



# **CAPABILITY STATEMENT**

## **Executive Summary**

### **UNIQUE COMPETITIVE ADVANTAGE OF MTO GROUP PTY LTD**

An industry preferred provider of consultancies, training and assessment in technical and leadership practices and demonstrates the following key features providing the organisation with a clear edge on competitors:

- Proven ability in working successfully with indigenous and cross-cultures of people in remote and developing regions and communities in Australia and Internationally inclusive of cultural awareness
- Planning, research and evaluation experience in working with Indigenous communities
- Strong focus on safety and client productivity requirements
- Prompt reply to requests, quotes and on-site service delivery and requirements
- Programs of short courses to full Qualifications designed, developed and customised specifically to the client's needs
- Career paths offered from individual units or courses to leadership with Qualifications
- A Registered Training Organisation delivering national statements of attainments and qualifications within the Australian and Papua New Guinea National Training Systems
- Flexible technical and leadership short courses and programs designed to suit the client's needs customised for the workplace
- An internationally recognised consultancy group with an array of highly skilled international consultants
- Training needs analysis, HR development and planning

### **HISTORY**

The McLeod family trading as I. and W. McLeod has been known specialists within the Forest, Construction, Transport, Rural, Horticulture and Business Industries delivering technical and leadership training and assessment skills and consulting for 23 years operating in all states of Australia and internationally.

McLeod Training Organisation Pty Ltd (MTO) is an industry specialist delivering consultancies, training and assessment of short courses to full Qualifications with a leadership career path offered to clients and industry specific consultancies to entities in Australia and Internationally.

The long term commitment of MTO to industry, has ensured a strong emphasis has been placed on the industry experience and specialist expertise that our teaching, assessing and consulting team possess and provides to our clients.

This foundation has evolved in 2004 into the strategic development of MTO as a Registered Training Organisation (National Provider Number 31087) registered within the National Training System of Australia delivering Qualifications and short courses in Australia and overseas internationally. In 2010 the MTO GROUP Pty Ltd covering consultancies in Australia and International has commenced operations and is marketing and providing services in the Asia Pacific regions.

---

## **MTO GROUP PTY LTD**

The MTO Group has established and operates three enterprises businesses based in Cairns, Australia:

- MTO GROUP Pty Ltd (International Consultancy and Group Company)
- HS Business School (32493)
- McLeod Training Organisation Pty Ltd (MTO) Australian Registered training organisation (31087)
- MTO Training PNG LTD PNG Registered training organisation (NTC.191)
- Safety Management Systems International Pty Ltd (SMSI)

The MTO Group is a recognised Australian and International consultancy company with an array of strong international alliances and partner consultants. Consultancies include:

- Transport, Construction, Mining, Rural, Forestry, Multiple Land Use, Environmental and Carbon Sink Management
- Planning and Training Indigenous Communities, Custom Law and Dispute Resolution, Work Ready Programs
- Monitoring and Evaluation, Security, Risk Management, Business Management, Health and Medical Response
- Training Needs Analysis, Vocational Training System Development, Implementation and Management

## **MTO GROUP PTY LTD MISSION**

McLeod Training Organisation Pty Ltd is a Nationally Registered Training Organisation (RTO) and aims to become a quality Training Provider in the Australia Pacific Asia Regions by promoting and delivering quality programs and services to suit client's needs in a timely manner within any culture and environment. We aim to build relationships with our providers and clients that are lasting and permanent. This has been enhanced in Papua New Guinea with the commencement of MTO Training PNG LTD.

## **MTO TRAINING PNG LTD**

The registration of company MTO Training PNG LTD in 2010 is a strategic plan to provide quality educational services of program delivery by our trainers, joint ventures and alliances to Papua New Guinea clients. The McLeod Training Organisation Pty Ltd Registered Training Organisation (RTO) based in Australia is an alliance and sister company and offering the RTO qualifications and services through the Papua New Guinea Company of MTO Training PNG LTD and Registered Training Organisation number NTC. 191.

## **HS BUSINESS SCHOOL**

In 2011 the MTO Group has acquired the HS Business School an accredited Australian Registered Training Organisation number 32493. HS Business School works in conjunction with the MTO Group, McLeod Training Organisation Pty Ltd and MTO Training PNG LTD. We specialise in workplace based training, management development and team development for organisations. We are able to award dual Australian and PNG recognised qualifications.

