

# WORK HEALTH AND SAFETY

## You get to do it your way!

Our training programs are student centred, interactive, creative, intuitive and enjoyable to give you the best experiential learning activities we can create, based on:

- I hear and I forget
- I see and I remember
- I do and I realise



With HBTA one gets to choose training options:

- custom designed qualifications using the full range of available electives
- the ability to select additional electives for an 'add-on' Statement of Attainment
- professional development programs
- non-accredited corporate training
- Recognition of Prior learning to validate skills already acquired

With a choice of participation methods:

- mentored one-on-one flexible learning
- mentored on-job training
- corporate groups (your venue or ours)
- small groups and webinars

With these great advantages:

- enrolment at any time
- Study plans to suit personal time availability
- Progress at learner's own pace\*
- Corporate group and valued client discounts
- PAYG payment options for individuals
- *Normal progression rules apply as stated in the student manual which can be found on [www.hbta.edu.au/policies](http://www.hbta.edu.au/policies).*

Prices are all inclusive of administration fees and learning resources

## Why do a whole qualification if you only need a skills set?

A skills set is a set of Units from the full qualification that may be offered to meet specific job requirements or as electives imported into other qualifications.

These may be taken from more than one qualification or Training Package, provided that we have those units on our Scope.

## Practical Skills Demonstrations

Many of the units require practical application of skills.

Demonstration of practical skills can be through:

- demonstrations in classrooms
- workbased projects which require consultation with co-workers or stakeholders
- individual skills coaching and mentoring sessions, face to face or using Skype video contacts with your assessor
- video recordings of sessions in the workplace or in community settings
- recognition evidence (portfolio) verified by references and learner feedback

Discuss your options with your assessor before you commence training.

**RTO No: 30831**



# BSB30712 Certificate III in Work Health and Safety

10 competency units are required for award of this qualification, including:

- 5 core units
- 5 elective units

## Fees:

Code	Mode	Fee
BSB30712-f	Self-paced + mentoring / practical workshops	\$1,550
BSB30712-r	Recognition (RCC & RPL) not requiring gap training	\$550
BSB30712-g	Recognition (RCC & RPL) requiring gap training	\$1050

## Core Units: All must be taken

Code	Title
BSBWHS302A	Apply knowledge of WHS legislation in the workplace
BSBWHS303A	Participate in WHS hazard identification, risk assessment and risk control
BSBWHS304A	Participate effectively in WHS communication and consultation processes
BSBWHS305A	Contribute to WHS issue resolution
PUAWER001B	Identify, prevent and report potential workplace emergency situations

## Elective Units: 5 must be chosen

Code	Title
BSBCMM201A	Communicate in the workplace
BSBDIV301A	Work effectively with diversity
BSBINM301A	Organise workplace information
BSBINN201A	Contribute to workplace innovation
BSBFLM303C	Contribute to effective workplace relationships
BSBSUS301A	Implement and monitor environmentally sustainable work practices
BSBWHS406A	Assist with responding to incidents
BSBWOR301B	Organise personal work priorities and development
BSBWOR401A	Establish effective workplace relationships
BSBWRT301A	Write simple documents
CPPWMT3044A	Identify wastes and hazards
HLTFA311A	Apply first aid
HLTFA302C	Provide first aid in remote situation
PUAWER004B	Respond to workplace emergencies

**The RPL Manual for all WHS qualifications can be found at [www.hbta.edu.au/whs](http://www.hbta.edu.au/whs)**

## BSB40412 Certificate IV in Work Health and Safety

10 competency units are required for award of this qualification, including:

- 5 core units
- 5 elective units

### Fees:

Code	Mode	Fee
BSB40412-f	Self-paced + mentoring / webinars/ classes	\$2,990
BSB40412-r	Recognition (RCC & RPL) not requiring gap training	\$850
BSB40412-g	Recognition (RCC & RPL) requiring gap training	\$1,550

### Core Units: All must be taken

Code	Title
BSBWHS402A	Assist with compliance with WHS laws
BSBWHS403A	Contribute to implementing and maintaining WHS consultation and participation processes
BSBWHS404A	Contribute to WHS hazard identification, risk assessment and risk control
BSBWHS405A	Contribute to implementing and maintaining WHS management systems
BSBWHS406A	BSBWHS406A Assist with responding to incidents

