

# 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**



# BSB40419 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
BSB40419-f	Self-paced + mentoring / webinars/ classes	\$1,800
BSB40419-r	Recognition (RCC & RPL) not requiring gap training	\$850
BSB40419-g	Recognition (RCC & RPL) requiring gap training	\$1,550

**Core Units: All must be taken**

Code	Title
BSBWHS412	Assist with workplace compliance with WHS laws
BSBWHS413	Contribute to implementation and maintenance of WHS consultation and participation processes
BSBWHS414	BSBWHS414 Contribute to WHS risk management
BSBWHS415	Contribute to implementing WHS management systems
BSBWHS416	Contribute to workplace incident response

**Elective Units Group A: At least 3 units must be chosen**

Code	Title
<b>At least 3 Units must be chosen from Group A</b>	
BSBRES411	Analyse and present research information
BSBWHS417	Assist with managing WHS implications of return to work
BSBWHS418	Assist with managing WHS compliance of contractors
BSBWHS419	Contribute to implementing WHS monitoring processes
BSBWHS431	Develop processes and procedures for controlling hazardous chemicals in the workplace
BSBWRT401	Write complex documents
<b>2 Units may be chosen from Group B</b>	
BSBCMM401	Make a presentation
BSBINN301	Promote innovation in a team environment
BSBMGT401	Show leadership in the workplace
BSBMGT403	Implement continuous improvement
BSBPMG409	Apply project scope management techniques (RPL only)
BSBSUS401	Implement and monitor environmentally sustainable work practices
TAEASS301A	Contribute to assessment
TAEDEL301A	Provide work skill instruction

Other electives may be available by RPL if required.

# BSB51319 Diploma of Work Health and Safety

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

- 5 core units
- 5 elective units

## Fees:

Code	Mode	Fee
BSB51319-f	Self-paced + mentoring / practical workshops	\$3,300
BSB51319-r	Recognition (RCC & RPL) not requiring gap training	\$950
BSB51319-g	Recognition (RCC & RPL) requiring gap training	\$1,550

Pre-Requisites: All the core units from BSB41419 (or equivalent) must be attained prior to enrolling in this course either by training or RPL.

## Core Units: All must be taken

Code	Title
BSBWHS513	Lead WHS risk management
BSBWHS515	Lead initial response to and investigate WHS incidents
BSBWHS516	Contribute to developing, implementing and maintaining an organisation's WHS management system
BSBWHS519	Lead the development and use of WHS risk management tools
BSBWHS522	Manage WHS consultation and participation processes

Code	Title
<b>Electives Group A</b>	<b>At least 3 units must be chosen from Group A</b>
BSBWHS512	Contribute to managing work-related psychological health and safety
BSBWHS514	Manage WHS compliance of contractors
BSBWHS517	Contribute to managing a WHS information systems
BSBWHS518	Manage WHS hazards associated with maintenance and use of plant
BSBWHS520	Manage implementation of emergency procedures
BSBWHS531	Implement and evaluate system of work for managing hazardous chemicals
<b>Electives Group B</b>	<b>2 may be chosen from this list, or as specified in the qualifications framework, unless 4 units are chosen from Group A</b>
BSBHRM509	Manage rehabilitation or return to work programs
BSBINN601	Lead and manage organisational change
BSBITU501	Conduct data analysis
BSBLDR511	Develop and use emotional intelligence
BSBLDR513	Communicate with influence
BSBMGT502	Manage people performance
BSBMGT516	Facilitate continuous improvement
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBWHS521	Ensure a safe workplace for a work area
BSBWOR502	Lead and manage team effectiveness
TAEDEL401	Plan, organise and deliver group-based learning