Fast-track certificates and diplomas

Qualifications for Professionals

swinburne.edu.au/industrysolutions
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Qualifications for professionals

Designed for working professionals, Swinburne's fast-track diplomas and certificates will help improve your skills in a condensed teaching period and allow you to obtain a professional qualification quickly and conveniently.

These 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.

2014 fees*

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BUSINESS</strong></td>
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</tr>
<tr>
<td>Diploma of Business</td>
<td>$4000</td>
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<tr>
<td><strong>HUMAN RESOURCES</strong></td>
<td></td>
</tr>
<tr>
<td>Diploma of Human Resources Management</td>
<td>$4400</td>
</tr>
<tr>
<td><strong>MANAGEMENT</strong></td>
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</tr>
<tr>
<td>Diploma of Management</td>
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<tr>
<td>Certificate IV in Project Management Practice</td>
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</tr>
<tr>
<td>Diploma of Project Management</td>
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<td></td>
</tr>
<tr>
<td>Diploma of Marketing</td>
<td>$4000</td>
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<tr>
<td><strong>SALES</strong></td>
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<tr>
<td>Diploma of Business (specialising in sales)</td>
<td>$4000</td>
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<tr>
<td>Diploma of Management (specialising in sales)</td>
<td>$4000</td>
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<tr>
<td><strong>WORKPLACE HEALTH AND SAFETY</strong></td>
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</tr>
<tr>
<td>Certificate IV in Workplace Health and Safety</td>
<td>$2300</td>
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<tr>
<td>Diploma of Workplace Health and Safety</td>
<td>$3700</td>
</tr>
<tr>
<td>Advanced Diploma of Workplace Health and Safety</td>
<td>$3700</td>
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<tr>
<td><strong>QUALITY AUDITING</strong></td>
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<td>Diploma of Quality Auditing</td>
<td>$3600</td>
</tr>
<tr>
<td>Dual Diploma of Workplace Health and Safety and Quality Auditing</td>
<td>$5200</td>
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<tr>
<td>Certified Lead Auditing Training</td>
<td>$2300</td>
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<tr>
<td><strong>DISASTER MANAGEMENT</strong></td>
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<tr>
<td>Graduate Certificate in Disaster Management</td>
<td>$6400</td>
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<tr>
<td>Graduate Diploma in Disaster Management</td>
<td>$7200</td>
</tr>
</tbody>
</table>

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

Some diploma courses also provide the option to attend a single workshop for a fee of $480 per workshop.

VET FEE-HELP

VET FEE-HELP is available to assist eligible students studying higher level vocational education and training (VET) qualifications to pay their tuition fees. For further information visit www.studyassist.gov.au select HELP Paying My Fees select VET FEE-HELP.

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 www.swinburne.edu.au/apply to download an application form.

Telephone: 1800 633 560
BSB50207 Diploma of Business

This course will suit those seeking the breadth and depth of knowledge across the business disciplines of management, finance, human resources (HR) 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), held at Swinburne’s city campus. Workshops may feature guest speakers and peer group discussion. Participants may enter the course at any stage.

Entry requirements
Applicants should have at least two years’ 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 2014 timetable please call 1800 633 560 or email industrysolutions@swin.edu.au

Workshops
Total number of units = 8

INDUCTION UNIT
BSBWOR501B Manage personal work priorities and professional development

SELECT 7 UNITS WITH NO MORE THAN 3 UNITS FROM ANY ONE GROUP

GROUP A – ADVERTISING
BSBMKG523A Design and develop an integrated marketing communication plan

GROUP B – NOT OFFERED IN 2014

GROUP C – HUMAN RESOURCES MANAGEMENT
BSBHRM501B Manage human resources services
BSBHRM513A Manage workforce planning
BSBHRM505B Manage remuneration and employee benefits
BSBHRM506A Manage recruitment selection and induction processes
BSBHRM510A Manage mediation processes

GROUP D – MARKETING
BSBMKG502B Establish and adjust the marketing mix
BSBMKG501B Identify and evaluate marketing opportunities
BSBMKG506B Plan market research
BSBMKG510B Plan e-marketing communications
BSBMKG514A Implement and monitor marketing activities

GROUP E
BSBINN502A Build and sustain an innovative work environment
BSBPMG522A Undertake project work
BSBRSK501B Manage risk

UP TO 2 UNITS MAY BE SUBSTITUTED WITH 2 OF THE FOLLOWING
BSBMGT502B Manage people performance
PSPGOV508A Manage conflict
BSBWOR502B Ensure team effectiveness
BSBCUS501C Manage quality customer service
BSBFIM501A Manage budgets and financial plans
PSPGOV511A Provide leadership
PSPGOV516A Develop and use emotional intelligence
BSBWRT401A Write complex documents
BSBCMM401A Make a presentation
BSBWHG401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements
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), held at Swinburne’s city campus.

