



# Diploma in Occupational Health & Safety

**BSB51307**

## Course Description

This qualification reflects the role of individuals who coordinate and maintain the OHS program within an organisation. Individuals would 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.

## Career Outcomes

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Occupational Health and Safety Manager, Occupational Health and Safety Practitioner and Senior Occupational Health and Safety Officer.

## Pre-requisites

No previous knowledge or experience is required to undertake this course. It is preferred that individuals considering this qualification have achieved the BSB41407 Certificate IV in Occupational Health and Safety or other relevant qualification/s, OR have some vocational experience working in occupational health and safety roles without a formal business qualification. Students must have access to a workplace while undertaking this qualification.

## Computer Requirements

Throughout the program you will need to have access to a PC or laptop with the following requirements:

- Microsoft Windows (98, Me, 2000, 2003, XP or Vista )
- Microsoft Word 97 or later
- Adobe Acrobat Reader\*
- Access to Internet and Email
- CD-Rom Drive

\* Can be downloaded free of charge from [www.adobe.com](http://www.adobe.com)

## Delivery Methods

ACTE endeavours to accommodate a variety of client needs by providing a comprehensive list of delivery methods. The following delivery methods are available for this qualification:

- **Distance Learning** (All workbooks sent to client)
- **Assessment Only Pathway** (RPL/RCC)

For further information, please contact one of our course advisors on **1800 22 99 33**.

## Course Duration

Depending on your choice of delivery method you may have up to 12 months to complete this qualification.

Distance	Assessment Only
12 months to complete with tutor support	6 months to complete with RPL Advisor for support

## Course Units

There are 8 units – 5 Occupational Health & Safety units plus 3 elective units.

### Core

Unit Code	Unit Title
BSBOHS501B	Participate in the coordination and maintenance of a systematic approach to managing OHS
BSBOHS502B	Participate in the management of the OHS information and data systems
BSBOHS503B	Assist in the design and development of OHS participative arrangements
BSBOHS504B	Apply principles of OHS risk management
BSBOHS505B	Manage hazards in the work environment

### Elective

Unit Code	Unit Title
BSBOHS506B	Monitor and facilitate the management of hazards associated with plant
BSBOHS507B	Facilitate the application of principles of occupational health to control OHS risk
BSBOHS508B	Participate in the investigation of incidents

## Resources Included

All of the learning materials required to complete this qualification will be provided. These learning materials have been designed to engage and lead the student through the learning process. Students will receive:

- ACTE compendium
- Introductory Letter (Document explaining the program)
- Student Materials CD (Supplementary reading materials and electronic templates to assist you in completing the assessment)
- Sample Documents (hard copy only)
- Assessment Workbooks (electronic and hard copy)

## **Assessment Information**

Assessment is ongoing throughout the learning process to both gather data on attainment of competencies, and to provide learners with feedback on how they are progressing. For more details contact one of our course advisors on **1800 22 99 33**.

## **Enrolment Form**

To enrol in this qualification or to find out further information, contact one of our course advisors on **1800 22 99 33**.