


Title: Learning and Assessment Strategy Qualification: BSB30707 Certificate III OHS Client: Various	
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Authorised by: Nanette Jones	Date: 10 June 2010

CERTIFICATE III OF OCCUPATIONAL HEALTH AND SAFETY LEARNING AND ASSESSMENT STRATEGY

1 WHY CHOOSE ACE HEALTH AND SAFETY SPECIALISTS FOR YOUR TRAINING?

ACE Health and Safety Specialists Pty Ltd delivers both on-site and off-site training and specialist advice to commercial clients. Our team works with you so you can develop skills to ably create excellent solutions for your organisation.

Enrol into the entire qualification and a one to one coaching session will be included to assist the participant to apply learning to the workplace (not available for individual unit of competency enrolment).

- Flexible Assessment Strategies that can be linked to workplace business objectives and professional development plans.
- Qualified and experienced trainers.
- Personalised study plans.
- Pay as you learn.
- Fully flexible delivery options to meet your needs:
 - Blended Self Paced Learning using hard or electronic copy materials provided by ACE and on-line resources at the following URL
<http://bizline.docep.wa.gov.au/safetyline/students/certificates.cfm>;
 - Face to face - classes;
- Career development support available; and
- Supportive learning environment.

2 WHAT IS THIS COURSE ABOUT- Qualification Descriptor

BSB30707 Certificate III in Occupational Health and Safety reflects the role of skilled operators who apply a broad range of competencies in varied work contexts, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a team. This qualification is for people whose main job is not dedicated to OHS but who take it on as a voluntary duty.

3 ACADEMIC AWARD

Certificate III of Occupational Health and Safety (BSB30707)

4 HOW TO ENROL

Complete an enrolment form which is available from our office or the website: www.acehealthandsafety.com.au

Once complete forward to us for processing:

E-mail: enquiries@acehealthandsafety.com.au

Fax: 61 8 9478 3688

Contact us on **61 8 9478 3688** if you require assistance or further information.

5 QUALIFICATION RULES


You must complete 7 occupational health and safety units plus 5 elective units. The 5 elective units may be selected from the remaining occupational health and safety units, the BSB07 Business Services Training Package or any other currently endorsed national Training Package.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level. Units selected from other Training Packages must not duplicate units selected from or available within the BSB07 Business Services Training Package.

Reference Document: HSEQT Management System
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We may not be able to offer electives other than those listed below or on our website. You may wish to discuss your elective unit selection with a Facilitator or the Director.

No.	Unit Code	Unit Title (select 12)	Core / Elective
1	BSBOHS301B	Apply knowledge of OHS legislation in the workplace	C (OHS Rep*)
2	BSBOHS302B	Participate effectively in OHS communication and consultative processes	C (OHS Rep*)
3	BSBOHS303B	Contribute to OHS hazard identification and risk assessment	C (OHS Rep*)
4	BSBOHS304B	Contribute to OHS hazard control	C (OHS Rep*)
5	BSBOHS305B	Contribute to OHS issue resolution	C (OHS Rep*)
6	BSBOHS306B	Contribute to implementing emergency prevention activities and response procedures	C
7	BSBOHS307B	Participate in OHS investigations	C (OHS Rep*)
8	BSBDIV301A	Work effectively with diversity	E
9	BSBINN201A	Contribute to workplace innovation	E
10	BSBSUS301A	Implement and monitor environmentally sustainable work practices	E
11	BSBWRT301A	Write simple documents	E
12	BSBWOR401A	Establish effective workplace relationships	E

(OHS Rep* these units are completed in the OHS Representatives course in Western Australia – RPL cost all of the units completed during the representative course and submitted for assessment is \$285.00)

6 TARGET AUDIENCE

The expectant participants for this course are as follows:


- Employees from the Industry who have or are completing the OHS Representative course.
- Employees from industry who have OHS responsibilities as part of their role.

This is a broad socio-economic group from both English and non-English speaking background and an educational level where high school may not have been completed to participants who hold supervisory roles and are competent English speakers.