### Elective Units: 5 units must be chosen

Code	Title
	<b>At least 3 Units must be chosen from Group A</b>
BSBCMM401A	Make a presentation
BSBPMG522A	Undertake project work
BSBRES401A	Analyse and present research information
BSBSUS301A	Implement and monitor environmentally sustainable work practices
BSBWHS407A	Assist with claims management, rehabilitation and return-to-work programs
BSBWHS408A	Assist with effective WHS management of contractors
BSBWHS409A	Assist with workplace monitoring processes
BSBWHS410A	Contribute to work-related health and safety measures and initiatives
PUAWER002B	Ensure workplace emergency prevention procedures, systems and processes are implemented

#### 2 Units may be chosen from Group B

BSBINN301A	Promote innovation in a team environment
BSBMGT401A	Show leadership in the workplace
BSBMGT403A	Implement continuous improvement
BSBWRT401A	Write complex documents
TAEASS301B	Contribute to assessment
TAEDEL301A	Provide work skill instruction

## BSB51312 Diploma of Work Health and Safety

9 competency units are required for award of this qualification, including:

- 5 core units
- 4 elective units

### Fees:

Code	Mode	Fee
BSB51312f	Self-paced + mentoring / practical workshops	\$3,300
BSB51312-r	Recognition (RCC & RPL) not requiring gap training	\$950
BSB51312-g	Recognition (RCC & RPL) requiring gap training	\$1,550

Pre-Requisites: All the core units from BSB41412 (or equivalent) must be attained prior to enrolling in this course either by training or RPL.

### Core Units: All must be taken

Code	Title
BSBWHS502A	Manage effective WHS consultation and participation processes
BSBWHS503A	Contribute to the systematic management of WHS risk
BSBWHS504A	Manage WHS hazards and risks
BSBWHS505A	Investigate WHS incidents
BSBWHS506A	BSBWHS506A Contribute to developing, implementing and maintaining WHS management systems

### Elective Units: 4 must be chosen

Code	Title
	<b>At least 3 units must be chosen from Group A</b>
BSBHRM509A	Manage rehabilitation or return to work programs
BSBWHS410A	Contribute to work-related health and safety measures and initiatives
BSBWHS507A	Contribute to managing WHS information systems
BSBWHS508A	Manage WHS hazards associated with plant
BSBWHS509A	Facilitate the development and use of hazard-management tools
CHCFAM504C	Respond to and contain critical incidents
PUAWER003B	Manage and monitor workplace emergency procedures, equipment and other resources
BSBWHS510A	Contribute to implementing emergency procedures
	<b>1 may be chosen from this list, or as specified in the qualifications framework, unless 4 units are chosen from Group A</b>
BSBINN601B	Manage organisational change
BSBMGT502B	Manage people performance
BSBMGT516C	Facilitate continuous improvement
BSBSUS501A	Develop workplace policy and procedures for sustainability
BSBWHS408A	Assist with effective WHS management of contractors
BSBWHS409A	Assist with workplace monitoring processes
TAEDEL401A	Plan, organise and deliver group based learning
	<b>Alternative elective choice</b>
BSBWHS606A	Conduct a WHS audit

# BSB60612 Advanced Diploma of Work Health and Safety

8 competency units are required for award of this qualification, including:

- 5 core units
- 3 elective units

## Fees:

Code	Mode	Fee
BSB51312f	Self-paced + mentoring / conducted entirely by personal research and workbased projects	\$2,990
BSB51312-r	Recognition (RCC & RPL) not requiring gap training	\$950
BSB51312-g	Recognition (RCC & RPL) requiring gap training	\$1,950

Pre-Requisites: All the core units from BSB51312 (or equivalent) must be attained prior to enrolling in this course either by training or RPL.

## Core Units: All must be taken

Code	Title
BSBWHS601A	Apply legislative frameworks for WHS
BSBWHS602A	Facilitate WHS activities
BSBWHS603A	Implement WHS risk management
BSBWHS604A	Evaluate the WHS performance of organisations
BSBWHS605A	Develop, implement and maintain WHS management systems

## Elective Units: 3 must be chosen

Code	Title
	<b>At least 2 units may be chosen from this list</b>
BSBINN601B	Manage organisational change
BSBMGT616A	Develop and implement strategic plans
BSBPMG522A	Undertake project work
BSBWHS606A	Conduct WHS audits
BSBWHS607A	Apply ergonomics to manage WHS hazards and risks
BSBWHS608A	Assist with applying occupational hygiene to manage WHS hazards and risks
BSBWHS609A	Advise on the application of safe design principles to control WHS risks
	<b>1 may be chosen from this list, or as specified in the qualifications framework, unless 3 units are chosen from Group A</b>
BSBMGT608C	Manage innovation and continuous improvement
CHCORG501B	Facilitate workplace change and innovation

### Healthy Business Training Academy

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