



Certificate III
in
Occupational Health and Safety

BSB30707



COURSE INFORMATION

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About WLI

With more than 15 years experience conducting competency based training and assessment behind us, Workplace Learning Initiatives, an award winning Registered Training Organisation, has developed an innovative range of courses designed to provide accreditation and ongoing professional development.

Call us or visit our website for more information on any of our training and consultancy services.

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The WLI Commitment to Quality



Quality
ISO 9001
SAI GLOBAL

We are a quality assured company. Our quality assurance accreditation covers systems for the design, development and implementation, on and off-site, of vocational education and training products and services that facilitate workplace learning and change and may lead to recognised credentials. This certification also includes commissions for research relating to work, adult education and vocational training.



We have been awarded "Highly Recommended" status in the Australian Achiever Awards for excellence in customer service again—proving we deliver on the promise of customer care.

We are a Registered Training Organisation authorised to offer training and assessment services which may lead to the issue of nationally recognised Australian Qualifications Framework (AQF) qualifications or statements of attainment. We also comply with the quality requirements of the NRT standards.



NATIONALLY RECOGNISED
TRAINING

Course Objectives

This course is designed to provide people wishing to become qualified in the field of Occupational Health and Safety with a comprehensive understanding of OH&S in the workplace. It is ideally suited to persons who have Occupational Health and Safety as a part of their overall job responsibilities. This course also satisfies most of the requirements for the Foreman or Supervisor, as part of the **Construction Safety Competency Framework**.

This course will provide graduates with:

- A comprehensive understanding of OH&S legislation
- Essential communication and consultative skills
- Hazard identification and risk assessment skills
- Incident investigation skills
- Emergency prevention and response skills, and much more

The Certificate III in Occupational Health and Safety is a nationally recognised OH&S qualification and will provide those who complete it with an excellent entry level qualification.

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

- entry after participating in the WorkSafe Approved Initial Level 5 Day OH&S Course
OR
- entry after achieving the BSB20107 Certificate II in Business or other relevant qualification/s
OR
- providing evidence of competency in the majority of units required for the BSB20107 Certificate II in Business or other relevant qualification/s
OR
- with some vocational experience working in occupational health and safety roles without a formal business qualification. This breadth of expertise would equate to the competencies required to undertake this qualification.

Pathways from the qualification

After achieving the BSB30707 Certificate III in Occupational Health and Safety, candidates may undertake the BSB41407 Certificate IV in Occupational Health and Safety—a qualification that provides a pathway enabling individuals to use well-developed skills and a broad knowledge of occupational health and safety in a wide variety of contexts, or a range of other Certificate IV qualifications.

Learning and Recognition Options

At WLI, we believe that every person is an individual, each one with different needs. As a result, we have developed several different options for participants to undertake this program.

Training and assessment for our Certificate III in Occupational Health and Safety is offered in the following formats:

- Recognition of Current Competency (RCC)
- Combination of workshops and RCC
- Combination of workshops and flexible delivery
- Customised flexible delivery

The program examples outlined below have been developed as an indication only and should not be considered our only approach.

For corporate groups, we are happy to run courses either at our premises or yours. Call us to discuss a tailored program for your organisation.

Recognition of Current Competence (RCC) plus: \$750.00 +

Suitable for:	How it works
<p>People who have extensive experience with OH&S in the workplace—in particular, those who have had a role that involves hazard identification and risk assessment, communicating and consulting on OH&S in the workplace, incident investigation and emergency response and prevention. This may include Health and Safety Representatives (HSRs).</p>	<p>Once you have enrolled in the program, a suitable time to undertake your initial RCC assessment will be organised with you. This may be performed either face to face, or over the telephone (which means location is not an issue).</p> <p>During your initial assessment, we will discuss your experiences and abilities, and map these to the qualification requirements. This saves you time, as there is no need to complete complex documentation.</p> <p>We will help you to develop an evidence portfolio, and to identify proof of competency. Where you have the ability, but no evidence, we may set assessment activities for you to complete (tailored to your workplace and industry).</p> <p>Using a tailored checklist that we provide, you collect the evidence, and then send it to us for assessment. It really is that simple. No more confusing processes or complex documents to complete. We take the hard work out of your RCC Process.</p> <p>Additional fees will be charged for any workshop or project work required to achieve the qualification. The maximum additional fee charged will be \$200.00.</p>
<p>Duration:</p>	<p>It usually takes about a month from the initial interview to get a portfolio together. The total amount of time needed will depend on you and how many of the units of competency you can meet through RCC.</p>