HS Business School's emphasis is on learning through effective action in the workplace with a course portfolio of Business, Health and Education Qualifications and Courses.

---

## **VISION**

McLeod Training Organisation Pty Ltd and MTO Training PNG LTD delivers superior support and instruction to our Co-Providers, Alliances and Clients thus enhancing and promoting Training, Assessment and National Recognition in Australia and Internationally for Co-Providers, Alliances and Clients through RTO and non-RTO functions. International consultancy services will be increased and sought resulting from the McLeod Training Organisation Pty Ltd, HS Business School and MTO Training PNG LTD flexibility, diligent dedication to the Client and ability to operate at short notice in any location regardless of remoteness. Most Asian Pacific centres are only between 1.5 to 5 hours flight time from our home base in Cairns, Australia.

## **GOALS**

To continually improve our skills and delivery of Vocational Education throughout Industry. To raise awareness, promote and provide Vocational Education and Training to Industry and Communities of Education through Safety and Training programs and Qualifications. To maintain and improve our high standard of customer service, training delivery and outcomes to the Asia Pacific Regions.

## **MANAGEMENT TEAM**

Ian McLeod, Director and Manager of Operations

Wendy McLeod Director and Manager of Finance and Client Services

Shannon Coff Manager of the Australian Quality Training Framework (AQTF) RTO Compliance

Kristy McLeod Contract Manager and Training Coordinator

Angela Jones Finance and Accounting

## **SERVICES PROVIDED**

### ***Structure of Courses Offered***

Courses are designed to suit our client or participants needs and are tailor made to suit the client, venue, location, personal or work and production requirements. Courses generally are delivered with a component of formal theory, practical sessions, field trips where possible, practical instruction and practice on the work site and assessment in all environments. On enrolment a course program will be developed with you outlining the entire course from start to completion. This allows you to select the units of competence most suited to your requirements. Depending on your requirements you may elect to enrol in a full qualification or an individual unit of competence.

### **Course programs offered includes the following**

- Recognition of Current Competence Assessment only (RCC Assessment)
- Recognition of Prior Learning (RPL) (The learner provides the evidence for recognition of units of competence or Qualifications)
- Delivery of individual units of competence
- Delivery of a Qualification

### ***Registered Training Organisation Course Directory***

MTO Course Directory is your connection to a wealth of knowledge and information networks. Our courses leverage off MTO's experience, resources, learning strategies and delivery methodologies to ensure your individual or organisational success. Career paths are designed to start with individual job skills leading to a Qualification at Certificate or Diploma level.

---

## **SCOPE OF REGISTRATION**

### **McLeod Training Organisation Pty Ltd**

FPI10105 Certificate I in Forest & Forest Products  
FPI20105 Certificate II in Forest Growing & Management  
FPI20205 Certificate II in Harvesting & Haulage  
FPI20305 Certificate II in Sawmilling & Processing  
FPI30105 Certificate III in Forest Growing & Management  
FPI30205 Certificate III in Harvesting & Haulage  
FPI30305 Certificate III in Sawmilling & Processing  
FPI30405 Certificate III in Wood Panel Products  
FPI30705 Certificate III in Sawdoctoring  
FPI40105 Certificate IV in Forest Operations  
FPI40205 Certificate IV in Timber Processing  
FPI50105 Diploma of Forest & Forest Products  
FPI60111 Advanced Diploma of Forest Industry Sustainability  
CPC1010B Certificate I in Construction  
CPCCOHS1001A Work Safely in the Construction Industry  
RTF20103 Certificate II in Horticulture  
RTF30103 Certificate III in Horticulture  
RTF30403 Certificate III in Horticulture (Landscape)  
RTF30803 Certificate III in Horticulture (Turf)  
RTF30703 Certificate III in Horticulture (Parks and Gardens)  
RTF30203 Certificate III in Horticulture (Arboriculture)  
RTF40203 Certificate IV in Horticulture (Arboriculture)  
RTF50103 Diploma of Horticulture  
RTF50203 Diploma of Horticulture (Arboriculture)  
RTF50403 Diploma of Horticulture (Landscape)  
RTF60103 Advanced Diploma of Horticulture  
30496QLD Course in Operating Loadshifting Equipment  
30497QLD Course in Operating Cranes, Dogging, Rigging and Scaffolding Equipment

