

COURSE PROFILE

BSB51307 DIPLOMA OF OCCUPATIONAL HEALTH & SAFETY

P-E COURSE CODE: TROHS 006

COURSE OUTLINE:

This course teaches the skills and knowledge needed by occupational health & safety (OHS) practitioners and by those whose work encompasses coordination and maintenance of the OHS program within an organisation. These individuals typically possess a sound theoretical knowledge base and use of a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and the work of others with safety responsibilities.

APPLICABILITY:

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- OHS Manager
- OHS Practitioner
- OHS Superintendent
- OHS Professional
- OHS Consultant
- Senior OHS Officer

ENTRY PATHWAYS TO THIS QUALIFICATION:

Preferred pathways for candidates considering this qualification include:

- After achieving the BSB41407 Certificate IV in Occupational Health and Safety or other relevant qualification/s; or
- Providing evidence of competency in the majority of units required for the BSB41407 Certificate IV in Occupational Health and Safety or other relevant qualification/s; or

- With extensive vocational experience in providing guidance to others in matters relating to occupational health and safety but without formal OHS qualifications.

There are no prerequisite requirements for individual units of competency.

However, to successfully complete this qualification it is necessary that you:

- Have access to, and an ability to use, a computer for word processing and completion of on-line training work;
- Have access to, and ability to use, audio-visual equipment (e.g. camera) to facilitate the demonstration and assessment of competence;
- Have internet access so you can locate and use on-line learning materials and relevant research materials;
- Have sound English literacy skills to read and comprehend information from a variety of sources and prepare documents such as risk analysis and evaluation, OHS management system procedures, OHS action plans and OHS risk registers;
- Have an ability to communicate effectively with personnel at all levels of an organisation including consultation and negotiation skills to develop plans and implement and monitor designated actions;
- Have project management skills to achieve change in the workplace;
- Have organisational skills to manage your own tasks within a timeframe; and
- Have numeracy skills to carry out simple arithmetical calculations.
- Have access to a workplace or have experience of a workplace.

COURSE DURATION:

The program should be completed within a period of 12 months and you are encouraged to complete a unit of competence at least every four weeks, on average. Course durations can be reduced by the application of Credit Transfer or Recognition of Prior Learning (RPL). Your enrolment is valid for 12 months after being accepted by P-E Handley-Walker.

QUALIFICATION RULES AND UNITS OF COMPETENCY:

The Diploma of OHS consists of eight units. You must complete five of the stated six core (mandatory) OHS units and three elective units. The three elective units may be selected from the remaining OHS unit and the elective OHS units listed below, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, one unit may be selected from either a Certificate IV or Advanced Diploma qualification. Elective units must be relevant to the work outcome, local industry requirements and the qualification level. Units selected from other Training Packages must not duplicate units selected from or available within the BSB07 Business Services Training Package.

The core (mandatory) OHS units of competence are:

- BSBOHS501B Participate in the coordination and maintenance of a systematic approach to managing OHS
- BSBOHS502B Participate in the management of the OHS information and data systems
- BSBOHS503B Assist in the design and development of OHS participative arrangements

- BSBOHS504B Apply principles of OHS risk management
- BSBOHS505C Manage hazards in the work environment
- BSBOHS508B Participate in the investigation of incidents

The OHS elective units of competence are as follows:

- BSBOHS506B Monitor and facilitate the management of hazards associated with plant
- BSBOHS507B Facilitate the application of principles of occupational health to control OHS risk.

TRAINING PLANS:

A Training Plan will be developed for each student.

LEARNING OUTCOMES:

This qualification is suitable for OHS Supervisors and OHS Managers. Specifically, learning outcomes include ability to:

- effectively participate in the coordination and maintenance of a systematic approach to managing occupational health and safety (OHS) in the workplace. It includes strategies, policies and procedures necessary to systematically manage OHS and its evaluation to ensure that the workplace is, as far as practicable, safe and without risks to the health of employees and others.
- participate in the provision of information and performance data necessary to inform management and other stakeholders of OHS issues and to measure and evaluate the management of OHS.
- use a generic approach to identify hazards and assess and control OHS risks.
- assist in the design and development of effective participative arrangements as an integral part of systematic approaches to managing OHS and so providing stakeholders with real opportunities to participate in OHS processes.
- facilitate the application of principles of occupational health and implement strategies to control OHS risk.
- effectively identify hazards, and assess and control risks associated with plant and equipment, including mobile plant, machinery, electrical equipment, pressure vessels and plant affecting public safety. This unit has been designed to be consistent with the National Standard for Plant [NOHSC: 1010 (1994)].
- identify hazards and assess and control risks in the work environment. This unit focuses on the knowledge, processes and techniques necessary to control specific hazards in the work environment.
- participate in the planning, conduct and reporting of investigations of incidents which have resulted in, or have a potential to result in, injury or damage. Situations may range from relatively minor through to major incidents.

