Certificates and diplomas delivered in fast-track mode

Qualifications for Professionals

Think like others don't. Look where others won't. Work like others can't.

swinburne.edu.au/fast-track
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Qualifications for Professionals

Swinburne offers a range of professional qualifications in Business and Work Health and Safety that are specifically designed to suit busy lifestyles and provide the right tools to advance your career.

Fast-track mode diplomas and certificates will help improve your skills in a condensed teaching period and allow you to obtain a qualification quickly and conveniently.

Our fast-track diplomas and certificates are delivered as a series of workshops to cover theory and coaching sessions which address specific industry contexts. Learning is built on your own career experience and you are expected to be working on industry-relevant projects. Assessment tasks may be applied to your current workplace, or they may be completed outside your employment.

Benefits of fast-track study

+ Make the most efficient use of your time.
+ Attend workshops between one and two days a month and complete your qualification in six to 10 months.
+ Broaden your knowledge by learning from other participants from a variety of industries and roles.
+ Discuss a broad range of current business topics related to the content of your course.
+ Apply what you learn to your current role, increasing your skills and productivity.
+ Develop and increase your career prospects by gaining a recognised qualification.

2017 fees*

<table>
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* Fees are indicative, reviewed each year and may increase without notice.

VET Student Loans are changing

Refer to education.gov.au/vet-student-loans to check your eligibility.

Alternatively, contact Swinburne Industry Solutions on: 1800 633 560 to discuss your options.

Customised programs for industry partners

Swinburne takes great pride in its partnerships with industry and business. Our diploma and certificate courses provide an excellent opportunity to embed consistent approaches, methodologies, tools and learning in your organisation.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) recognises existing knowledge and experience and measures it against the qualification in which you are enrolling, meaning you may not need to complete all the units in your course. Completion of a diploma course may allow you to progress to selected postgraduate programs with credit.

How to apply

Visit swinburne.edu.au/fast-track to download an application form.
Email: indenrolments@swin.edu.au
Telephone: 1800 633 560
Business qualifications
TAE40110

Certificate IV in Training and Assessment

This course is delivered in fast-track mode for working professionals.

The TAE40110 Certificate IV in Training and Assessment teaches you the design, delivery and assessment skills required when training people who are working in industry. You will build on your training skills enabling you to deliver and assess competency based national training packages and qualifications.

This qualification is the minimum requirement to teach or assess accredited programs under the Standards for NVR Registered Training Organisations (RTO) and is highly desirable for any person seeking to teach Vocational Education (VE). This qualification is also required in some workplaces not delivering accredited training but wishing to meet current standards.

**Course delivery**

You will build on your present skills and experience by attending eight one-day workshops (spaced over 3–6 months, depending on which stream is selected). The course focuses on the application of your training skills in your workplace, and assessment tasks for this qualification will be structured accordingly. You may enter the course at any workshop or stage of the program.

**Entry requirements**

To gain the full benefits of this course you must have a minimum of three years full time work experience and must be able to deliver training to adult learners in a workplace setting.

**Assessment**

Assessment consists of a set of knowledge questions as well as practical tasks to improve your teaching and facilitation skills.

**What you will learn**

+ Become qualified to deliver training at a TAFE or Registered Training Organisation
+ Learn how to design and deliver adult learning programs using government training packages and the Australian Quality Training Framework
+ Learn how to plan and organise group-based learning for adults in professional roles and workplace settings
+ Understand how to manage, guide and monitor the adult learning process
+ Learn how to plan assessment activities, measure learning progression, and determine competency for adult learners

To view workshop dates and a copy the time table for this course please visit the website at swinburne.edu.au/fast-track
Diploma of Leadership and Management

This course is designed for professionals working in a business role. It focuses on increasing practical skills and capabilities required of contemporary managers and people working in administrative roles across a wide variety of contexts. It combines practical ideas with contemporary, topical management issues to provide students with skills and knowledge to use in the workplace.

Course delivery

Eleven one-day workshops, approximately one per month.

Workshops may include guest speakers and peer group discussion.

Participants may enter the course at any stage.

It is strongly recommended that the Induction Unit is undertaken first.

This program is not suitable for International students.

Entry requirements

Applicants should have at least three years current experience and be working in a team leader, supervisor or management role or are building towards a career in management.

Assessment

Assessment activities, case studies and assignments are based on the workplace. Assessment tasks focus on applying learning to the workplace.

