

BSB60607 Advanced Diploma of Occupational Health and Safety

Descriptor

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.

Job Roles

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

- Occupational Health and Safety Advisor
- Occupational Health and Safety Auditor
- Occupational Health and Safety Manager
- Occupational Health and Safety Risk Officer
- Occupational Health and Safety Specialist
- Senior Consultant - OHS and Risk Management

Qualification Pathways

Prerequisite requirements

There are no prerequisite requirements for individual units of competency.

Pathways into the Qualification

Candidates 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 the BSB51307 Diploma of Occupational Health and Safety or other relevant qualification/s
OR
- providing evidence of competency in the majority of units required for the BSB51307 Diploma of Occupational Health and Safety or other relevant qualification/s
OR
- with extensive vocational experience in planning, implementing and evaluating their own work and the work of others with safety responsibilities but without formal OHS qualifications.

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

- OHS Manager
- OHS Practitioner
- Senior OHS Officer

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

Licensing, Legislative, Regulatory or Certification Considerations

While no licensing, legislative, regulatory or certification requirements apply holistically to this qualification, relevant national, state and territory legislation, regulations and codes of practice impact upon this qualification.

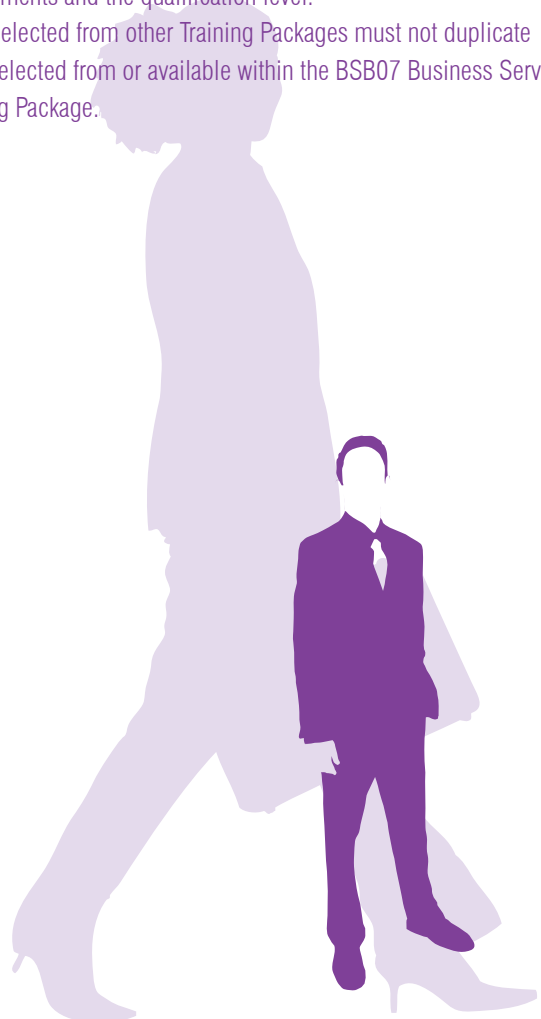
Qualification Rules

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 occupational health and safety units or, the BSB07 Business Services Training Package, or any other currently endorsed national Training Package. 1 unit may be selected from a 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.



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Occupational Health and Safety Units

BSBOHS601B Develop a systematic approach to managing OHS

BSBOHS602B Develop OHS information and data analysis and reporting and recording processes

BSBOHS603B Analyse and evaluate OHS risk

BSBOHS604B Apply ergonomic principles to control OHS risk

BSBOHS605B Apply occupational hygiene principles to control OHS risk

BSBOHS606B Develop and implement crisis management processes

BSBOHS607B Advise on application of safe design principles to control OHS risk

BSBOHS608B Conduct an OHS audit

BSBOHS609B Evaluate an organisation's OHS performance

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.

Occupational Health and Safety Advisor

7 occupational health and safety units including:

- BSB0HS607B Advise on application of safe design principles to control OHS risk

1 elective unit selected in accordance with the Qualification Rules for this qualification.

Occupational Health and Safety Manager

7 Occupational Health and Safety units plus **1 elective unit**

- BSBMGT617A Develop and implement a business plan

Occupational Health and Safety Risk Officer

7 occupational health and safety units including:

- BSB0HS603B Analyse and evaluate OHS risk

1 elective unit selected in accordance with the Qualification Rules for this qualification.

Senior Consultant OHS and Risk Management

7 occupational health and safety units including:

- BSB0HS609B Evaluate an organisation's OHS performance

1 elective unit selected in accordance with the Qualification Rules for this qualification.

