

BSB30715

Certificate III in Work Health and Safety



Qualification Outline
Online

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The Purpose of the Qualification Outline

The purpose of this document is to provide a robust platform for the delivery and assessment of the BSB30715 Certificate III in Work Health & Safety completed via online delivery.

This is your training and assessment plan.

BSB30715 Certificate III in Work Health and Safety

About WISE EDUCATION GROUP

Wise Education is a national RTO delivering work based qualifications in partnership with local and national clients. We have been delivering in various sectors for over 7 years and hold a strong portfolio of participants.

Our products offerings include qualifications in the following industry sectors:

- Business
- Business Administration
- Sales
- Customer Engagement
- Work Health & Safety
- Hospitality
- Management
- Warehouse Operations
- Aged Care
- Child Care
- Disability Services
- Employment Services
- Education Support
- Volunteering Services
- Retail
- Record Keeping
- Marketing & Advertising
- Small Business Management
- Franchising
- Tourism & Events
- Accounting & Bookkeeping
- Project Management

As a Registered Training Organisation:

- * We provide flexible work based solutions for employers and staff
- * Have a strong team of trainers expertise
- * Have demonstrated knowledge in developing concepts for training regimes that reflect the industry needs
- * Have a strong account management structure
- * Have a sound internal working management system that ensures we commit to our promise
- * Have a culture that is built entirely on customer care
- * Have a Work Placement Scheme that supports most qualifications

	<ul style="list-style-type: none"> * Have logbooks that record your work placement activities and supports your practical learning * Have available webinars which can be undertaken at any time as a recorded session or Live led by your trainer
<p>The Need</p>	<p>General: There is a growing need for experienced, qualified managers, supervisors or safety specialists across all industries. As this is a highly regulated area in any business it is very important the staff reflect the required skills and knowledge. Businesses are required to work within the Australian standards or the state specific standards and it is the staff and the business' responsibility to ensure that these standards are compliant.</p> <p>From an industry perspective: The safety regulations within any industry are an important part of business operations. Often many businesses focus on the operations of the business and can neglect the standards and best practice for ensuring a safe workplace. As a result it is vital that qualified and experience staff are made responsible for this requirement so the industry can maintain high performance against work health & safety. Where this is practiced, it will always lead to a positive result on bottom line anyway.</p> <p>From potential participants' perspective:</p> <p>Staff irrespective of the industry they are in, require training in order to undertake their roles effectively. They require internal on the job training and monitoring with the view of a training plan so they can also determine their job readiness. Staffs also are looking to have these skills form part of a nationally recognised qualification so they can demonstrate their sound industry knowledge by way of an industry specific qualification. This strengthens their personal resume and provides a platform for determining their career path.</p>
<p>Target Market</p>	<p>This qualification is suitable for people who take on work health and safety (WHS) responsibilities in addition to their main duties. They may provide technical advice and support to a team. The qualification reflects the role of skilled operators who apply a broad range of competencies in varied work contexts.</p> <p>Job roles and titles may include:</p> <ul style="list-style-type: none"> • Health and Safety Assistant • Health and Safety Committee Member • Health and Safety Representative
<p>Entry requirements</p>	<p>Training Package: No entry requirements specified</p> <p>Wise Education Requirements: Participants must be able to fulfil the following specific requirements:</p> <ul style="list-style-type: none"> • Pay your student qualification fee • Complete an enrolment form • Complete a language, literacy and numeracy test as part of the enrolment form • The enrolment form will be emailed and you must save it locally on your computer prior to completing the forms. They can be completed and filled in electronically or you can post directly to:

