



DISTANCE STUDY

> OPTIONS TO SUIT YOU

Wodonga TAFE offers courses that cover a range of OHS roles and responsibilities.

> CHOICE OF QUALIFICATIONS

Select the right qualification level to suit the technical knowledge you require and to suit your career aspirations.

> DISTANCE STUDY

Study at your own pace and in your own time.

OCCUPATIONAL HEALTH & SAFETY

DISTANCE EDUCATION

THE PROGRAMS

Certificate IV in Occupational Health and Safety

BSB41407

This is the entry level qualification for those having any responsibility for the OHS function.

The qualification reflects the role of individuals who use welldeveloped skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

There are no formal entry requirements.

This qualification would suit:

- an OHS officer in a full-time dedicated role who works under the supervision of an OHS coordinator or manager.

Diploma of Occupational Health and Safety

BSB51307

Building on the knowledge and skills developed in Certificate IV, you will address OHS issues in greater detail.

This qualification reflects the role of individuals who coordinate and maintain the OHS program within an organisation. Individuals possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and the work of others with safety responsibilities.

It is recommended that students complete the Certificate IV before undertaking the Diploma, as the Certificate IV units underpin the Diploma.

This qualification would suit:

- a senior OHS officer
- an OHS manager
- an OHS practitioner.

PROGRAM OUTLINE

Eight units required plus 1 elective

Contribute to the implementation of a systematic approach to managing OHS

Contribute to the implementation of OHS consultation process

Identify hazards and assess OHS risks

Contribute to the implementation of strategies to control OHS risk

Contribute to the implementation of emergency procedures

Use equipment to conduct workplace monitoring

Monitor a safe workplace

Assist with compliance with OHS and other relevant laws

Eight units required

Participate in the coordination and maintenance of a systematic approach to managing OHS

Participate in the management of the OHS information and data systems

Assist in the design and development of OHS participative arrangements

Apply principles of OHS risk management

Manage hazards in the work environment

Monitor and facilitate the management of hazards associated with plant

Facilitate the application of principles of occupational health to control OHS risk

Participate in the investigation of incidents

OCCUPATIONAL HEALTH & SAFETY



Advanced Diploma of Occupational Health and Safety

BSB60607

The Advanced Diploma builds on the knowledge and skills developed in the Diploma, addressing issues in greater complexity.

This qualification reflects the role of individuals who analyse, design and execute judgments using wide-ranging technical, creative, conceptual or managerial competencies. Their knowledge base may be specialised or broad. These individuals are often accountable for group outcomes.

It is recommended that students complete the Diploma before undertaking the Advanced Diploma, as the Diploma units underpin the Advanced Diploma.

This qualification would suit an:

- OHS advisor
- OHS auditor
- OHS manager
- OHS risk officer
- OHS specialist
- OHS senior consultant.

Select eight units from:

Develop a systematic approach to managing OHS

Develop OHS information and data analysis and reporting and recording processes

Analyse and evaluate OHS risk

Apply ergonomic principles to control OHS risk

Apply occupational hygiene principles to control OHS risk

Develop and implement crisis management processes

Advise on application of safe design principles to control OHS risk

Conduct an OHS audit

Evaluate an organisation's OHS performance

COURSE DELIVERY

All courses are conducted by flexible delivery, thereby allowing you to study at your own pace.

Your enrolment in each of the courses is current for 12 months, enabling you to set personal timelines for completion of all assignments and workbooks.

ENTRY REQUIREMENTS

Students will need to be employed or have access to a workplace. A letter from your employer permitting the student to use their workplace for the purpose of completing assessment tasks will need to be submitted prior to commencement.

There are no formal entry requirements for the Certificate IV. Students are recommended to have completed the Certificate IV before beginning the Diploma, and likewise have completed the Diploma before commencing the Advanced Diploma.

If a student feels they have the underpinning knowledge and necessary skills covered in any of the units they can apply for Recognition of Current Competencies (RCC) or Recognition of Prior Learning (RPL).

For more information please refer to the contact details overleaf.

DEGREE

IF YOU GO ON TO UNIVERSITY YOU MAY RECEIVE CREDITS FOR THE UNITS COMPLETED ABOVE. CONTACT YOUR INTENDED UNIVERSITY FOR MORE DETAILS.

COURSE FEES

CERTIFICATE IV in Occupational Health and Safety

Course Cost	(based on approx 450 hours tuition, no SAF, students must be eligible for a government-funded place) approx.	\$828.00*
Textbook:	OH&S in Australia	\$65.00
Workbooks:	Hardcopy (per book)	\$20.00
	Electronic	FOC
Common Business Unit Workbooks (per book)		\$40.00

DIPLOMA of Occupational Health and Safety

Course Cost	(fee for service, \$330.00 per module)	\$2,640.00*
Textbook:	OH&S in Australia	\$65.00
Workbooks:	Hardcopy (per book)	\$20.00
	Electronic	FOC
Common Business Unit Workbooks (per book)		\$40.00

ADVANCED DIPLOMA of Occupational Health and Safety

Course Cost	(fee for service, \$330.00 per module)	\$745.20*
Textbook:	OH&S in Australia	\$65.00
Workbooks:	Hardcopy (per book)	\$20.00
	Electronic	FOC
Common Business Unit Workbooks (per book)		\$40.00

*These prices are current as at 1 January 2011.
Material and course costs are subject to change without notice.
Please check current costs at the time of your enrolment.

CAREER OPPORTUNITIES AND FURTHER STUDY

For anyone contemplating a full-time career in Occupational Health and Safety, the Diploma is the minimum requirement.

Graduates of the Advanced Diploma may also apply for entry into related university degree courses.



FOR MORE INFORMATION AND APPLICATIONS CONTACT:

Community Services and Health

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