



# WORK HEALTH AND SAFETY

## With our programs You get to do it your way!

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

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

With HBTA you have a choice of 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 based on work experience and previous studies

With a choice of participation methods:

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

With these great advantages:

- enrolment at any time
- study plans to suit personal time
- availability
- progress at your own pace\*
- corporate group and valued client
- discounts
- PAYG payment options for individuals

\* Progression rules apply and there are time limits for completion of studies. More details are given on enrolment forms and in the student manual.

## Time limits to complete the qualifications

The volume of learning for a Certificate IV is 6 months and a Diploma is 12 months, unless there are factors such as your prior learning and experience that can shorten the course duration. You are allowed up to 12 months to complete your studies for a Certificate IV and 18 months for a Diploma..

You need to keep us informed of any special circumstances for which you might be allowed an extension.

## Fast Track Your Training Options

It is possible to integrate real work experience into course studies.

If you have workplace evidence that matches the study assessment tasks, you can discuss this with your assessor.

Remember to get permission for this from your employer.

## Keep us up to date

If you change your name, address or contact details you need to keep us informed.

It is also very important to make sure your details match your records for USI.

It is the little things that cause delays in issuing your qualifications.

### BSB30719 Certificate III in Work Health and Safety

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

- 6 core units
- 5 elective units

Code	Fees:
BSB30719-f Self-paced + mentoring / practical workshops	\$2,100
BSB30719-g Recognition (RCC & RPL) requiring gap training	\$2,100

#### Core Units: All 6 must be taken

BSBWHS307	Apply knowledge of WHS laws in the workplace
BSBWHS308	Participate in WHS hazard identification, risk assessment and risk control processes
BSBWHS309	Contribute effectively to WHS communication and consultation processes
BSBWHS310	Contribute to WHS issue-resolution processes
BSBWHS331	Participate in identifying and controlling hazardous chemicals
PUAFER001	Identify, prevent and report potential facility emergency situations

#### Electives

Choose 5 from this list or at least 3 from this list and 1 from Cert II and 1 from Cert 4

BSBCMM201	Communicate in the workplace
BSBDIV301	Work effectively with diversity
BSBFLM303	Contribute to effective workplace relationships
BSBINM301	Organise workplace information
BSBINN201	Contribute to workplace innovation
BSBLDR402	Lead effective workplace relationships
BSBLDR403	Lead team effectiveness
BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBWHS416	Contribute to workplace incident response
BSBWRT301	Write simple documents
BSBWOR301	Organise personal work priorities and development
CPPWMT3044A	Identify wastes and hazards
PUAWER004	Respond to facility emergencies
BSBWHS332X	Apply infection prevention and control procedures to own work activities

### BSB41419 Certificate IV in Work Health and Safety

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

- 5 core units
- 5 elective units

Code	Fees:
BSB40419-f Self-paced + mentoring / practical workshops	\$2,100
BSB40419-g Recognition (RCC & RPL) requiring gap training	\$2,100

#### Core Units: All must be taken

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

#### Electives Group A

At least 3 units must be chosen from Group A

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

#### Electives Group B

2 may be chosen from this list

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
TAEASS301	Contribute to assessment
TAEDEL301	Provide work skill instruction

\*Other electives may be available by RPL if required.

## BSB51319 Diploma of 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
BSB51319-f	Self-paced + mentoring / practical workshops	\$3,300
BSB51319-g	Recognition (RCC & RPL) requiring gap training	\$3,300

**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

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

### Electives Group A

At least 3 units must be chosen from Group A

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

### Electives Group B

2 may be chosen from this list, or as specified in the qualifications framework, unless 4 units are chosen from Group A

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



### Healthy Business Training Academy

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