Workshops may feature guest speakers and peer group discussion.

Participants may enter the course at any stage.

Entry requirements
Applicants should have at least two years’ experience in an HR role, or at least three years’ experience in a non-HR role, and be working in the HR industry.

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 2014 timetable please call 1800 633 560 or email industriesolutions@swin.edu.au

Workshops
Total number of units = 9

INDUCTION UNIT
BSBWOR501B Manage personal work priorities and professional development

6 CORE UNITS
BSBHRM501B Manage human resources services
BSBHRM506A Manage recruitment selection and induction processes
BSBHRM512A Develop and manage performance management processes
BSBHRM513A Manage workforce planning
BSBWIRK510A Manage employee relations
BSBWHS401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements

SELECT 2 UNITS FROM THE FOLLOWING
BSBRSK501B Manage risk
BSBPMG522A Undertake project work
BSBMGT502B Manage people performance
BSBHRM510A Manage mediation processes
BSBFIM501A Manage budgets and financial plans
BSBHRM505B Manage remuneration and employee benefits

HUMAN RESOURCES

BSB50613 Diploma of Human Resources Management
I joined the Swinburne program to formalise the skills I developed from more than 10 years’ experience as a HR manager within the recruitment industry. The Diploma of Human Resources Management provided me with a great basis of knowledge to continue my career within HR.

Emma
HR manager, NGA.Net
BSB51107 Diploma of 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
Eight one-day workshops (approximately one per month), held at Swinburne’s city campus.
Workshops may include guest speakers and peer group discussion.
Participants may enter the course at any stage.

Entry requirements
Applicants should have at least two years experience and be working in a team leader or management role.

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 2014 timetable please call 1800 633 560 or email industrysolutions@swin.edu.au

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Workshops
Total number of units = 8

<table>
<thead>
<tr>
<th>INDICTION UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWOR501B Manage personal work priorities and professional development</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GROUP A – SELECT 4 UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFIM501A Manage budgets and financial plans</td>
</tr>
<tr>
<td>BSBCC501C Manage quality customer service</td>
</tr>
<tr>
<td>BSBPMG522A Undertake project work</td>
</tr>
<tr>
<td>BSBMGT502B Manage people performance</td>
</tr>
<tr>
<td>BSBRSH501B Manage Risk</td>
</tr>
<tr>
<td>BSBWDR502B Ensure team effectiveness</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GROUP B – SELECT 3 UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBINN502A Build and sustain an innovative work environment</td>
</tr>
<tr>
<td>BSBHRM512A Develop and manage performance management processes</td>
</tr>
<tr>
<td>BSBHRM513A Manage workforce planning</td>
</tr>
<tr>
<td>BSBWRK510A Manage employee relations</td>
</tr>
<tr>
<td>BSBMKG510B Plan e-marketing communications</td>
</tr>
</tbody>
</table>

1 UNIT MAY BE SUBSTITUTED WITH 1 OF THE FOLLOWING

<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWRT401A Write complex documents</td>
</tr>
<tr>
<td>BSBWHS401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
</tr>
</tbody>
</table>
BSB41413 Certificate IV in Project Management Practice

This course is designed to help participants gain the knowledge and skills in the application of project management. The program includes the nine key knowledge areas and the key skills required to be an effective project team member. Workshops combine the theory behind the key learning areas of the course. In coaching sessions, students receive individual or small-group coaching based on their specific needs and requirements.

**Course delivery**
Four one-day workshops, held at Swinburne’s city campus, plus three coaching sessions.

**Entry requirements**
Applicants should be working in roles that relate to the coordination, administration or implementation of projects in the workplace.

**Assessment**
Assessment is a set of knowledge questions and 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 industrysolutions@swin.edu.au to obtain a copy of the 2014 workshop timetable.

