



## Manual Handling



NIET is a Registered Training Organisation. We have a commitment to helping people achieve their learning goals, in a fun and supportive environment.

### How can training benefit you?

- A certificate of participation upon successful completion of the training
- Fun and flexible delivery of training and assessment by experienced industry trainers and assessors
- Enhance and update on your current skills and knowledge
- Meet new people and gain confidence in your employment skills!

### Training overview

This training is designed for the **Aged Care, Disability and Health sectors** and will provide you with the skills and knowledge required to demonstrate effective manual handling techniques, use equipment accordingly to assist you in your role, and further develop your understanding of the relevant legislation while still adhering to internal policies and procedures.

NIET will ensure that you are provided with the practical hands on training you need to confidently use equipment to assist you take care of your clients, and also ensure that you protect not only yourself, but the health and wellbeing of others around you. The training is delivered by experienced professionals who have years of currency and knowledge in their field.

### Content Includes:

- Relevant Acts/Regulations
- Prevention of injury
- Risk Management
- Employer/Employee responsibilities
- Use of appropriate equipment (E.g. lifting machine, hoist, slide sheets)
- Manual handling techniques
- Do's and don'ts!

## Training Information

### Training Duration

- 3 hour class (times vary)
- Please speak to NIET administration for schedules and timetables
- Onsite group based training available for organisations (enquire within)

### Locations

Ground Floor, 405 Nepean Highway  
Frankston  
Victoria

## Mode of Delivery

This training is delivered through a blended delivery method using classroom based and practical demonstration skills. All equipment required for our public program sessions will be provided by NIET.

## Assessment Methods

There are no formal assessments required for the completion of this training. Students will be shown through the training appropriate manual handling techniques and how to use equipment accordingly. Participants are expected to demonstrate their skills during their session by performing simulated tasks and activities. Participants may be asked to demonstrate skills again if our facilitator feels that further practice is necessary.

## Education and Support Services

You will be provided with a range of support services depending on your individual needs. One-on-one trainer support: You will be provided with a trainer that has extensive experience and expertise in the training content and the industry sector. Our professional trainers are there to ensure you have a successful learning journey where you can contact them via phone or email. In addition to your trainer, the administration team can provide you with support including your enrolment, changes to contact details or any issues you may encounter throughout your training.

Please refer to our website for our Student Information Book for additional student services.

## Student Handbook

NIET provides further detailed information for learner's rights in the Student Information Book in hard copy at reception or located on our website [www.niet.com.au](http://www.niet.com.au)

- Complaints and appeals
- Fees that must be paid to the RTO, payments, refunds
- Consumer rights and responsibilities
- Students safety, support services
- Attendance and behaviour

## What to bring?

- Notepaper and pens
- Completed professional development enrolment form

## Industry Requirements

Some industries or organisations may require you to update and maintain your currency in manual handling training. Please speak with your supervisor or employer for further information on your specific role and responsibilities.

## RTO Entry Requirements

### Reasonable adjustments

There may be times and situations in which a student may require 'reasonable adjustment' of the training and assessment methods implemented by NIET Training to meet their specific individual needs. These individual student needs may include (but not limited to):

- Disability
- Temporary or permanent injury (i.e. back injury, broken leg/arm)
- Sight or hearing impairments

Reasonable adjustments to the way in which evidence of performance is gathered (e.g. in terms of the information to be provided to the candidate and the type of evidence to be collected from the candidate) can only occur where the adjustments do not alter the expected performance standards for learning and assessment.

The reasonable adjustments to the training process may include a variety of modifications to the methods of delivery to assist the student undertake the training. The adjustments may include actions such as:

- assistance in the form of the training location to allow easier access
- proposed learning strategies and materials that are appropriate for the individual
- adjustments to the training (if required) to cater for any special needs (without effecting the integrity of the outcome)

### Minimum Age Requirements

The minimum age to apply for training is 15 years old. If under the age of 18, a parent/guardian signature will be required upon enrolment.

### What are the fees?

The cost of this training program is \$85 + 10% GST, and is payable prior to the day of training. This training is **not** government funded.

The Refund Policy and Procedure can be gained from the Student Handbook on our website [www.niet.com.au](http://www.niet.com.au)

### What is the enrolment process?

*It is easy!*

Contact the RTO to discuss your interest in the training, and one of our friendly staff members will help determine if the training is appropriate for you.

Prior to training, NIET requires you to:

1. Read and understand the information contained in the Course outline and Student Information Handbook
2. Complete and sign a Professional development application form to declare that you understand all of the information provided.
3. Submit professional development application form and organise payment

**Would you like more information?**

Contact our NIET team on:

**Telephone:** 03 9770 1633  
**Fax:** 03 97831001  
**Email:** [info@niet.com.au](mailto:info@niet.com.au)  
**Website:** [www.niet.com.au](http://www.niet.com.au)