6.1 Strategies to Ensure Adequate Access to Participation

The following strategies will be adopted to ensure a high level of successful outcomes for participants:

- Unit materials will be presented in easy to read language;
- Activities linked to duties in the workplace will be used to assess competence for each unit of competency;
- Supervisors and managers will be required to allocate work time for completion of assessment activities;
- Assessment 'tools' will use workplace documents participants are familiar with and will be using or have used in the past;
- Participants will be encouraged to work with a workplace coach/mentor so that they can assist each other throughout the course delivery period to complete assessments;
- Language support will be provided at additional cost if there is an indicated requirement;
- Face to Face delivery will be available on site if appropriate with off-site access to evening classes for shift workers;
- Assessor / Trainers may be available in the organisation to provide advise if required.

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7 HOW THE COURSE IS MADE AVAILABLE?

The competencies will be available in self-paced, fully flexible delivery where participants may choose a delivery style that suits their needs. Courses will be offered as follows:

- Blended Self Paced Learning, using both hard and/or electronic copy materials provided by ACE and on-line resources at the following URL
<http://bizline.docep.wa.gov.au/safetyline/students/certificates.cfm>;
- Hard and/or electronic copy materials will consist of:
 - A Learning and Assessment strategy with a proposed schedule of learning and the assessment instructions for the Unit of Competency;
 - a Learning Guide with instructions on how to work through the materials to complete activities to develop an understanding of the material.
 - reading materials available on the web at the following URL
<http://bizline.docep.wa.gov.au/safetyline/students/certificates.cfm>;

You may complete the Unit of Competency independently over a six week period and submit your assessment once completed to be assessed.

The Learning and Assessment strategy for the unit of competency will provide you with instructions of how to work through the Learning Guide, which provides you with the information to assist you to understand the topic matter.

While you are working through the learning guide, you will need to start completing your assessment documents.

If you need support to work through the materials or complete your assessment, contact our office so that we can arrange for a facilitator to contact you.

Face to face - evening classes:

Each Unit of Competency will be delivered in a Face to Face session which will be three hours of attendance and include a rest break mid-way.

Participants will be provided with the presentation PPT student handout and any materials required completing the activities for each session.

Venue of the sessions will be:

Venue: **ACE Health and Safety Specialists Training Room: 277 Great Eastern Highway BELMONT WA 6071.**

Day: **ACE Health and Safety Specialists Training Room: Monday each week of the school term.**

Time: **ACE Health and Safety Specialists Training Room: 6pm – 9pm.**

Bookings are essential for face to face delivery sessions, and will run subject to minimum number of bookings. To book contact **ACE Health and Safety Specialists on 61 8 9478 3688**

General Delivery Information:


All delivery modes are assessed by a combination of workplace and assigned activities as appropriate, including practical demonstration, theory assessment and assessment. Assessment agreement is self-paced; assessments are to be submitted as per the agreement. Clients will be expected to complete each unit of competency within 6 weeks of receipt of unit materials.

If you are enrolling in multiple units, an integrated assessment strategy will be developed in accordance with your Assessment agreement.

Reference Document: HSEQT Management System
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All clients booking to complete a qualification will be eligible for a **one to one coaching session** to identify strategies to implement concepts learnt during the course into the workplace. This will be conducted either in the workplace or via telephone. Coaching is available for individual units at additional cost. If this is required, contact our office for further assistance.

Recognition of Prior Learning (RPL) is available to all clients. RPL recognises skills and competency developed through work and life experiences.

In addition to RPL, ACE Health and Safety Specialists Pty Ltd recognises the AQF Qualifications and/ or Statements of Attainment issued by any other Registered Training Organisation.

- You are encouraged to contact us for assistance if required to complete your assessment, it is expected you will complete your assessment independently.
- Assessment Agreement – each participant has the option of proposing an alternative assessment strategy by completing an Assessment Agreement; this provides the opportunity to link assessments with the current activities being conducted in the workplace. See further information in the Assessment Agreement Section of this document.

