Advanced Diploma of Occupational Health and Safety

Course Code: BSB60607

Description: This qualification reflects the role of individuals who analyse, design and execute judgements using wide-ranging technical, creative conceptual or managerial competencies. Their knowledge base may be specialised or broad. These individuals are often accountable for group outcomes.

Qualification & Recognition: The completion of core and elective competencies qualifies the graduate for the Advanced Diploma of Occupational Health & Safety. The course is recognised nationally.

Recognition of Prior Learning and Credit Transfer: You may be able to shorten the length of your chosen course by measuring your skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF Qualifications and Statements of Attainment issued by any other Registered Training Organisation will be recognised by the Institute. Contact Holmesglen to obtain an information brochure.

Job Prospects: Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:
- Occupational health and safety advisor
- OHS Auditor
- OHS Manager
- OHS Risk officer
- OHS specialist
- Senior consultant OHS and Risk management.

Who Can Apply: People who have extensive knowledge of OHS within the workplace.
- Selection Criteria: After achieving the Diploma of OHS or other relevant qualification/s
  - Or providing evidence of competency in the majority of units required for the Diploma of OHS or other relevant qualification/s
  - Or with extensive vocational experience in planning, implementing and evaluating their own work and of others with safety responsibilities but without formal OHS qualifications

Course Length: Course length will depend on the number of competency units undertaken by individual students each semester. The duration can be reduced by the application of Credit Transfer and Recognition of Prior Learning (RPL).

Assessment: Assessment is a combination of tests, assignments, case studies, reports and practical work depending on the nature of the unit.

Starting Date/s 2010: February, (subject to enrolment numbers)
Classes start at 6:00pm

Employability Skills: All the units contain employability skills

Contact: Ed Smart
Program Coordinator – Holmesglen Safety
T. 03 9564 6287

Location: Waverley Campus, 585 Waverley Road, Glen Waverley
### Competencies (offered on demand)

**Total number of units = 8 (This must consist of 5 OHS units plus 3 elective units)**

Electives may be selected from the remaining OHS units, the BSB07 Business Services Training Package or any currently endorsed national Training Package. One unit may be selected from a Diploma qualification. Units selected from other training packages must not duplicate units selected from the BSB07 Business Services Training Package.

<table>
<thead>
<tr>
<th>Unit Code &amp; Tile</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSBOHS601B – Develop a systematic approach to managing OHS</td>
<td>50</td>
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<tr>
<td>BSBOHS602B – Develop OHS information and data analysis and recording processes</td>
<td>50</td>
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<tr>
<td>BSBOHS603B – Analyse and evaluate OHS</td>
<td>40</td>
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<td>BSBOHS604B – Apply ergonomic principles to control OHS risk</td>
<td>60</td>
</tr>
<tr>
<td>BSBOHS605B – Apply occupational hygiene principles to control OHS risk</td>
<td>50</td>
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<tr>
<td>BSBOHS606B – Develop and implement crisis management processes</td>
<td>50</td>
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<tr>
<td>BSBOHS607B – Advise on application of safe design principles to control OHS risk</td>
<td>40</td>
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<tr>
<td>BSBOHS608B – Conduct an OHS Audit</td>
<td>40</td>
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<tr>
<td>BSBOHS609B - Evaluate an organisation’s OHS performance</td>
<td>35</td>
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This unit describes the performance outcomes, skills and knowledge required to effectively design and develop a systematic approach to managing OHS, which covers the systems, documentation, strategies and plans necessary to manage OHS and its evaluation in the workplace.

This unit describes the performance outcomes, skills and knowledge required to design and develop OHS information and data analysis, and recording and recording processes that inform and contribute to the effectiveness of OHS in the workplace, and to evaluate the effectiveness of these processes.

This unit describes the performance outcomes, skills and knowledge required to conduct a formal risk assessment comprising analysis and evaluation of OHS risk. It has been designed to be consistent with Australian Standard AS/NZS 4360:2004 Risk management.

This unit describes the performance outcomes, skills and knowledge required to apply ergonomic knowledge, principles and techniques to control OHS risk.

This unit describes the performance outcomes, skills and knowledge required to apply occupational hygiene knowledge and the techniques to control OHS risk arising from health hazards at work.

This unit describes the performance outcomes, skills and knowledge required to develop and implement the planning and management to prevent or mitigate the OHS outcomes of a crisis. The focus is on the development of a number of management processes including emergency assessments, plans and preparation, analysis, monitoring, training and post incident support.

This unit describes the performance outcomes, skills and knowledge required to advise on applying safe design principles to control OHS risk during a product’s life cycle.

This unit describes the performance outcomes, skills and knowledge required to conduct an internal or external OHS audit that may or may not be part of certification against a recognised benchmark. It involves systematic examination against audit criteria to determine conformance with planned arrangements and the effectiveness of the organisation’s approaches to managing OHS.

This unit describes the performance outcomes, skills and knowledge required to make judgements as a consequence of an OHS audit and to evaluate an organisation’s arrangements for identifying hazards, assessing and controlling risks, and monitoring and improving the effectiveness of the management of OHS and compliance against agreed benchmarks.