**Workshops**
Total number of units = 9

<table>
<thead>
<tr>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBPMG409A Apply project scope management techniques</td>
</tr>
<tr>
<td>BSBPMG410A Apply project time management techniques</td>
</tr>
<tr>
<td>BSBPMG411A Apply project quality management techniques</td>
</tr>
<tr>
<td>BSBPMG412A Apply project cost management techniques</td>
</tr>
<tr>
<td>BSBPMG413A Apply project human resources management approaches</td>
</tr>
<tr>
<td>BSBPMG414A Apply project information management and communications techniques</td>
</tr>
<tr>
<td>BSBPMG415A Apply project risk management techniques</td>
</tr>
<tr>
<td>BSBPMG416A Apply project procurement procedures</td>
</tr>
<tr>
<td>BSBWOR501B Manage personal work priorities and professional development</td>
</tr>
</tbody>
</table>
BSB51413 Diploma of Project Management

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

Course delivery

Five one-day workshops, held at Swinburne’s city campus, plus three coaching sessions.

Entry requirements

Applicants 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 industriysolutions@swin.edu.au to obtain a copy of the 2014 workshop timetable.

Workshops

Total number of units = 12

<table>
<thead>
<tr>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>BSBPMG511A Manage project scope</td>
</tr>
<tr>
<td>BSBPMG512A Manage project time</td>
</tr>
<tr>
<td>BSBPMG513A Manage project quality</td>
</tr>
<tr>
<td>BSBPMG514A Manage project cost</td>
</tr>
<tr>
<td>BSBPMG515A Manage project human resources</td>
</tr>
<tr>
<td>BSBPMG516A Manage project information and communication</td>
</tr>
<tr>
<td>BSBPMG517A Manage project risk</td>
</tr>
<tr>
<td>BSBPMG521A Manage project integration</td>
</tr>
<tr>
<td>BSBPMG518A Manage project procurement</td>
</tr>
<tr>
<td>BSBPMG519A Manage project stakeholder engagement</td>
</tr>
<tr>
<td>BSBPMG520A Manage project governance</td>
</tr>
<tr>
<td>BSBWOR501B Manage personal work priorities and professional development</td>
</tr>
</tbody>
</table>
BSB51207 Diploma of Marketing

This course provides students with an understanding of key marketing principles and the skills to apply them in practical business situations. It will suit those already in a marketing role looking to update their skills and qualifications, as well as those without a background in marketing. Students will also learn about the fundamentals of digital marketing communications and media planning.

Course delivery
Eight one-day workshops, held at Swinburne’s city campus.
Participants may enter the course at any stage.

Entry requirements
Applicants should have at least two years experience in industry and be working in a marketing role.

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

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 2014 timetable please call 1800 633 560 or email industrysolutions@swin.edu.au

Workshops
Total number of units = 8

<table>
<thead>
<tr>
<th>INDUCTION UNIT</th>
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</thead>
<tbody>
<tr>
<td>BSBWOR501B Manage personal work priorities and professional development</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CORE UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMKG501B Identify and evaluate marketing opportunities</td>
</tr>
<tr>
<td>BSBMKG502B Establish and adjust the marketing mix</td>
</tr>
<tr>
<td>BSBMKG506B Plan market research</td>
</tr>
<tr>
<td>BSBMKG507A Interpret market trends and development</td>
</tr>
<tr>
<td>BSBMKG514A Implement and monitor marketing activities</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SELECT 2 UNITS FROM THE FOLLOWING</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADV507B Develop a media plan</td>
</tr>
<tr>
<td>BSBMKG523A Design and develop an integrated marketing communication plan</td>
</tr>
<tr>
<td>BSBFIM501A Manage budgets and financial plans</td>
</tr>
<tr>
<td>BSBLSL501A Develop a sales plan</td>
</tr>
<tr>
<td>BSBMKG518B Plan e-marketing communications</td>
</tr>
</tbody>
</table>
‘I took on a new role in marketing with no formal marketing qualifications or training. Swinburne’s Diploma of Marketing delivered in fast-track mode allowed me to fit study in with my full-time work and personal life. I have learnt so much more than I expected. I can now approach my new role with confidence.’

