



STUDENT INFORMATION GUIDE

BSB51315 Diploma of Work Health and Safety

About Future Skills

Future Skills is an industry owned and operated registered training organisation, specialising in post trade electrical and work health and safety training in Queensland and the Northern Territory. We have scope to deliver and assess against a range of qualifications in these areas, including the BSB51315 Diploma of Work Health and Safety national industry qualification. Our national training provider number is 32052 (refer to www.training.gov.au for further information).

About this Program

This training program is designed to provide you with the practical skills and knowledge to be able to coordinate and maintain the work health and safety (WHS) program within an organisation. It reflects the role of practitioners who apply a substantial knowledge base and well-developed skills in a wide variety of WHS contexts.

Course Structure

The full qualification is made up of a total of nine (9) core units plus four (4) electives. Three electives must be chosen from Group A of the Training Package rules and the final unit from either Group A, Group B or another Certificate IV, Diploma or Advanced Diploma qualification that is relevant to the work outcome and meets industry needs. The list of units provided in the Future Skills program are outlined below:

- BSBWHS502 Manage effective WHS consultation and participation processes (core)
- BSBWHS503 Contribute to the systematic management of WHS risk (core)
- BSBWHS504 Manage WHS hazards and risks (core)
- BSBWHS505 Investigate WHS incidents (core)
- BSBWHS506 Contribute to developing, implementing and maintaining WHS management systems
- BSBWHS507 Contribute to managing WHS information systems (Group A elective)
- BSBWHS508 Manage WHS hazards associated with plant (Group A elective)
- BSBWHS510 Contribute to implementing emergency procedures (Group A elective)
- BSBWHS408 Assist with effective WHS management of contractors (Group B elective)

Course Structure

The course program is structured to provide students with ten (10) days of face to face training broken up into two (2) week block periods outlined below:

Week One	Week Two
The WHS Regulatory Framework	WHS Risk Management
WHS Management & Information Systems	Managing Plant Hazards
WHS Consultation & Participation	Emergency Procedures
Managing Contractor WHS performance	Incident Investigation

The majority of assessments will be conducted in class. It is therefore mandatory for students to attend all of the scheduled training dates to ensure they are able to undertake the learning and practical assessments that are required.

Students will also be expected to undertake some homework and review after hours and in between course weeks relevant to their individual learning and assessment needs and requirements.

Language, Literacy and Numeracy

In order to successfully complete this learning program you must have sufficient literacy, numeracy and computer skills.

For example, you will need to be able to create excel charts (with instruction) and interpret statistical data relating to work health and safety. You must also be able to read and interpret legislation, regulations and codes of practice and write WHS policies, procedures and reports.

As the majority of assessments are undertaken in class using your own laptop, you will also be expected to have a high level of existing computer skills, particularly the use of Microsoft word.

To assist all learners to achieve their goals through training, Future Skills seeks to assess each applicant's existing language, literacy and numeracy abilities and learning needs prior to the commencement of training.

This enables Future Skills to understand the skills and needs of each individual learner so we can offer suitable assistance or learning support if needed, or outline alternative pathways for learners to achieve their desired goals.

The **Australian Core Skills Framework** sets out five keys areas that RTOs such as Future Skills can investigate to determine if any additional support or alternative pathways should be offered to a learner.

These five areas are: **Learning, Reading, Writing, Oral Communication** and **Numeracy**.

To help diagnose an individual learner's current core skill levels, Future Skills uses a pre course questionnaire which all students are required to complete prior to commencement of the course. A copy of the course questionnaire will be provided to you on confirmation of your enrolment in the program.

Please note: it is your responsibility to complete and return this questionnaire prior to the commencement of the course. Failure to do so will mean that Future Skills is **not** obliged to provide any further assistance or learning support than would ordinarily be provided to all students in a program.

For the Diploma of Work Health and Safety program, Future Skills has made an assessment that the following core skill levels apply. A number of generic sample activities of what a student would be expected to be able to competently do at these levels have also been included for each nominated level.

