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 Compliance
- Safety and Risk
- Managing Incidents
- Workplace Consultation & Committees
- Deliver Customer Service (E)
- PowerPoint Presentations (E)
- More electives available
Key Course Facts

**Start Date:**
Start immediately

**Duration:**
Complete within 8 months

**Delivery Options:**
On-line/Correspondence

**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:**

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**Existing Worker Traineeship Fees for this Qualification:**

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**School Based Traineeship Fees for this Qualification:**

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**Subsidised Training Options for this Qualification:**

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* 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 Compliance

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.

Unit(s):
BSBWHS302 - Apply knowledge of WHS legislation in the workplace

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

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

Workplace Consultation & Committees

WH&S culture, policies and procedures in relation to committees and consultation are the focus of this specialist safety qualification subject. There are practical activities covered such as: arranging the next WHS Committee meeting; preparing the Agenda and how to actively participate in the meeting itself. Preparing the meeting Minutes and identifying any items requiring action after the meeting are also key aspects.

Unit(s):
BSBWHS304 - Participate effectively in WHS communication and consultation processes
BSBWHS305 - Contribute to WHS issue resolution
BSBCMM201 - Communicate in the workplace
BSBWRT301 - Write simple documents
**Elective Subjects:** 1 elective subject is required

**Deliver Customer Service**

Customer service is a key function in all job roles. This subject covers internal and external customer service delivery. It provides information and knowledge on identifying the customers needs and delivering good customer service. As well as skills practicals, there is a key component that addresses customers with special needs and working in a culturally diverse workplace.

Unit(s):
BSBCUS301 - Deliver and monitor a service to customers  
BSBDIV301 - Work effectively with diversity

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**PowerPoint Presentations**

PowerPoint is a powerful tool to prepare easy to read presentations. This subject covers the importance of being clear about the purpose of your presentations and looks at what you will need to do to prepare and plan your PowerPoint Presentation. Learn how to add content to your Presentation including hyperlinks, clip art, sounds and videos.

Unit(s):
BSBITU302 - Create electronic presentations

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**Prioritising Work Responsibilities**

Being able to organise personal work priorities is an essential job skill. Learn how to set and meet work priorities through time management and planning your work schedule. Skills to identify potential problems and prevent stress in the workplace are also covered. Also learn the importance of professional development activities.

Unit(s):
BSBWOR301 - Organise personal work priorities and development  
BSBWOR201 - Manage personal stress in the workplace
Service Guarantees

Quality Training Provider
ACCM was one of the first private training Colleges to be given official RTO registration status. 21 years later we have helped over 2,000 employers and 25,000 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 be emailed a monthly progress report showing the status of all learners. We understand that its essential to keep you up to date.