Work Health and Safety
Distance and face-to-face delivery modes

BSB51315 Diploma of Work Health and Safety (WHS)
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This nationally recognised qualification aims to give students relevant information about:
- Defining the role of incident investigation
- Legal/legislative requirements Safety
- and preservation of incident site
- Organisational policies and procedures for reporting and investigating incidents

Course delivery

This program is available through:

- Distance delivery:
  Students are required to complete five 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 five 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**.

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 duration

The 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).

- Minimum entry requirements

- 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 Diploma of WHS include:

1. Full Certificate IV in Work Health and Safety or other relevant qualification

OR

2. All five core units of the Certificate IV in Work Health and Safety or equivalent competencies:


OR

3. Extensive vocational experience in work health and safety roles without a formal qualification.

IMPORTANT: If the candidate already holds a Certificate IV in 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 Certificate IV in OHS/WHS requirement, but has vocational experience in the OHS/WHS sector, they are required to:

1. Apply for the ‘recognition of the Certificate IV in WHS core units’ and provide the relevant evidence to support their application for recognition.*
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 Diploma of WHS covers nine units of competency, which have been integrated into five assignments (distance delivery), and four workshops (face-to-face delivery):

Distance delivery:
Assignment No. 1 – Management Systems
- BSBWHSS06 Contribute to developing, implementing and maintaining WHS management systems
- BSBWHSS07 Contribute to managing WHS information systems
- BSBWHSS02 Manage effective WHS consultation and participation processes

Assignment No. 2 – Hazard and Risks
- BSBWHSS03 Contribute to the systematic management of WHS risk
- BSBWHSS04 Manage WHS risks
- BSBWHSS08 Manage WHS hazards associated with plant

Assignment No. 3 – Incident investigation
- BSBWHSS05 Investigate WHS incidents
- BSBWHSS10 Contribute to implementing emergency procedures

Assignment No. 4 – Ergonomics
- BSBWHSS07 Apply ergonomics to manage WHS hazards and risks

Assignment No. 5 – Emergency procedures
- BSBWHSS10 Contribute to implementing emergency procedures

Face-to-face delivery:
Module No. 1 – Management systems
- BSBWHSS06 Contribute to developing, implementing and maintaining WHS management systems
- BSBWHSS07 Contribute to managing WHS information systems
- BSBWHSS02 Manage effective WHS consultation and participation processes

Module No. 2 – Hazard and Risks
- BSBWHSS03 Contribute to the systematic management of WHS risk
- BSBWHSS04 Manage WHS risks
- BSBWHSS08 Manage WHS hazards associated with plant

Module No. 3 – Incident investigation
- BSBWHSS05 Investigate WHS incidents
- BSBWHSS10 Contribute to implementing emergency procedures

Module 4 – Ergonomics
- BSBWHSS07 Apply ergonomics to manage WHS hazards and risks

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.

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.

   You will continue to use your USI for any future nationally recognised training you undertake.

   Apply for the USI here: www.usi.gov.au

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:

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 for information about the self-assessment RPL process.

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 Manager
- WHS Practitioner
- Senior WHS Officer

FURTHER INFORMATION

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

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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.