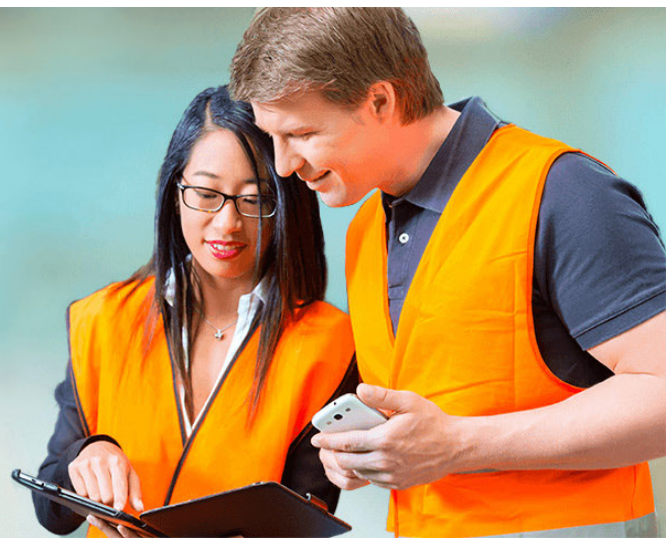




Certificate III in Work Health and Safety

BSB30715



A SPECIALIST WORK HEALTH AND
SAFETY QUALIFICATION FOR THOSE
SUPPORTING THE WHS FUNCTION



About This Course

The specialist qualification Certificate III in Work Health and Safety will provide you with a solid understanding of safety information, risk management, controlling safety incidents and effective safety consultation. This qualification suits those seeking a specialist role supporting the WHS function and offers an elective choice to suit a variety of needs.

The strength of the College's Safety course rests in our ability to translate the conceptual knowledge of safety practices and legislation into an active learning program that students can then apply in their industry. The Certificate III in Work Health and Safety teaches practical and workable safety solutions. A key focus is on how to make the consultative processes effective.

Subject Choices

- Contribute to WHS
- Managing Incidents
- Safety and Risk
- WHS Consultation
- Business Writing Basics (E)

Key Course Facts

Start Date:
Start immediately

Delivery Options:
On-line/Correspondence

Duration:
Complete within 8 months

Group Training:
Workshops available

Course Fees: \$3,300 All materials provided at no extra cost

The course fees may vary if you are a trainee or if the state that you reside in has a subsidised training opportunity. Refer to the tables below.

New Entrant Traineeship Fees for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
		\$3,300	\$1,312		\$3,300	\$3,300	

Existing Worker Traineeship Fees for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
			\$1,312				

School Based Traineeship Fees for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
		\$3,300	\$1,312			\$3,300	

Subsidised Training Options for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
\$1,320							
\$1,580							

* NSW fees depend on previous qualification levels

** Subject to eligibility and availability at the time of enrolment



Entry Requirements

Reading and Writing Skills

The course is an online correspondence course so you need to have average English reading and writing skills, or higher. As a guide - you should have completed Year 12 schooling, or have sound workplace written communication skills.

Spoken English Skills

To ensure successful completion of this course you must have sufficient English speaking skills to be able to communicate with your Student Adviser over the phone.

Numeracy Skills

Numeracy skills are only required to a basic level eg calculations with calculators.

Computer and Internet

- Access to a Desktop Computer or Laptop
- Internet access with Internet Explorer 8+, Chrome or Firefox
- Microsoft Office 2010 Word and Subject specific Office products for chosen electives (ie Excel, Powerpoint, Publisher)

Other

- Ability to study and conduct assessments in a safe environment

Subject Descriptions

Core Subjects:

Contribute to WHS

Work Health & Safety policies, procedures and compliance are the focus of this safety subject. The subject looks at identifying key safety practices in a workplace. It covers workplace evacuations as well as identifying relevant safety training and procedures that may be required. It covers a foundation in the legal obligations and is a good solid base for understanding safety responsibilities. It involves a range of workplace activities like a safety inspection.

