

# BSB51307 Diploma of Occupational Health and Safety



## Descriptor

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.

## Job Roles

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

- OHS Manager
- OHS Practitioner
- Senior OHS Officer

## Qualification Pathways

### Prerequisite requirements

There are no prerequisite requirements for individual units of competency.

### Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

- after achieving the BSB41407 Certificate IV in Occupational Health and Safety or other relevant qualification/s

OR

- providing evidence of competency in the majority of units required for the BSB41407 Certificate IV in Occupational Health and Safety or other relevant qualification/s

OR

- with extensive vocational experience in providing guidance to others in matters relating to occupational health and safety but without formal OHS qualifications

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Occupational Health and Safety Coordinator
- Occupational Health and Safety Officer.

The breadth of expertise would equate to the competencies required to undertake this qualification.

### Pathways from the qualification

After achieving the BSB51307 Diploma of Occupational Health and Safety, candidates may undertake the BSB60607 Advanced Diploma of Occupational Health and Safety, a qualification for those individuals who analyse, design and execute judgements using wide-ranging technical, creative, conceptual or managerial competencies.

## Qualification Rules

**Total number of units = 8**

**5 occupational health and safety units** plus **3 elective units**

The **3 elective units** may be selected from the remaining OHS unit and the elective units following, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not outlined following, 1 unit may be selected from either a Certificate IV or Advanced Diploma qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level. Units selected from other Training Packages must not duplicate units selected from or available within the BSB07 Business Services Training Package.

## Occupational Health and Safety Units

**BSBOHS501B** Participate in the coordination and maintenance of systematic approach to managing OHS

**BSBOHS502B** Participate in the management of the OHS information and data systems

**BSBOHS503B** Assist in the design and development of OHS participative arrangements

**BSBOHS504B** Apply principles of OHS risk management

**BSBOHS505B** Manage hazards in the work environment

**BSBOHS508B** Participate in the investigation of incidents

## Elective Units

**BSBOHS506B** Monitor and facilitate the management of hazards associated with plant

**BSBOHS507B** Facilitate the application of principles of occupational health to control OHS risk

## Selecting Elective Units for Different Outcomes

The context for this qualification varies and this must guide the selection of elective units. Examples of appropriate elective units for particular outcomes follow.

### OHS Manager

#### 5 occupational health and safety units

- BSB0HS501B Participate in the coordination and maintenance of a systematic approach to managing OHS
- BSB0HS502B Participate in the management of the OHS information and data systems
- BSB0HS503B Assist in the design and development of OHS participative arrangements
- BSB0HS504B Apply principles of OHS risk management
- BSB0HS505B Manage hazards in the work environment

#### 3 elective units

- BSBMGT515A Manage operational plan
- BSB0HS506B Monitor and facilitate the management of hazards associated with plant
- BSB0HS507B Facilitate the application of principles of occupational health to control OHS risk

### OHS Practitioner

#### 5 occupational health and safety units

- BSB0HS501B Participate in the coordination and maintenance of a systematic approach to managing OHS
- BSB0HS502B Participate in the management of the OHS information and data systems
- BSB0HS503B Assist in the design and development of OHS participative arrangements
- BSB0HS504B Apply principles of OHS risk management
- BSB0HS505B Manage hazards in the work environment

#### 3 elective units

- BSBMGT502B Manage people performance
- BSBMGT515A Manage operational plan
- BSBSUS501A Develop workplace policy and procedures for sustainability

# Pathway to Completion

## PATHWAY TO COMPLETION

**1** Enrolment received by SCOPE Vision; appropriate mentor allocated and contact is made with the participant to schedule initial meeting

**2** Initial briefing session is held and selected training and assessment pathways confirmed

**3** Participant attends scheduled mentoring sessions to plan the evidence to be collated within their Evidence Portfolio accessing skills recognition pathways

**4** Participant begins collecting and collating the evidence as agreed into their Evidence Portfolio

**5** Mentoring sessions are facilitated as scheduled, (ie at the commencement of each unit, or cluster of units)

**6** Evidence Portfolio is completed by participant and submitted to SCOPE Vision for final assessment

**7** Feedback is given to the participant regarding result of assessment

**8** Appropriate Qualification or Statement of Attainment is awarded to the successful participant

### Time Frame

The time frame in which each unit is completed will vary from person to person and industry to industry; as it is dependent upon the existing skills and knowledge of each participant.