Core Skill	Sample Activities
Learning (4)	Contribute to problem solving processes. Participate in quality improvement processes in the workplace, considering the priorities and commitments of self and other members.
Reading (3)	Review relevant legislation and regulations relevant to the job role. Interprets information gained from tables, charts and other graphic information using a range of sources. Compare and contrast technical specifications provided in a number of technical journals in order to recommend the purchase of a particular system or equipment.
Writing (3)	Write organisational procedures and time frames. Write clear and detailed instructions organised sequentially. Write action plans and provide recommendations for improvement. Writes a routine report e.g., an incident report.
Oral Communication (3)	Give clear sequenced instructions of several steps. Question the implications of new processes or procedures. Present information to a small group on a particular topic and respond to questions. Works with others to develop an oral presentation. Present information to a small group on a particular topic and responds to questions.
Numeracy (3)	Prepare data using graphs to compare activities over a period. Collects, represents, summarises and interprets a range of statistical data e.g., tables, spreadsheets, graphs, etc.

Where your skill levels are assessed at a lower level, Future Skills may require you to undertake learning in the area prior to the course commencement. For example, you may need to review your knowledge and application about algebraic equations. In this case, Future Skills could suggest or refer you to do some initial training on report writing or on line training for completing excel graphs and charts.

Entry Requirements

Participants are expected to have previously completed the core units of the BSB41415 Certificate IV in Work Health and Safety (or equivalent) qualification¹ as follows:

- BSBWHS402 Assist with compliance with WHS laws
- BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes
- BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control
- BSBWHS405 Contribute to implementing and maintaining WHS management systems

¹ For example the Certificate IV in Occupational Health and Safety or the previous Workplace Health & Safety Officer Qld course where the student has continued working in the field of work health and safety.

- BSBWHS406 Assist with responding to incidents

Participants should also have sufficient literacy and numeracy skills. For example, you will need literacy skills to access and use workplace information and to write succinct WHS policies, plans and investigation reports.

You will need technology skills to use software to produce and evaluate workplace WHS information and data such as an excel graph. And you will need numeracy skills to allocate financial and other resources required to implement WHS plans.

Participants will be expected to have computer skills including use of Microsoft Word for the preparation of their assignments and spread sheets such as Microsoft Excel for the interpretation of WHS information and data.

Participants are required to have access to a laptop to bring to training and internet connection for their own research purposes.

Recognition of Prior Learning

You may apply for Recognition of Prior Learning (RPL) for any or all of the units of competency that make up the Diploma of Work Health and Safety qualification. You will need to provide valid, sufficient, current and authentic evidence of your skills and knowledge.

Please talk to a Future Skills trainer prior to, or at enrolment, in this program to discuss the types of evidence you can submit with such an application and the full process and procedures that this entails.

Student Guarantees:

Future Skills is required to outline the nature of the guarantee given by Future Skills to prospective clients and clients to complete the training and/or assessment once they have commenced study in their chosen qualification or course.

This guarantee is outlined as follows:

Where a student commences training and/or assessment in the Future Skills course program they have enrolled within, Future Skills provides a guarantee that the course program as advertised will proceed as advertised, except in the following circumstances:

- (i) where a cancellation of a course or week of training is outside of its control e.g., where a trainer is ill and unable to take the course and a backup trainer is not available to take the course; or
- (ii) by agreement between Future Skills and the majority of students enrolled within a course to transfer dates of the whole or part of the course.

In both such cases, Future Skills will liaise directly with the students concerned and provide them with the option to transfer to a further scheduled course by Future Skills without incurring any additional transfer fees, or where the course has not already commenced, a full refund of all fees paid for the course.

Please note: Future Skills is not liable for any additional costs incurred by the student as a result of these changes.

Completion of Training:

On completion of training each student is required to have completed or submit the assessment tasks and activities for the program.