Caroline
Diploma of Marketing
BSB50207 Diploma of Business – specialising in sales

This course is designed for professionals working in a sales related business role. It focuses on increasing practical skills and capabilities required of individuals working in sales roles across a variety of contexts. It combines practical ideas with current business sales issues to provide students with skills and knowledge to use in the workplace.

Course delivery

Eight one-day workshops (approximately one per month), held at Swinburne’s city campus. Workshops may include guest speakers and peer group discussion. Participants may enter the course at any stage.

Entry requirements

Applicants should have at least two years’ work experience in business, marketing, management or human resources and be working in a sales related role.

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 2014 timetable please call 1800 633 560 or email industrysolutions@swin.edu.au

Workshops

Total number of units = 8

<table>
<thead>
<tr>
<th>UNITS</th>
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<tbody>
<tr>
<td>BSBWOR501B Manage personal work priorities and professional development</td>
</tr>
<tr>
<td>BSBSLS501A Develop a sales plan</td>
</tr>
<tr>
<td>BSBSLS408A Present, support and secure a sales solution</td>
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SELECT 5 UNITS FROM THE FOLLOWING

<table>
<thead>
<tr>
<th>UNITS</th>
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<tbody>
<tr>
<td>BSBMKG523A Design and develop an integrated marketing communication plan</td>
</tr>
<tr>
<td>BSBHRM513A Manage workforce planning</td>
</tr>
<tr>
<td>BSBHRM505B Manage remuneration and employee benefits</td>
</tr>
<tr>
<td>BSBHRM510A Manage mediation processes</td>
</tr>
<tr>
<td>BSBMKG502B Establish and adjust the marketing mix</td>
</tr>
<tr>
<td>BSBMKG514A Implement and monitor marketing activities</td>
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</tbody>
</table>

UP TO 2 UNITS MAY BE SUBSTITUTED WITH 2 OF THE FOLLOWING

<table>
<thead>
<tr>
<th>UNITS</th>
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<tbody>
<tr>
<td>BSBNIN502A Build and sustain an innovative work environment</td>
</tr>
<tr>
<td>BSBPMG522A Undertake project work</td>
</tr>
<tr>
<td>BSBRSK501B Manage risk</td>
</tr>
</tbody>
</table>
BSB51107 Diploma of Management – specialising in sales

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

Course delivery
Eight one-day workshops (approximately one per month), held at Swinburne’s city campus. Workshops may include guest speakers and peer group discussion. Participants may enter the course at any stage.

Entry requirements
Applicants should have at least two years experience and be working in a management and sales related role.

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 2014 timetable please call 1800 633 560 or email industrysolutions@swin.edu.au

Workshops
Total number of units = 8

<table>
<thead>
<tr>
<th>UNIT</th>
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<tr>
<td>BSBWOR501B</td>
<td>Manage personal work priorities and professional development</td>
</tr>
<tr>
<td>BSBSLS501A</td>
<td>Develop a sales plan</td>
</tr>
<tr>
<td>BSBSLS408A</td>
<td>Present, support and secure a sales solution</td>
</tr>
<tr>
<td>SELECT 4 UNITS FROM THE FOLLOWING</td>
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<tr>
<td>BSBFIM501A</td>
<td>Manage budgets and financial plans</td>
</tr>
<tr>
<td>BSBMGT502B</td>
<td>Manage people performance</td>
</tr>
<tr>
<td>BSBCM5501C</td>
<td>Manage quality customer service</td>
</tr>
<tr>
<td>BSBPMS522A</td>
<td>Undertake project work</td>
</tr>
<tr>
<td>BSBRSK501B</td>
<td>Manage risk</td>
</tr>
<tr>
<td>BSBWOR502B</td>
<td>Ensure team effectiveness</td>
</tr>
<tr>
<td>SELECT 1 UNIT FROM THE FOLLOWING</td>
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<tr>
<td>BSBMKG501B</td>
<td>Identify and evaluate marketing opportunities</td>
</tr>
<tr>
<td>BSBMKG502B</td>
<td>Establish and adjust the marketing mix</td>
</tr>
<tr>
<td>BSBINN502A</td>
<td>Build and sustain an innovative work environment</td>
</tr>
<tr>
<td>BSBMKG510B</td>
<td>Plan e-marketing communications</td>
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</tbody>
</table>
BSB41412 Certificate IV in Work Health and Safety

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: The entire course is completed online. Each unit of competency requires the completion of three different assessment activities.