Workshop + flexible delivery - \$1500.00

Suitable for:	How it works:
<p>People who are working in or aspire to work in a Health & Safety support role but do not hold any formal training or OH&S qualifications.</p>	<p>This program is divided into two Parts, A and B. Part A, the workshop phase, is our initial five day course for Health and Safety Representatives. Participation in this program, plus completion of some workplace based projects and assessment, will address six of the twelve units of competency required for the qualification.</p> <p>Part B is a self paced phase, where you complete a series of workplace learning and assessment projects. These projects are supported by telephone and email contact with a WLI trainer and some online learning activities where applicable.</p>
<p>Duration:</p>	<p>Part A is 5 consecutive Thursdays and Part B is managed so that it can be completed in a similar time frame to part A.</p>

Customised flexible delivery - \$2050.00

Suitable for:	How it works
<p>People already working in a H&S capacity and who want to gain this qualification, but may not have a lot of time to attend workshops.</p>	<p>As per all programs, we start with identifying your current skills, and offering RCC where appropriate</p> <p>We then tailor a program for you to progress through at your own pace. This program offered is mainly "project" based, and is supported by online learning and regular contact with one of our experienced OH&S trainers.</p> <p>Talk to us for more details.</p>
<p>Duration:</p>	<p>TBA</p>

All workshop fees include resource materials and all day workshops include a light lunch.

Qualification Structure

Certificate III in Occupational Health and safety requires the successful completion of 12 units in total; comprising of 7 Core and 5 Elective units. At least 3 of the elective units must be selected from the elective units listed below. The other 2 elective units may be selected from the remaining elective units listed below, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, 1 unit may be selected from a Certificate II qualification and 1 unit from a Certificate IV qualification.

CORE UNITS

Unit Code	Unit Title
BSBOHS301B	Apply knowledge of OHS legislation in the workplace
BSBOHS302B	Participate effectively in OHS communication and consultative processes
BSBOHS303B	Contribute to OHS hazard identification and risk assessment
BSBOHS304B	Contribute to OHS hazard control
BSBOHS305B	Contribute to OHS issue resolution
BSBOHS306B	Contribute to implementing emergency prevention activities and response procedures
BSBOHS307B	Participate in OHS investigations

ELECTIVE UNITS (Choose 5)

Unit Code	Unit Title
BSBCUS301A	Deliver and monitor a service to customers
BSBDIV301A	Work effectively with diversity
BSBFIA301A	Maintain financial records
BSBADM311A	Maintain business resources
BSBINM301A	Organise workplace information
BSBINM302A	Utilise a knowledge management system
BSBINN201A	Contribute to workplace innovation
BSBCMM301A	Process customer complaints
BSBITU306A	Design and produce business documents
BSBPRO301A	Recommend products and services
BSBSUS301A	Implement and monitor environmentally sustainable work practices
BSBWOR301A	Organise personal work priorities and development
BSBWOR401A	Establish effective workplace relationships
BSBWRT301A	Write simple documents
HLTFA402B	Apply advanced first aid (not currently on offer)
HLTFA403A	Manage first aid in the workplace (not currently on offer)

Sample Course Structure

The following sample shows a typical course incorporating the Initial 5 day course for Health and Safety Representatives.

Part A – Workshops	
Unit Code	Unit Title
BSBOHS301B	Apply knowledge of OHS legislation in the workplace
BSBOHS302B	Participate effectively in OHS communication and consultative processes
BSBOHS303B	Contribute to OHS hazard identification and risk assessment
BSBOHS304B	Contribute to OHS hazard control
BSBOHS305B	Contribute to OHS issue resolution
BSBOHS307B	Participate in OHS investigations
Part B – Self paced study and project work	
Unit Code	Unit Title
BSBOHS306B	Contribute to implementing emergency prevention activities and response procedures
BSBCUS301A	Deliver and monitor a service to customers
BSBINM301A	Organise workplace information
BSBPRO301A	Recommend products and services
BSBWOR401A	Establish effective workplace relationships
BSBWRT301A	Write simple documents

About the units of competency

BSBOHS301B Apply knowledge of OHS legislation in the workplace

This unit describes the performance outcomes, skills and knowledge required to apply understanding of the occupational health and safety (OHS) legal framework in the workplace. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards is achieved.