	<p>Wise Education Group PO Box 6252 Alexandria NSW 2015</p> <ul style="list-style-type: none"> You will also be provided with a copy of the Qualification Outline and Participant Handbook.
<p>Outcomes</p>	<p>This program has been designed to equip participants (see target market) with the skills and experience required to work within the roles mentioned. They will obtain the following skills and knowledge:</p> <ul style="list-style-type: none"> raising relevant WHS issues in meetings and supporting others to do so Using electronic communication devices and processes Manage time effectively and deal with contingencies Effective interpersonal skills to build sound relationships Sound knowledge of Work Health & Safety Able to participate in an induction Monitor procedures when storing chemicals or dangerous goods Deliver and monitor a service to customers Risk management Compliance with policies, procedures and legislation Identifying hazards and risks Prepare workplace documentation Participate in environmentally sustainable work practices Manage a team in a WHS environment Appropriately skilled team members Organisational policies and procedures are adhered to
<p>Program overview</p>	<p>The delivery and assessment of this program is completely online. All modules are allocated to the Learning Management System under the grouping of Diploma of Events. Participants will be allocated a maximum of 2 units of competency at a time.</p>
<p>Delivery and Assessment</p>	<p>The theory components are the first part of the online experience. You will undertake each of your modules allowing up to 8 hours completing the module and at least 4 hours for assessment completion. The learning module and assessment can be carried out over time and we recommend scheduling at least one module with assessment per month.</p> <p>At the conclusion of the module you will complete your assessment in a writable pdf document. Refer to the assessment section for instructions.</p> <p>The modules are made up of 2 components:</p> <ul style="list-style-type: none"> Learning Content The quiz, which are your assessment questions combined with My Project which are both free form text assessment. You will also need to substantiate your assessment with responses to case studies or scenarios that have a workplace context <p>You will flow to each component as you complete each section.</p>
<p>Duration</p>	<p>This program is a self-paced program and the only requirement is it is completed within a 12 month period.</p>

	<p>You will be allocated with 2 module and assessments at a time. Your Trainer/Assessor will monitor the completion of your assessments and mark these within 5 working days. You will receive an email notification of your competency.</p> <p>Once you have been deemed competent your Assessor will allocate the next unit for completion.</p>																																	
Pre requisites	<p>There are no unit level pre requisites that participants must complete to enter this program.</p>																																	
Packaging	<p>To complete this qualification participants must complete a total of 10 units of competency comprising: 5 core units and 5 elective units which may be taken from the list below.</p>																																	
Units	<p>Wise Education Group is able to deliver and assess the following units of competency. Units of competency will be selected to create a specialisation that is specific to the client.</p> <table border="1" data-bbox="427 779 1473 1447"> <thead> <tr> <th>Unit Code</th> <th>Unit Title</th> <th>Core/ Elective</th> </tr> </thead> <tbody> <tr> <td>BSBWHS302</td> <td>Apply knowledge of WHS legislation in the workplace</td> <td>Core</td> </tr> <tr> <td>BSBWHS303</td> <td>Participate in WHS hazard identification, risk assessment and risk control</td> <td>Core</td> </tr> <tr> <td>BSBWHS304</td> <td>Participate effectively in WHS communication and consultation processes</td> <td>Core</td> </tr> <tr> <td>BSBWHS305</td> <td>Contribute to WHS issue resolution</td> <td>Core</td> </tr> <tr> <td>PUAWER001B</td> <td>Identify, prevent and report potential workplace emergency situations</td> <td>Core</td> </tr> <tr> <td>BSBWHS406</td> <td>Assist with responding to incidents</td> <td>Elective</td> </tr> <tr> <td>BSBSUS401</td> <td>Implement and monitor environment and sustainable work practices</td> <td>Elective</td> </tr> <tr> <td>BSBDIV301</td> <td>Work effectively with diversity</td> <td>Elective</td> </tr> <tr> <td>BSBWHS401</td> <td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td> <td>Elective</td> </tr> <tr> <td>BSBINM301</td> <td>Organise workplace information</td> <td>Elective</td> </tr> </tbody> </table>	Unit Code	Unit Title	Core/ Elective	BSBWHS302	Apply knowledge of WHS legislation in the workplace	Core	BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control	Core	BSBWHS304	Participate effectively in WHS communication and consultation processes	Core	BSBWHS305	Contribute to WHS issue resolution	Core	PUAWER001B	Identify, prevent and report potential workplace emergency situations	Core	BSBWHS406	Assist with responding to incidents	Elective	BSBSUS401	Implement and monitor environment and sustainable work practices	Elective	BSBDIV301	Work effectively with diversity	Elective	BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Elective	BSBINM301	Organise workplace information	Elective
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Delivery arrangements	<p>The delivery of this qualification will be completely online. Wise Education Group will support all participants by providing availability to an allocated Trainer/Assessor via phone or email support.</p> <p>In each of the learner's guides, workplace activities are provided to ensure that the appropriate learning is being undertaken.</p>																																	
Sequencing	<p>The training plan for each participant will reflect the sequencing of delivery. Where appropriate, Wise Education Group will also establish a schedule of events and document these in the Wise Education Group Trainer Schedule.</p> <table border="1" data-bbox="427 1850 1473 2027"> <thead> <tr> <th>Unit Code</th> <th>Unit Title</th> <th>Month</th> </tr> </thead> <tbody> <tr> <td>BSBWHS302</td> <td>Apply knowledge of WHS legislation in the workplace</td> <td>Month 1</td> </tr> <tr> <td>BSBWHS303</td> <td>Participate in WHS hazard identification, risk assessment and risk control</td> <td>Month 2</td> </tr> </tbody> </table>	Unit Code	Unit Title	Month	BSBWHS302	Apply knowledge of WHS legislation in the workplace	Month 1	BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control	Month 2																								
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BSBWHS304	Participate effectively in WHS communication and consultation processes	Month 3
BSBWHS305	Contribute to WHS issue resolution	Month 4
PUAWER001B	Identify, prevent and report potential workplace emergency situations	Month 5
BSBWHS406	Assist with responding to incidents	Month 6
BSBSUS401	Implement and monitor environment and sustainable work practices	Month 7
BSBDIV301	Work effectively with diversity	Month 8
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Month 9
BSBINM301	Organise workplace information	Month 10

