

Construction Induction (VET) Procedure

Section 1 - Purpose

(1) The purpose of this Procedure is to outline the process for enrolling, delivering and issuing qualifications to students undertaking the Construction Induction Card Course. It assigns responsibility for effective implementation across VET delivery at Melbourne Polytechnic.

Section 2 - Scope

(2) This Procedure applies to Melbourne Polytechnic staff, students and other persons involved with the delivery of the construction induction training course at Melbourne Polytechnic and the resulting issuance of the Construction induction card (white card).

(3) The coordination of this Procedure is the responsibility of the short courses administration.

Section 3 - Procedure

Enrolment

(4) Process public enrolments for the Construction Induction Card via Enrol Now on the [short course website](#) page, this will commence an Online Enrolment form as per the fee for service enrolment procedure. All students must upload a copy of their ID (e.g. Licence or passport) through the OE processes at the time of enrolment, to be verified through Green ID by short courses.

(5) Process the cohorts for consultancy groups as per [Fee for Service Enrolment Procedure](#).

(6) Contact each student before the class by phone to confirm they have the necessary oral skills to successfully participate.

(7) Construction Induction Card training as part of a qualification delivered at Melbourne Polytechnic are enrolled as per the course enrolment processes and associated Training Plans, the department administration must notify short courses the following information to coordinate training centrally;

- a. List of enrolled students
 - i. Full name, student ID and contact number (relevant Student Group on STRATA)
- b. Scheduled of block week delivery dates when Construction Induction Card training is to take place

(8) Short courses to coordinate training for Construction Induction Card for existing Melbourne Polytechnic qualifications in accordance with the block delivery and unit sequency.

(9) For courses delivered off-campus, trainer to complete a site inspection to verify all requirements have been met in accordance with the [Construction Induction Training Off- Campus Site Inspection \(VET\) Checklist](#)

(10) Send a welcome email to all students with:

- a. details of the class
- b. location
- c. trainer
- d. instructions on logging into and navigating Moodle
- e. reminder for students that they are required to bring their own Personal Protective Equipment (PPE) to the course.

Delivery

- (11) Trainer must record attendance via Markbook.
- (12) Support students to log into and navigate Moodle, as required.
- (13) Deliver training and assessment as per unit of competency requirements.
- (14) Trainer to finalise results for participants at the end of the training session and record results on Moodle. Short courses administration to enter results on Strata on the same day.
- (15) Advise Academic Registry that a Construction Induction Card class has been resulted and Statements of Attainment are required.

Post delivery activities

- (16) Short courses to submit a White Card application online via the [WorkSafe portal](#) on behalf of each student who has successfully completed the training.
- (17) Generate an invoice from the [WorkSafe Portal](#) and email it to the Director Vocational Education and Training for approval.
- (18) Forward the signed invoice to [Accounts Payable](#).
- (19) Processes the invoice and forward a receipt to [Short Courses](#).
- (20) WorkSafe will processes the applications and mail the White Card to the students' addresses provided.

Section 4 - Responsibility and Accountability

- (21) Short Courses Administration is responsible for
 - a. Setting up courses and intake dates for public cohorts
 - b. For public enrolments, monitoring online enrolments checking student USI and verifying identification via Green ID via STRATA
 - c. entering results and requesting Statements of Attainment
 - d. submitting online White Card application for each participant who complete the training
 - e. forwarding the Worksafe invoice to the Director Vocational Education and Training for approval
 - f. sending the signed invoice to [Accounts Payable](#) as soon as possible.
- (22) The Trainer/Assessor is responsible for
 - a. conduct a site inspection before off-campus course delivery
 - b. deliver training in accordance with the unit of competency

- c. finalising results and recording it on the Enrolment Maintenance Form
- d. forwarding Enrolment Maintenance form to Short Courses Administration immediately after training on the same day.
- e. assisting students with their Moodle log in on the day of training

(23) The Director Vocational Education and Training is responsible for approving the Worksafe invoices.

(24) Accounts Payable is responsible for paying the Worksafe invoice within a week of the invoice being received.

Section 5 - Definitions

(25) For the purpose of this Procedure the following definitions apply:

- a. Assessment: The process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.
- b. Assessors: Any person who assesses a learner's competence in accordance with Clauses 1.13 to 1.16 ([Standards for Registered Training Organisations \(RTOs\) 2015](#)).
- c. Competency: The consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.
- d. Construction induction card: A construction induction card issued by [WorkSafe Victoria](#) under regulation 346 of the [Occupational Health and Safety Regulations 2017](#).
- e. Construction induction training: A unit of competency of general occupational health and safety induction training to the construction industry endorsed or accredited under the [Australian Qualifications Framework](#).
- f. Construction RTO: An RTO whose registration allows delivery of construction induction training.
- g. Construction Induction Card statement of attainment: A certification issued by an RTO stating that the person to whom it is issued has completed construction induction training.
- h. Unit of competency The specification of the standards of performance required in the workplace as defined in a training package.

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