BSBOHS302B Participate effectively in OHS communication and consultative processes

This unit describes the performance outcomes, skills and knowledge required to participate in workplace occupational health and safety (OHS) consultative processes.

Consultative arrangements, also referred to as participative arrangements, inform those involved in OHS matters, seek their input and provide opportunity for stakeholders to participate in decisions that may impact on the OHS of the workplace.

BSBOHS303B Contribute to OHS hazard identification and risk assessment

This unit describes the performance outcomes, skills and knowledge required to contribute to occupational health and safety (OHS) hazard identification and risk assessment to promote the maintenance of OHS in the workplace. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards.

BSBOHS304B Contribute to OHS hazard control

This unit describes the performance outcomes, skills and knowledge required to contribute to controlling occupational health and safety (OHS) hazards in the workplace in order to maintain a healthy and safe workplace. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards.

BSBOHS305B Contribute to OHS issue resolution

This unit describes the performance outcomes, skills and knowledge required to contribute to the resolution of occupational health and safety (OHS) issues in the workplace. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards.

BSBOHS306B Contribute to implementing emergency prevention activities and response procedures

This unit describes the performance outcomes, skills and knowledge required to contribute to the implementation of emergency prevention and response procedures. It includes determining relevant legislation and contributing to any actions to ensure compliance with occupational health and safety (OHS) legislation, codes and standards.

BSBOHS307B Participate in OHS investigations

This unit describes the performance outcomes, skills and knowledge required to participate in occupational health and safety (OHS) investigations. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards.

BSBCUS301A Deliver and monitor a service to customers

This unit describes the performance outcomes, skills and knowledge required to identify customer needs and monitor service provided to customers.

This unit applies to individuals who are skilled operators and apply a broad range of competencies in various work contexts. They may exercise discretion and judgement using appropriate theoretical knowledge of customer service to provide technical advice and support to customers over either a short or long term interaction.

BSBDIV301A Work effectively with diversity

This unit describes the performance outcomes, skills and knowledge required to recognise and interact productively with diversity in the workplace. It covers sensitive responses to, and interactions with, all manner of diversity that might be encountered during the course of work.

This unit applies to individuals who work in a variety of contexts, where they will be expected to interact with a diverse client and/or co worker population.

BSBFIA301A Maintain financial records

This unit describes the performance outcomes, skills and knowledge required to maintain financial records for a business. It includes maintaining daily financial records such as reconciling debtors' and creditors' systems, preparing and maintaining a general ledger, and preparing a trial balance. It also includes activities associated with monitoring cash control for accounting purposes.

This unit applies to individuals who are skilled operators and apply a broad range of competencies in various work contexts. They may exercise discretion and judgement using appropriate theoretical knowledge of financial records to provide technical advice and support to a team.

BSBADM311A Maintain business resources

This unit describes the performance outcomes, skills and knowledge required to determine, administer and maintain resources and equipment to complete a variety of tasks.

This unit applies to individuals who are skilled operators and apply a broad range of competencies in various work contexts. They may exercise discretion and judgement using appropriate theoretical knowledge of business resources and their maintenance to provide technical advice and support to a team.

BSBINM301A Organise workplace information

This unit describes the performance outcomes, skills and knowledge required to gather, organise and apply workplace information in the context of an organisation's work processes and knowledge management systems.

This unit applies to individuals who are skilled operators and apply a broad range of competencies in various work contexts. They may exercise discretion and judgement using appropriate theoretical knowledge of information management to provide technical advice and support to a team.

BSBINM302A Utilise a knowledge management system

This unit describes the performance outcomes, skills and knowledge required to access and use a knowledge management system, to input into a knowledge management system, and to contribute to monitoring, reviewing and improving a knowledge management system and work practices.

This unit applies to individuals who apply a broad range of competencies in various work contexts. They may exercise discretion and judgement using appropriate theoretical knowledge of knowledge management to assist in increasing productivity, to improve quality or to recognise the benefits to the organisation through the improved use of knowledge.

For the purpose of this unit, knowledge management is defined as the whole range of strategies, methods, activities and techniques used formally and informally by individuals and the organisation (as formalised in a knowledge management system) to identify, collect, organise, store, retrieve, analyse, share and apply knowledge to the work of the organisation.

