



**SINTAKOTE<sup>®</sup> PIPELINE SYSTEM  
CONSTRUCT AND INSTALL  
STEEL PIPELINE SYSTEMS**



## SINTAKOTE® PIPELINE SYSTEM CONSTRUCT AND INSTALL STEEL PIPELINE SYSTEMS

### 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 & competent methods of installation & reinstatement of pipeline coatings & linings to relevant manufacturers & industry standards.

#### WHO SHOULD ATTEND

Personnel involved in the construction & pipeline industry. The program is designed for general pipelayers, leading hands & 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.
- 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

One full day (nine [9] hours) workshop of facilitated training including a theoretical assessment & 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	\$580.00
3+	\$520.00
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.

Please contact the Steel Mains Training Administrator on (07) 3435 5500 or at [training@steel mains.com](mailto:training@steel mains.com).

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 & 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 5500 or at [training@steel mains.com](mailto:training@steel mains.com)

#### COMPETENCY BASED TRAINING & ASSESSMENT

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

A student is competent when they are able to apply their knowledge & skills to successfully complete specific work activities in a range of situations & 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 (metro) per person applies. For non-metro areas, please contact the Steel Mains Training Administrator on (07) 3435 5500 or at [training@steelmains.com](mailto:training@steelmains.com).

## SPECIAL NEEDS (ACCESS & EQUITY)

Steel Mains recognizes that there will be students with special needs, a range of levels of education & 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 & better themselves. As such, aid will be provided to those who require additional help in these areas, 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 on (07) 3435 5500 or at [training@steelmains.com](mailto:training@steelmains.com).

## PRIVACY PRINCIPLES AND POLICY

In accordance with the global Steel Mains privacy policy, Steel Mains is committed to protecting the privacy & personal information of all our students. A copy of the Steel Mains privacy policy is available by contacting the Training Administrator on (07) 3435 5500 or at [training@steelmains.com](mailto:training@steelmains.com).

### 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.steelmains.com/training](http://www.steelmains.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 & that a resolution is sought in all reasonable circumstances. This includes informing & assisting students with the complaint's procedure & 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 5500 or [training@steelmains.com](mailto:training@steelmains.com) 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.

# SINTAKOTE® PIPELINE SYSTEM

## CONSTRUCT AND INSTALL STEEL PIPELINE SYSTEMS

### REGISTRATION FORM

- This Registration Form and the Payment Form must be completed in full and returned to the Training Administrator at **training@steel mains.com**—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 & INSTALLSINTAKOTE STEEL PIPELINE SYSTEMS

MILD STEEL PIPELINES—SINTAKOTE®

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

# SINTAKOTE® PIPELINE SYSTEM

## CONSTRUCT AND INSTALL STEEL PIPELINE SYSTEMS

### PAYMENT FORM

- Course fees MUST be received at least four (4) days prior to the date of training
- 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.
- Please notify Steel Mains Training Administrator on (07) 3435 5500 or at [training@steelmains.com](mailto:training@steelmains.com) 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
- If you wish to pay by credit card but not complete your details here, then you can ring through to our accounts department once an invoice has been processed to make the payment. Tick the relevant box in the section below.
- 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	
<input type="checkbox"/> PLEASE TICK IF YOU WANT TO CONTACT OUR ACCOUNTS DEPARTMENT DIRECTLY TO PAY BY CREDIT CARD & THEREBY NOT SUPPLY YOUR CREDIT CARD DETAILS HERE		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	COMMONWEALTH BANK 325 COLLINS STREET, MELBOURNE, VIC, 3000 BSB: 063 000 A/C NO.: 14175914	

#### CANCELLATION & REFUND POLICY

##### CANCELLATION BY STUDENTS OR CLIENT ORGANISATION

- Upon cancellation by a prospective trainee, the trainee shall receive a full refund of payment.
- In the event of a full workshop being cancelled by an organisation, no refund shall be given other than rescheduling of the workshop at an extra cost of time & travel as determined by the Training Manager.
- If cancelled by an organisation within 48 hours of the start date a cancellation fee will be applied at \$80.00 per person.
- If cancelled by an organisation within 24 hours of the start date a cancellation fee will be applied of 75% of the full course cost.
- If the course is not attended with no prior notification – 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](mailto:training@steelmains.com) If you have any further questions, please contact us on email: [training@steelmains.com](mailto:training@steelmains.com)



**CUSTOMER SUPPORT &  
TRAINING MANAGER**

Tim Paragreen  
M 0449 556 933  
E [Tim.Paragreen@steelmains.com](mailto:Tim.Paragreen@steelmains.com)

**CUSTOMER SUPPORT &  
TRAINING OFFICER**

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M (03) 9217 3769  
E [Frank.Dejesi@steelmains.com](mailto:Frank.Dejesi@steelmains.com)

**TRAINING**

**ADMINISTRATOR**

Donna Broderson  
P 07 3435 5500  
E [Donna.Broderson@steelmains.com](mailto:Donna.Broderson@steelmains.com) OR  
E [training@steelmains.com](mailto:training@steelmains.com)

**STEEL MAINS HEAD OFFICE**

MELBOURNE  
125-127 Patullos Lane  
Somerton, Victoria 3062

**STEEL MAINS BRANCHES**

**BRISBANE**

Unit 6, 152 Bluestone Circuit  
Seventeen Mile Rocks, Queensland 4073  
(07) 3435 5500

**PERTH**

lot 6, Leath Road Naval Base  
Western Australia 6165  
(03) 9437 8200

**MELBOURNE**

125-127 Patullos Lane  
Somerton, Victoria 3062  
(03) 9217 3110

**STEEL MAINS PROPRIETARY LIMITED**

PO BOX 191, SOMERTON, VICTORIA 3062  
[WWW.STEELMAINS.COM/TRAINING](http://WWW.STEELMAINS.COM/TRAINING)

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