

MSMPER300

Issue Work Permits

THE MSMPER300 ISSUE WORK PERMITS COURSE PROVIDES LEARNERS WITH THE KNOWLEDGE AND PRACTICAL SKILLS REQUIRED TO SAFELY PREPARE, ISSUE, AND CONTROL WORK PERMITS IN HIGH-RISK INDUSTRIAL ENVIRONMENTS. KEY FEATURES INCLUDE TRAINING IN IDENTIFYING HAZARDS, ASSESSING RISKS, SELECTING APPROPRIATE PERMIT TYPES (SUCH AS HOT WORK, CONFINED SPACE, OR ISOLATION PERMITS), AND ENSURING EFFECTIVE COMMUNICATION AND DOCUMENTATION THROUGHOUT THE PERMIT PROCESS. THE BENEFITS OF COMPLETING THIS COURSE INCLUDE IMPROVED COMPLIANCE WITH WORKPLACE HEALTH AND SAFETY (WHS) REGULATIONS, ENHANCED ABILITY TO PREVENT INCIDENTS AND UNAUTHORISED WORK, INCREASED CONFIDENCE IN MANAGING CONTROLLED WORK ENVIRONMENTS, AND STRONGER CAPABILITY TO SUPPORT SAFE OPERATIONS ACROSS INDUSTRIES SUCH AS MANUFACTURING, PROCESSING, MINING, AND CONSTRUCTION.



Newcastle Rescue and Consultancy Pty Ltd

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MSMPER300 Issue Work Permits

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Course Description

This unit of competency covers the skills and knowledge required to issue work permits. It covers an understanding of the permit system and the limitations of each permit, and making decisions regarding the need for and correct use of each permit. This unit includes the issue of any and all permits. Permits are called 'clearances' by some organisations.

This unit of competency applies to personnel who are required to issue appropriate permits to work to persons conducting a variety of activities in workplace environments in which hazards exist or specific procedures need to be followed and monitored to protect the safety of personnel and the integrity of plant or process.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members and the control room operator, as appropriate.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Target Cohort / Entry Requirements

This course is intended for:

- Permit issuers, coordinators, and supervisors responsible for authorising high-risk work
- Workers in industries such as manufacturing, mining, oil & gas, and construction
- Health, Safety, and Environment (HSE) personnel overseeing compliance and risk management
- Maintenance personnel and shutdown crews involved in controlled or hazardous tasks
- Team leaders or managers responsible for planning and controlling work activities
- Experienced operators or technicians transitioning into permit-issuing roles
- Anyone required to implement or manage permit-to-work systems under WHS regulations
- This course is specifically aimed at those who must meet strict regulatory and licensing requirements and safely manage the highest risk category of asbestos removal work.

Entry requirements may include:

- Prerequisite unit MSMWHS201 Conduct Hazard Analysis
- Language, literacy, numeracy and digital skills (LLND test may apply)
- Minimum age of 18 (If under 18 parental consent is required).
- Physical requirements - A participant must be in good health and medically fit for work.
- All students participating in VET qualifications are required to have a Unique Student Identifier (USI).

- The RTO will provide the prospective student with a Course Suitability Checklist that will help the student and the Trainer / Assessor if the course is relevant and applicable to students' needs.
- The RTO will provide constructive and honest feedback to the prospective student if it is decided that the VET student does not yet have the LLN+D skills or meet the entry requirements to cope with the rigor of the training and assessment material and process.

Selection Criteria

Learners should demonstrate:

- Reading and writing ability in varied contexts
- Oral communication and comprehension skills
- Basic numeracy and mathematical problem-solving

Course Duration & Delivery

- **Delivery Mode:** Face-to-face
- **Delivery Location:** 1/6 Pippita Close Beresfield NSW 2322
- **Duration:** 4 hours (1/2 day)

Assessment Information

Assessment methods may include:

- Written tasks
- Practical demonstrations
- Simulated tasks

Resources to be provided by the VET Student

- Transport to training facility.
- Appropriate clothing, closed-in footwear.
- Students will be required to provide their own digital devices, able to access reliable internet

Resources and services to be provided by the RTO

- A safe, inclusive and engaging learning environment.
- Pre-enrolment processes to ensure the course is appropriate and suitable for VET Students' needs.
- Access to LMS with personal secure login
- All Learning and Assessment resources.
- Public liability Insurance Cover (for on- and off-site training).
- Risk assessed facilities, equipment and processes for safety and duty of care, including accessibility.

- Policies and procedures to ensure and monitor delivery of high-quality services.

Course Fees

- **Total Course Fee:** \$325.00 per person

Please note all course fees must be paid before issuing qualifications.

Refund Policy

Refer to the Enrolment Agreement or Student Handbook for full terms, including refund conditions and withdrawal procedures. This can be accessed via the website <https://newcastlerescue.com.au/resources/>.

Support Services

All students have access to:

- LLND support.
- Wellbeing and counselling referral.
- Trainer support (via email enquiries@newcastlerescue.com.au, phone 1300 356 686, or online platform <https://newcastlerescue.com.au/resources/>).
- The enrolment application process identifies any support needs and possible matters which may impact training and assessment via the Suitability Checklist.
- Contextualisation and additional support needs are reviewed for reasonable adjustment and implementation prior to training commencement.
- Support, progression and adjustments are reviewed throughout the nominal duration of the training.

Recognition of Prior Learning (RPL) & Credit Transfer

All students may apply for RPL or Credit Transfer.

More information is available in the Student Handbook or from Newcastle Rescue and Consultancy Pty Ltd and RTO Website <https://newcastlerescue.com.au/resources/>.

Units of Competency

| Code | Title |
|-----------|--------------------|
| MSMPER300 | Issue Work Permits |

The RTO reserves the right to adjust elective units to meet training package requirements.

Please refer to the Enrolment Form, for the terms and conditions of enrolment, which includes Enrolment and Selection; Training Guarantee; Course Fees, Payments and Refunds; Course Fees paid in Advance; Recognition of Prior Learning (RPL) or Credit Transfer