

## PRODUCTIVITY PLACEMENT PROGRAM

### CERTIFICATE III IN DRILLING – JOB SEEKERS

#### Who can apply?

To apply for a Certificate III in Drilling under the Productivity Placement Program you will need to be:

- not studying or in the workforce, but intending to seek paid employment
- Over the age of 18 years of age
- An Australian Citizen or Permanent Resident

You may also be:

- An income support recipient
- A CDEP Participant
- Referred to ADITC by an Employment Service Provider

#### What are the two components of a Certificate III in Drilling under this program?

##### Component 1: DICAT

DICAT provides the theoretical underpinnings of your Certificate III. The course covers 11 modules with each including a workbook and tasks. You will be required to complete the tasks and return them to ADITC for marking. You will also be provided with your textbook and CD's to assist you in the coursework.

##### Component 2: On-the-job Assessment

Your employer will continue your on-the-job training, providing you with the opportunity and experience to gain the appropriate skills to use the knowledge gained.

You will be then assessed on-the-job by an industry qualified assessor. It is not an examination but an opportunity for you to show the Assessor that you can apply the necessary skills and knowledge and possess the competency to do the work. The Assessor will observe you while you are working, may ask you some questions about your work and assist you to gather together the required evidence of any other training you have undertaken.

Gaining employment in the industry will be your responsibility and we strongly suggest that you make every effort to do so as quickly as possible to ensure all experience can be gained and completion dates met. Do not wait until you have completed the DICAT course to seek employment.

## What will I be learning?

A Certificate III in Drilling under the Productivity Placement Program will include the following competencies:

- DRTNHB01A Follow workplace health, safety and environment procedures
- DRTNHB03A Work effectively in the drilling industry
- DRTNHB04A Work in a drilling team
- DRTNH05A Mobilise equipment and materials
- DRTNH06A Set up-packup drill site
- DRTNHB07A Support drilling process

DRTNHB02A Follow underground health and safety procedures if you are going to work underground.

You will also be required to complete the method units appropriate to the sector of drilling in which you want to work. Both sectors and methods will be explained during your Initial Contact Interview.

## How do I enroll?

- You can visit your Employment Services Provider and they will enroll you in the program after contacting us
- or you can enroll directly with ADITC.

Prior to completing your application please call **Susan Lovejoy at ADITC (02) 9428 3444** for your Initial Contact Interview. Susan will assist you to work out whether you will benefit from this course of study, explain the components of the course in more detail and provide you with the appropriate forms or you can contact your local Employment Services Provider.

Companies should contact ADITC **prior to hiring** their personnel if they are considering using the Productivity Placement Program to fund qualifications for their employees. A further program for existing workers is yet to be funded.

Please complete the attached forms and return same to ADITC or take them along to your Employment Services Provider.

## Steps to Completing your Application

Step 1: Phone ADITC and have your Initial Contact Interview

Step 2: A Productivity Placement Kit will be sent to you either by mail or email

Step 3: Read through your Productivity Placement Kit paying particular attention to the following Information Sheets:

- DICAT 2008 Distance Learning Course
- DICAT and National Qualifications
- Applying for a Job in the Drilling Industry

- Rights and Responsibilities

Step 4: Complete & Sign your Confirmation of Enrolment Form being sure to fill in all details

Step 5: Complete the Statutory Declaration which needs to be witnessed by an appropriate person. If you are applying through an Employment Services Provider you do not need to complete this step.

Step 6: Provide certified copies of your

- Australian Passport or Birth Certificate or Naturalisation Certificate
- Green Medicare Card
- Current Drivers Licence or Proof of Age card

Step 7: Sign all parts of the form where appropriate

Step 8: Read and Sign your Initial Contact Form

Step 9: Complete the Practical Exercise attached.

Step 10: Check that you have included:

- Completed & Signed Confirmation of Enrolment Form.
- Witnessed Statutory Declaration
- Certified copy of my Australian Passport or Birth Certificate or Naturalisation Certificate
- Certified copy of my Green Medicare Card
- Certified copy of my Current Drivers Licence or Proof of Age card
- Signed & completed Initial Contact Form
- Completed the small DICAT sample

Step 11: Mail your application to:

**ADITC Ltd**  
**PO Box 742**  
**LANE COVE NSW 2066**