

RTW Solutions can offer the nationally recognised qualification **BSB30707 Certificate III in Occupational Health & Safety** and **BSB41407 Certificate IV in Occupational Health and Safety**.

Certificate III in Occupational Health and Safety - BSB30707

This certificate is designed to provide workers and safety representatives with an advanced understanding of Occupational Health and Safety. Workers entering the course should have completed a basic OH&S course. In order to receive the Certificate III, workers must complete the following:

Mode of study and Duration

Participants may commence at any time during the year. Learning is self-paced and conducted online. The nominal duration of the course is 280 hours, or approximately 6 months part-time. In order to maintain currency, participants have a maximum of 12 months to complete the qualification.

Specialist units:

- BSBOHS301A Apply knowledge of OH&S legislation in the workplace
- BSBOHS302A Participate effectively in OH&S communication and consultative processes
- BSBOHS303A Contribute to OH&S hazard identification and risk assessment
- BSBOHS304A Contribute to OH&S hazard control
- BSBOHS305A Contribute to OH&S issue resolution
- BSBOHS306A Contribute to implementing emergency prevention activities and response procedures
- BSBOHS307A Participate in OH&S investigations

Electives: Two electives which may be selected from the following:

- Occupational first aid
- RTW Co-ordinator Training
- Contribute to the Implementation of Emergency Procedures

If you have completed units as part of an accredited course or other Certificate III qualification, you can also apply for recognition of prior learning.

** Please note that you must have completed a course of training and received a statement of attainment in order to gain any credit.*

The Certificate III involves off-the-job training at our rooms situated at 136 Atherton Road, Oakleigh, as well as project work on the job. It is expected that workers will take between six and twelve months to complete the Certificate on a part-time basis.

Course Fee: \$950.00 plus GST per person

Payment Agreement:

RPL: Credit transfer

RTW Solutions recognises AQF Qualifications and Statements of Attainment issued by any other RTO. Credit Transfer is the assessment of a course/subject used by an individual to claim access to, or credit in, a destination course.

The assessment determines the extent to which it is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification. This may include credit transfer based on formal learning that is outside the AQF framework.

To apply for RPL or Credit Transfer in Certificate IV in Occupational Health & Safety {BSB41407} go to www.rtwolutions.com.au

Nominal hours: 280 (not including electives)

Certificate IV in Occupational Health and Safety BSB41407

RTW Solutions is a Registered Training Organisation (RTO) and the training arm of the SYI P/L organisation.

Who is the course intended for?

This course is particularly suitable for:-

- Employees who are within a Human Resource Management role wishing to gain further specialised knowledge in OHS.
- Employees who have supervisory responsibilities within their organisation wishing to learn more about OHS functions.
- Participants working within an OHS Consultancy role, wishing to formalise their work experience with a Nationally Accredited Qualification.
- Participants that want to make a career change into an Occupational Health and Safety role.

Overview

BSB41407 incorporates a preventative approach to managing health and safety in the workplace. It aims to build the health and safety knowledge and experience of employees, health and safety representatives, health and safety officers, other health and safety practitioners, and health and safety trainers.

The aim of the program is to produce self-directed learners, and develop their skills to deal with contemporary health and safety issues in a practical and consultative way.

Mode of study and Duration

Participants may commence at any time during the year. Learning is self-paced and conducted online. The nominal duration of the course is 450 hours, or approximately 12 months part-time. In order to maintain currency, participants have a maximum of 24 months to complete the qualification.

Course Objectives

The Certificate IV in OHS aims to give participants the underpinning knowledge of the basic role of an Occupational Health and Safety specialist. By the end of the course, participants should be able to:

- Have a knowledge of not only OHS legislation but other related legislation specific to OHS ie. Injury Management and Workers Compensation, Industrial Relations, EEO.
- Understand the legal requirements and mechanisms for consultation within the workplace
- To understand what are the principles of an OHS Management System and can be used within an organisation
- To learn the concept of risk management and the tools that can be used to assess risk.
- To identify situations within the organisation that requires emergency planning and assist in the development.
- To understand the integration of the Human Resource function within OHS.
- To be able to analyse internal and external sources of information relating to OHS and use appropriately.

