BSB60615 Advanced Diploma of Work Health and Safety (WHS)

This nationally recognised qualification is designed to suit those in a specific OHS/WHS role at a senior level. The course reflects the role of individuals who analyse, design and execute judgments using wide-ranging technical, creative, conceptual or managerial competencies.

Course duration

The Advanced Diploma of WHS can be completed within six to ten months, depending on the dates selected from the course timetable upon enrolment.

Assignments submission

The assignment submission and workshop dates chosen upon enrolment are compulsory.

Any submission extension must be requested in writing (via email) to the Course Coordinator.

Assessment criteria

Assessment is competency based.

The student’s performance is assessed on satisfactory completion of the required assignments (distance delivery) and workshops assessment activities (face-to-face delivery).

Students support

Online and telephone support is available throughout the duration of the course. Students are encouraged to email all their academic enquiries directly to the trainers or the course coordinator.

One-on-one support is also available on request.

Course delivery

This program is available through:

Distance delivery:

Students are required to complete three assignments off-campus in a period of six to ten months. No classes/tutorials available.

Face-to-face delivery:

This delivery mode involves a series of workshops* to cover theory and coaching sessions addressing industry contexts. These workshops enable students to complete most of the required assessment activities during the workshops, in an accelerated mode, and within a simulated work environment.

This delivery also accommodates those students who do not have direct access to a workplace.

Students are required to attend three workshops (9 days) to be completed between six and ten months.

Short workplace assignments may be required upon completion of the workshops.

The face-to-face delivery sessions are offered Monday to Friday from 9.00am to 5.00pm, at the Melbourne CBD Campus**.

*For submission and workshops dates refer to the course timetable.
** Workshops information and venue details are emailed to students two to three weeks before each session.

Minimum entry requirements

- Appropriate level of literacy
- Basic understanding of maths and science
- Computer skills and access to a personal email address
  
  Students are expected to have enough computer skills to complete their studies. The provision of these skills is not included as part of the courses.
- Study skills
  
  Students must have study skills to enable them to undertake:
  - Reading and understanding of assessment requirements
  - Preparing, formatting and submitting assignments
  - Organising assignment requirements and meeting deadlines

Access to a workplace and workplace information

According to the OHS/WHS Business Services Training Package (www.training.gov.au), students are required to have access to a workplace (current, old or a host workplace) and workplace information, to complete assessment tasks.

Specific entry requirements

The entry requirements for the Advanced Diploma of WHS include:

1. The full Diploma of OHS/WHS

OR

2. All core units of the BSB51312 Diploma of Work Health and Safety or equivalent competencies:

- BSBWHSS02 Manage effective WHS consultation and participation processes – http://training.gov.au/Training/Details/BSBWHSS02A
- BSBWHSS03 Contribute to the systematic management of WHS risk – http://training.gov.au/Training/Details/BSBWHSS03A
- BSBWHSS06A Contribute to developing, implementing and maintaining WHS management systems – http://training.gov.au/Training/Details/BSBWHSS06A

OR

3. Extensive vocational experience in work health and safety roles, coordinating and maintaining WHS programs.

IMPORTANT: If the candidate already holds a Diploma of OHS/WHS, they are required to provide a certified (attested) copy of their statement of results upon enrolment.

If the candidate does not have a Diploma of OHS/WHS requirement, but has vocational experience in the OHS/WHS sector, they are required to:

1. Apply for the ‘recognition of the Diploma of WHS core units’ and provide the relevant evidence to support their application for recognition.*
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2. Provide the following documents:
   - A copy of their current CV*
   - A short cover letter stating why they want to apply for this qualification*
   - Their current job's position description (if available)*

*This documentation can be submitted to COHST prior to enrolment or along with the enrolment application.

The course trainer will assess and advise their eligibility for the program, based on the documents provided.

Course outline

The Advanced Diploma of WHS covers eight units of competency, which have been integrated into three assignments (distance delivery), and three workshops (face-to-face delivery).

Distance delivery:

Assignment No. 1 – WHS Activities
- BSBWHS601 Apply legislative frameworks for WHS
- BSBWHS602 Facilitate WHS activities
- BSBWHS603 Implement WHS risk management

Assignment No. 2 – Hazards and Risks Management
- BSBWHS604 Apply ergonomics to manage WHS hazards and risks
- BSBWHS605 Assist with applying occupational hygiene to manage hazards and risks
- BSBWHS609 Advise on the application of safe design principles to control WHS risks

Assignment No. 3 – WHS Management Systems
- BSBWHS604 Evaluate the WHS performance of organisations

Face-to-face delivery:

Module No. 1 – Lead Auditor in WHS and Quality Management Systems**
- BSBWHS604 Evaluate the WHS performance of organisations
- BSBWHS605 Develop, implement and maintain WHS management systems
- BSBWHS606 Conduct a WHS audit
- BSBMGT516 Facilitate continuous improvements

Module No. 2 – WHS Activities
- BSBWHS601 Apply legislative frameworks for WHS
- BSBWHS602 Facilitate WHS activities

Module No. 3 – Hazards and Risks Management
- BSBWHS603 Implement WHS risk management
- BSBWHS607 Apply ergonomics to manage WHS hazards and risks

** The Lead Auditor in WHS and Quality Management Systems workshop is delivered at the Melbourne CBD Campus, and comprises a series of group tasks, overnight assessments and a final exam (open book). This course is certified by Exemplar Global.