Occupational Health and Safety Specialist

7 occupational health and safety units including:

- BSB0HS604B Apply ergonomic principles to control OHS risk
- BSB0HS605B Apply occupational hygiene principles to control OHS risk
- BSB0HS606B Develop and implement crisis management processes

1 elective unit selected in accordance with the Qualification Rules for this qualification.

Workplace Health and Safety Officer

7 occupational health and safety units including:

- BSB0HS609B Evaluate an organisation's OHS performance

3 elective units selected in accordance with the Qualification Rules for this qualification.



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Employability Skills for BSB60607 Advanced Diploma of Occupational Health and Safety

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options. Employability Skill Industry/enterprise requirements for this qualification include:

Communication

- conducting research to collect and analyse information and presenting it in report form
- consulting with internal and external stakeholders on evaluation protocols, risk control measures, audit and communication processes
- questioning, clarifying and evaluating information
- writing in a range of styles to suit different audiences

Teamwork

- delegating roles and responsibilities to team members
- providing advice and support to managers and other key personnel
- providing feedback, and debriefing staff and external stakeholders post an emergency situation
- seeking expert advice and consulting widely on areas such as risk management, occupational health and safety systems

Problem solving

- calculating resource requirements and acquiring them
- collecting and analysing data
- comparing and contrasting data
- evaluating the effectiveness of systems
- identifying hazards, assessing and controlling risk through appropriate control measures
- managing risk and developing contingency plans
- setting performance indicators for occupational health and safety
- solving complex and non-routine difficulties
- using a variety of problem-solving and decision making strategies

Initiative and enterprise

- applying improvements to audit and evaluation procedures to ensure quality systems
- applying learning about ergonomic activities to develop improved processes
- identifying improvements in occupational health and safety management against performance indicators and making recommendations

- identifying improvements to work design and organisation
- reviewing processes to inform future activity

Planning and organising

- collecting and collating occupational health and safety information and data
- conducting formal risk assessments and occupational health and safety audits
- designing and developing a systematic approach to occupational health and safety
- designing the work environment by matching people, their activities, equipment and systems
- designing, monitoring and evaluating risk control strategies
- developing and documenting a crisis management plan
- identifying and acquiring resources
- linking occupational health and safety information and data processes with other functional areas and management systems

Self management

- knowing and implementing own role in the emergency control organisation
- managing own time and priorities, and dealing with contingencies
- taking responsibility as required by work role and ensuring all organisational policies and procedures are followed

Learning

- applying learning to develop improved practices
- identifying and documenting training needs for the ongoing maintenance of the occupational health and safety system

Technology

- analysing software systems for appropriate formats and specifications
- using software to manage records and data, and to develop audit tools and other documentation
- using technology to assist the management of information and to assist the planning process
- using word processing software and risk analysis tools

This table is a summary of employability skills that are typical of this qualification and should not be interpreted as definitive.

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 have been outlined for you.

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



Enrolment Form - 1/2

BSB60607 Advanced Diploma of Occupation 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	
I will be paying using the following method (please tick)	
<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 Card Number: _ _ _ _ _ Expiry Date: _ _ / _ _ Cardholders Name (please print): _____ Cardholders Signature: _____
<input type="checkbox"/> Direct Deposit	Account Name : SCOPE VISION Bank : NATIONAL AUSTRALIA BANK BSB : 086420 Account # : 493266439 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

BSB60607 Advanced Diploma of Occupation 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 occupational health and safety units or 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 Diploma qualification.

Core Units - Choose 5 units	Price per unit \$300
<input type="checkbox"/> BSB0HS601B - Develop a systematic approach to managing OHS	
<input type="checkbox"/> BSB0HS602B - Develop OHS information and data analysis and reporting and recording processes	
<input type="checkbox"/> BSB0HS603B - Analyse and evaluate OHS risk	
<input type="checkbox"/> BSB0HS604B - Apply ergonomic principles to control OHS risk	
<input type="checkbox"/> BSB0HS605B - Apply occupational hygiene principles to control OHS risk	
<input type="checkbox"/> BSB0HS508B - Participate in the investigation of incidents	
<input type="checkbox"/> BSB0HS606B - Develop and implement crisis management processes	
<input type="checkbox"/> BSB0HS607B - Advise on application of safe design principles to control OHS risk	
<input type="checkbox"/> BSB0HS608B - Conduct an OHS audit	
<input type="checkbox"/> BSB0HS609B - Evaluate an organisation's OHS performance	
3 Elective Units	Price per unit \$300
May be selected from the remaining occupational health and safety units listed above, the BSB07 Training Package or any other currently endorsed national Training Package. 1 unit may be selected from a Diploma qualification.	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
TOTAL ENROLMENT FEE: \$	