Pre-requisites:

There are no pre-requisites to this course but participants should be aware that this is a 'Fast Track' method where there will be directed reading from the course texts and specific deadlines on completion of assignments.

Course Support Materials Provided:

Course Materials included within the Course Fee:

- Participant Handbook.
- Course Unit Workbook (per unit)

Course Assessment:

The assessment criteria for this course will be based on both informal and formal processes (as per Australian Quality Training Framework (AQTF) requirements for competency based training).

The assessment methods used during the course will be:

- Practical exercises
- Work based assignments/projects (simulated case-studies for participants not within a workplace)
The Certificate IV in OHS has been developed to utilize holistic workplace assessment activities ie. assessment tasks may cover more than one units worth of evidence.

Please note – assessment activities are completed external to the 3 day course workshop sessions.

Award: Certificate IV in OHS (BSBSB41407)

Course Fee: \$1,950 plus GST per person

Booking Process:

1. Complete the Registration Form on-line and submit for payment (credit card facility available, otherwise an invoice will be mailed out for payment by other means).
2. On receipt of payment, joining details will be sent out. (Please note, to secure your booking on the course, as places are limited, payment will be required at least 21 days prior to the course start date. If booking is made within 21 days of the course start date, payment is required immediately.)

Payment Methods:

Payment can be made by any of the following methods:-

- Credit card payment plus 3%.
- Electronic Fund Transfer (EFT)
- Cheque (payable to RTW Solutions)

Refund Policy:

All participants will be issued with a receipt for fees paid. All fees paid in advance will be entered into the RTW Solutions Financial Management System and marked under a section defined as fees paid in advance. These fees will be held during the course and be made available should a refund be required.

Should a participant be eligible for a refund it will be paid in accordance to the terms set out in the refund policy.

Refund Guidelines

Refunds will be made in the following circumstances:

- If RTW Solutions cancels the course.
- If a participant withdraws, by written notice within seven (7) days, from a course at any time up until the course is 25% completed.
- After commencement then RTW Solutions will refund 25% of the course fee paid in respect of the course.
- If a participant advises RTW Solutions in writing, fourteen (14) days prior to the commencement of training that they are withdrawing from, then RTW Solutions will refund the full course fee minus expenses incurred to that time generally 15% of full course fee.
- If RTW Solutions opinion, the participant would be unreasonably disadvantaged if not granted a refund, for example, a participant meets with a serious misadventure and is unable to continue their enrolment, then RTW Solutions will either organise for the participant to book onto a future course or consider a full/part refund.

In order to receive the Certificate IV, workers must complete the following:

Specialist units:

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| BSBOHS401A | Contribute to the implementation of a systematic approach to managing OH&S. |
| BSBOHS401B | Contribute to the implementation of a systematic approach to managing OHS. |
| BSBOHS402A | Contribute to the implementation of the OH&S consultation process. |
| BSBOHS402B | Contribute to the implementation of the OHS consultation process. |
| BSBOHS403A | Identify hazards and assess OH&S risks. |
| BSBOHS403B/404B | Identify hazards and assess OHS risks & Contribute to the implementation of strategies. |
| BSBOHS404A | Contribute to the implementation of strategies to control OH&S risk. |
| BSBOHS408A | Assist with compliance with OHS and other related laws . |
| BSBOHS405B | Contribute to the implementation of emergency procedures. |
| BSBOHS408A | Assist with compliance with OHS and other related laws. |

Common business units:

- Assist with compliance with OH&S and other relevant laws.
- Identify risks and apply risk-management processes.

Electives: Two electives are required. One must be taken at Certificate IV level; examples of Certificate IV electives include:

- Advanced or Senior first aid (Lvl2).

The other elective may be chosen from the following list, provided that you haven't already used it as an elective in Certificate III:

- Occupational first aid.
- RTW Coordinator Training.

