



DOORWAYS 2 CIVIL CONSTRUCTION

2011 PROGRAM PROSPECTUS



Introduction

Doorways 2 Civil Construction -Gladstone is a partnership initiative between local High Schools McCoskers Contracting Pty Ltd, Dept of Education, Training & The Arts and Construction Skills Queensland. The program aims to develop baseline skills for young people in school wanting to enter the industry. The program successfully run in 2008 was a pilot phase and is intended to be the pre-cursor to a larger and more expansive range of learning opportunities. Students engaging in this year's program will be exposed to the necessary pre-requisite qualifications needed to pursue further training and career pathways in a variety of civil construction fields.

In civil construction you can build just about anything from a major freeway, railway, water storage reservoir or new housing. Civil construction workers do the site clearance, excavation, sewage and drainage lay the asphalt for roads and ballast for railways and dam walls.

As a participant in the D2CC program your son/daughter will be exposed to a wide range of workplace training experiences whilst still completing a course of study at their respective High School. In addition to this valuable training opportunity, participants will gain an in depth knowledge and application of the ethics, expectations and work standards required by the civil construction workforce. As a productive team member they will be required to maintain high levels of commitment and motivation to successfully complete the program. D2CC – Gladstone is all about having the right **attitude!!**

*Civil construction is anything to do with the earth, water or transport infrastructure. It is a **\$45 billion a year** Australian business that is crucial to Australia s economy and **it needs you.***



Benefits To Successful Participants

Students chosen to work with the D2CC team will not only be exposed to a wide range of workplace training experiences, they will also have a head start on their career pathway through:

- Developing an understanding of the expectations and work routines of the civil construction industry.
- Achieving the necessary pre-requisite training and qualifications to enter the industry and possibly be employed as an apprentice or operator.
- Understanding what it means to make a commitment to themselves and their workmates so that the job gets done **SAFELY** and on time.
- Completing workplace qualifications whilst still continuing their secondary schooling. The qualifications obtained through D2CC contribute to the Queensland Certificate of Education.
- Accessing industry mentors who will help to shape and develop their understanding of a prosperous future in the industry.

What Students Receive

Students successfully completing the D2CC program will receive a wide range of beneficial skills that will contribute to their developing civil construction career. Underpinning these skills are the following qualifications and milestones which include:

- Certificate I in Resources and Infrastructure Operations
- Additional agreed competencies from within the RII10106 training package
- A portfolio and log book of completed Structured Workplace Learning
- Course in General Safety Induction (White Card)
- A minimum of 2 weeks of industry recognised work experience
- Established connection with a workplace mentor
- Recognised Health & Safety Training

Civil Infrastructure involves in civil engineering work where projects are separated into site preparation services and non building construction. Site preparation includes levelling sites, excavation of foundations, trench digging etc. Non building construction includes road and sub divisions, bridgeworks, railways, harbours, electrical infrastructure, gas supply systems etc.

Program Timelines

Whilst the selection process for the program will occur at the end of the 2010 school year, successful participants can expect to begin their induction process at Gladstone SHS on Thursday 3rd February. The program will continue throughout the school year and be completed on Thursday 24th November.

Students participating in the program will attend every Thursday 7:30am to 4:30pm of each week of the school term. In some cases there will be weeks where students will not be required to attend either due to school/public holidays or structured work placements. Schools, Parents and Students will be notified of these changes in advance.

Participants will attend their respective High Schools for the remainder of the week to participate in a normal day of instruction. A record log of attendance of the program will be sent to respective schools for school records.



Course Structure

Training through the D2CC program will develop a rigorous understanding of the following key areas:

- Basic Skills
- Safety
- Concrete
- Pipes
- Roads/Earthworks

The D2CC training program is as follows:

Project Employment Module – this requires the student to:

- Undertake a job application process consistent with regular civil construction industry procedure.
- Being competent to complete employment preparation packages (eg.details, medical, superannuation)
- Complete 'White Card' induction.
- Complete site induction with nominated WHSO.
- Complete student log book (included recording of tasks and necessary supervisor sign-off)

Project Modules – Comprising of an agreed number of individual work site projects which are delivered at the work site. This comprises of 2 parts:

Training Modules – containing the delivery and assessment components for the underpinning knowledge which are delivered prior to attempting each associated work module. These require each student to:

- Attend training sessions related to the underpinning knowledge for each project.
- Attend monthly toolbox meeting conducted by the supervisor.
- Complete the assignment/assessment work for each project.
- Complete the student log book.