8 QUALIFICATION PATHWAYS

There are no pre-requisite requirements for individual units of competency listed for this course.

An appropriate level of English language and literacy will be required to complete the course. If you require assistance with this, contact us to discuss.

Preferred pathways for candidates considering this qualification include:

- 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.

9 ORGANISATIONAL PARTNER


To complete this Qualification, you will need access to a workplace. The manager may need to provide resources as follows to ensure you are able to meet the performance criteria:

- Access to Organisational OHS Documents;
- Access to supervisors and managers;
- Opportunities to present reports to management; and
- Other requirements as specified in the assessment.

The manager may need to provide someone in the workplace to view or critique your performance to provide a third party review and sign off appropriate documents. You will need to make an appointment with the relevant manager prior to commencing the Qualification to discuss the requirements. A letter for the Organisational Manager to sign has been included in your unit information; this must be signed by both parties and returned to our office.

In addition, the manager may need to allow you to take photographs/videos of yourself completing tasks for verification purposes.

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All information provided for assessments is confidential and will be returned to the participant.

10 FEES

Payment is expected within seven (7) days of invoicing, and will be required before course material is posted. No certificates will be issued until all borrowed materials are returned and payments received.

Fees are scheduled as follows:

- Enrolment into course with total cost of \$1800, payable per unit at a cost of \$150 per unit. One certificate of completion will be issued on completion of the course. The qualification must be completed within 12 months otherwise additional assessment fees will apply.
- Enrolment into individual units with a cost of \$210 per unit. One certificate of completion will be issued on completion of each unit.
- RPL \$140.00 per unit of competency. This is non-refundable if the RPL application is unsuccessful.

If an additional or replacement certificate is required, the cost of the certificate is \$30.00 plus postage and handling for each certificate issued.

11 CANCELLATION FEES / REFUNDS

A refund will only be offered on receipt of returned course materials within five working days of sending the unit material or if the Company cancels a course.

If a cancellation is received from the Client as specified above, a 75% credit will be given for the cost of units enrolled. If the Company cancels a course a full refund minus cost of any materials used will be forwarded to the Client (Training).

For cancellations / withdrawals received on or after five days of sending course material no refunds will be given.

12 QUALITY INDICATORS

As a RTO we endorse a program of continuous improvement and will offer all our clients and their employers the opportunity to participate in the AQTF 2007 Learner Questionnaire and AQTF 2007 Employer Questionnaire. We value the information provided to improve our service for our clients. Your participation in this program is appreciated.

13 NATIONALLY RECOGNISED QUALIFICATION


This qualification is a level 3 nationally recognised qualification under the Australian Qualifications Framework.

14 CONTACTS

We make every effort to ensure your query is answered in a timely manner and would expect that you should receive a reply within three working days. If not or the matter is more urgent, please indicate this in your query.

The contact hours for this business are 9am to 5pm Monday to Friday.

Telephone:	61 8 9478 3688
E-mail:	enquiries@acehealthandsafety.com.au

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15 LEARNING AND ASSESSMENT STRATEGY