Face-to-face: Four compulsory workshops (10 days) to be completed between six to ten months. Workplace assignments may need to be completed after each workshop.

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.

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:
- Assist with compliance with WHS laws
- Contribute to implementing and maintaining WHS consultation
- Contribute to WHS hazard identification, risk assessment and risk control
- Contribute to implementing and maintaining WHS management systems
- Assist with responding to incidents
- Assist with effective WHS management of contractors
- Ensure workplace emergency prevention procedures, systems and processes are implemented
- Assist with claims management, rehabilitation and return-to-work programs
- Implement and monitor environmentally sustainable work practices
- Write complex documents.

Face-to-face delivery
Participants complete four modules involving ten units of competency:

Module 1: WHS management systems
- Assist with compliance with WHS laws
- Contribute to implementing and maintaining WHS consultation
- Contribute to implementing and maintaining WHS management systems.

Module 2: Risk management
- Contribute to WHS hazard identification, risk assessment and risk control
- Contribute to work related health and safety measures and initiatives
- Identify risk and apply risk management processes.

Module 3: WHS incident management
- Assist with responding to incidents
- Assist with effective WHS management of contractors.

Module 4: Emergency procedures
- Assist with claims management, rehabilitation and return-to-work programs
- Contribute to implementing emergency procedures.
BSB51312 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/legislative requirements. Safety and preservation of an incident site and the organisational policies and procedures for reporting and investigating incidents will also be covered.

Course delivery

**Distance:** Five assignments completed off-campus in a period of six to ten months. No classes / tutorials available.

**Blended:** Five face-to-face classes (Saturdays) and five assignments completed off campus in a period of six to ten months.

**Face-to-face:** Four workshops (nine days) completed in a period of six to ten months. Workplace assignments may need to be completed after each workshop.

Entry requirements

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

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 and blended delivery) and workshop activities (face-to-face delivery).

Course outline

Participants complete nine units integrated into five assignments (distance/blended delivery) or four workshops (face-to-face delivery).

**Distance/Blended delivery**

**Assignment 1: Management systems**
- Contribute to developing, implementing and maintaining WHS management systems
- Contribute to managing WHS information systems
- Manage effective WHS consultation.

**Assignment 2: Hazard and risks**
- Contribute to the systematic management of WHS risk
- Manage WHS hazards and risks
- Manage WHS hazards associated with plant.

**Assignment 3: Incident investigation**
- Investigate WHS incidents.

**Assignment 4: Ergonomics**
- Apply ergonomics to manage WHS hazards and risks.

**Assignment 5: Emergency procedures**
- Contribute to implementing emergency procedures.

Face-to-face delivery

**Module 1: Management systems**
- Contribute to developing, implementing and maintaining WHS management systems
- Contribute to managing WHS information systems
- Manage effective WHS consultation.

**Module 2: Hazard and risks**
- Contribute to the systematic management of WHS risk
- Manage WHS hazards and risks
- Manage WHS hazards associated with plant.

**Module 3: Incident investigation**
- Investigate WHS incidents

**Module 4: Ergonomics**
- Apply ergonomics to manage WHS hazards and risks.
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:** Three assignments completed off-campus in a period of six to ten months. No classes / tutorials available.

**Blended:** Three face-to-face sessions (Saturdays) and three corresponding assignments completed off-campus in a period of six to ten months.

**Face-to-face:** Three workshops (nine days) completed between six to ten months. Workplace assignments may need to be completed after each workshop.

**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.

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

**Assessment**

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

**Course outline**

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

**Distance/Blended delivery**

**Assignment 1: WHS activities**
- Apply legislative frameworks for WHS
- Facilitate WHS activities
- Implement WHS risk management.

**Assignment 2: Hazards and risks management**
- Apply ergonomics to manage WHS hazards and risks
- Assist with applying occupational hygiene to manage hazards and risks
- Advise on the application of safe design principles to control WHS risks.

**Assignment 3: WHS management systems**
- Evaluate the WHS performance of organisations
- Develop, implement and maintain WHS management system.