Selection of electives

Our friendly learning advisors are ready to assist you with the selection of your electives.

To speak with a learning advisor or request a copy of the timetable please call 1800 633 560 or email industrysolutions@swin.edu.au

What you will learn

+ How Business and Management actually works, not just what the textbook says
+ How to effectively lead and manage individuals and teams with impact
+ Develop business and operational plans identify your strengths and how to develop strategies to resolve your weaknesses
+ How to coach staff to help them reach their full potential
+ How to manage staff performance and provide effective performance feedback
+ How to handle difficult conversations
+ How to manage projects
+ How to provide high quality, responsive customer service
+ Understand financial information, terminology and budgeting

To view workshop dates and a copy the timetable for this course please visit the website at swinburne.edu.au/fast-track
BSB50215
Diploma of Business

This course will suit those seeking the breadth and depth of knowledge across the business disciplines of management, finance, human resources and marketing.

The course is specifically designed for professionals working in a business role. It focuses on increasing practical skills and capabilities required of contemporary managers and people working in administrative roles across a variety of contexts. Assessment tasks focus on applying learning to the workplace.

Course delivery
Eight one-day workshops, approximately one per month.
Workshops may feature guest speakers and peer group discussion.
Participants may enter the course at any stage.
It is strongly recommended that the Induction Unit is undertaken first.
This program is not suitable for International students.

Entry requirements
Applicants should have at least three years’ full time work experience in a business, marketing, management or human resources role.

Assessment
All assessments are practical and topical in nature, reflecting the industry focus of the program.

Selection of electives
Our friendly learning advisors are ready to assist you with the selection of your electives.
To speak with a learning advisor or request a copy of the timetable please call 1800 633 560 or email industriesolutions@swin.edu.au

What you will learn
- A much better understanding of how business works
- An introduction to marketing and human resource frameworks, which can be expanded on through the Diploma of Marketing or the Diploma of Human Resource Management
- How to manage yourself, people and teams
- Understand how to measure and improve productivity
- Learn how to develop project plans and manage their implementation
- How to develop and control budgets and financial plans
- How to manage, define, develop and implement marketing strategies
- Learn how to conduct marketing research and identify marketing opportunities
- Learn how to design a marketing plan and measure its success

Diploma of Business Specialisations
The Diploma of Business will have several specialist streams released throughout 2017.
The Diploma of Business (Marketing) is available now.

To view workshop dates and a copy the timetable for this course please visit the website at swinburne.edu.au/fast-track
“Trust is the key to taking the leap into learning.”

KARYN CHAMBERS
COURSE FACILITATOR
Diploma of Project Management

This course is designed to help working professionals improve their ability to define and manage projects while maximising productivity. The course covers project management theory, helps learners develop a structured project management methodology and identifies useful templates and tools to improve project management capability. Workshops combine the theory behind the key learning areas of the course. In application sessions participants receive individual or small group coaching based on their specific needs and requirements.

Course delivery
Six one-day workshops, plus three application workshops.
This program is not suitable for International students.

Entry requirements
Applicants should have at least three years’ full time work experience and should be managing projects in their workplace.

Assessment
Assessment is a set of knowledge questions and a set of project documentation, based on the project.

Professional recognition
Graduates of this course may be eligible for membership of the Australian Institute of Project Management.

Learning advisors
Our friendly learning advisors can provide you with additional information about this course. Please call 1800 633 560 or email industry.solutions@swin.edu.au to obtain a copy of the workshop timetable.

What you will learn
+ Manage multiple aspects of projects in their entirety across a variety of contexts
+ Develop the skills to manage projects and project teams
+ Learn about the principles of time, quality and cost
+ Learn how to engage stakeholders
+ Learn how to apply risk management technique
+ Learn how to manage the human resources aspect of project
+ Learn about project procurement
+ Learn about project integration and governance

AIPM endorsement
This course is endorsed by the Australian Institute of Project Management and demonstrates through its material that the outcomes of the course are aligned to the Project Management Body of Knowledge (PMBOK® Guide) and the IBSA BSB07 competency standards.

Completion of this course will allow you to apply for automatic recognition from the Australian Institute of Project Management (AIPM) for the Certified Practising Project Practitioner (CPPP) level of certification after becoming an Associate or Full Member of AIPM. For more information on how to apply for membership and certification with AIPM go to website.

The Australian Institute of Project Management (AIPM) is the premier body for project management in Australia. With over 10,000 members, it is also the largest and only national membership organisation for Project Management in Australia with a growing community of over 190 Corporate Members Australia-wide.

