Trainee’s Guide to the 2019 Tocal Traineeship Program
(Paterson Campus: Residential, block release)

Telephone 1800 025 520
www.tocal.nsw.edu.au
Welcome to Tocal’s Residential, Block Release Traineeship Program!

Thankyou for your interest in the Tocal Certificate III or IV in Agriculture. Tocal has been training young farmers since 1980 and we are proud to be partners in such a vibrant and innovative industry as agriculture. We know that training you undertake at Tocal will assist you greatly as you embark on your career and we are confident that any time spent with us will be enjoyable and productive.

Tocal Traineeships - combining on-the-job learning with structured training

Apprenticeships and traineeships are established under the Apprenticeship and Traineeship Act 2001 (the Act). They combine on-the-job or work-based training with structured or formal training.

On-the-job or work based training is the work experience or “hands-on” component of your traineeship and takes place under the supervision of an experienced supervisor. It allows you to put into practice the knowledge you have learnt during your formal training and build on and further develop your practical skills.

Your formal or structured training is delivered by Tocal (acting as an RTO or Registered Training Organisation). Mostly this training will take place off-the-job at Tocal College but may in special circumstances occur at your employer’s premises. Tocal will also support you with training materials and will make sure that your formal training program integrates your on-the-job or work based training.

Apprenticeships and traineeships may be full-time, part-time or school based. All apprenticeships and traineeships require:

- **Paid employment** under an appropriate industrial arrangement (for example, an award or enterprise agreement); and
- A **Training Contract** that is signed by both the employer and apprentice or trainee, and approved by State Training Services, a division of the NSW Department of Education and Communities; and
- A **Training Plan Proposal** that details the proposed training and the registered training organisation that will deliver the formal or structured training; AND/OR
- A **Training Plan** that meets the requirements of the relevant Vocational Training Order (VTO) for the apprenticeship or traineeship and specifies the training required to achieve the appropriate nationally recognised qualification.


† The Training Plan provides details of the formal training and assessment to be undertaken as part of your traineeship. More details are provided later in this Guide.
Tocal College - A great place to train (and stay)!

• Location and Contacts

Paterson Campus is located 5km from the village of Paterson and 16km from Maitland, on the Maitland/Dungog road. If travelling through Maitland, cross the Hunter River at the Belmore Bridge near the Maitland Courthouse and follow the signs to the College. On arrival after hours a duty officer can be contacted by using the foyer phone (located on wall alongside glass reception doors) to call their listed number.

The postal address is: TOCAL College
CB Alexander Campus,
815 Tocal Rd, Paterson NSW 2421

E-mail address is: info@tocal.com or tocal.college@dpi.nsw.gov.au
Phone number: 1800 025 520 or 02 4939 8888 or Student residences: Phone 02 4938 5090

Students travelling by train should alight at Maitland station. Pick up can be arranged by phoning the College the Thursday prior to travelling. On arrival at the station, ring the duty officer on 0428 973 372. Due to other responsibilities the duty officer may not be able to respond immediately. As mobile phone coverage is “patchy” please persist with your calls until personal contact is made.

• Study Blocks

The study blocks at Paterson Campus normally run from Monday to Friday. Trainees need to be in class by 9.00am Monday morning and 8.30am for the rest of the week. The day’s activities usually end at around 4.00-4.30pm. Specific training dates are shown in the 2019 Timetable on the last page. Please note this is subject to change pending environmental conditions, trainee numbers and/or trainer availability.

• Accommodation

Paterson Campus has single room accommodation available for the week with meals supplied. The room will be available on Sunday night if needed. Transport can be arranged from Maitland railway station to the College if arriving by train. If you need transport you must notify the Traineeship Coordinator on the Thursday before you travel. All bedding (pillow, linen and blankets) is supplied. Students are responsible for the care of their room and any damage caused during the period that the trainee is on campus must be paid for. The College strongly advise to keep doors locked whenever away from the room. Keys must be returned to the office prior to departure or a lost key fee will apply. Laundry facilities are available for student use.

• What to bring each block:
  - Writing materials (pens and paper) for recording class notes. The use of A4 loose leaf folders and plastic sleeves is recommended as this allows individual units of work to be presented for assessment and then stored. It also allows storage and filing of handouts and other resources.
  - Clean, neat clothing for five days, including work boots, broad brimmed hat and a raincoat for practical sessions and farm visits.
  - If you are staying on campus you will need your clothes, toiletries and an alarm clock. You will be supplied with linen and a towel. The dining room will provide three solid meals daily.
Non-residential students may purchase lunch in the dining hall and there is a canteen which sells food and drinks, stationery supplies and Tocal souvenirs.

- **Student Facilities**

  Paterson Campus offers facilities for tennis, swimming, cricket, basketball, as well as a pool table, television and video. Duty Officers are present on campus to offer assistance after hours and at weekends. Duty Officers can be contacted on 0428 973 372 or 02 4939 8801.