**Face-to-face delivery**

**Module 1: Certified Lead Auditing Training (CLAT)**
- Evaluate the WHS performance of organisations
- Develop, implement and maintain WHS management systems
- Conduct WHS audits
- Facilitate continuous improvements

**Food safety stream:**
- Leading MS audit teams
- Auditing management systems
- Food safety management systems

**WHS/OHS stream:**
- Leading MS audit teams
- OHS management systems
- Auditing management systems
- Quality management systems.

*This module is certified by RABQSA International. Participants who successfully complete this module will receive a Statement of Attainment and have the option to apply for certification as a Provisional QMS Auditor, QMS Auditor or Provisional OHS Auditor.*

**Module 2: WHS activities**
- Apply legislative frameworks for WHS
- Facilitate WHS activities.

**Module 3: Hazards and risks management**
- Implement WHS risk management
- Apply ergonomics to manage WHS hazards and risks.

* This course is certified by RABQSA International and meets the knowledge examination requirements of the Quality Management System (QMS). Participants 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).
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)
- identify resources required to conduct a FSMS audit (Food Safety and WHS stream only).

**Course delivery**

**Blended:** Two workshops (six days): one Saturday and five consecutive days Monday to Friday, and one assignment (Module 2) to be completed off-campus in a period of six to ten months.

**Face-to-face:** Two compulsory workshops (eight days) in a period of six to ten months. Workplace assignments may need to be completed after each workshop.

**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.

**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: Certified Lead Auditor Training (CLAT) Workshop**

- Participate in a quality audit
- Initiate a quality audit
- Lead a quality audit
- Report on a quality audit
- Facilitate continuous improvement

**Food safety stream:**

- Leading MS audit teams
- Auditing management systems
- Food safety management systems

**WHS/OHS stream:**

- Leading MS audit teams
- OHS management systems
- Auditing management systems
- Quality management systems.

* This module is certified by RABQSA International. Participants who successfully complete this module will receive a Statement of Attainment and have the option to apply for certification as a Provisional QMS Auditor, QMS Auditor or Provisional OHS Auditor.

**Module 2: Hazards and risks**

- Contribute to the systematic management of WHS risk
- Manage WHS hazards and risks
- Manage WHS hazards associated with plant.
Dual Diploma of Work Health and Safety (BSB51312) and Quality Auditing (BSB51607)

These 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
- report and investigate incidents
- 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 outline**

Participants complete thirteen units.

**Blended delivery**

Module 1: Certified Lead Auditor Training (CLAT) Workshop*
- Participate in a quality audit
- Initiate a quality audit
- Lead a quality audit
- Report on a quality audit
- Facilitate continuous improvement

Food safety stream:
- Leading MS audit teams
- Auditing management systems
- Food safety management systems

WHS/OHS stream:
- Leading MS audit teams
- OHS management systems
- Auditing management systems
- Quality management systems.

* This module is certified by RABQSA International. Participants who successfully complete this module will receive a Statement of Attainment and have the option to apply for certification as a Provisional QMS Auditor, QMS Auditor or Provisional OHS Auditor.

Module 2: Management systems
- Contribute to developing, implementing and maintaining WHS management systems
- Contribute to managing WHS information systems
- Manage effective WHS consultation.

Module 3: Hazard and risks
- Contribute to the systematic management of WHS risk
- Manage WHS hazards and risks
- Manage WHS hazards associated with plant.

Module 4: Incident investigation
- Investigate WHS incidents.

Module 5: Emergency procedures
- Contribute to implementing emergency procedures.

**Face-to-face delivery**

Module 1: Certified Lead Auditor Training (CLAT) Workshop*
- Participate in a quality audit
- Initiate a quality audit
- Lead a quality audit
- Report on a quality audit
- Facilitate continuous improvement

Food safety stream:
- Leading MS audit teams
- Auditing management systems
- Food safety management systems

WHS/OHS stream:
- Leading MS audit teams
- OHS management systems
- Auditing management systems
- Quality management systems.

* This module is certified by RABQSA International. Participants who successfully complete this module will receive a Statement of Attainment and have the option to apply for certification as a Provisional QMS Auditor, QMS Auditor or Provisional OHS Auditor.

Module 2: Management systems
- Contribute to developing, implementing and maintaining WHS management systems
- Contribute to managing WHS information systems
- Manage effective WHS consultation.

Module 3: Hazard and risks
- Contribute to the systematic management of WHS risk
- Manage WHS hazards and risks
- Manage WHS hazards associated with plant.