To view workshop dates and a copy the timetable for this course please visit the website at swinburne.edu.au/fast-track
Diploma of Human Resources Management

BSB50615

This course is specifically designed for professionals working in a human resources (HR) role. It focuses on increasing practical skills and capabilities required of contemporary managers and people working in HR roles across a variety of contexts. Using contemporary issues and practical concepts, the course equips students with the latest HR practices and knowledge for the Australian workplace.

Course delivery

Nine one-day workshops, approximately one per month.
Workshops may feature guest speakers and peer group discussion.
Participants may enter the course at any stage.
It is strongly recommended that the Induction Unit is undertaken first.
This program is not suitable for International students.

Entry requirements

Applicants should have at least three years’ full time work experience and currently work in a HR role.

Assessment

Assessment is conducted via a series of assignments based on the workplace. Assignments are practical and topical in nature, reflecting the industry focus of the program.

Selection of electives

Our friendly learning advisors are ready to assist you with the selection of your electives.

To speak with a learning advisor or request a copy of the timetable please call 1800 633 560 or email industriysolutions@swin.edu.au

What you will learn

+ Learn how to manage people in the workforce
+ How to develop, implement and monitor policies and procedures
+ Learn about recruitment, health and wellbeing, separation and termination
+ Learn about performance management and employee relations
+ How to develop workforce plans
+ Understand the processes related to the elements of human resource management
+ Learn about legislative requirements and responsibilities in the workplace

To view workshop dates and a copy the time table for this course please visit the website at swinburne.edu.au/fast-track
Work health and safety qualifications
This nationally recognised qualification aims to provide students with an understanding of the skills required to administer various occupational health and safety functions including planning, policy development and ethics. The course will outline the consequences of exposure to health hazards at work and provide the skills required to recognise and evaluate health and safety hazards in the workplace. It will also cover the application of the current Act, its regulations, codes of practice and advisory standards.

Course delivery

**Online:** Students are required to complete the entire course through the Blackboard e-Learning System. Each unit of competency requires the completion of 2 or 3 assessment activities which need to be submitted by the submission dates selected upon enrolment.

**Face-to-face:** 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.

Entry requirements

Applicants are required to submit a copy of their current CV and a short cover letter stating why they want to apply for this qualification.

Additional minimum entry requirements include an appropriate level of literacy, basic understanding of maths and science, computer skills, study skills and access to a workplace and workplace information.

Assessment

Assessment is completed through assignments (online delivery), or workshops activities (face-to-face delivery).

**Course outline**

**Online delivery**

Participants complete ten units of competency:

+ BSBWHS402 Assist with compliance with WHS laws
+ BSBWHS403 Contribute to implementing and maintaining WHS consultation
+ BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control
+ BSBWHS405 Contribute to implementing and maintaining WHS management systems
+ BSBWHS406 Assist with responding to incidents
+ BSBWHS408 Assist with effective WHS management of contractors
+ PUAWER002 Ensure workplace emergency prevention procedures, systems and processes are implemented
+ BSBWHS407 Assist with claims management, rehabilitation and return-to-work programs
+ BSBLSUS301 Implement and monitor environmentally sustainable work practices
+ BSBWRT401 Write complex documents

**Face-to-face delivery**

Participants complete four modules involving ten units of competency:

**Module 1 – WHS Management Systems**

+ BSBWHS402 Assist with compliance with WHS laws
+ BSBWHS403 Contribute to implementing and maintaining WHS consultation
+ BSBWHS405 Contribute to implementing and maintaining WHS management systems

**Module 2 – Risk Management**

+ BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control
+ BSBWHS410 Contribute to work related health and safety measures and initiatives
+ BSBRSK401 Identify risk and apply risk management processes

**Module 3 – WHS Incident Management**

+ BSBWHS406 Assist with responding to incidents
+ BSBWHS408 Assist with effective WHS management of contractors

**Module 4 – Emergency Procedures**

+ BSBWHS407 Assist with claims management, rehabilitation and return-to-work programs
+ BSBWHS510 Contribute to implementing emergency procedures