Work environment

Participants enrolled in this qualification will have full access to a workplace, its facilities, equipment, resources and support.

Assessment

There are three forms of assessment:

1. Questions which are free form text answers and also address the employability skill of problem solving
2. A project which is scenario based and will require free form text responses
3. A scenario or role play context that will require you to implement your learnt skills and knowledge (this will be part of the my project)

When you have completed the content for your learning unit you will be presented with the following screen.



The participant can either click on the My Quiz or My Project section to gain access to their Quiz or Project

For My Quiz



Click on the assessment document to download and save to your computer.

Locate the file and complete the assessment by typing your answers in the space provided, then save the file and include your name as part of the file name to your computer.

Once completed log back onto the LMS and proceed into your unit of Competency to upload your content into the Quiz section



When you have completed the assessment and are ready are upload return to the Training screen and select the upload option.

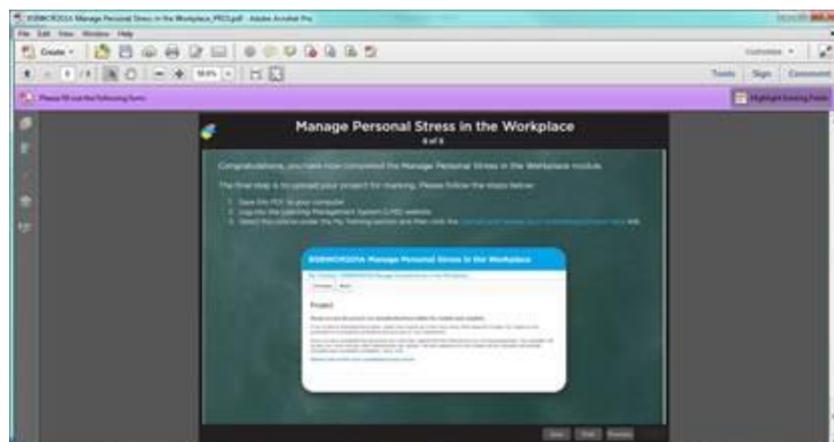


For My Project

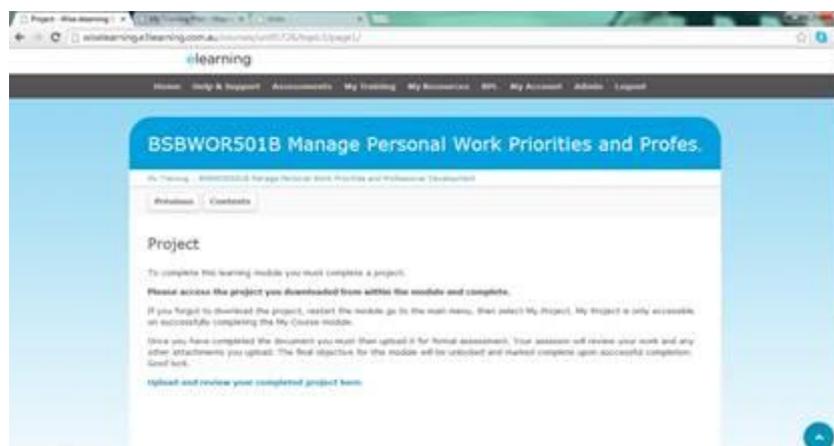


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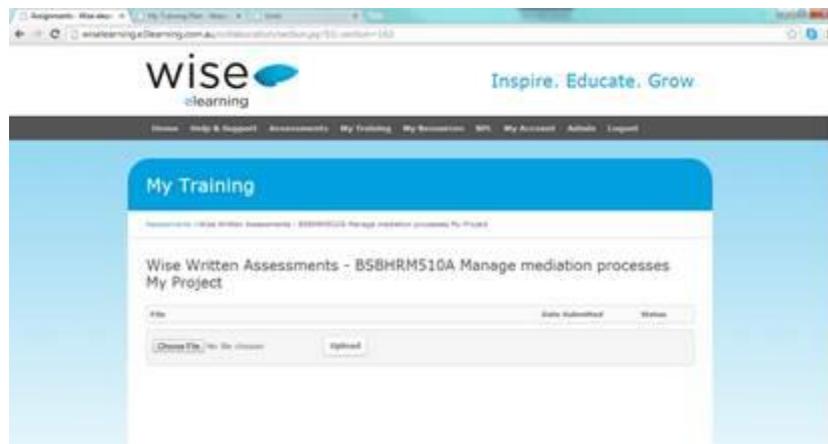
Locate the file and complete the assessment by typing your answers in the space provided, then save the file and include your name as part of the file name to your computer.



Once completed log back onto the LMS and proceed into your unit of Competency to upload your content into the Quiz section



When you have completed the assessment and are ready to upload return to the Training screen and select the upload option.



RPL

All participants will be provided with the opportunity to undertake recognition of prior learning. They have the opportunity to apply for this process at enrolment and they will then be provided with the following information:

- RPL Application Kit
- RPL Evidence Guide

Wise Education Group also provides the Trainer/Assessors with a support guide to RPL.

Validation

Pre implementation

The assessment materials developed have been through a pre delivery validation process conducted by an industry and training and assessment expert from Wise Education Group and these are scheduled over a 5-year period. This process is a quality check to ensure that the assessments to be used met training package and industry requirements, ensured that the assessment was at the right level, and that appropriate and sufficient evidence would be gathered to inform assessor decisions regarding participant competency.

The outcomes of the assessment validation process were recorded in the Wise Education Group Validation Action Plan template.