RTO Details	<p>Provider Number: 52254 Delivery period: No set delivery periods, enrolment available throughout the year. The RTO has in place quality assurance procedures that ensure compliance with Quality ISO 9001 and AQTF Essential Standards for Registration 2007 requirements. For further information, download the Client (Training) Handbook from the web-site www.acehealthandsafety.com</p>									
	Industry Area All	Program Area Occupational Health and Safety								
Job Roles	<p>Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:</p> <ul style="list-style-type: none"> • Health and Safety Assistant • Health and Safety Committee Member • Health and Safety Representative. 									
Schedule	ACE Health and Safety Specialists Pty Ltd will schedule public courses for the delivery of this qualification. Training for commercial clients is available on an 'as requested' basis.									
Licensing / Regulatory Requirements	No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.									
Learning and assessment arrangements	<p>Duration This is a self-paced, fully flexible course. It is expected that the qualification will be completed over a 12 month period. For face to face delivery, you may attend a three hour evening seminar per unit enrolled.</p> <p>Learning Support Strategies Should you require assistance to support your learning, do not hesitate to contact our office to discuss your needs and develop an appropriate study plan to meet your objectives. We can provide variation in your assessments, varied submission dates and learning counselling. We are happy to work in partnership with other providers such as interpreters to support your learning program. All other service providers will be provided by the client at their cost.</p> <p>Assessment may be varied in accordance with student needs and experience. An assessment agreement will be negotiated and documented with the assessor in consultation with the client and workplace, if appropriate, prior to commencement of the assessment.</p>									
	<p>Evidence Gathering A variety of methods will be used to gather evidence of competence. The table below identifies the techniques to be used.</p>									
	Key	PD	Practical demonstration	TA	Theory assessment (Test conditions)	WE	Work Place Experience			
		A	Assignment – Theory / Research	TP	Third Party Review	SS	Self Selection as per assessment agreement			
	C/E	Unit Titles				PD	A	TA	TP	WE
C	BSBOHS301B Apply knowledge of OHS legislation in the workplace				✓	✓		✓		✓
C	BSBOHS302B Participate effectively in OHS communication and consultative processes				✓	✓		✓	✓	✓

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	C	BSBOHS303B Contribute to OHS hazard identification and risk assessment	✓	✓		✓	✓	✓
	C	BSBOHS304B Contribute to OHS hazard control	✓	✓		✓	✓	✓
	C	BSBOHS305B Contribute to OHS issue resolution	✓	✓		✓	✓	✓
	E	BSBOHS306B Contribute to implementing emergency prevention activities and response procedures	✓	✓		✓	✓	✓
	E	BSBOHS307B Participate in OHS investigations	✓	✓		✓	✓	✓
	E	BSBDIV301A Work effectively with diversity	✓	✓		✓	✓	✓
	E	BSBINN201A Contribute to workplace innovation	✓	✓		✓	✓	✓
	E	BSBSUS301A Implement and monitor environmentally sustainable work practices	✓	✓		✓	✓	✓
	E	BSBWRT301A Write simple documents	✓	✓		✓	✓	✓
	E	BSBWOR401A Establish effective workplace relationships	✓	✓		✓	✓	✓
Training and assessment staff	<p>Qualifications of Trainers / Facilitators / Assessors ACE Health and Safety Specialist facilitators are experts in their field, with significant industry experience in addition to formal qualifications. Each facilitator is verified by ACE Health and Safety quality assurance procedures, taking into account industry expertise, formal certification and training and assessment qualifications.</p> <p>Training and assessments will be conducted or supervised by qualified workplace trainers and assessors holding Cert IV in Training and Assessment or equivalent qualifications.</p>							
Training Materials to be Provided by the Client (Training)	<p>Each Participant will need to access additional materials at their own cost, as specified in each Unit Learning and Assessment Strategy. Examples of additional resources includes, but is not limited to:</p> <ul style="list-style-type: none"> • Text Books; • Access to electronic equipment for research and assessment purposes; and • Access to a workplace or simulated environment. 							
Resources provided by the Company	<p>Resources required for the delivery of this qualification will include, but are not limited to:</p> <ul style="list-style-type: none"> • Suitable training venue conducive to learning with adequate lighting and ventilation, suitable chairs and tables; • Trainee's materials; • Multimedia equipment relevant to program (where applicable); and • Copies of Acts, Regulations, Codes of Practice, Guidance Notes and other relevant materials. <p>If the facilities and equipment supplied is not adequate, suitable or in an unsafe condition the trainer has the authority to halt the course until alternate arrangements can be made.</p>							
Pathways	<p>After achieving the BSB30707 Certificate III of Occupational Health and Safety, the individual may pursue a BSB41407 Certificate IV in Occupational Health and Safety. You may discuss the options available with your facilitator or the Director.</p>							

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16 Units of Competency Descriptions

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.
SBOHS302B: 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.
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.
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.
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.
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.
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.

Enjoy your learning journey!

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