TRAINING STRATEGIES:

- Self-paced learning mode
- Facilitator support by phone/email
- Activities
- Scenario - based tasks and case studies
- Work-related projects

TRAINING MATERIALS:

- Workbooks (eLearning / Printed)
- On-line learning resources

BSB51307 Diploma of Occupational Health & Safety will be delivered as a self-paced learning mode. Learners will be provided with workbooks for each module (eLearning and/ or Printed). Facilitators will also be available via email and telephone access and these details will be provided to learners on commencement.

ASSESSMENT METHOD:

Assessment tasks will be provided at the commencement of each module and any instructions, guidance and other additional support materials will be provided electronically and/or by mail as required.

Learners are able to use their workplace activities to complete assessment tasks and provide evidence of competence.

Assessment tasks will vary and include written/oral questions, written activities, work-related projects and supervisor/third party reports.

Learners will be assessed in theoretical knowledge and practical skills as well as underpinning knowledge and skills using the above assessment tasks.

Other assessment activities may be determined by your assessor which might include:

- observation by an assessor, of your workplace performance
- provision of any other evidence you have or have been asked to gather by your facilitator or assessor – for instance, work documents or copies of policy and procedure manuals to which you have made a major contribution; the use of such documentation should be checked with your manager/ supervisor
- participation in simulations and role-plays

NATIONAL RECOGNITION:

The completion of core and elective competencies qualifies the graduate for the Diploma of Occupational Health & Safety. The qualification is recognised nationally. A numbered Certificate will be issued to each participant on successfully demonstrating competence in all of the required units. A numbered Statement of Attainment will be issued in cases where some, but not all, of the required units have been completed.

COURSE FEES AND HOW TO APPLY:

(NOTE: These fees are based on the current selection of units and may vary with a different selection)

\$1833 (GST free) for Fee-For-Service paying students (non-funded)

\$544 (GST free) for Victorian Government funded students**

(Consists of tuition fee \$400.00 and resources fee \$144.00 (at cost))

****Funding Opportunities**

Victorian Government funding is available through the Victoria Training Guarantee which entitles eligible

students to government subsidised training places if you meet certain requirements:

In 2012 you are eligible for a government subsidised training place if you:

Meet one of the following citizenship/residency status:

- Australian citizen
- Australian Permanent Resident (holder of a permanent visa)
- holder of a Special Category Visa (sub-class 444, New Zealand citizen)
- East Timorese asylum seeker, or
- holder of a Temporary Protection Visa.

And are any of the following:

- a young person under 20 years of age (as at 1 January 2012) and undertaking recognised training; or
- over 20 years of age (as at 1 January 2012) and undertaking recognised training in a Foundation skills course (preparation for work, literacy and numeracy courses); or
- over 20 years of age (as at 1 January 2012) and undertaking recognised training as an Apprentice (not trainee); or
- over 20 years of age (as at 1 January 2012) and undertaking recognised training in a course that is at a higher qualification level than the highest qualification held at the time of the scheduled commencement of training.

RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER:

You may be able to shorten the length of your chosen course by measuring your skills acquired through work life experiences, or through qualifications obtained from formal studies or training. AQF Qualifications and Statements of Attainment issued by any other Registered Training Organisation will be recognised by P-E Handley-Walker. Fees are charged for RPL applications. Enquiries for RPL should be made directly to our RTO Manager at training@p-handley-walker.net.au requesting an RPL application kit for this qualification.

DIRECT CREDIT TRANSFER

Candidates who have successfully completed an identical unit of competency(ies) from another Registered Training Organisation will be recognised as competent in that competency(ies) upon provision of original assessment results or certified copies. This Direct Credit Transfer is free of any charges to the Candidate.

PLEASE NOTE: Course information is updated frequently. Please ensure that you have a current copy by contacting P-E Handley-Walker at training@p-handley-walker.net.au or calling (03) 9708 8809.