Attendees who successfully complete this workshop will receive a certificate of attainment for the following knowledge internationally recognised competency units:
- RABQSA-TL – Leading MS Audit Teams
- RABQSA-OH – OHS Management Systems
- RABQSA-AU – Auditing Management Systems
- RABQSA-QM – Quality Management Systems

Based on this, students have the option to apply directly to RABQSA for Certification as: Provisional QMS Auditor/QMS Auditor (based on experience) or Provisional OHS Auditor/OHS Auditor (based on experience).

Study materials

Distance delivery students will receive a study pack containing a Student Orientation Guide, two text books, and a resources CD which contains the assignments and recommended readings.

Face-to-face delivery students will receive a study pack containing a Student Orientation Guide, two text books, a Lead Auditor in WHS folder and a resources CD containing the assignments and recommended readings. Additional material will be provided during the workshops.
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How to apply?
Enrolments are accepted throughout the year.
To enrol in this course you need to:

1. Apply for an Unique Student Identifier (USI).
   From 1 January 2015, students undertaking nationally recognised training need to provide their USI to their registered training provider before they can receive their training records and results.

2. Complete and sign the following forms:
   - TAFE Enrolment (Parts A, B & C)
   - Timetable
   - Withdrawal & Refunds rules
   "If you wish to enrol as a part-time student, only select one or two modules from the timetable."

3. If you are eligible for the Victorian Government funding, you must include a Certified (Attested) copy of any of the following documents:
   - Australian Birth Certificate
   - Current Australian Passport
   - Current New Zealand Passport
   - Naturalisation Certificate
   - Temporary Protection Visa or Green Medicare card

   If you are under 20 years of age a certified copy of your driver’s license is also required.

4. If you are eligible for a concession rate, you must include a Certified (Attested) copy of your current concession card.

5. Post or email your complete enrolment application to:
   Swinburne University of Technology – COHST
   PO BOX 218 – Mail M71
   Hawthorn, VIC 3122
   E-mail: cohst@swin.edu.au or mlizarobriceno@swin.edu.au

Payment methods
The courses fees can be paid in the following ways:

Up-front payment
Students can pay the total cost of the course up-front, by credit card (VISA or MasterCard only) or cheque payable to Swinburne University of Technology. Cash payments are no longer accepted.

Tax Invoice
Students will be provided with a Tax Invoice for:
   - Materials
   - Amenities
   - Tuition fees

Students will be required to pay all the fees by the payment dates shown in the invoice. Fees that are not paid by the Payment Due Date will incur a Late Payment Penalty as outlined in the Student Administration Ancillary Fees Policy:

Third party invoice
To issue a third party invoice, a payment authority from the employer is required. The document must include the following information:
   - Amount to pay
   - Full company name
   - ABN
   - Address
   - Phone and fax numbers
   - Contact name within the payments or finance area

For further information about how to pay for your fees visit: swinburne.edu.au/student-administration/fees/paying.html

Fees
For information about fees, please visit: swinburne.edu.au/studentoperations/fees/tafe

Concession rates
The Government offers a concession rate under specific circumstances.
Use the following tool to assess if you may be eligible for a Government concession rate: Go to the TAFE Concession Eligibility Tool:
   swinburne.edu.au/student-administration/fees/concession

There are no concession fees for Diplomas and above level courses.

Recognition of Prior Learning (RPL)
If you have professional experience in the OHS/WHS and/or Quality Auditing sectors and would like to apply for the recognition of prior learning (RPL), please visit
   www.tafe.swin.edu.au/ahs/cohst/rpl

If you would like to arrange a face to face interview with one of our trainers to discuss your RPL possibilities, please contact the Course Coordinator directly at:
   cohst@swin.edu.au

Job prospects
- WHS Safety Advisor
- WHS Auditor
- WHS Manager
- WHS Risk Officer
- WHS Specialist
- Senior Consultant – WHS and Risk Management

CRICOS provider code 00111D
Training Organisation Identifier (TOID) 3059
The information contained in this brochure was correct at the time of publication, January 2015. The university reserves the right to alter or amend the material contained in this guide.

FURTHER INFORMATION
Visit www.swinburne.edu.au/cohst
COHST telephone: 03 9214 8841
COHST email: cohst@swin.edu.au

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