- **Medical**

  First Aid facilities are available and there are College staff to whom you must report if you are sick. Students are advised to ensure their Anti-tetanus vaccinations are current and are also strongly encouraged to undertake Q fever vaccination. The College may be able to provide information on how to obtain these in your area. Those living locally may be able to participate in full time student vaccinations occurring on Paterson campus.

  Trainees are asked to provide details of their medical history and any injuries, allergies, ailments or conditions that may place them or others at risk during training activities or when residing on campus.

- **Emergency Procedures & Evacuation Plan for Paterson Campus**
  (Other sites please refer to information provided by your trainer / coordinator)

  In the event of an emergency/evacuation please remain calm. On hearing the main SIREN sound (located near EA Hunt Hall), all persons MUST move in an orderly fashion to the EMERGENCY ASSEMBLY POINT located near the Tennis Courts.

1. The Building Warden or Deputy will direct people out of the building and ensure the building has been evacuated.
2. Assist less able people to the Emergency Assembly Point.
3. You will be told to gather in section groups, for example, students, teaching staff, domestic staff, and administration staff.
4. REMAIN at the Emergency Assembly Point until advised by the Chief Warden to leave.

- **Motor Vehicles**

  Motor vehicles may only be brought onto the College property if they are registered and are covered by comprehensive or third party property insurance. Students bringing cars or motorbikes onto the College must have a current driver’s licence and must drive responsibly at all times. Motorbikes can only be brought if they are the sole means of transport and not for recreational use. The speed limit on the campus grounds is 40 kmph. Please park your vehicle in the designated student car park.

- **Student discipline including Alcohol and Drugs**

  Trainees are given the opportunity to increase their skills and knowledge and to create valuable industry networks during their traineeship. It is expected they will respect this opportunity and not undertake any behaviour that will put the safety or performance of themselves or other students and staff at risk. The expectations of the College and its trainers and other staff will be clearly explained to all students. Students must not bring alcohol, drugs, firearms, knives or any other harmful equipment or substances onto the College. **Possessing or consuming alcohol and drugs is prohibited on College grounds**, even if you are over 18 years old. Smoking is also strictly prohibited on NSW DPI property.
Developing a Training Plan with Tocal College

• Tocal’s Training Approach

The regular Tocal Traineeship program is designed to give you a broad set of valuable skills and knowledge for your farming career. Provided your progress is satisfactory you will gain a nationally recognised qualification in agriculture. Dairy trainees are able to select units aligned with the National Centre for Dairy Education (NCDE) endorsed qualifications. If you have specific interests or training needs you are encouraged to negotiate an individual training plan.

The Tocal Traineeship will involve you in many different learning experiences. These will include working in groups where you will be encouraged to discuss and evaluate a range of views and opinions. Training is based on real farming situations and reinforced by practical activities on the College farms, presentations from industry specialists and advisors and visits to leading farms and facilities.

• Competencies

You may be involved in the following subject areas, depending upon their training level, farm background, units selected and availability.

- Farm Safety
- Safe Tractor Operation and Maintenance
- First Aid
- Quality Assurance
- Farm Chemical Application
- Fencing
- Motorbike / Quad / Side By Side Vehicle Operation
- Farm Welding
- Chainsaw Maintenance and Handling
- Livestock Handling & Husbandry
- Breeding & Selection
- Nutrition & Feeding
- Calf Rearing
- Fodder Cropping
- Pasture Establishment and Management
- Machinery Hygiene
- Milk Harvesting
- Environment
- Team Work & Communication Skills
- Vertebrate Pest Control

Each subject area is related to a specific unit of competency. These will be more clearly described when your Tocal Traineeship Coordinator develops a Training Plan with you (see below).

• Training Plans

A Training Plan provides details of the formal training and assessment to be undertaken as part of your traineeship. Information captured in the Training Plan includes how, when and by whom training and assessment will be delivered including the specific units of competency (training) that will be undertaken. It also describes the training materials, resources, facilities and supervision arrangements that will support the training. The Training Plan is mandatory and must be developed within 12 weeks from the date on which the traineeship has been approved. In developing the Training Plan it is important that the employer has the necessary range of work, equipment, and facilities to support delivery of the nominated training. It is therefore important that you are provided with experience and training in the subject areas studied. If you are unable to get this experience on-the-job then you should discuss this with the Traineeship Coordinator at Tocal.
• Recognition of Prior Learning
If you believe you are already competent in a particular unit you should apply for Recognition of Prior Learning (RPL). If RPL is granted, you would not need to attend Tocal for that unit. Be sure to discuss this option with the Traineeship Coordinator if you feel you are eligible.

• 2019 Timetable
Please refer to attached timetable for scheduled training days in your location.

Cert III Trainees are encouraged to attend all scheduled training timetabled. However, depending upon experience and skill level the course may be attempted over a period of between 12-24 months. The anticipated length of term should be discussed with the course coordinator. Trainees directly entering Cert III with reasonable experience and skills may attempt the program over 12 months.

Cert IV trainees are encouraged to attend all of training timetabled. The exception is the “Milking” block relevant only to Dairy Trainees.

The First Scheduled Training Block for 2019 is...