**What you will learn**

+ Learn to apply knowledge of risk assessment techniques, tools and processes for common hazards
+ Be able to contribute to implementation of effective consultation and participation processes of work health and safety (WHS)
+ Learn to apply WHS policies to work areas and job roles
+ Learn to identify training requirements necessary for effective WHS consultation and participation processes
+ Become familiar with contacting responsible persons and relevant authorities when required
+ Confidently assist investigators and provide relevant information during investigations
+ Assist with obtaining information from those involved regarding actions and events leading up to, during or after an incident
+ Learn to communicate and explain the work health and safety management system (WHSMS) plan to others
+ Facilitate others in their contribution to implementation of the WHSMS in relation to their roles and responsibilities
Diploma of Work Health and Safety

This nationally recognised qualification is suitable for people who coordinate and maintain the work health and safety (WHS) program in an organisation. The course aims to define the role of incident investigation and the legal and legislative requirements. Safety and preservation of an incident site and the organisational policies and procedures for reporting and investigating incidents are also covered.

Course delivery

Distance: Students complete five assignments off-campus in a period of six to ten months.

Face-to-face: Students attend 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.

Entry requirements

A Certificate IV in Work Health and Safety or other relevant qualification, or extensive experience in work health and safety.

Additional minimum entry requirements include an appropriate level of literacy, basic understanding of maths and science, computer skills, study skills and access to a workplace and workplace information.

Entry based on vocational experience requires the application for recognition of the Certificate IV in WHS core units.

Assessment

Assessment is completed through assignments (distance delivery) and workshop activities (face-to-face delivery).

Course outline

Participants complete nine units of competency which have been integrated into 5 assignments (distance delivery) and 4 workshops (face-to-face delivery).

Distance delivery

Assignment 1 – Management systems
+ BSBWHS506 Contribute to developing, implementing and maintaining WHS management systems
+ BSBWHS507 Contribute to managing WHS information systems
+ BSBWHS502 Manage effective WHS consultation

Assignment 2 – Hazard and risks
+ BSBWHS503 Contribute to the systematic management of WHS risk
+ BSBWHS504 Manage WHS hazards and risks
+ BSBWHS508 Manage WHS hazards associated with plant

Assignment 3 – Incident investigation
+ BSBWHS505 Investigate WHS incidents

Assignment 4 – Ergonomics
+ BSBWHS607 Apply ergonomics to manage WHS hazards and risks

Assignment 5 – Emergency procedures
+ BSBWHS510 Contribute to implementing emergency procedures

Face-to-face delivery

Module 1 – Management systems
+ BSBWHS506 Contribute to developing, implementing and maintaining WHS management systems
+ BSBWHS507 Contribute to managing WHS information systems
+ BSBWHS502 Manage effective WHS consultation

Module 2 – Hazard and risks
+ BSBWHS503 Contribute to the systematic management of WHS risk
+ BSBWHS504 Manage WHS hazards and risks
+ BSBWHS508 Manage WHS hazards associated with plant

Module 3 – Incident investigation
+ BSBWHS505 Investigate WHS incidents
+ BSBWHS510 Contribute to implementing emergency procedures

Module 4 – Ergonomics
+ BSBWHS607 Apply ergonomics to manage WHS hazards and risks

What you will learn

+ Learn to effectively apply knowledge of workplace hazards and risks to contribute to risk identification
+ Learn to form an appropriate investigation team
+ Develop actions, interventions and measures to prevent re-occurrence of incidents
+ Confidently identify areas for WHS improvement
+ Be able to provide advice and support to individuals and parties during implementation of WHS policies
+ Learn to effectively communicate with personnel at all levels of the organisation in relation to WHS
+ Learn to contribute to the assessment of resources needed to manage risk and, where appropriate, accessing these resources
+ Be able to develop and implement a risk control plan and to evaluate risk controls
+ Learn to identify the roles and responsibilities, and training needs required for implementation of effective WHS procedures
Diploma of Quality Auditing

This nationally recognised qualification aims to provide participants with the relevant knowledge and skills to:

+ initiate, organise and conduct an audit with an auditee
+ prepare for leading an audit by reviewing and developing specific components of the audit plan
+ discuss the process with the relevant stakeholders
+ delegate components of the work to team members
+ lead 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.
+ communicate with an auditee regarding proposed FSMS audit (Food Safety and WHS stream only)
+ identify resources required to conduct a FSMS audit (Food Safety and WHS stream only)
+ develop and submit a FSMS audit plan (Food Safety and WHS stream only)

**Course delivery**

**Blended delivery:** Students are required to attend one workshop on-campus for the Lead Auditor in WHS and Quality Management Systems module and complete one assignment 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.

