



## BSB51315 Diploma of Work Health and Safety

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The Diploma is comprised of 5 core and 4 elective units of competence. (390 nominal hours) We offer a six day intensive course to participants who have either Certificate IV in WH&S or demonstrated extensive experience in a Safety role. Your course includes a text book and a resource manual and disk. On receipt of your enrolment you will be sent pre-reading texts to be read before commencement of training. Training includes group activity work which forms part of your assessment.

### Training Schedule

The Diploma of WHS is offered as either a blended-delivery course or through distance-learning. The blended-delivery course comprises a 6 day face-to-face workshop run throughout the year, followed by 7 work based assignments. *Depending on your level of experience in a safety role the total process may take up to 2 years to complete.* Please enquire to receive our timetable for your next course dates. Through self-paced learning, you can start your course straight away, utilising a combination of course materials combined with activities, work-based assignments and online research.

### How are participants assessed?

Assessment is undertaken via a range of methods including short answer quizzes, case studies, activities and discussion. There are also on-the-job projects and workplace based assignments. There are a total of 6 integrated assessment tasks for the Diploma. Whether or not you need to complete all the assignments will depend on the level (if any) of recognition of prior learning for which you are eligible, and this will depend on your industry experience. Where you do not have to complete an assessment task you will be required to provide documentary and/or third party evidence that you have participated in WH&S processes and procedures in your workplace. On average participants with significant experience as a Safety Advisor will require 4 assignments for the Diploma, the remainder of the assessment will be through RPL

*Please allow 10 – 21 working days for assignments to be assessed.*

### How long does it take to complete the courses?

The duration will vary according to the delivery method. Self-paced learning may be completed at your convenience within 24 months of commencement. Allow approximately 25-40 hours per unit.

### (RPL)

Recognition of Prior Learning may be achieved by those who have extensive experience with health and safety management, who use well-developed skills and a broad knowledge base in a wide variety of contexts; including:

- Problem solving
- Analysis and evaluation of H&S procedures
- Review and audit of systems and processes
- Worker's Compensation procedures

**OR** - OHS Managers in full-time dedicated roles, working with a team or independently.



To successfully gain RPL for the Diploma of WH&S candidates must have the core units of Certificate IV in WHS (or equivalent) and demonstrate that they have developed and used Safety Management processes including spreadsheets for analysis of OH&S data. Candidates must also demonstrate extensive knowledge of WH&S and other relevant legislation, strong communication skills and research ability through answering questions in an interview with their assessor.

After gathering the documentation listed and compiling it in an appropriately ordered and labelled portfolio with a cover letter detailing your experience as a WH&S professional and the scope of your role then submitting to Murray House Resource Centre for assessment; your portfolio will be assessed. You will be advised of the result within 21 days.

## Upgrade from Diploma in Occupational Health & Safety

There is no formal requirement to upgrade to this qualification however candidates who hold the Diploma in OHS and require upgrading to the Diploma in Work Health & Safety must present a copy of their qualification; an assessor will map the Units of Competence held against the new Units and advise you of the requirements. The superseded Diploma is not equivalent to the Current qualification; there is an additional Unit of Competence. However it is possible that the upgrade may be achieved through Recognition of Prior Learning. Where there are gaps in the evidence presented you made need to complete a work-based assignment, answer questions to verify knowledge or a combination of both.

## Qualification

Each course participant who successfully completes all units of competency will be issued with the qualification: Diploma of WHS (BSB51315).

## Partial Completion

A Statement of Attainment for each unit successfully completed will be issued to participants who partially complete a course.

## Payment

Payment plans are available on request. Where qualifications are completed certificates will only be issued on receipt of payment in full for the course.

## Training Resources

On commencement of the course you will be provided a Resource Manual. We recommend that you obtain copies of the relevant WHS Legislation for your industry (Occupational Safety and Health Act and Occupational Safety and Health Regulations or Mines Safety and Inspection Act and Mines Safety and with Inspection Regulations). You will have access to these documents during training sessions but having your own copies will assist you in your assignment work and in your workplace. They can be downloaded from:

[www.slp.wa.gov.au](http://www.slp.wa.gov.au)

[www.worksafe.wa.gov.au](http://www.worksafe.wa.gov.au)

[www.dmp.wa.gov.au](http://www.dmp.wa.gov.au)



## RPL BSB51315 Diploma of Work Health & Safety



### UNIT DESCRIPTORS

Unit # and Title	Description	Already do this?
<b>BSBWHS502:</b> Manage effective WHS consultation and participation processes	Manage the identification, review, development, implementation and evaluation of effective participation and consultation processes as an integral part of managing work health and safety (WHS).	<input type="checkbox"/>
<b>BSBWHS503:</b> Contribute to the systematic management of WHS risk	Contribute to the systematic management of work health and safety (WHS) risk. It addresses the processes and techniques necessary to contribute to the systematic management of WHS risk.	<input type="checkbox"/>
<b>BSBWHS504:</b> Manage WHS hazards and risks	Contribute to the management of WHS hazards and risks. This management is based on the organisation's WHS management system (WHSMS), WHS information system (WHSIS) and risk-management approach (as covered in BSBWHS503A Contribute to the systematic management of WHS risk	<input type="checkbox"/>
<b>BSBWHS505:</b> Investigate WHS incidents	Plan, conduct and report on investigations of work health and safety (WHS) incidents that have resulted in, or have the potential to result in, injury or damage.  It covers conducting an initial assessment of the situation; establishing the scope and legal parameters of the investigation; conducting a systematic analysis to identify underlying causes and actions for prevention; and reporting on the outcomes of the investigation appropriate to the potential severity of the incident, which may include accessing specialist expertise.	<input type="checkbox"/>
<b>BSBWHS506:</b> Contribute to developing, implementing and maintaining WHS management systems	Contribute to the development and implementation of elements of a work health and safety management system (WHSMS)	<input type="checkbox"/>
<b>BSBWHS507:</b> Contribute to managing WHS information systems	Contribute to managing work health and safety information systems (WHSIS) to support work health and safety (WHS) management	<input type="checkbox"/>
<b>BSBPMG518:</b> Manage project procurement	Undertake procurement and contract management within projects. Determine procurement requirements, establish agreed procurement processes, conduct contracting and procurement activities, and manage finalisation processes.	<input type="checkbox"/>
<b>BSBWHS510:</b> Contribute to implementing emergency procedures	Identify potential emergencies, and options for initial response. Plan and implement response procedures, contribute to post-event activities. Monitor response and address deficiencies.	<input type="checkbox"/>
<b>BSBWHS509:</b> Facilitate the development and use of hazard-management tools	Select, develop, and facilitate the use of, hazard management tools within the context of the work environment. Monitor and evaluate the tools to establish efficacy and communicate findings to stakeholders	<input type="checkbox"/>



MURRAY HOUSE RESOURCE CENTRE RTO #2068

14 James Street, Pinjarra WA 6208 PH: 08 95312298 Email: [admin@mhr.org.au](mailto:admin@mhr.org.au)

<b>BSBWHS601:</b> Apply legislative frameworks for WHS	Assist with providing advice about the legislative duties, rights and obligations of individuals and parties prescribed in work health and safety (WHS) laws and other laws relevant to WHS.	<input type="checkbox"/>
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***If you can check all the boxes you may be eligible for a full or partial RPL, please contact us to start your RPL process.***