Documents generated during this process included mapping documents showing the relationship between each cluster and the tools used to gather assessment evidence, updated assessment tools, and the records of assessment validation.

Post implementation

After a module has been delivered and assessed Wise Education Group will validate each set of assessment tools in line with the approach set out in the NQC Guide to Assessment Validation and Moderation. The outcome of this process will be documented in the Wise Education Group management system.

Wise Education Group has a Risk Validation tool that identifies our risk areas and these areas are rated for purpose of action. The risk validation sheet also boasts a validation schedule.

Resources	To adequately support the delivery of this qualification, Wise Education Group will provide the regulatory and legislative links to websites to satisfy units of competency. Your Trainer/ Assessor will also provide additional and appropriate research activities as part of your monthly catch up.
Facilities and Equipment	<p>Access to a workplace with the following facilities & equipment:</p> <ul style="list-style-type: none"> • Operating location • Documentation pertaining to WHS • Technology required to be used in the workplace • Safe Operating Procedures • Workplace policies and procedures • WHS policies, procedures, handbook <p>If you are unable to access the facilities and equipment then your Trainer will work with you to determine a simulated environment</p>
Trainer Materials	<p>The following documents have been developed which describe the delivery and assessment of the qualification. The units of competency are in single unit format and also clustered specifically for clients.</p> <ul style="list-style-type: none"> • WISE EDUCATION GROUP Trainer Scheduling doc • Learners Guide with Facilitator notes for activities • Assessment Kit • Assessors Marking Guide • Mapping Guide <p>For more information on the delivery and assessment materials to be used by the trainer please refer to the central register: WISE EDUCATION GROUP Curriculum Resource and Development Plan.</p>
Student Materials	<p>The following documents have been developed which describe the delivery and assessment of the qualification. The units of competency are in single unit format and also clustered specifically for retail clients.</p> <ul style="list-style-type: none"> • WISE EDUCATION GROUP Trainer Scheduling doc • Training Log • Learners Guide • Assessment Kit
Other resources	<p>WISE EDUCATION GROUP provides additional resources to support the delivery. These include:</p> <ul style="list-style-type: none"> • Custom built in-house programs that address specific soft skills development • PowerPoint presentations • Online webinars • Review of training plans quarterly <p>Regular email and phone support</p>