*Paterson Campus*

- CERT III ------------------------------------ 18/3/19
- CERT IV ------------------------------------ 1/4/19

If you are unable to attend a scheduled block for any reason please notify the Traineeship Coordinator prior to your expected arrival date. If you are absent from an agreed training event it is your responsibility to make sure this will not prevent you from completing the course. Alternatives might include combinations of correspondence, online and on farm assessment activities.
Student Fees

- Smart & Skilled NSW

From 1 January 2015 the NSW Vocational Education and Training (VET) system operates under a new framework called Smart and Skilled. General eligibility to government subsidised training under Smart and Skilled depends on age, current schooling, home or work address and citizenship. Eligibility can be checked at https://smartandskilled.nsw.gov.au/are-you-eligible.

Eligible, new entrant Tocal Trainees undertaking Certificates II, III and IV in Agriculture and Cert III in Agriculture (Dairy Production) will have access to government subsidised training. The amount that you, as a trainee, will need to contribute to this training is determined by Smart & Skilled and must be the same fee regardless of which RTO is providing the training. Its final cost will depend upon many factors including the highest qualification you have achieved since leaving school and turning 17, whether you receive government benefits*, have a disability or are an Aboriginal or Torres Strait Islander. General fee advice is provided below but please contact Tocal College for a personalised quote. A fee estimate can be obtained at https://smartandskilled.nsw.gov.au/sands/find-a-course. *The types of government benefits that may entitle you to a concession include some of the following: Austudy, Carer Payment, Exceptional Circumstances Relief Payment, Family Tax Benefit A (maximum rate), Farm Household Allowance, Parenting Payment (Single), Sickness Allowance, Youth Allowance, if you have a parent who receives an unemployment or other welfare benefit or if you have a spouse, partner or parent who receives a disability pension.

- Responsibility for Fees

Responsibility for fees varies from farm to farm and may be accepted by either the trainee, the trainee’s parents or by the employer. This should be discussed prior to attending the first block of training. Unless notified otherwise the College will invoice the trainee in the first instance.

Trainees or their nominated fee payer will be automatically charged for the full residential fee for each block. If you can only attend for part of the block prior notice must be given or the full fee will apply. If there are outstanding fees at the commencement of any block the College reserves the right to deny a room on College, until the fees have been paid.

Mid-year and final reports will be withheld if there are any outstanding fees at the time of issue.

- Fees for Trainees at Tocal College commencing in 2019

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<tr>
<th>Fee Schedule</th>
<th>Amount</th>
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<tr>
<td><strong>Smart &amp; Skilled Course Fee for Eligible Trainees</strong>&lt;br&gt;This course fee is considered a student contribution to the full cost of training, the difference being subsidised by the State Government. The fee payable depends upon eligibility and access to concessions or exemptions.</td>
<td>Cert III up to $1,000&lt;br&gt;Cert IV up to $1,000*&lt;br&gt;(Concession = $240, Exemptions exist)</td>
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<td><strong>Residential Fee</strong>&lt;br&gt;Individuals must cover costs of damage to College property if found responsible. This includes cost of replacing lost or non-returned keys.</td>
<td>$280 per block</td>
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<td><strong>Existing Worker Course Fee (those ineligible for Government funding)</strong></td>
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*Eligible trainees under Smart and Skilled pay a fee for the qualification. They may pay in instalments over the length of the qualification, but the fee is an amount for the qualification, fixed at the time the trainee commences.

*Payment of the Residential fee is required at the office on the Monday morning of each block. Invoicing can be requested but details must be supplied to College Administration.
• **Trainee Study Assistance**

Trainees may also qualify for NSW Government Assistance for:

- **Living Away from Home Allowance - $77 per week** (first year, then reducing – check AASN site for VTAS rates)
- **Travelling Allowance of $56 per day for accommodation and 33 cents per Km for travel**, paid directly to the trainee (for those who live more than 60Km from the College).

**Tocal Traineeship Coordinator Contacts**

Our Traineeship Coordinators are actively involved in industry through livestock production, grain production and natural resource management. They bring a wealth of knowledge and experience to the table when planning, delivering training and mentoring your trainee to ensure that Tocal produces capable industry-ready workers.

Tocal’s Paterson Campus provides the option of accommodation during its College based, block release training. It primarily caters for the cattle industries (beef and dairy). Mixed cropping and livestock businesses also find the training valuable. The contact for this course is:

Andrew Abercrombie  
The Traineeship Coordinator  
Tocal College  
PATERSON CAMPUS  
NSW  2421  
Phone: (02) 4939 8819  
Fax: 4939 8922  
E-mail:  
Mobile: 0448 354 911

Please note: Other Traineeship options exist with Tocal including those in bee keeping, sheep and cropping. Please refer to our website for more information.

This information may not have answered all your questions so please feel free to call me and discuss further. Trainees will be presented with a Student Handbook during their orientation which further describes College facilities, rules and regulations and study program.
## 2019 TOCAL TRAINEESHIP TIMETABLE, Paterson Campus: CERTIFICATES III & IV. (Green = Cert III, Blue = Cert IV).

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**Notes:**
- [Term Three](#)
- [Term Four](#)