Module 4: Incident investigation
- Investigate WHS incidents
- Contribute to implementing emergency procedures.

**Course delivery**

**Blended:** Five workshops (nine days): four Saturdays and five consecutive days Monday to Friday, and four assignments to be completed off-campus in a period of six to ten months.

**Face-to-face:** Five workshops (13 days) in a period of six to ten months. Workplace assignments may need to be completed after each workshop.

**Entry requirements**

A Certificate IV in Work Health and Safety or other relevant qualification, or extensive experience in work health and safety. 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).
The impact of major loss events, both man made and environmental, increasingly confront us in the news. Few organisations or communities are insulated against the potential to be involved in such an emergency and fewer still are fully prepared to manage those events. This course aims to provide participants with the knowledge required to identify and understand the implications of hazards, the potential for risk and how to plan for, manage and recover from emergency and disasters.

Course outline
Participants complete three core units of study.

<table>
<thead>
<tr>
<th>CORE UNITS</th>
<th>LEARNING OBJECTIVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency and disaster risk management process</td>
<td>Students will develop a detailed understanding of, and the ability to apply, the Australian and New Zealand risk management standard in an emergency management context.</td>
</tr>
<tr>
<td>Consequences of the impact of hazards</td>
<td>This unit identifies the immediate and consequential impacts of hazards on the community and the environment. Each hazard will be analysed in terms of the flow on effects of the hazards impact.</td>
</tr>
<tr>
<td>Recovery management</td>
<td>This unit provides students with an understanding of the range of factors which impact upon recovery management, including monitoring, review and evaluation.</td>
</tr>
</tbody>
</table>

Participants select one elective unit of study.

<table>
<thead>
<tr>
<th>ELECTIVE UNITS</th>
<th>LEARNING OBJECTIVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working with business and communities</td>
<td>Students learn to identify and harness local knowledge in order to build capacity within communities for planning, preparedness, response and recovery strategies of emergency management</td>
</tr>
<tr>
<td>Evacuation management</td>
<td>This unit covers the essential prerequisites for effective evacuation management, legal considerations and human behaviour before, during and after evacuation</td>
</tr>
<tr>
<td>Business continuity planning</td>
<td>In this unit students learn about business susceptibility to natural or man-made disasters, including the impact analysis on critical and non-critical business functions and products.</td>
</tr>
</tbody>
</table>

Entry requirements
Applicants must have a diploma, advanced diploma or undergraduate degree in a safety related field or at least five years’ experience in a safety management role.

Assessment
Assessment is by the completion and submission of assignments and a case study project for each unit of study.
SGDEDM07 Graduate Diploma of Emergency and Disaster Management

The impact of major loss events, both man made and environmental, increasingly confront us in the news. Few organisations or communities are insulated against the potential to be involved in such an emergency and fewer still are fully prepared to manage those events. This course aims to provide participants with the knowledge required to identify and understand the implications of hazards, the potential for risk and how to plan for, manage and recover from emergency and disasters.

Course outline

Participants complete two core units of study.

<table>
<thead>
<tr>
<th>CORE UNITS</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Logistics planning and management</td>
<td>This unit provides students with an understanding of the range of factors which impact upon logistics planning and management, including systems and resources, monitoring, review and evaluation.</td>
</tr>
<tr>
<td>Emergency and disaster management</td>
<td>In this unit students will learn about the stages and models of evaluation, ethics of evaluation and data collection and analysis.</td>
</tr>
</tbody>
</table>

Participants select two elective units of study.

<table>
<thead>
<tr>
<th>ELECTIVE UNITS</th>
<th>LEARNING OBJECTIVES</th>
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</thead>
<tbody>
<tr>
<td>working with business and communities</td>
<td>This unit enables students to identify and harness local knowledge in order to build capacity within communities for planning, preparedness, response and recovery strategies of emergency management.</td>
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<tr>
<td>Evacuation management</td>
<td>The unit covers the essential prerequisites for effective evacuation management, legal considerations and human behaviour before, during and after evacuation.</td>
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<tr>
<td>Business continuity planning</td>
<td>In this unit students learn about business susceptibility to natural or man-made disasters, including the impact analysis on critical and non-critical business functions and products.</td>
</tr>
<tr>
<td>Crisis management processes in an occupational setting</td>
<td>This unit equips students with the knowledge to plan, develop and implement a mitigation strategy against the occupational health and safety impact of a crisis.</td>
</tr>
<tr>
<td>Project management</td>
<td>This unit deals with phases of project management from concept to completion, stakeholder identification and management, project acquittal and project documentation.</td>
</tr>
</tbody>
</table>

Course delivery

The course is delivered online supplemented by seminar attendance at either the Hawthorn or Melbourne city campus. Learning is self-paced, however it is expected that students will complete the graduate diploma (including the graduate certificate level) within two years.