### **HS Business School**

TAE40110 Certificate IV in Training and Assessment  
BSB50807 Diploma of International Business  
BSB51107 Diploma of Management  
BSB51407 Diploma of Project Management  
BSB41407 Certificate IV in Occupational Health and Safety  
BSB51307 Diploma of Occupational Health and Safety  
FDF30210 Certificate III in Pharmaceutical Manufacturing  
HLTFA301B Apply First Aid  
HLTFA402C Apply Advanced First Aid  
HLTFA302B Provide First Aid in Remote Situations

### **MTO Training PNG LTD**

List obtained through MTO Group Pty Ltd

---

## **TRAINING PACKAGES AND ACCREDITED COURSES OFFERED**

FPI05 Forest and Forest Products Training Package

RTF03 Amenity Horticulture Training Package

FDF10 Food Processing

HLT07 Health Training Package

TAE10 Training and Education

BSB07 Business Services Training Package

CPC08 Construction, Plumbing and Services Integrated Framework Training Package

30496QLD Course in Operating Loadshifting Equipment Partial Completion

30497QLD Course in Operating Cranes, Rigging and Scaffolding Equipment Partial Completion

### **30496QLD COURSE IN OPERATING LOADSHIFTING EQUIPMENT (PARTIAL COMPLETION)**

OHSCER202A Operate a front end loader/backhoe

OHSCER203A Operate a front end loader

OHSCER204A Operate a front end loader (skid steer type)

OHSCER205A Operate an excavator

OHSCER207A Operate a forklift truck

OHSCER209A Operate a dozer (wheeled or tracked)

OHSCER211A Operate a vehicle loading crane (less than 10 metre tonne capacity)

OHSCER212A Operate a non-slewing non-articulating mobile crane (not exceeding 3 tonne capacity)

OHSCER217A Operate a grader

OHSCER215A Operate a roller

### **30497QLD COURSE IN OPERATING CRANES, RIGGING AND SCAFFOLDING EQUIPMENT**

OHSCER218A Perform dogging operations

OHSCER222A Perform basic rigging

OHSCER223A Perform intermediate rigging

OHSCER224A Perform advanced rigging

OHSCER219A Erect basic scaffolding

OHSCER220A Erect intermediate scaffolding

OHSCER221A Erect advanced scaffolding

OHSCER228A Operate a vehicle loading crane

OHSCER229A Operate a bridge or gantry crane

OHSCER230A Operate a non-slewing mobile crane (greater than 3 tonne capacity)

OHSCER231A Operate a slewing mobile crane (up to 20 tonnes)

OHSCER232A Operate a slewing mobile crane (up to 60 tonnes)

OHSCER233A Operate a slewing mobile crane (up to 100 tonnes)

OHSCER234A Operate a slewing mobile crane (open/over 100 tonnes)

OHSCER235A Operate a boom type elevating work platform

### **SIMULATORS FOR TRAINING**

- For truck, light vehicles heavy transport, heavy equipment in construction and forestry operations are available for our training
- Simulators can be provided for large group programs

---

## **COURSES TAILOR MADE TO SUIT YOUR ORGANISATION**

### **ENVIRONMENTAL, RURAL, FORESTRY, MINING, AND RESOURCE PLANNING**

- Resource, infrastructure and road planning and development
- Cultural and heritage, environmental care and wildlife sites planning and maintenance
- Environmental Management and planning for all industries
- Enterprise, Mine and Construction Site Staff Inductions
- Heavy equipment training
- Heavy Machinery operations and maintenance
- Forklift, construction, road construction, forestry, mining and agricultural industries

### **WORK READY PROGRAM**

Job start including:

- Prepare for work, work ethics and attend work
- CV writing and Attendance sheets
- OHS induction
- Protective clothing for work
- Basic computer skills
- Reporting and working with others in a team

### ***COURSES AND QUALIFICATIONS DELIVERED THROUGH ALLIANCES AND JOINT VENTURES***

CPC20108 Certificate II in Construction

RII10109 Certificate I in Resources and Infrastructure Operations

RII30909 Certificate III in Civil Construction

RII31409 Certificate III in Road Construction and Maintenance

RII30809 Certificate III in Civil Construction Plant Operations

TLI21210 Certificate II in Driving Operations

TLI31209 Certificate III in Driving Operations

RTE20103 Certificate II in Agriculture

RTE30103 Certificate III in Agriculture

RTE20703 Certificate II in Rural Operations

RTE31903 Certificate III in Rural Operations

TLI30907 Certificate III in Transport and Logistics (Mobile Cranes Operations)