Unit(s):

BSBWHS302 - Apply knowledge of WHS legislation in the workplace

Managing Incidents

Are you involved in planning for emergencies or evacuations in the workplace? If so this subject covers the basics of Emergency Planning, Work Health and Safety laws, Emergency Situations and Plans, Emergency Procedures including Emergency Maps, Emergency Alarm System and Emergencies with Potential for Environmental Impact. Other topics covered are Specific Emergencies and Incident Investigation.

Unit(s):

PUAWER001B - Identify, prevent and report potential workplace emergency situations

PUAWER004B - Respond to workplace emergencies

PUAWER002B - Ensure workplace emergency prevention procedures, systems and processes are implemented

BSBWHS406 - Assist with responding to incidents

Safety and Risk

Participation in the process of identifying work health and safety (WHS) hazards, and assessing and controlling WHS risks, is the focus of this subject. A key ingredient is the ability to promote and support worker consultation about WHS issues. This is a great subject for those who want to learn more about identifying and managing safety hazards.

Unit(s):

BSBWHS303 - Participate in WHS hazard identification, risk assessment and risk control

WHS Consultation

This subject covers the skills and knowledge required to participate in work health and safety (WHS) communication and consultation processes. This includes processes to raise safety issues with others and to assist in the resolution of those issues.

Unit(s):

BSBWHS304 - Participate effectively in WHS communication and consultation processes

BSBWHS305 - Contribute to WHS issue resolution

Elective Subjects:

Business Writing Basics

Learn to develop a good writing style for creating standard business documents such as basic letters, invoices, memos, messages and emails. You will also get tips on reviewing, proofreading and editing documents, as well as how to safely save and store them. Practical activities ensure that you have the necessary skills to organise information, communicate with work colleagues and write clearly.

Unit(s):

BSBCMM201 - Communicate in the workplace

BSBWRT301 - Write simple documents

BSBADM302 - Produce texts from notes

Service Guarantees

Quality Training Provider

ACCM was one of the first private training Colleges to be given official RTO registration status.

22 years later we have helped over 3 000 employers and 31 000 students achieve their career goals and have been recognised as a state finalist on the NSW Training Awards.

We have a history of satisfied students and clients and repeat business. Our testimonials on our website are genuine and the type of feedback we receive daily.

We are so confident that you will be pleased with the College service, that we guarantee it.

Speedy Paper-less Enrolment

Enrolment Applications are accepted 24/7 online. Be fully enrolled in your course in 7 minutes!

For customised or employment based courses and traineeships contact us and we will send you a customised enrolment page by email.

Start Anytime - Immediate Enrolment

Within 30 minutes of being enrolled, your personal log-on details are emailed to you. This gives you access to course materials to commence your studies (via our on-line system WebClass).

Industry Expert Student Adviser

You will be allocated your own industry experienced Student Adviser. While they will personally manage your program; you will also benefit from the College team around them to provide expert assistance in all subject areas.

Prompt Results and Feedback

All assessments are promptly returned (via Webclass) with detailed feedback and encouragement. Our goal is to have them back to you in 2 weeks or less. In the meantime you can progress to your next subject.

Personal Contact for the Right Start

When you enrol your College Student Adviser will phone to welcome you to the course. Your Student Adviser will ensure that you understand the best way to progress in your course. They will also assist you with any questions you may have.

They will be in regular touch with you at the start of your course to offer motivation, support and guidance. For employment based enrolments they will also make contact with supervisors during this time to address any questions they may have.

Pro-active Learner Support

The support won't stop! Contact from your College Student Adviser will continue every month, based on the level of help you need.

Of course, at any time you can call us to get help. Get immediate assistance over the phone and by email. If immediate assistance is unavailable for any reason, we will make sure a qualified Student Adviser is in contact with you no later than the next business day.

Quality Course Materials

Our step by step course materials have been written by industry experts specifically for the College. They will give you all of the relevant learner information you need to succeed in your course.

The resources simplify industry jargon and concepts, give you industry insight and understanding, and focus on current real world business practices.

Employer Progress Updates

For employment based enrolments all supervisors will have access to an online progress report showing the current status of all learners. We understand that it's essential to keep you up to date so we will prompt you each month to access your report.