Entry requirements

Applicants must have a diploma, advanced diploma or undergraduate degree in a safety related field or at least five years’ experience in a safety management role.

Assessment

Assessment is by the completion and submission of assignments and a case study project for each unit of study.
Facilitators

Andrew Baker
Andrew brings a variety of business experiences to his training sessions and adopts an interactive approach to OH&S training where students are encouraged to take real-life experiences and apply these in a practical way to their business lives. Andrew has a diverse business background and has been specialising in broad-based Occupational Health and Safety consultation and training for more than 10 years.
Andrew’s qualifications include a Graduate Certificate in Disaster Management, an Advanced Diploma in OH&S and Diplomas in Management, Auditing and Training.

Anne Basia
Anne is a master-level qualified educator and professional facilitator with a successful record of accomplishments in training and development in Europe and international trade industries in China.
Anne has many years of experience in facilitation of industry courses with specific focus on business skills development.
She has designed strategy and developed business plans for workforces in large organisations, and managed project teams in the design and implementation of training solutions in industry. Anne is passionate about learning and development and continuously receives excellent client feedback for her course delivery.

Joanne Fenton
Joanne has diverse skills as a corporate trainer and facilitator and significant human resource management experience having held leadership, management and change agent roles in private and public sector organisations. Joanne has facilitated courses for Swinburne both locally and internationally over a ten year period.
She consults broadly to industry in leadership and human resource management issues and her strengths lie in her ability to facilitate the improved performance and motivation of individuals and teams and to equip people with the leadership capabilities necessary for success in today’s demanding and fast-paced workplace.
Her formal qualifications in psychology provide her with a good insight into human behaviour and enhance her skills as a facilitator. Joanne’s practical approach and sense of humour make her a popular facilitator.

Judy Nichol
Judy’s facilitation experience spans more than 23 years. She provides a stimulating learning environment and encourages and motivates participants to fulfil their potential. Judy specialises in the delivery of training in leadership, coaching and mentoring, emotional intelligence, frontline management, communication skills and presentation skills.
She has delivered training programs to a broad range of government and corporate groups including various federal, state and local government departments, Telstra, CFA, Repco, Kenworth Trucks, VicRoads, Australia Post, RACV, Heinz and Fuji Xerox.

Nick Oddy
Nick’s experience includes working with a range of organisations to identify specific learning needs aligned to corporate strategy. He is currently completing a PhD investigating how deep self-inquiry and self-knowledge can facilitate optimal individual and organisational development.
Nick has extensive experience in developing, delivering and customising training courses for a diverse range of client groups and has facilitated workshops and training programs on leadership, strategy, sales and innovation. Nick has co-developed and facilitated an Australia-wide sales and leadership program and has delivered blended programs using online learning and face-to-face training.

Marcus Valles
For more than 15 years Marcus has been directly involved in guiding companies as an entrepreneur, industry consultant and executive educator.
He has worked in India, China, Denmark, Lithuania, Asia–Pacific and Australia. He owns Global India Pty Ltd, developers of research and strategy. He is also co-founder of a not-for-profit charity called Imagine India Inc., which established 25 community-based projects in rural and urban India in the past two years.
Marcus has consulted to a range of companies in the areas of management, project management, leadership and international business. Marcus’ clientele has included Australia Post, Anglicare, Tobin Brothers, Kayser Hosiery, Confoil, Offer Australia, Anca, Dräger, Karcher and Tatura.
FURTHER INFORMATION

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CRICOS provider code 00111D

The information contained in this brochure was correct at the time of publication, February 2014. The university reserves the right to alter or amend the material contained in this guide. The information in this guide does not apply to international students. For information about courses for International students please go to www.swinburne.edu.au/international