

- Course No BSB30707
- Course No BSB41407
- Course No BSB51307
- Course No BSB60607



### Who is the Australian Centre for Work Safety?

We are the leading global provider of distance learning opportunities in occupational health and safety. As a business unit within Polytechnic West, ACWS can offer you award qualifications that are recognised nationally.

### What is our focus?

Our focus is to provide individuals with award certification in the area of Occupational Health and Safety. Occupational Health and Safety professionals assist organisations to manage the workplace health and safety system by facilitating positive change in the areas of people, environment, equipment and work tasks.

### What employment opportunities exist in the area of occupational health and safety?

Your award certification may lead you to opportunities in the following appointments:

- Work Health & Safety Practitioner
- Safety Officer or Supervisor
- Occupational Safety & Health Coordinator
- Safety & Quality Manager
- Safety & Environment Manager

### What courses can you offer me?

You can now study the business services training package in Occupational Health and Safety with us, commencing with a Certificate III or Certificate IV, then Diploma and Advanced Diploma.

## Business Services Training Package BSB07 for Non WA Residents

We have a prerequisite that you must have successfully completed the lesser qualification prior to enrolling in the higher qualification.

### Is there any tertiary recognition once I have completed the Advanced Diploma?

Up to eighteen months credit in a Bachelor of Science (occupational health and safety) is available through distance education once you have successfully completed the Advanced Diploma.

### Do you offer Distance Education @ my destination?

We specialise in distance education. We can email or post an enrolment form to you at your request and you can enrol at any time in one unit of your course.

Once your payment has been received for an individual unit, we then post to you a unit pack complete with unit guide and assessments (usually a workbook, open book exam & assignment) or Portfolio at your request. We also suggest that you purchase the recommended text books for the course with your first unit.

You can complete your assessments as fast as you like! As soon as you have completed your unit assessments send them to us for marking and you can move on and enrol in your next unit.

We suggest that you try and complete your assessments for the unit within 3 months of starting; however your enrolment is only valid for 6 months with Polytechnic West.

### How long will it take me to complete the course?

Distance education will depend on your time commitment to complete the unit assessments. You can re enrol in your next unit at any time by phone!

### What skills do I need to complete the course?

It is recommended that students have access to a computer and are able to use programs such as Microsoft Word and Excel. Access to the internet is also highly recommended.

### BSB30707 Certificate III in Occupational Health and Safety

This is a training program that leads to the completion of the Business Services Training Package BSB07 qualification BSB30707.

This course provides you with the practical skills and knowledge to work within entry level positions in the field of OH&S.

### BSB41407 Certificate IV in Occupational Health and Safety

This is a training program that leads to the completion of the Business Services Training Package BSB07 qualification BSB41407.

This course provides you with the practical skills and knowledge to work within supervisory level positions in the field of OH&S

### BSB51307 Diploma of Occupational Health and Safety

A prerequisite for the Diploma is the successful completion of the Certificate IV in Occupational Health and Safety or equivalent experience.

This is a training program that leads to the completion of the Business Services Training Package BSB07 qualification BSB51307.

This course provides you with the practical skills to undertake OH&S functions at lower to middle level management.

### BSB60607 Advanced Diploma of Occupational Health and Safety

A prerequisite for the Advanced Diploma is the successful completion of the Diploma of Occupational Health and Safety or equivalent experience.

This is a training program that leads to the completion of the Business Services Training Package BSB07 qualification BSB60607. This course provides you with the practical skills and knowledge to work within management level positions in the field of OH&S