BSB30707 Certificate III in Occupational health and Safety

BSB41407 Certificate IV in Occupational health and Safety

BSB51307 Diploma of Occupational health and Safety

TAA40104 Certificate IV in Training and Assessment

TAE40110 Certificate IV in Training and Assessment

TAA50104 Diploma of Training and Assessment

TAE50310 Diploma of International Education Services

BSB40807 Certificate IV in Frontline Management

BSB41507 Certificate IV in Project Management

BSB51407 Diploma of Project Management

BSB50807 Diploma of International Business

Capability Statement Version 3.7 October 2011

MTO GROUP Pty Ltd

MTO Training PNG LTD

HS Business School

McLeod Training Organisation Pty Ltd

---

BSB51107 Diploma of Management

CPP20207 Certificate II in Security Operations  
CPP30407 Certificate III in Security Operations  
CPP30607 Certificate III in Investigative Services  
CPP40707 Certificate IV in Security and Risk Management  
CPP50607 Diploma of Security and Risk Management

HLT21107 Certificate II in Emergency Medical Service First Response  
HLT30207 Certificate III in Non-Emergency Client Transport  
HLT32607 Certificate III in Pathology  
HLT41007 Certificate IV in Health Care (Ambulance)

### **SKILL SETS AND CLUSTERS OF COURSES AND REFRESHER COURSES**

Units of competence can be clustered into Skill sets to suit a client's needs and requirements. For any desired skill set please contact the office. Refresher courses are provided to suit any client.

### ***FUNDING INCENTIVES FOR WORKERS & EMPLOYERS***

We are able to utilise funding for our Qualifications for existing workers for employees that qualify in Australia as follows and enquire with head office for details:

- RPL for Qualifications
- Existing worker funding in all states of Australia for a range of Qualifications
- Productivity Places Program Funding for Qualifications
- Userchoice funding in some States
- Enterprise Based Productivity Places Program Funding for Qualifications
- New Starter Funding Schemes

### **SAFETY MANAGEMENT SYSTEMS INTERNATIONAL PTY LTD (TRADING AS SMSI)**

SMSI offers corporate clients a Safety Management System and Quality Management Systems development and implementation into the workplace. A Safety Management System is to systematically eliminate the possibility of accident, illness, injury or fatality in the workplace by ensuring that the hazards in the workplace are eliminated or controlled in a systematic manner, rather than waiting for a crisis to occur. We develop and implement safety management systems for clients in any location. Contact: [ian@smsi.net.au](mailto:ian@smsi.net.au)

---

## **ENROLLING IN A COURSE OR REQUEST FOR SERVICE OR INFORMATION**

Ian, Wendy or Kristy McLeod at Head Office

MTO Group Pty Ltd

Po Box 957N North Cairns QLD 4870

### **Ph AUD:**

Ph: +61 7 4033 0130

Fax: +61 7 4054 6626

Mobile: +61 438 954 481

Skype: ian.mcleod8

Emails:

[kristy@industrytraining.org](mailto:kristy@industrytraining.org)

[ian@industrytraining.org](mailto:ian@industrytraining.org)

[enquiries@industrytraining.org](mailto:enquiries@industrytraining.org)

[www.industrytraining.org](http://www.industrytraining.org)

[www.mtotraining.com](http://www.mtotraining.com)

[www.mtotraining.com.pg](http://www.mtotraining.com.pg)

[www.hs.edu.au](http://www.hs.edu.au)

Skype: ian.mcleod8

### **PNG : MTO Training PNG LTD**

Sinedou Basinauro, Office Manager Business Centre

Physical Office: Level 3 United Church, Building Douglas Street, Port Moresby, NCD, PNG

PNG Mobile: ++ 675 7100 6901

PO Box 905 Port Moresby, NCD, Port Moresby, PNG

Level 3 United Church Building Douglas Street Port Moresby, NCD, Port Moresby, PNG

RTO Number: NTC. 191

ISIC 8022 Technical and Vocational Secondary Education-Provision of Training for Industry  
Vocational Education and Training