The purpose of assessment is to confirm that a student can perform to the standard expected in the workplace, as expressed in the relevant endorsed industry or enterprise competency standards.

For this training program competency is assessed through:

- Successful completion of a theoretical assessment exercise using the product Handling & Installation Manual; and
- Successful demonstration of practical understanding and application of handling and laying pipe materials; and
- Evidence from learning activities.

On successful completion of the unit, a student will be assessed as either Competent and will gain a Statement of Attainment; else if not successful - Not Competent.

ASSESSMENT POLICY

Students have the right to appeal against an assessment if they are deemed not competent. All students have access to reassessment on appeal. Please refer to the Complaints & Appeals Policy further in this document on how to appeal.

A re-assessment charge of AUD\$100.00 plus GST (metro) per person applies. For non-metro areas, please contact the Steel Mains Training Administrator.

REFRESHER TRAINING

It is recommended by Steel Mains, but not mandatory, that students undertake a refresher training course in Construct & Install Sintakote® Steel Pipeline Systems on a 5 yearly basis. Refresher training consists of attendance in the afternoon only of a full workshop to undertake the theoretical and practical assessment as conducted per the full course. A reassessment charge of AUD\$100.00 plus GST (metro) per person applies. For non-metro areas, please contact the Steel Mains Training Administrator.

SPECIAL NEEDS (ACCESS & EQUITY)

Steel Mains recognizes that there will be students with special needs, a range of levels of education and diverse learning backgrounds.

Steel Mains is committed to providing an inclusive learning environment.

Steel Mains shall ensure all students have an equal opportunity to learn and better themselves. As such, aid will be provided to those who require additional help in these areas, so as to maximize their ability to undertake their training effectively.

(e.g. In case of literacy & numeracy issues, the trainer will organise a verbal questioning of the theoretical assessment as a one-on-one session on the day, if time permits, or alternatively by means of a one-on-one session the following day.)

Students seeking assistance are required to contact the Training Manager prior to the course, or alternatively the Training Administrator—phone 07 3435 5509.

PRIVACY PRINCIPLES AND POLICY

In accordance with the global Steel Mains Privacy Policy, Steel Mains Water Solutions is committed to protecting the privacy and personal information of all our students. A copy of the Steel Mains privacy policy is available by contacting the Training Administrator—phone 07 3435 5509.

PURPOSE

Steel Mains only collects necessary student information for the purpose of managing training records.

USE AND DISCLOSURE

Except as required under Australian law, student information will not be disclosed to a third party without the consent, by means of a written request, from the student or their employer only.

SECURITY

Steel Mains ensures that student's personal information is maintained by keeping student records and personal information secure.

Student records are maintained in secure electronic files which are password protected and only accessible by authorised staff. Paper based documents are stored in locked cabinets.

RESOLVING PRIVACY ISSUES

If a student or individual wishes to raise or discuss any issues relating to privacy issues, these can be done in a number of ways:

- Contact the Training Manager (contact details provided in this form)
- Contact the Steel Mains Human Resources Manager or Training CEO (contact details available upon request)

COMPLAINTS & APPEALS POLICY

Steel Mains Training strives to ensure that each student is satisfied with their learning experience and outcome. In the event that this is not the case, students have access to the Steel Mains Training Department complaints and appeals process. The Client Appeals & Complaints Procedure ensures that fair and equitable processes are implemented for any complaints or appeals against the Steel Mains Training Department.

Students have the right to appeal against an assessment. The Steel Mains Client Appeals & Complaints procedure and Complaints form are available by contacting the Training Administrator - phone 07 3435 5500. It is also available on the Steel Mains website. Refer: www.steelmain.com/training

The complaints procedure addresses both formal and informal complaints. All formal complaints shall be submitted in writing to Steel Mains Training Manager and will be heard and addressed, usually within a period of two working weeks. Appeals relate to the request for a review, change or decision or outcome relating to a learner's results following completion of a formally outlined

assessment process.

Complaints relate to issues of service or advice which has progressed beyond a minor disagreement or beyond simple resolution through good communication skills.

It is the responsibility of Steel Mains Training Department to ensure adherence to the Appeals & Complaints procedure and that a resolution is sought in all reasonable circumstances. This includes informing and assisting students with the complaints procedure and supply of complaint forms.

STUDENTS RIGHTS & OBLIGATIONS

As a student of Steel Mains Training Department you have the following rights and obligations/responsibilities:

- Be treated fairly and with respect by other course members and staff;
- Learn in an environment free of discrimination and harassment;
- Learn in a supportive and safe environment which includes assistance with any language, literacy or numeracy concerns you may have. Extra assistance will be provided to you if required. Students seeking assistance are required to contact the Training Manager prior to the course, or alternatively the Training Administrator—phone 07 3435 5509. Refer to Special Needs section.
- Study a program which meets current industry standards and assessment requirements;
- Have your work assessed as promptly as possible and to receive feedback;
- Have personal records kept private and made available only to authorised users; Refer to Privacy Principles.
- Appeal results and access the review process in accordance with principles; Refer to Complaints & Appeals Policy.
- Have qualifications / certifications / statements of attainment already held, recognised under the recognition of Prior Learning scheme;
- Ensure all course participants receive equal opportunities and gain the maximum from their time with us, these rules apply to all people that attend any of our sessions. Any person(s) whom displays dysfunctional or disruptive behaviour may be asked to leave the session and / or the course.