Work Modules – practical work activities delivered after assessment of project training module. These require each student to:

- Complete a stores card to obtain the necessary tools, additional safety equipment and materials for the projects.
- Erect the required site safety protection and signage under supervisor supervision.
- Complete the requirements for the project.
- Maintain good housekeeping and correct waste disposal methods.
- Clean and remove tools, safety measures and materials.
- Complete a job card/timesheet.
- Complete the student log book.

Project Incident/Accident Module – this requires the student to:

- Complete practical components of the senior first aide certificate including CPR using simulate injuries.
- Complete an accident/incident report form.
- Complete student log book.
- Complete an interview with a WH&S inspector (via an arranged visit with departmental inspector to discuss accidents and worker obligation/rights).

Structured Workplace Learning Module – the student works with a nominated employer on an actual work site and will be required to:

- Undergo site induction.
- Wear appropriate safety equipment at all times.
- Follow instructions given by the employer or supervisor.
- Complete a log book.

Work Experience

As a part of the D2CC program all students are required to complete a minimum of 2 weeks of approved work experience within the Civil Construction Industry. To ensure that each student gains a deep and meaningful understanding of working life in the industry, work experience dates have been pre-set to allow block placements with employers. The timing for block placement have been organised through consultation with schools to minimise any impact these may have on a students secondary studies.

In civil construction you will have a great future, able to work anywhere in Australia; in municipal councils, private contracting firms.

Inevitably some disruption to school studies may occur. It is essential that the participant takes the responsibility to liaise and consult with the D2CC team and their school teachers to ensure that any disruption is minimised.

The D2CC team will organise work placements in consultation with employers and students will be allocated to specific positions. Dates for placements will be provided to students throughout their orientation phase during February. It is possible for students to engage in longer periods of work placement during their school holidays and this may be facilitated through discussions with the D2CC staff.



Selection Process

Selection for D2CC is highly competitive and it is encouraged that students demonstrate a high level of motivation and willingness to showcase their potential to succeed in the program. Unlike many other trade training programs D2CC is not entirely dependent upon academic achievement but more importantly on **ATTITUDE and WILLINGNESS**.

Jobs range from the plant operators who drive the earthmoving equipment on construction sites, to the engineers who design the structures and manage their implementation.

For successful selection we encourage students to have a clear understanding of what effort they want to invest in the program and how they will apply to meet the rigorous expectations of the civil construction industry.

The timelines for the selection process have been:

Wednesday 23rd June 2010 – Parent & Student Information Session. Student application information and documentation distributed to interested applicants.

Monday 17th September 2010 – Closing date for receipt of student applications. Applications are to be returned to the Head of Department ID&T/Manual Arts at the student's school or emailed directly to Jeff Hogeveen on jhoge2@eq.edu.au

Short listing and interviews of applications. All students will be notified if they are successful or unsuccessful in gaining position.

Students accept offers of placement by this date.



Focus On Equity

D2CC is an equal opportunity program reflective of the ethics and values of the civil construction industry. We value the following:

- A greater representation of women in construction
- A greater representation of Aboriginal and Torres Strait Islander people in construction
- A safe team-based working environment

Selection into D2CC is based on an applicants work ethic and attitude and we encourage all students apply.

The Australian National Association of Women in Construction serves to raise the profile of women working in the construction industry, to be a positive instrument for change in the construction industry, to promote and share construction industry best practice, and to meet, support and network with other women in the construction industry.

Uniform Requirements

Participants in the program will be expected to wear the approved D2CC uniform (including badges) for each day of work including work experience placements. The uniform is to be kept and maintained in a reasonable manner as participants will be representing not only their respective schools but the industry, D2CC program and McCoskers Contracting.

