



Welcome

Thank you for choosing to enrol with the National Safety Council of Australia. We are committed to helping you to successfully complete your studies, by providing a quality learning experience in occupational health and safety.

Our History

NSCA, established in 1927, is Australia's leading provider of OHS training and consulting services committed to helping clients and members continuously improve workplace health, safety and environment. The NSCA is a member-based and not for profit organisation. NSCA stays abreast of global developments in OHS practice and is focused on delivering strong business results for clients.

Our Vision

NSCA will be Australia's "provider of choice" in the achievement of sustainable workplace safety, health and environmental solutions.

Our Mission

NSCA is a national provider of integrated health, safety and environmental solutions in workplaces. NSCA does this by:

- Auditing and Safety Assessments
- Consulting and advice on solutions
- Training and Workplace learning and development
- Providing information on workplace health, safety and environment
- Advocacy

Quality

NSCA is Quality Assured to AS/NZS ISO 9001:2008 and demonstrates a focus on quality and consistency in the development and provision of its services, products and operations.

Occupational Health and Safety

It is NSCA policy to provide a safe and healthy working environment for all staff and students. Please notify a NSCA staff member immediately should an incident or injury occur when attending training course or workshop. A qualified first aider and kit is available – see NSCA Reception.

Contacts

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Learning & Development Coordinator – Georgina Black

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About this Handbook

This handbook has been designed as a tool for students to use throughout their study with the NSCA. Students should consult this handbook before contacting the Learning & Development Coordinator for further assistance.

Benefits of studying with NSCA

The benefits of completing a nationally accredited course with the NSCA include:

- The courses have been designed for the practicing Occupational Health and Safety and Environment professional who requires formal qualifications.
- The courses are offered by distance education (internet based) and public workshops.
- The courses can be completed at your own pace, within the stipulated course timeframes.
- There are "Subject Leaders" for each course/unit. This person is a subject matter expert in the designated field.

Learning Initiatives

In accordance with our philosophy to provide quality, innovative and flexible OHS and Environmental learning for students, NSCA offers our students to study the following courses:

- Diploma of Environmental Sustainability (3084QLD)
- Diploma of Occupational Health & Safety (BSB51307)
- Certificate IV in Occupational Health & Safety (BSB41407)

You are able to study these courses via two delivery methods. These delivery methods are:

- Distance Education (online delivery)
Units are accessible on the NSCA website with subject leaders available to offer support.
- Blended Learning (face to face workshop)
Scheduled in capital cities (Brisbane, Sydney and Melbourne) and major regional centers (depending on interest). Course assessments are completed post workshop.

A combination enrolment option is also available to allow students the ability to study a mixture of distance education and Blended Learning.

Learning Strategy

NSCA is committed to providing the most extensive and flexible learning experiences for our students while providing relevant and effective information for practical use at industry and workplace levels. We are also committed to enabling students to receive prompt recognition of their achievements through the issuing of a nationally recognised qualification.

To ensure the student can apply the learned theories to practical experience in their workplace, the learning resources and references are periodically revised. Included in these are references to the NSCA website and its links to other Internet websites.

Learning Guides

The learning guide is the key resource for each unit of competency. It provides the framework to assist you to gain competence in the unit. The learning guide content explains the requirements of the units, contains activities throughout and the assessment tasks for achieving competence at the end.

The learning guides are specifically designed to support the development of OHS and/or Environment skills and competence for those involved in OHS and/ or Environment at workplaces.

The learning guides have been developed to facilitate self-paced and independent learning, but this does not mean that learning should be attempted in isolation. Learning will be enhanced if regular contact with a coach, mentor or trainer is available.

Assessment Strategy

NSCA is committed to providing reliable, valid, and fair assessments that are cost effective to enable the student to achieve the required outcomes in a reasonable time period. The external mode of delivery also requires NSCA to verify the authenticity and currency of the material supplied for assessment.

Every effort is made to ensure the fairness of assessments. To this end, NSCA uses standard assessment criteria. This criterion is supplied with the assessment tasks of each unit to ensure all students are aware of the criteria for the achievement of competence. Instructions for assessment tasks/activities are made clear and explicit and you are allowed a reasonable and specified time to complete assessment tasks.

Assessment methods used include: workplace projects, portfolio development, written assignments, questioning and problem solving.

If a student is not satisfied with the assessment outcome the Complaints and Appeals procedure should be followed.

Student Number

After students have enrolled they will receive a student number. It is very important that students use this student number throughout their studies. The student number is required on most forms, all assignments, all correspondence, all queries and the like.