### Employability Skills

Employability Skills are embedded in training and assessment. Information on the Employability Skills relevant to your qualification can be obtained by visiting this website and keying in the national code for the qualification:  
<http://employabilityskills.training.com.au>

### To Enrol

Complete and return pages 3 and 4 to:  
PO Box 301 Guildford WA 6935  
**F** (08) 9297 3664  
**E** [mailbox@scopevision.com.au](mailto:mailbox@scopevision.com.au)



# Enrolment Form - 1/2

## BSB51307 Diploma of Occupational Health and Safety

| CONTACT DETAILS: Personal |      |
|---------------------------|------|
| Name:                     | DOB: |
| Address:                  |      |
| Home Telephone:           |      |
| Mobile Telephone:         |      |
| Email Address:            |      |

| CONTACT DETAILS: Business |  |
|---------------------------|--|
| Company:                  |  |
| Position Held:            |  |
| Telephone:                |  |
| Facsimile:                |  |
| Work Email:               |  |

| PAYMENT OPTIONS  |   |
|--|---|
| <b>I will be paying using the following method (please tick)</b>                     |   |
| <input type="checkbox"/> Cash  |   |
| <input type="checkbox"/> Cheque  | Please make cheques payable to 'SCOPE Vision'   |
| <input type="checkbox"/> I authorise SCOPE Vision to debit the following credit card | <input type="checkbox"/> Visa Card <input type="checkbox"/> Master Card <input type="checkbox"/> Bank Card<br>Card Number: _____<br>Expiry Date: __/__/__<br>Cardholders Name (please print): _____<br>Cardholders Signature: _____ |
| <input type="checkbox"/> Direct Deposit  | Account Name : SCOPE VISION<br>Bank : NATIONAL AUSTRALIA BANK<br>BSB : 086420<br>Account # : 493266439<br>Please insert your invoice number as the reference  |
| <input type="checkbox"/> Invoice 3rd Party   | Please attach appropriate approval forms and complete details below:  |
| Third Party invoice information:   |   |
| Name of company:   |   |
| Attention:   |   |
| Postal Address:  |   |
| Telephone:   |   |
| Purchase order number:   |   |

# Enrolment Form - 2/2

## BSB51307 Diploma of Occupational Health and Safety

**Total number of units = 8**

**5 occupational health and safety units** plus **3 elective units**

The **3 elective units** may be selected from the remaining OHS Core unit and the elective units following, the BSB07 Business Services Training Package or any other currently endorsed national Training Package.

| Core Units - Choose 5 units   | Price per unit \$300 |
|---|----------------------|
| <input type="checkbox"/> BSB0HS501B - Participate in the coordination and maintenance of a systematic approach to managing OHS  |                      |
| <input type="checkbox"/> BSB0HS502B - Participate in the management of the OHS information and data systems   |                      |
| <input type="checkbox"/> BSB0HS503B - Assist in the design and development of OHS participative arrangements  |                      |
| <input type="checkbox"/> BSB0HS504B - Apply principles of OHS risk management   |                      |
| <input type="checkbox"/> BSB0HS505B - Manage hazards in the work environment  |                      |
| <input type="checkbox"/> BSB0HS508B - Participate in the investigation of incidents   |                      |
| 3 Elective Units  | Price per unit \$300 |
| - May be selected from the remaining unit above, the 2 OHS units outlined below, the BSB07 Training package or any other currently endorsed Training Package at a Cert IV or Advanced Diploma Level |                      |
| <input type="checkbox"/> BSB0HS506B - Monitor and facilitate the management of hazards associated with plant  |                      |
| <input type="checkbox"/> BSB0HS507B - Facilitate the application of principles of occupational health to control OHS risk   |                      |
| <input type="checkbox"/>  |                      |
| <input type="checkbox"/>  |                      |
| <input type="checkbox"/>  |                      |
| <b>TOTAL ENROLMENT FEE: \$</b>  |                      |