Course outline

ANIBT Course Code: DOHS_BSB51307
CRICOS Code:
Delivery Mode: Varied: Face to Face Classroom; Workshop; On-line
Location: Melbourne
Course Duration: 6 months full time up to 24 months part time
Nominal Study Hours: 350 hours
Qualification Level: Diploma
Nationally recognised Yes

Course overview

The BSB51307 Diploma of Occupational Health and Safety (OHS) aims to give students a working knowledge of the current OHS Act, its regulations, Codes of Practice and advisory standards.

The course also gives a description of the consequences of exposure to health hazards at work and has been tailored to suit those in specific OHS roles including:

- Occupational Health and Safety Co-ordinator
- Occupational Health and Safety Officer

This qualification reflects the role of individuals who coordinate and maintain the OHS program within an organisation. Individuals would possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and the work of others with safety responsibilities.

The Diploma of Occupational Health and Safety offered by ANIBT will equip you with the skills and knowledge to monitor and co-ordinate OH&S functions within an organisation.
BSB51307 Diploma of Occupational Health and Safety

Program outline

Subjects

The **BSB51307 Diploma of Occupational Health and Safety** qualification offered by ANIBT is made up of 8 units of competency from the BSB07 Business Services Training Package. The units ANIBT have selected to deliver, and for students to complete to be eligible for this qualification are:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBOHS501B</td>
<td>Participate in the coordination and maintenance of a systematic approach to managing OHS</td>
</tr>
<tr>
<td>BSBOHS503B</td>
<td>Assist in the design and development of OHS participative arrangements</td>
</tr>
<tr>
<td>BSBOHS504B</td>
<td>Apply principles of OHS risk management</td>
</tr>
<tr>
<td>BSBOHS505C</td>
<td>Manage hazards in the work environment</td>
</tr>
<tr>
<td>BSBOHS508B</td>
<td>Participate in the investigation of incidents</td>
</tr>
<tr>
<td>BSBOHS502B</td>
<td>Participate in the management of the OHS information and data systems</td>
</tr>
<tr>
<td>BSBOHS408A</td>
<td>Assist with compliance with OHS and other relevant laws</td>
</tr>
<tr>
<td>BSBSUS501A</td>
<td>Develop workplace policy and procedures for sustainability</td>
</tr>
</tbody>
</table>

*Please note that it is possible to select alternative elective units subject to specific employer requirements and with the agreement of ANIBT.*

Assessment methods

A wide variety of assessments methods will be employed to assess student competence in each unit. These include but are not limited to:

- Demonstration and observation
- Review questions and answers
- Group assignments
- Individual projects / portfolios
- Case studies
- Role plays
- Class participation
- Presentations
**Entry requirements**

It is highly recommended that students are currently in a workplace or have access to a workplace for this course.

For Diploma level courses the recommended minimum level of education is Higher School Certificate or equivalent or relevant qualification (at Certificate III or above) or relevant vocational experience.

In addition, students may enter the qualification through a number of entry points demonstrating potential to undertake vocational education and training at advanced diploma level including:

- after achieving BSB41407 Certificate IV in Occupational Health and Safety or other relevant qualification/s
- with extensive vocational experience in providing guidance to others in matters relating to occupational health and safety but without formal OHS qualifications.

**For international students**

Please check with the Australian Department of Immigration and Citizenship regarding international students enrolling into any on-line only based qualifications.

The Australian government publishes rules for English language proficiency for international students applying for entry to vocational training. You should establish your country’s assessment level by reading the DIAC rules at [www.immi.gov.au/students/](http://www.immi.gov.au/students/). Be aware that the rules may be changed during 2012.

Generally, to demonstrate English language proficiency for doing a Certificate or Diploma course, an international student needs one of the following test scores:

<table>
<thead>
<tr>
<th>Test</th>
<th>IELTS</th>
<th>CAE</th>
<th>PTE Ac</th>
<th>TOEFL IBT</th>
<th>TOEFL PBT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score</td>
<td>5.5</td>
<td>47</td>
<td>42</td>
<td>46</td>
<td>527</td>
</tr>
</tbody>
</table>

ANIBT also accepts completion of a recognised equivalent English preparation course from an accredited ELICOS provider. Admission may be approved if the language of instruction in the student’s home country is English or if English has been the language spoken in the student’s home.

Overseas students who do not provide a satisfactory score from an English test recognised by DIAC will be interviewed to ascertain their language, literacy and numeracy (LLN) skills and may have to do an LLN test at ANIBT.

**If necessary, the student will need to complete an English language course at ANIBT before being admitted to a vocational training Certificate or Diploma course.**

**Course completion**

Upon successful completion of this course, you will receive a nationally recognised qualification **BSB51307 Diploma of Occupational Health and Safety**.

The Australian National Institute of Business and Technology Pty Ltd is a Registered Training Organisation (Provider number: 21368) registered with the Australian Skills Quality Authority (ASQA).
Course availability

ANIBT’s programs allow participants to undertake their studies in a variety of flexible ways including:

- Classroom
- On-line
- Workshop
- Correspondence

ANIBT has regular intakes for its classroom based courses as follows:

<table>
<thead>
<tr>
<th>Month</th>
<th>Intake</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>Term 1 intake</td>
</tr>
<tr>
<td>April</td>
<td>Term 2 intake</td>
</tr>
<tr>
<td>July</td>
<td>Term 3 intake</td>
</tr>
<tr>
<td>October</td>
<td>Term 4 intake</td>
</tr>
</tbody>
</table>

Please contact ANIBT to discuss your specific study and qualification requirements and how we can tailor a program to suit your specific requirements.

Future pathways

After successful completion of your Advanced Diploma, you will have many other study options available to you. These may include the Advanced Diploma of Management as well as a range of many other Advanced Diploma and Higher Education qualifications.

Recognition of Prior Learning (RPL)

Students may be able to shorten the length of their chosen course by taking into account previous training, employment experience or other life skills that directly relate to the competencies the Unit of competency is assessing.

Please contact ANIBT directly on +61 3 9620 2922 to discuss your previous experiences and we will be able to guide you through the RPL process.
Credit Transfer (CT)

Students may be able to shorten the length of their chosen course by taking into account previous studies. ANIBT recognises AQTF registered organisations for credit transfers.

Please contact ANIBT directly on +61 3 9620 2922 to discuss your previous studies and we will be able to guide you through the credit transfer process.

Special requirements

It is expected that all students will have access to their own personal computer and the internet. This is essential for regular research and also on-line based assessment work throughout the course.