If a student number has not been received, the student should contact the Learning & Development Coordinator to rectify the issue.

Student Records

Student results are recorded in both electronic and hard copy formats. These results are kept on file for a period of 30 years after completion of the relevant course, as per AQTF requirements.

Students are able to access progress records via the NSCA student portal or via request with an NSCA representative.

Competency of Staff

All NSCA training staff has a minimum of Certificate IV in Training and Assessment as well as relevant OHS and/or Environment qualifications and extensive industry experience. There are “Subject Leaders” for each course/unit. This person is a subject-matter expert in the designated field.

Subject Leaders

Mentoring is an important supervisory strategy in conducting of this external course. Subject Leaders are currently working in the field of OHS and/or Environment and have extensive experience for their particular subject areas, to assist the student if required.

NSCA Subject Leaders have a minimum of three years experience and qualifications in their area of expertise. The Subject Leaders role is one of advice and support. If the student has identified a need for assistance the NSCA Subject Leader will assist. Requests for assistance are to be in writing to the Learning & Development Coordinator for distribution to the relevant Subject Leader.

Course Completion

All the units in our accredited courses are assessed individually. To successfully complete the qualification students will need to be deemed competent as meeting the requirements of each individual unit of competency.

To be assessed as competent students will need to successfully complete all of the assessment tasks for the unit of competency or alternatively apply for Recognition of Prior Learning (see Recognition of Prior Learning).

Recognition of Prior Learning (RPL) / Recognition of Current Competency (RCC)

NSCA recognises that students may already have skills in some of the areas that will be covered by the course. To accommodate for this, NSCA has an RPL/RCC process that is available to students to gain recognition for appropriate skills and/or knowledge they may already have.

RPL/RCC recognises skills, knowledge and experience students have gained from other courses, work experience, life experiences and from any informal training provided at work, and checks it against the learning outcomes and assessment criteria contained in the course. If what is learnt at work, or elsewhere, meets the course or unit requirements, recognition may be granted.

Why complete units by RPL/RCC?

The RPL/RCC process recognises that the student is entering the course with background knowledge, skills and experience and the student is not new to the area of OHS or Environment. This could mean finishing the course much earlier or having a lighter course load, and also financial savings. It can also mean that the student is not repeating previous studies when the student does the units, and what units are required to be completed are new, interesting and challenging.

Who can apply for RPL/RCC?

Any student who believes that their prior learning and experience will adequately assist them in the completing the unit and can provide evidence that they are already competent in the learning outcomes of specific units are able to complete units by the RPL/RCC process.

If a student believes they have sufficient skills and knowledge to apply for RPL/RCC, they can contact the Learning & Development Coordinator on 1800 816 459 to request a copy of the RPL/RCC Kit.

If students have any queries regarding their ability to complete the units by RPL/RCC, they are able to contact the Learning and Development Coordinator on 1800 816 459 or email education@nsca.org.au to discuss the matter further.

Additional information can also be obtained by referring to:
Recognition of Prior Learning & Cross Credit Policy
Recognition of Prior Learning Procedure

Cross Credit

Further to the RPL/RCC Process, NSCA will recognise qualifications or statements of attainment issued by another Registered Training Organisation.

If a student has completed one or more of the units at another institution or by completing another NSCA course, NSCA will grant credit for that unit.

Graduation and Awards

A Certificate of Attendance is issued where a student has attended all units of the course but has not been required to achieve or be assessed to a level of competency.

A Statement of Attainment is issued where a student has partially completed the requirements of the qualification.

On completion of all of the required units in the course, students are eligible to graduate. Qualifications are issued within 21 days after NSCA is confident the student has completed all the necessary requirements to be issued with their certificate and paid for the course in full. Students will receive their certificates in the post once confirmation of course requirements has been certified.

Should a student not be issued with their certificate within a 'reasonable' amount of time, please contact the Learning & Development Coordinator so the issue can be resolved as a priority.

Language, Literacy and Numeracy

In everyday workplace tasks it is common for a person to use and respond to spoken and written language and use numeracy skills at the same time, all within a cultural context, which needs to be interpreted and responded to appropriately

Language, literacy and numeracy skills are integrated into the units of competence in all Industry Training Packages. In some instances, where they are central to workplace performance, they are discrete units of competence, whilst in other instances, where they are part of a task they are integrated in units of competence in the performance criteria, range of variables or evidence guide.

If a student has difficulty in understanding the concepts, strategies or information contained in any of the reference material they are advised to contact NSCA for support services.