Any personal item including jewellery that may pose an occupational health and safety risk will not be permitted on the work site. The ultimate decision on acceptable will be made by the worksite supervisor in accordance with industry safety standards and McCoskers/other partner expectations.

Conduct & Expectations

D2CC expectations are aligned with those of the construction industry. We believe that safety and commitment are important characteristics for success.

A high level of student conduct is required for successful completion of the program. This not only includes conduct on civil construction worksites but also conduct related to the general school program at respective high schools. This means that students who fail to meet the expectations of their entire education/training program may have their participation reviewed.

D2CC maintains the right to terminate a student's participation in the program if a serious breach of safety occurs or if there is continual unsatisfactory performance. For unsatisfactory performance, D2CC operates on a 3 strike policy. It is essential that students understand conduct outside of the program may have a bearing on their continued participation.

Explore the possibilities of how you can further your career in the civil construction industry.

Student Levy

Students selected to participate in the program will be required to contribute to course costs via a student levy. The annual cost of participating in the program is \$200 to cover the cost of Administration, Work Experience, Work booklets and Photocopying.

Worksite Details

Participants will spend most of their training time at the McCoskers Contracting depot. There may be times outside of work experience placements where students will visit other facilities or work sites.

Movement throughout the worksite may be restricted due to other operations occurring as a part of McCoskers business. D2CC will be allocated specific areas in which to work in and these may vary depending on the type of work/training being carried out. Participants will be advised of these changes and it will be their responsibility to ensure that the necessary instructions are carried out.

General facilities in use for D2CC at the site include access to:

- Training rooms for non-practical instruction
- Fully equipped Crib Hut for break times and briefings
- Designated practical work areas for construction and machinery work
- Male & Female restrooms
- D2CC site office for student and staff contact

Participants can provide their own food and drink whilst attending the program or access the food van that visits the site. Facilities for cold storage will be made available in the Crib Hut. Participants will not be allowed off the work site throughout the working day.

Given that a civil construction work site can be a physically demanding environment, we strongly advise that participants consider the following food and drink guidelines:

- Pack an appropriate range of healthy food choices
- Minimise the consumption of caffeinated or carbonated drinks
- Ensure that participants bring plenty of cool water and consume appropriate amounts throughout the working day



STUDENT APPLICATION COVER SHEET



To the Head of the D2CC
Mr Jeff Hogeveen
P O Box 260
Gladstone Q 4680

Dear Sir,

My name is _____

I wish to apply for a position at Doorways 2 Civil Construction - Gladstone.

To assist with the selection process I have attached the following documents. I am aware that I may be interviewed and undertake an aptitude test as part of the selection process.

CHECKLIST *(attach all documentation to the back of this form)*

The following items
are attached

1. **Completed Enrolment Form.** (signed by a parent or guardian)
2. **Three Teacher references** on the sheets provided.
3. A copy of my **resume.** (an electronic copy will be required at D2CC for maintaining skill details)
4. A copy of my last two years **school results.**

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I am also aware of the following requirements to participate in the one year D2CC program.

I am aware of the
following

1. I am aware that I will need to enrol and obtain an **Industry Induction Card** - White Card (part of the induction)
2. Once I have obtained the Industry Induction Card I am aware that I will need to undertake the **McCoskers Site Induction** prior to commencing at D2CC.
(this will be arranged by D2CC staff)
3. I am aware that I will need to provide my own **personal protective equipment** (as demonstrated at information session):
 - Long cotton work pants/jeans (Navy Blue)
 - belt
 - Steel capped boots
4. I am aware of the **Student Materials Fee** (\$200) and that this amount will be payable within four weeks (unless alternate arrangements with the enrolled school are in place).

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I look forward to meeting with D2C staff & Industry Representatives to discuss my enrolment application.

