

Course Outline

BSB30707 Certificate III in Occupational Health & Safety

This qualification reflects the role of skilled operators who apply a broad range of competencies in varied work contexts, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a team. This qualification is for people whose main job is not dedicated to OHS but who take it on as a voluntary duty.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Health and Safety Assistant
- Health and Safety Committee Member
- Health and Safety Representative.

There are no specific pre-requisites for this qualification, however some language, literacy and numeracy skills will be required; if this poses any difficulty at all, discuss with your Work Plus Development + Training contact person, with your workplace supervisor or take advantage of the programs offered by Work Plus Development + Training (refer participants guide).

Distance education gives the individual the flexibility to design a program that suits their needs. Whether looking to launch a career or up skill in an existing role, the Work Plus Development & Training model allows the flexibility to make it work.

Work Plus Development & Training view distance education and workplace education equally, with both achieving the same quality service delivery and nationally recognised qualifications.

In order to ensure that the business and the individuals gain the most out of this qualification, a **flexible** approach is taken by Work Plus Development + Training, which includes:

- Undertaking a Training Needs Analysis with the business and the individuals...
- ...Negotiating the “Planned Outcomes” with the business and the individuals...
- ...Provision of quality learning and assessment resources...

... and as distance education participants, there is still plenty of opportunity to access Work Plus Development & Training’s qualified consultants, using a range of methods including...

- ...Telephone & Facsimile
- ...Email
- ...Online Forums & Blogs

Please ask your Work Plus Development + Training representative to provide you with any further information that you require – qualification rules on following page.

Enrol now online at www.workplus.com.au
or call 03 6344 3747 to talk to a
Work Plus Development + Training representative today

Certificate III in Occupational Health & Safety – the qualification rules

Requiring 12 units for the qualification.

Seven core units:

- BSBOHS301B Apply knowledge of OHS legislation in the workplace
- BSBOHS302B Participate effectively in OHS communication and consultative processes
- BSBOHS303B Contribute to OHS hazard identification and risk assessment
- BSBOHS304B Contribute to OHS hazard control
- BSBOHS305B Contribute to OHS issue resolution
- BSBOHS306B Contribute to implementing emergency prevention activities and response procedures
- BSBOHS307B Participate in OHS investigations

Five Elective units

At least **3** of the **elective units** must be selected from the elective units listed below.

The other **2 elective units** may be selected from the remaining elective units listed below, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, 1 unit may be selected from a Certificate II qualification and 1 unit from a Certificate IV qualification.

- BSBCUS301A Deliver and monitor a service to customers
- BSBDIV301A Work effectively with diversity
- BSBFIA301A Maintain financial records
- BSBADM311A Maintain business resources
- BSBINM301A Organise workplace information
- BSBINM302A Utilise a knowledge management system
- BSBINN201A Contribute to workplace innovation
- BSBCMM301A Process customer complaints
- BSBITU306A Design and produce business documents
- BSBPRO301A Recommend products and services
- BSBSUS301A Implement and monitor environmentally sustainable work practices
- BSBWOR301A Organise personal work priorities and development
- BSBWOR401A Establish effective workplace relationships
- BSBWRT301A Write simple documents
- HLTFA402B Apply advanced first aid
- HLTFA403A Manage first aid in the workplace

Pathways from the qualification

After achieving the BSB30707 Certificate III in Occupational Health and Safety, candidates may undertake the BSB41407 Certificate IV in Occupational Health and Safety a qualification that provides a pathway enabling individuals to use well-developed skills and a broad knowledge of occupational health and safety in a wide variety of contexts, or a range of other Certificate IV qualifications.