Trainer requirements

To deliver this program WISE EDUCATION GROUP requires its trainers and assessors to:

- Hold a TAE40110 Certificate IV in Training and Assessment
- Hold the qualification BSB30715 Certificate III in Work Health and Safety (or equivalent or a level higher)
- Have worked as a Trainer/Assessor professional within the last 12 months
- Have worked in a sales position with a minimum of 3 years' experience
- Hold membership or that of a related industry body (updates from the Business Skills Industry)
- Have participated in specific professional development within the last 12 months; and
- Maintain their Industry Currency at least annually by attending 'Return to Industry' programs as set out in professional development plan
- Have undertaken training and assessment professional development within the last 12 months.

Trainer Allocation

Wise Education Group will allocate a single Trainer where appropriate to a client site. Where single or multiple trainers are required, we have set out the Trainer responsible for undertaking the units of competency as below:

Unit Code	Unit Title	Trainer/Assessor
BSBWHS302	Apply knowledge of WHS legislation in the workplace	Gary Tremolada
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control	Gary Tremolada
BSBWHS304	Participate effectively in WHS communication and consultation processes	Gary Tremolada
BSBWHS305	Contribute to WHS issue resolution	Gary Tremolada
PUAWER001B	Identify, prevent and report potential workplace emergency situations	Gary Tremolada
BSBWHS406	Assist with responding to incidents	Gary Tremolada
BSBSUS401	Implement and monitor environment and sustainable work practices	Gary Tremolada
BSBDIV301	Work effectively with diversity	Gary Tremolada
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Gary Tremolada
BSBINM301	Organise workplace information	Gary Tremolada

Foundation skills

Foundation skills are embedded in Training Package units of competency. Foundation Skills Summaries record how the foundation skills are covered in every nationally endorsed qualification (source <http://www.training.gov.au>). Refer to the training package specific unit of competency to view the foundation skills summary for that unit.

Pathways	<p>Upon successful completion of this qualification, participants are able to continue their learning journey into:</p> <p>BSB41215 Certificate IV in Work Health and Safety</p>
Access & Equity	<p>Principles, practices and legislative requirements relating to equity, access, anti-discrimination and social justice will be addressed in all aspects of the implementation of the Learning and Assessment Strategies. Needs will be identified prior to students' commencing programs. Customised delivery and assessment strategies, including reasonable adjustment to meet client needs.</p>
Support Services	<p>Learning Support – LLN support (through initial analysis (LLN form) and feedback then follow up support where necessary); disability support services</p> <p>Student Support – Wise Account Manager and Wise Trainer</p> <p>Online Communication Strategy (see appendix at back of document) This is our commitment to maintaining your engagement and supporting you through the online modules within a 12 month period.</p>
Participant Progress	<p>WISE EDUCATION GROUP will upkeep the progress of all students within the Student Management System- JobReady You will receive regular emails from your Trainer at least fortnightly to check on your progress between delivery and assessment events.</p>
Participant Satisfaction	<p>Wise Education Group will periodically conduct random surveys with participants. At regular management meetings, Wise Education Group will analyse the feedback and implement any corrective actions.</p>
Your Commitment	<ul style="list-style-type: none"> • Actively participate in your modules • Liaise with your Trainer/Assessor to receive adequate support • Complete your models and assessment in a timely manner

Appendix A

Online/ Distance Training Communication Process