A Future Skills trainer/assessor will complete marking of these assessments and where you are deemed *Competent* in all aspects of the program, you will be issued with your qualification or relevant Statements of Attainment within a twenty-one (21) day period from receipt of the final assessments.

For those students who are deemed *Not Yet Competent* on completion of training and assessment in a course program for either the whole qualification or for a unit(s) of competency, the following will apply.

Please note: an assessment of Not Yet Competent (NYC) is not a failure. It simply means that you will need to provide further information or further confirmation of the knowledge and skills required.

Each student will be provided with two (2) assessment attempts for each assessment, either during the training program or afterwards.

For written or project based assessments students will be asked to provide additional evidence, or the trainer/assessor may make a reasonable adjustment to the assessment, such as asking additional questions to determine competency, either orally or in writing.

Where the assessment involves a practical skills based assessment, a time to undertake the second assessment attempt is to be offered within a six (6) month period at a time nominated by Future Skills.

Outline of Assessment Activities:

In order to complete this program you will need to be able to demonstrate you have the requisite knowledge and skills to perform specific work activities and tasks to the standard required for each unit of competency.

The Future Skills Diploma of Work Health and Safety program includes seven (7) major assessment activities, which are summarised following.

Assessment Project 1 – WHS Consultation and Participation

Using a Case Study, you will be required to analyse a Case Study and develop WHS consultation and participation arrangements to complement an effective WHS management system and the regulatory framework, prepare an action plan for implementation, prepare advice about the regulatory framework and review and evaluate WHS consultation arrangements.

Assessment Project 2 – WHS Management and Information Systems

You will be required to analyse and research information to develop the key elements of a work health and safety management system utilising a Case Study, including developing a stakeholder register, a communication plan, goals, objectives and performance indicators, and an WHS action plan.

You will also be required to prepare a report for a WHS Committee on the legal requirements and benefits of a return to work rehabilitation scheme.

Finally, you will be required to prepare a comprehensive checklist to audit the types of WHS information and data required to underpin an effective and compliant WHS management system and prepare a WHS management plan in accordance with regulatory requirements.

Assessment Project 3 – Managing Contractor WHS Performance

You will be required to develop a checklist to audit contractors for WHS compliance, review and evaluate a Case Study for compliance, report on contractor compliance and recommend improvements. You will also be required to review contractor WHS information and data to evaluate contractor performance and prepare a set of graphs using Microsoft Excel as part of your statistical analysis.

Assessment Project 4 – WHS Risk Management

You will be required to analyse a Case Study, identify and review areas of non-compliance and recommend improvements to a WHS management system, identify and document a detailed risk management approach for specific hazards relating to high risk, occupational diseases, hazardous chemicals and a hazardous work environment, develop an action plan including positive performance indicators, and answer a series of questions about underpinning knowledge of WHS risk within the context of the WHS regulatory system and hazard management.

Note: you will also be required to analyse, prepare and present information about WHS hazards as an in class assessment.

Assessment Project 5 – Managing Plant Hazards

You will be required to review a Case Study, analyse information and develop a risk management approach to controlling items of plant, identify safe work procedures, maintenance, training and purchasing and procurement policies. You will also be required to provide advice about licensing and certification of items of plant applying the work health and safety regulatory framework.

Assessment Project 6 – Implementing Emergency Procedures

Using a Case Study, you will be required to develop an initial response and second response phase as part of effective workplace procedures to implement an emergency plan for workplace emergencies, plan for post event activities, and check emergency equipment.

Assessment Project 7 – Investigate WHS Incidents

You will be required to plan and develop an initial response to a workplace incident, establish an investigation process into the workplace incident and develop an investigation plan. You will also be required to analyse information and data about a workplace incident, identify a timeline of events, establish causative effects, and determine intervention points to prevent a re-occurrence of the incident. Finally, you will be required to write a detailed investigation report, documenting your analysis and key findings.

Note: you will also be required to undertake a further activity to analyse an additional Case Study by identifying, collecting and analysing information and data about another workplace incident as an in class assessment activity.