For course outlines please visit <http://www.ohseducation.com>



**D138 Certificate III of Occupational Health and Safety BSB30707**

	<i>SIN</i>	<i>Module/Unit Title</i>	<i>Hrs</i>	<i>\$ Cost</i>
1	D0888	BSBOHS301B Apply knowledge of OHS legislation in the workplace	30	150.00
2	D0889	BSBOHS302B Participate effectively in OHS communication and consultative processes	30	150.00
3	D0890	BSBOHS303B Contribute to OHS hazard identification and risk assessments	30	150.00
4	D0891	BSBOHS304B Contribute to OHS hazard control	30	150.00
5	D0892	BSBOHS305B Contribute to OHS issue resolution	20	100.00
6	D0893	BSBOHS306B Contribute to implementing emergency prevention activities and response procedures	20	100.00
7	D0894	BSBOHS307B Participate in OHS investigations	30	150.00
8	D0751	BSBINM301A Organise workplace information	20	100.00
9	D1028	BSBWOR301A Organise personal work priorities and development	30	150.00
10	D1055	BSBWRT301A Write simple documents	30	150.00
11	D0971	BSBRES401A Analyse and present research information	40	200.00
12	D0632	BSBCM311B Maintain workplace safety	20	100.00
<i>Cost of workbooks and text not included</i> <b>TOTALS</b>			<b>330</b>	<b>\$1650.00</b>

**D157 Certificate IV of Occupational Health and Safety BSB41407**

	<i>SIN</i>	<i>Cluster</i>	<i>Module/Unit Title</i>	<i>Hrs</i>	<i>\$ Cost</i>
1	D0896	A	BSBOHS402B Contribute to the implementation of the OHS consultation process	40	200.00
2	D0971		BSBRES401A Analyse and Present Information	40	200.00
3	D0902		BSBOHS408A Assist with compliance with OHS and other relevant laws	40	200.00
4	D0897	B	BSBOHS403B Identify hazards and assess OHS risks	40	200.00
5	D0900		BSBOHS406B Use equipment to conduct workplace monitoring	50	250.00
6	D0895	C	BSBOHS401B Contribute to the implementation of a systematic approach to managing OHS	50	250.00
7	D0898		BSBOHS404B Contribute to the implementation of strategies to control OHS risk	40	200.00
8	D0899	D	BSBOHS405B Contribute to the implementation of emergency procedures	40	200.00
9	D0910		BSBOHS508B Participate in the investigation of incidents	60	300.00
<i>Cost of workbooks and text not included</i> <b>TOTALS</b>			<b>400</b>	<b>\$2000.00</b>	

**D175 Diploma of Occupational Health and Safety BSB51307**

	<i>SIN</i>	<i>Cluster</i>	<i>Module/Unit Title</i>	<i>Hrs</i>	<i>\$ Cost</i>
1	D0903	A	BSBOHS501B Participate in the coordination and maintenance of a systematic approach to managing OHS	50	250.00
2	D0904		BSBOHS502B Participate in the management of OHS information and data systems	50	250.00
3	D0907	B	BSBOHS505B Manage hazards in the work environment	50	250.00
4	D0908		BSBOHS506B Monitor and facilitate the management of hazards associated with plant	50	250.00
5	D0906	C	BSBOHS504B Apply principles of OHS risk management	50	250.00
6	D0909		BSBOHS507B Facilitate the application of principles of occupational health to control OHS risk	50	250.00
7	D0910		BSBOHS508B Participate in the investigation of incidents	60	300.00
<i>Cost of workbooks and text not included</i> <b>TOTALS</b>			<b>360</b>	<b>\$1800.00</b>	

**D186 Advanced Diploma of Occupational Health and Safety BSB60607**

	<i>SIN</i>	<i>Module/Unit Title</i>	<i>Hrs</i>	<i>\$ Cost</i>
1	D0912	BSBOHS601B Develop a systematic approach to managing OHS	60	300.00
2	D0913	BSBOHS602B Develop OHS information and data analysis and reporting and recording processes.	50	250.00
3	D0914	BSBOHS603B Analyse and evaluate OHS risk	40	200.00
4	D0915	BSBOHS604B Apply ergonomic principles to control OHS risk	50	250.00
5	D0916	BSBOHS605B Apply occupational hygiene principles to control OHS risk	50	250.00
6	D0919	BSBOHS608B Conduct an OHS audit	60	300.00
7	D0920	BSBOHS609B Evaluate an organisation's OHS performance	50	250.00
<i>Cost of workbooks and text not included</i> <b>TOTALS</b>			<b>360</b>	<b>\$1800.00</b>