



**trainwest**  
safety institute



# RIIBEF402D

## Supervise on-site operations

### Step Up and Lead On-Site Operations with Confidence

Ready to take control of the worksite and drive results?

This nationally recognised unit is ideal for those looking to lead teams, manage daily operations, and ensure projects run safely and efficiently.

Gain the recognition you need to advance your career in mining, civil construction or related industries.



NATIONALLY RECOGNISED  
TRAINING



## Course Overview

The **RIIBEF402D Supervise on-site operations** course is designed to provide the essential knowledge and skills for effectively managing and supervising on-site operations in the resources and infrastructure industries.

This nationally recognised unit of competency equips you with the skills and knowledge to effectively supervise operations in mining, civil construction, and related industries.

Learn how to plan, coordinate and monitor on-site tasks, manage resources, and ensure work is completed safely and efficiently. Ideal for emerging or current supervisors, this course supports career progression and helps you meet industry and site compliance requirements.



## Recommended For

This course is ideal for individuals looking to develop or formalise their supervisory skills in on-site operations. It is particularly suited to:

- **Supervisors and team leaders:** Those responsible for ensuring onsite activities are carried out safely, efficiently, and in compliance with relevant procedures and standards.
- **Individuals seeking career progression:** Build the skills needed to move into leadership roles in mining, civil construction, or similar industries.
- **Industry professionals:** Gain formal recognition of your on-the-job experience or upskill to remain aligned with current industry expectations.
- **Those looking to meet job requirements:** This unit is commonly required for those supervising operational teams in the mining and civil construction sectors.

## Career Pathways

Roles vary depending on the industry and sector, including positions such as:

- Site Supervisor / Manager
- Mining Supervisor
- Project Manager (site-based)
- Operations Coordinator.

## Education Pathways

Students may undertake the following qualifications:

- *Certificate IV in Surface Extraction Operations*
- *Certificate IV in Civil Construction Supervision*
- *Certificate IV in Resource Processing*
- *Diploma of Leadership and Management.*



## Course Structure

This course focuses on enhancing operational efficiency and ensuring compliance in high-risk industries, such as mining, civil construction and utilities.

The course covers:

- Effective work planning and coordination
- Supervision of team performance
- Resource management
- Risk identification and management
- Communication and reporting skills
- Safety management
- Problem-solving.



## Delivery Methods

This course is delivered through:



### Self-Paced eLearning

Self-directed students complete the course via our Canvas LMS and receive remote support over the telephone, email, and Microsoft Teams. Please speak with our Student Services Team for more information.



## Assessment Requirements

This competency-based course requires students to demonstrate the skills and knowledge gained through their training. External assessments are completed to provide evidence that students have understood and successfully applied the training in the workplace.

Assessment tasks typically include:

- Knowledge-based questions to test understanding
- Practical tasks, e.g. conducting audits, risk assessment and incident investigations
- Workplace projects applying learnings in a real-world context.

Students must meet all assessment criteria to be deemed competent.

### Canvas LMS

Canvas is our online learning platform that provides students with 24/7 access to course materials, assessments, communication tools, and progress tracking. Students can view and download training resources, submit assessments, receive feedback from Trainers and Assessors, track key dates and progress, and participate in online discussions. Canvas helps students stay organised, connected and engaged throughout their learning journey.



## Skills Recognition

Students may be eligible for recognition of prior learning, reducing the time and cost of their studies.

### Recognition of Prior Learning

Recognition of prior learning (RPL) is an assessment process that acknowledges skills and knowledge acquired through formal, non-formal, or informal learning. This pathway allows students to gain recognition for competencies they have already developed, potentially leading to the awarding of a unit of competency or qualification without additional training.

To apply for RPL, please contact our Student Services Team. They will assess the student's suitability and discuss the process before sending an application kit.



## Course Requirements

To be eligible for this course, students must meet the following course requirements:

### Prerequisites

Students must be employed and/or have access to a live operational workplace to be able to supervise on-site operations on more than one occasion. This includes access to other people.

### Language, Literacy, Numeracy and Digital Skills

Students need to have the following Language, Literacy, Numeracy and Digital (LLND) skills:

- **Reading skills** to locate, interpret and analyse legislation, codes, standards, policies and procedures and other organisational documentation and interpret maps and diagrams.
- **Writing skills** to create agendas, take minutes, complete hazard report forms, document safety inspections, and complete shift reports using suitable industry language
- **Communication skills** to provide information and ask questions using structure and language suitable for the audience, and the listening techniques to obtain feedback from others and confirm understanding
- **Numeracy skills** to take and document measurements.
- **Digital skills** to access course materials, communicate with trainers, complete online assessments where applicable, use emails, and navigate Word and the Canvas LMS.

Students will complete an LLND assessment prior to enrolment to ensure the course is suitable.

### Student Resources

- Computer with Internet and Microsoft Office
- Microsoft Teams for remote support is recommended.



## Course Duration

Students have up to 12 months to complete this course. The time frame for completion varies between students depending on their current job role and pre-existing skills and abilities.

Students can complete the course earlier or extend the duration for up to 18 months if required.



## Course Outcome

Upon successful completion, students will receive a Statement of Attainment for **RIIBEF402D Supervise on-site operations**.



## Student Support

Trainwest supports students throughout their learning journey, ensuring they have access to the resources and guidance they need to succeed.

### Support Services

- **Trainer & Assessor Assistance:** Our experienced trainers and assessors provide student guidance and support throughout their course.
- **Flexible Learning:** Whether studying in-person or remotely, students have access to learning materials, feedback, and assistance.
- **Personal Coaching:** One-on-one support is available with a Trainer and Assessor, with the first two 30-minute sessions provided free of charge.
- **Wellbeing & Study Assistance:** Wellbeing services and referral options are available to assist students in managing personal or study-related challenges during the course. [The Australian Counselling Service \(ACS\)](#) provides our students with free, confidential counselling support designed to assist with study-related stress, anxiety, motivation, life changes, and general wellbeing.



## Course Fees

**Tuition Fee**

\$449

**Personal Coaching** (after first free hour, if required)

\$150 per hour



## Next Step

### Ready to apply?

Visit our website to view upcoming course dates and submit an enrolment application. Scan the QR code or [click here](#) to get started.

To ensure the course is suitable and that the necessary support can be provided, all applicants must complete a pre-enrolment assessment process.

Once an application has been reviewed, students will be invited to complete a Language, Literacy, Numeracy and Digital literacy (LLND) assessment.

These assessments help us confirm that the course aligns with the student's current skills and learning needs. After reviewing the results, our team will provide individualised advice on course suitability before finalising the enrolment.

### Need more information?

Read our [Trainwest Student Handbook](#) for more details on our course policies, student services, and other essential information.

Contact our Student Services Team with any questions or for enrolment assistance.

Version 1.5 – 23/03/2026



**Enrol Now!**

## Contact Us

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