BSBINN201A Contribute to workplace innovation

This unit describes the performance outcomes, skills and knowledge required to make a pro active and positive contribution to workplace innovation.

This unit applies to individuals working in any industry or community context, in both small and large organisations. They take a pro active approach to identifying, suggesting and developing ideas about better ways of doing things at a practical operational level in a specific area of activity. While the individual's overall work is undertaken with some supervision and guidance, the nature of this process requires the application of discretion, judgement and effective interpersonal skills.

The unit assumes that there is wider organisational and management support for innovation and for individuals at all levels to contribute to the innovation process.

BSBMM301A Process customer complaints

This unit describes the performance outcomes, skills and knowledge required to handle formal and informal negative feedback and complaints from customers.

This unit applies to individuals who are skilled operators and apply a broad range of competencies in various customer service contexts. They may exercise discretion and judgement using appropriate knowledge of products, customer service systems and organisational policies to provide technical advice and support to a team.

BSBITU306A Design and produce business documents

This unit describes the performance outcomes, skills and knowledge required to design and produce various business documents and publications. It includes selecting and using a range of functions on a variety of computer applications.

This unit applies to individuals who possess fundamental skills in computer operations and keyboarding. They may exercise discretion and judgement using appropriate theoretical knowledge of document design and production to provide technical advice and support to a team.

BSBPRO301A Recommend products and services

This unit describes the performance outcomes, skills and knowledge required to provide advice and information within an organisation about the development and distribution of its products and services.

This unit applies to individuals who are skilled operators and apply a broad range of competencies in various work contexts. They may exercise discretion and judgement using appropriate knowledge of products and services to provide technical advice and support to a team.

BSBSUS301A Implement and monitor environmentally sustainable work practices

This unit describes the performance outcomes, skills and knowledge required to effectively analyse the workplace in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness.

This unit requires the ability to access industry information, applicable legislative and occupational health and safety (OHS) guidelines.

This unit applies to those with responsibility for a specific area of work or who lead a work group or team. It addresses the knowledge, processes and techniques necessary to implement and monitor environmentally sustainable work practices, including the development of processes and tools, such as:

- identifying areas for improvement developing plans to make improvements
- implementing and monitoring improvements in environmental performance.

A person who demonstrates competence in this unit must be able to provide evidence of the ability to implement and monitor integrated environmental and resource efficiency management policies and procedures within an organisation. Evidence must be strictly relevant to the particular workplace role.

BSBWOR301A Organise personal work priorities and development

This unit describes the performance outcomes, skills and knowledge required to organise own work schedules, to monitor and obtain feedback on work performance, and to maintain required levels of competence.

This unit applies to individuals who are skilled operators and apply a broad range of competencies in various work contexts. They may exercise discretion and judgement using appropriate theoretical knowledge of work scheduling and performance improvement to provide technical advice and support to a team.

BSBWOR401A Establish effective workplace relationships

This unit describes the performance outcomes, skills and knowledge required to collect, analyse and communicate information and to use that information to develop and maintain effective working relationships and networks, with particular regard to communication and representation.

Frontline managers play an important role in developing and maintaining positive relationships in internal and external environments so that customers, suppliers and the organization achieve planned outputs and outcomes. They play a prominent part in motivating, mentoring, coaching and developing team cohesion through providing leadership for the team and forming the bridge between the management of the organisation and team members.

At this level, work will normally be carried out within routine and non routine methods and procedures, which require planning and evaluation, and leadership and guidance of others.

BSBWRT301A Write simple documents

This unit describes the performance outcomes, skills and knowledge required to plan, draft and review a basic document before writing the final version.

This unit applies to individuals who are skilled operators and apply a broad range of competencies in various work contexts. They may exercise discretion and judgement to produce a range of basic workplace documentation.

HLTFA402B Apply advanced first aid

Note: This unit is organised separately. Please speak to your WLI consultant if this unit is required.

This unit deals with the provision of advanced first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance, and provision of support to other providers.

This unit builds on HLTFA301B: Apply first aid to include additional skills and use of a range of equipment

HLTFA403A Manage first aid in the workplace

This unit addresses the establishment and maintenance of facilities to enable or facilitate the provision of appropriate first aid in the workplace.

The skills and knowledge described in this competency unit are suitable for those in nominated workplace first aider roles.