**Entry requirements**

Applicants are required to submit a copy of their current CV along with a short cover letter stating why they want to apply for this qualification.

Additional minimum entry requirements include an appropriate level of literacy, basic understanding of maths and science, computer skills, study skills and access to a workplace and workplace information.

**Assessment**

Assessment is completed through assignments (blended delivery) and workshop activities (face-to-face delivery).

**Course outline**

Participants complete eight units of competency integrated into one assignment and two workshops (blended delivery) or two workshops (face-to-face delivery).

**Module 1 – Lead Auditor in WHS and Quality Management Systems Workshop**

+ BSBAUD402B 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 2 – Hazards and risks**

+ BSBWHS503 Contribute to the systematic management of WHS risk
+ BSBWHS504 Manage WHS hazards and risks
+ BSBWHS508 Manage WHS hazards associated with plant

Module 1 (The Lead Auditor in WHS and Quality Management Systems workshop) comprises a series of group tasks, overnight assessments and a final exam (open book).

Attendees who successfully complete this workshop will receive a certificate of attainment for the following internationally recognised competency units:

+ Leading MS Audit Teams
+ OHS Management Systems
+ Auditing Management Systems
+ Quality Management Systems

Upon completion of this course, students have the option to apply directly to Exemplar Global for Certification as: Provisional QMS Auditor/QMS Auditor (based on experience) or Provisional OHS Auditor/OHS Auditor (based on experience).

**What you will learn**

+ How to lead an audit and offer flexible approaches to suit client’s business
+ Consulting, questioning, clarifying and evaluating information
+ Identifying risk and developing strategies to deal with it
+ Planning audit schedules and identifying resources required
+ Learn to plan for contingencies, and monitoring and reviewing systems and activities
+ Work within organisational policies, procedures and legislative requirements
+ Learn to use excellent verbal and written skills to gather information and present formal audit reports
+ Be able to provide feedback to team members on their performance
+ Work with others and delegate roles and responsibilities to team members
+ Provide strategies on how to address non compliances
+ Learn to solve problems in respect to risk and knowledge management systems
+ Learn how to adopt innovative approaches to learning and improving team members’ skills
+ Become confident in identifying areas for improvement and recommending value adding activities
Dual Diploma of WHS and Quality Auditing.

These two nationally recognised qualifications are combined to provide students with the knowledge and skills to:

- initiate, organise and conduct an audit with an auditee
- prepare for leading an audit by reviewing and developing specific components of the audit plan
- delegate components of the work to team members
- lead an 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
- ensure safety and preservation of incident site

**Course delivery**

**Blended:** 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:** 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.

**Entry requirements**

A Certificate IV in Work Health and Safety or other relevant qualification, or extensive experience in work health and safety.

Additional minimum entry requirements include an appropriate level of literacy, basic understanding of maths and science, computer skills, study skills and access to a workplace and workplace information.

Entry based on vocational experience requires the application for recognition of the Certificate IV in WHS core units.

**Assessment**

Assessment is completed through assignments (blended delivery) and workshop activities (face-to-face delivery).

**Course outline**

Participants complete thirteen units.

**Blended delivery**

**Module 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
- BSBMGTS16 Facilitate continuous improvement

**Module 2 – Management systems**

- BSBWHSS06 Contribute to developing, implementing and maintaining WHS management systems
- BSBWHSS07 Contribute to managing WHS information systems
- BSBWHSS02 Manage effective WHS consultation

**Module 3 – Hazard and risks**

- BSBWHSS03 Contribute to the systematic management of WHS risk
- BSBWHSS04 Manage WHS hazards and risks
- BSBWHSS08 Manage WHS hazards associated with plant

**Module 4 – Incident investigation**

- BSBWHSS05 Investigate WHS incidents

**Module 5 – Emergency procedures**

- BSBWHSS10 Contribute to implementing emergency procedures

**Face-to-face delivery**

**Module 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
- BSBMGTS16 Facilitate continuous improvement

**Module 2 – Management systems**

- BSBWHSS06 Contribute to developing, implementing and maintaining WHS management systems
- BSBWHSS07 Contribute to managing WHS information systems
- BSBWHSS02 Manage effective WHS consultation

**Module 3 – Hazard and risks**

- BSBWHSS03 Contribute to the systematic management of WHS risk
- BSBWHSS04 Manage WHS hazards and risks
- BSBWHSS08 Manage WHS hazards associated with plant