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REGISTRATION FORM

- This Registration Form and the Payment Form must be completed in full and returned to the Training Administrator—incomplete forms will be returned
- Maximum of 12 persons per course
- Please print or type details in black ink

- Your enrolment will be confirmed in writing, detailing workshop venue, dates and times
- Please advise if you require any special learning needs on a workshop by contacting the Training Manager (contacts in document)

COURSE TITLE — CONSTRUCT & INSTALL SINTAKOTE STEEL PIPELINE SYSTEMS (PLEASE TICK ONE)

 MILD STEEL PIPELINES—SINTAKOTE®

 MILD STEEL PIPELINES—SINTAKOTE®—REFRESHER

COURSE LOCATION

COURSE DATE

COURSE FEE

COMPANY DETAILS

COMPANY NAME

ABN

COMPANY ADDRESS

SUBURB

STATE

POST CODE

CONTACT PERSON

TITLE

PHONE

EMAIL

PIPELAYING DETAILS

Please complete pipelaying details for mild steel projects. Practical assessment is conducted on site, preferably on the day(s) following the initial workshop, where the pipelayer is to demonstrate practical competency in handling, laying and repairing of the pipeline system in order to achieve competency and a Statement of Attainment: Construct and Install Sintakote Steel Pipeline Systems.

PROJECT

CONTACT

PH

SITE ADDRESS

PROJECT START DATE

CONSTRUCTION FROM

TO

STUDENT DETAILS

1. NAME (MR/MS)

2. NAME (MR/MS)

ADDRESS

ADDRESS

SUBURB

POSTCODE

SUBURB

POSTCODE

3. NAME (MR/MS)

4. NAME (MR/MS)

ADDRESS

ADDRESS

SUBURB

POSTCODE

SUBURB

POSTCODE

5. NAME (MR/MS)

6. NAME (MR/MS)

ADDRESS

ADDRESS

SUBURB

POSTCODE

SUBURB

POSTCODE

7. NAME (MR/MS)

8. NAME (MR/MS)

ADDRESS

ADDRESS

SUBURB

POSTCODE

SUBURB

POSTCODE

9. NAME (MR/MS)

10. NAME (MR/MS)

ADDRESS

ADDRESS

SUBURB

POSTCODE

SUBURB

POSTCODE

11. NAME (MR/MS)

12. NAME (MR/MS)

ADDRESS

ADDRESS

SUBURB

POSTCODE

SUBURB

POSTCODE

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PAYMENT FORM

- Course fees MUST be received at least four (4) days prior to the date of training
- Please notify the Steel Mains Training Administrator when payment has been made
- Workshops that are organised within a week of the training date can only be paid by credit card or EFT
- Please note that we do not accept American Express

PAYMENT OPTIONS (PLEASE TICK ONE)

PURCHASE ORDER NUMBER

CUSTOMER ACCOUNT NUMBER

<input type="checkbox"/> CREDIT CARD	VISA <input type="checkbox"/>	CREDIT CARD NUMBER
	MASTERCARD <input type="checkbox"/>	CARDHOLDER'S NAME
		EXPIRY DATE
		CCV NUMBER
CARDHOLDER'S SIGNATURE			
.....			
<input type="checkbox"/> CHEQUE	PAY TO	STEEL MAINS PROPRIETARY LIMITED	
		PO BOX 191, SOMERTON	
		VICTORIA 3062	
<input type="checkbox"/> EFT	BANKING DETAILS	ANZ BANKING GROUP	
		91 WARE STREET, FAIRFIELD, NEW SOUTH WALES 2165	
		BSB: 012 292 A/C NO.: 836641633	

Payment is to be made by all customers four (4) days prior to the day of training, unless otherwise agreed in writing by the Training Manager. If payment is not received prior to the commencement of the workshop, training may be postponed or cancelled at our trainer's discretion. No Statement of Attainment or Certificate of Attendance can be issued until full payment has been received. Upon cancellation by a prospective trainee, the trainee shall receive a full refund of payment. In the event of a full workshop being cancelled, no refund shall be given other than rescheduling of the workshop at an extra cost of time and travel as determined by the Training Manager.

CANCELLATION & REFUND POLICY

CANCELLATION BY STUDENTS OR CLIENT ORGANISATION

Cancellation fee will be applied at \$80.00 per person if the course is cancelled within 2 working days of the start date. Cancellation fee of 75% of the full course cost if the course is cancelled within 24 hours of start date. If the course is not attended - no refund applies.

COURSE CHANGES BY STEEL MAINS

Steel Mains reserves the right to reschedule training course delivery dates if deemed necessary.

TERMS & CONDITIONS OF SALE

Unless agreed upon in writing, Steel Mains Standard Terms & Conditions of Sale prevail for training courses delivered by Steel Mains. I acknowledge the above and am authorised to confirm the booking:

NAME	SIGNATURE
.....
(PLEASE PRINT)	

PLEASE RETURN THIS FORM BY EMAIL TO

Please return this form to Steel Mains Training Department by emailing the Registration & Payment Forms to training@steelmains.com If you have any further questions, please contact us on email: training@steelmains.com



**CUSTOMER SUPPORT &
TRAINING MANAGER**

Tim Paragreen
M 0449 556 933
E Tim.Paragreen@steelmains.com

**TRAINING
ADMINISTRATOR**

Donna Broderson
P 07 3435 5509
E Donna.Broderson@steelmains.com

BRISBANE

Unit 6, 152 Bluestone Circuit
Seventeen Mile Rocks, Queensland 4073

MELBOURNE

125-127 Patullos Lane
Somerton, Victoria 3062

PERTH

Leath Road Naval Base
Western Australia 6165

STEEL MAINS PROPRIETARY LIMITED

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WWW.STEELMAINS.COM/TRAINING

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