Signature: _____ Date: ___ / ___ / ___



STUDENT ENROLMENT FORM

CONFIDENTIAL

DETAILS OF STUDENT TO BE ENROLLED:

PLEASE USE BLOCK LETTERS

FAMILY NAME	GIVEN NAMES	DATE OF BIRTH	YEAR / FORM
		/ / F " M "	
NAME OF SCHOOL PRESENTLY ATTENDING:			

STUDENT MAILING ADDRESS DETAILS	
MAILING ADDRESS:	
TOWN/CITY:	
PHONE NUMBER/S (include mobile):	
STUDENT EMAIL ADDRESS:	
STUDENT HOME ADDRESS DETAILS: (IF DIFFERENT TO MAILING ADDRESS)	
STREET ADDRESS:	
TOWN/CITY:	

TRANSPORT TO AND FROM TRAINING SITE	
MODE OF TRANSPORT:	
CAR " WALK " BUS " BIKE "	

EMERGENCY CONTACTS			
PRIORITY	NAME	RELATIONSHIP TO STUDENT	PHONE NUMBERS
1			HOME: BUSINESS: MOBILE:
2			HOME: BUSINESS: MOBILE:
3			HOME: BUSINESS: MOBILE:

DETAILS OF STUDENTS DOCTOR		
NAME:	ADDRESS:	PHONE NUMBER:

MEDICAL INFORMATION	
MEDICAL CONDITION (E.G. ASTHMA, ALLERGIC TO BEE STINGS ETC)	SYMPTOMS AND TREATMENT:
1.	
2.	

DO YOU GIVE YOUR CONSENT FOR YOUR STUDENT'S PHOTOGRAPH TO BE USED FOR MEDIA PURPOSES?	YES " NO "
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PARENT/CAREGIVER 1 DETAILS		
FAMILY NAME:		MR <input type="checkbox"/> MRS <input type="checkbox"/> MS <input type="checkbox"/> MISS <input type="checkbox"/>
GIVEN NAME:		GENDER: MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
RELATIONSHIP TO STUDENT:	MOTHER <input type="checkbox"/> FATHER <input type="checkbox"/> GUARDIAN <input type="checkbox"/>	
OCCUPATION:		
WORK LOCATION:		WORK PHONE:
HOME PHONE:		WORK MOBILE:
HOME MOBILE:		EMAIL:
PARENT/CAREGIVER 2 DETAILS		
FAMILY NAME:		MR <input type="checkbox"/> MRS <input type="checkbox"/> MS <input type="checkbox"/> MISS <input type="checkbox"/>
GIVEN NAME:		GENDER: MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
RELATIONSHIP TO STUDENT:	MOTHER <input type="checkbox"/> FATHER <input type="checkbox"/> GUARDIAN <input type="checkbox"/>	
OCCUPATION:		
WORK LOCATION:		WORK PHONE:
HOME PHONE:		WORK MOBILE:
HOME MOBILE:		EMAIL:

OTHER RELEVANT INFORMATION: _____ _____
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PARENT/CAREGIVER'S SIGNATURE: _____
DATE: _____

OFFICE USE ONLY		NEW ENROLLMENT: YES <input type="checkbox"/> (COMPLETE BELOW) NO <input type="checkbox"/>	
SCHOOL RESULTS SIGHTED:	YES <input type="checkbox"/> NO <input type="checkbox"/>	STUDENT FOLDER ESTABLISHED	YES <input type="checkbox"/> / /
TEACHER REFERENCES SIGHTED:	YES <input type="checkbox"/> NO <input type="checkbox"/>	STUDENT PHOTO	YES <input type="checkbox"/> / /
OH & S COMPETENT	YES <input type="checkbox"/> NO <input type="checkbox"/>	CENTRE INDUCTION COMPLETED	YES <input type="checkbox"/> / /
APPITUDE TEST COMPLETED: :	/ /		
INTERVIEW COMPLETED: :	/ /		
INDUSTRY INDUCTION CARD SIGHTED:	YES <input type="checkbox"/> NO <input type="checkbox"/>		
GOLDING SITE INDUCTION BOOKED:	/ /		
GOLDING SITE INDUCTION CARD SIGHTED:	YES <input type="checkbox"/> NO <input type="checkbox"/>		
NOTES / COMMENTS			

Doorways 2 Civil Construction - Gladstone
c/- Gladstone State High School
PO Box 260, Gladstone, Qld., 4680
Phone: 07 49766111 Fax: 0749766100



STUDENT APPLICATION PROCESS TEACHER REFERENCE



Student Name: _____
 Teacher's Name: _____
 Subject taught: _____

Dear Teacher,

Due to limited places and an anticipated high demand for the one year Civil Construction program, we are asking students to apply for positions for the next intake.