**Module 4 – Incident investigation**

- BSBWHSS05 Investigate WHS incidents

**Module 5 – Emergency procedures**

- BSBWHSS10 Contribute to implementing emergency procedures

**Upon completion of this course, students have the option to apply directly to Exemplar Global for Certification as:**

- Provisional QMS Auditor/QMS Auditor (based on experience)
- Provisional OHS Auditor/OHS Auditor (based on experience).
To view workshop dates and a copy the time table for this course please visit the website at swinburne.edu.au/fast-track

What you will learn

+ These two nationally recognised qualifications aim to give students relevant information about leading audits and managing Workplace Health and Safety including:
+ 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
+ Reporting on the outcomes of the quality audit and taking appropriate follow up action
+ Learn to effectively apply knowledge of workplace hazards and risks to contribute to risk identification
+ Organisational policies and procedures for reporting and investigating incidents
+ Confidently identify areas for WHS improvement
+ Be able to provide advice and support to individuals and parties during implementation of WHS policies
+ Learn to effectively communicate with personnel at all levels of the organisation in relation to WHS
+ Learn to contribute to the assessment of resources needed to manage risk and, where appropriate, accessing these resources
Advanced Diploma of Work Health and Safety

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 delivery

Distance: Students complete three assignments off-campus in a period of six to ten months.

Face-to-face: This delivery mode involves a series of workshops to cover 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.

Entry requirements

A Diploma of Work Health and Safety or equivalent qualification, or extensive experience in a work health and safety role coordinating and maintaining a WHS program.

Additional minimum entry requirements include an appropriate level of literacy, basic understanding of maths and science, computer skills, study skills and access to a workplace and workplace information.

Entry based on vocational experience requires the application for recognition of the Diploma of WHS core units.

Assessment

Assessment is completed through assignments (distance delivery) or workshop activities (face-to-face delivery).

Course outline

Participants complete eight units of competency integrated into three assignments (distance delivery) or three workshops (face-to-face delivery).

BSB60615

Distance delivery

Assignment 1 – WHS activities
+ BSBWHS601 Apply legislative frameworks for WHS
+ BSBWHS502 Facilitate WHS activities
+ BSBWHS603 Implement WHS risk management

Assignment 2 – Hazards and risks management
+ BSBWHS607 Apply ergonomics to manage WHS hazards and risks
+ BSBWHS608 Assist with applying occupational hygiene to manage hazards and risks
+ BSBWHS609 Advise on the application of safe design principles to control WHS risks

Assignment 3 – WHS management systems
+ BSBWHS604 Evaluate the WHS performance of organisations
+ BSBWHS605 Develop, implement and maintain WHS management systems

Face-to-face delivery

Module 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 WHS audits
+ BSBMGT516 Facilitate continuous improvements

Module 2 – WHS Activities
+ BSBWHS601 Apply legislative frameworks for WHS
+ BSBWHS502 Facilitate WHS activities

Module 3 – Hazards and risks management
+ BSBWHS603 Implement WHS risk management
+ BSBWHS607 Apply ergonomics to manage WHS hazards and risks

Module 1 (Lead Auditor in WHS and Quality Management Systems workshop) comprises a series of group tasks, overnight assessments and a final exam (open book). Attendees who successfully complete this workshop will receive a certificate of attainment for the following internationally recognised competency units:
+ Leading MS Audit Teams
+ OHS Management Systems
+ Auditing Management Systems
+ Quality Management Systems

Upon completion of this course, students have the option to apply directly to Exemplar Global for Certification as: Provisional QMS Auditor/QMS Auditor (based on experience) or Provisional OHS Auditor/OHS Auditor (based on experience).

What you will learn

+ Learn to develop a WHS plan
+ Effectively work with legal advisors and others
+ Prepare reports and communications for a range of target groups on WHS issues
+ Apply knowledge of outcomes of risk assessment, WHS hazards and risk controls, and WHS legislation to select risk-treatment options
+ Be able to recognise scope of WHS competencies of self and others
+ Work with individuals and parties to produce a WHS plan that meets requirements and is appropriate to the organisation
+ Implement and monitor designated actions in Work Health and Safety plans
+ Fulfil own WHS roles, functions and responsibilities and support others to fulfil their WHS roles, functions and responsibilities
+ Identify, analyse and addressing training needs
+ Use electronic information and data systems to enter workplace information and data, and produce effective reports
“Individual edge comes from real-world learning.”

FRANK NOONAN
COURSE FACILITATOR