Work Health and Safety and Quality Auditing

Blended and face-to-face delivery modes

Dual Diploma of Work Health and Safety (BSB51315) and Diploma of Quality Auditing (BSB51615)

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Dual Diploma of Work Health and Safety (BSB51315) and Diploma of Quality Auditing (BSB51615)

These two nationally recognised qualifications aim to give students relevant information about:
- Initiating, organising and conducting an audit with an auditee
- Preparing for leading an audit by reviewing and developing specific components of the audit plan
- Delegating components of the work to team members
- Leading the audit team in undertaking an audit
- Provide feedback to the audit team members on their performance
- Report on the outcomes of the quality audit and take appropriate follow up action
- Safety and preservation of incident site
- Organisational policies and procedures for reporting and investigating incidents

Course delivery

This program is available through:

Blended delivery:
Students are required to attend one workshop* on-campus for the Lead Auditor in WHS and QMS module, and complete four assignments off-campus in a period of six to ten months.

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 (13 days) to be completed between six and ten months.

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

The face-to-face and blended delivery workshops 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 Dual Diploma of WHS and Quality Auditing 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.*
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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 Dual Diploma of WHS and Quality Auditing covers thirteen units:

Distance delivery:

Module No. 1 – Lead Auditor in WHS and Quality Management Systems**
BSBAUD402 Participate in a Quality Audit
BSBAUD501 Initiate a Quality Audit
BSBAUD503 Lead a Quality Audit
BSBAUD504 Report on a Quality Audit
BSBMGT516 Facilitate continuous improvement

Module No. 2 – Management systems
BSBWHS503 Contribute to the systematic management of WHS risk
BSBWHS504 Manage WHS risks
BSBWHS508 Manage WHS hazards associated with plant

Module No. 3 – Hazard and risks
BSBWHS506 Contribute to developing, implementing and maintaining WHS management systems
BSBWHS507 Contribute to developing, implementing and maintaining WHS management systems

Module No. 4 – Incident investigation
BSBWHS505 Investigate WHS incidents
BSBWHS510 Contribute to implementing emergency procedures

** 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

Blended delivery students will receive a study pack containing a Student Orientation Guide, two text books, a Lead Auditor in WHS and QMS folder and a resources CD containing 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 and QMS folder and a resources CD containing the assignments and recommended readings. Additional material will be provided during the workshops.

Face-to-face delivery:

Module No. 1 – Lead Auditor in WHS and Quality Management Systems**
BSBAUD402 Participate in a Quality Audit
BSBAUD501 Initiate a Quality Audit
BSBAUD503 Lead a Quality Audit
BSBAUD504 Report on a Quality Audit
BSBMGT516 Facilitate continuous improvement

Module No. 2 – Management systems
BSBWHS503 Contribute to the systematic management of WHS risk
BSBWHS504 Manage WHS risks
BSBWHS508 Manage WHS hazards associated with plant

Module No. 3 – Hazard and risks
BSBWHS506 Contribute to developing, implementing and maintaining WHS management systems

Module No. 4 – Incident investigation
BSBWHS505 Investigate WHS incidents
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   - 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).
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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.
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: 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 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
- Quality Assurance Manager
- Quality Facilitator
- Quality and Improvement Consultant
- Service Quality System Support Analyst
- WHS Manager
- Senior WHS Officer

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

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.