Part of the application process for entry into the Doorways 2 Construction program requires the student to submit a completed application form and supporting references from their current Teachers. Your comments and the information regarding this student will assist Centre staff to determine their suitability for the program.

Regards

Jeff Hogeveen
 (Head of D2CC)

(Please indicate your rating for the above student in the following areas. Any additional comments would be welcome)

	A	B	C	D	E
Positive attitude to his / her studies	r	r	r	r	r
Effort in completing his / her work to the best of ability	r	r	r	r	r
Cooperation with the teacher in in-class activities	r	r	r	r	r
Level of politeness to yourself	r	r	r	r	r
Completion of homework	r	r	r	r	r
Completion of tasks in class time	r	r	r	r	r
Attempting assessment task to the best of his / her ability	r	r	r	r	r
Cooperation and willingness to work with fellow students	r	r	r	r	r
Handing in assessment tasks on time	r	r	r	r	r
Consistency of attendance	r	r	r	r	r
Punctuality to class	r	r	r	r	r
Additional comments: _____					

Signature: _____					
Date: ___ / ___ / ___					



STUDENT APPLICATION PROCESS TEACHER REFERENCE



Student Name: _____
 Teacher's Name: _____
 Subject taught: _____

Dear Teacher,

Due to limited places and an anticipated high demand for the one year Civil Construction program, we are asking students to apply for positions for the next intake.

Part of the application process for entry into the Doorways 2 Construction program requires the student to submit a completed application form and supporting references from their current Teachers. Your comments and the information regarding this student will assist Centre staff to determine their suitability for the program.

Regards

Jeff Hogeveen
 (Head of D2CC)

(Please indicate your rating for the above student in the following areas. Any additional comments would be welcome)

	A	B	C	D	E
Positive attitude to his / her studies	r	r	r	r	r
Effort in completing his / her work to the best of ability	r	r	r	r	r
Cooperation with the teacher in in-class activities	r	r	r	r	r
Level of politeness to yourself	r	r	r	r	r
Completion of homework	r	r	r	r	r
Completion of tasks in class time	r	r	r	r	r
Attempting assessment task to the best of his / her ability	r	r	r	r	r
Cooperation and willingness to work with fellow students	r	r	r	r	r
Handing in assessment tasks on time	r	r	r	r	r
Consistency of attendance	r	r	r	r	r
Punctuality to class	r	r	r	r	r
Additional comments: _____					

Signature: _____					
Date: ___ / ___ / ___					



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Effort in completing his / her work to the best of ability	r	r	r	r	r
Cooperation with the teacher in in-class activities	r	r	r	r	r
Level of politeness to yourself	r	r	r	r	r
Completion of homework	r	r	r	r	r
Completion of tasks in class time	r	r	r	r	r
Attempting assessment task to the best of his / her ability	r	r	r	r	r
Cooperation and willingness to work with fellow students	r	r	r	r	r
Handing in assessment tasks on time	r	r	r	r	r
Consistency of attendance	r	r	r	r	r
Punctuality to class	r	r	r	r	r
Additional comments: _____					

Signature: _____					
Date: ____ / ____ / ____					



Student Levy

Students selected to participate in the program will be required to contribute to course costs via a student levy. The annual cost of participating in the program is \$200 to cover the cost of Administration, Work Experience, Work booklets and Photocopying. To be payed at your relevant school.

Text Resources.....	\$40
Work Manuals	
Training plans	
Start Up sheets	
Photocopying	
Work Experience.....	\$20
2 work experience placements	
Admin cost set by SAIN	
Administration for program.....	\$20
Communications – Mailing, phone.	
White Card.....	\$50
All personnel on Work site	
First Aide Course.....	\$40
Training Material	\$15
Material for course.	
Excursion	\$65
Industry worksite visit.	
Mini bus hire for two days	
Workplace Health	\$20
OH&S,	