If assistance is required NSCA will participate in discussions with the student to determine the most appropriate action to ensure the student has the opportunity to complete the qualification at the earliest time.

Access and Equity

NSCA, through the Chief Executive Officer, shall ensure that all intending customers (and where appropriate their sponsors, employers or any other stakeholders) are afforded non-discriminatory access to its training programs, so that their specific needs in participating in training are identified and accommodated at all times. This will be achieved by:

- Marketing and enrolment procedures which recognise the needs of all potential client individuals/groups.
- Ensuring that all relevant access and equity principles and issues are taken into account during the course designed and delivery and assessment processes.

Complaints and Appeals

Students have the right to submit a complaint regarding NSCA services or appeal against an NSCA decision eg. assessment decisions (including RPL/RCC assessment decisions).

Any student who feels they have been unfairly dealt with in any aspect of the training should submit in writing the exact reasons for concern, making a note of instances and when they occurred. Such complaints and grievances from students will be directed initially to the Learning & Development Coordinator and forwarded to State Manager. All written complaints will receive written confirmation of their receipt and the outcome.

NSCA will deal with reported complaints and appeals in a timely manner as the circumstances of the complaint or appeal allow, giving the student the opportunity to present their case in person if appropriate. This dispute resolution process does not circumscribe a student's rights to pursue other legal remedies.

For additional information refer to the Complaints and Appeals procedure.

Plagiarism and Cheating

If a trainer has reason to believe that a student has engaged in academic misconduct, the Learning and Development Coordinator will be notified and will investigate the matter. Investigations will take place within fourteen days of the notification. A recommendation will be made to the NSCA State Manager or L&D Manager and student. Where the investigation concludes that academic misconduct has taken place, the student may respond in writing within fourteen days. The final determination of the NSCA State Manager or L&D Manager may include one of the following options:

- No action is taken against the student.
- The student is judged not competent in the units concerned but may be allowed to re-enrol in the unit or appropriate section of the program.
- The student is excluded from the NSCA training course and his or her enrolment cancelled with no refund of fees.

Harassment

NSCA is responsible for providing a learning environment that is free of harassment, abuse or intimidation.

Harassment on the basis of a person's race, sex or sexuality, marital status, religion, disability or age, pregnancy, transgender (transsexualism), irrelevant criminal record, political belief, carer status or physical features are forms of discrimination which, when practised at work, are unlawful under the Anti-Discrimination Laws.

Student Feedback

NSCA is dedicated to providing the highest possible standards of training and assessment. To enable this, we require feedback information from our students. Each training program is followed with a questionnaire that, when completed, can be used to improve our training and assessment. We request that the feedback provided on this form is as frank and as honest as possible.

Personal Items

Participants are requested not to bring to the training laptop computers, unless otherwise specifically requested. This equipment will not be allowed to be connected to the Internet. If computer skills are part of a particular training course, NSCA will provide the appropriate equipment.

Legislation

NSCA ensures all relevant Commonwealth and State or Territory legislative and regulatory requirements are followed.

Privacy

At the (NSCA) protecting privacy and confidentiality of personal information is very important to us. For information on how the NSCA collects, uses, discloses and protects information please refer to our Privacy Policy.

Diploma of Environmental Sustainability (30584QLD)

The NSCA Diploma of Environmental Sustainability has many strengths and benefits such as:

- It has been designed for the practicing Environmental professional who requires formal qualifications.
- Students have the ability to complete the course units at their own pace.
- Freedom to contact our staff in any office within Australia.

This course aims to give students:

- Skills and knowledge to identify environmental issues, conduct environmental audits and advise management on recommendations to improve environmental performance.
- Ability to ensure an organisation's approach to environmental sustainability is soundly based
- Basis to assist managers in developing programs and competencies for their own organisation in line with environmentally sustainable management.

Entry Requirements

In order to gain entry to the program, participants must be involved in (or have access to) a role which incorporates the management of environmental sustainability. Participants need to demonstrate mature communication and sound literacy and numeracy skills. Participants need to have general management experience and the opportunity in their workplace and/or in their wider life experience to demonstrate competence against the standards.

If the applicant does not meet any of these criteria, a request can be made that they be permitted to complete the Diploma for a specific reason.

Course Structure

The Diploma of Environmental Sustainability contains eight competencies made up of 6 core units and 2 elective units. Units must be undertaken and completed in the stipulated order.

Cycle 1

Units		Core/ Elective	Prerequisites
MC1523H2B	Gain support and commitment for improving environmental performance	Core	NA
BSBSUS201A	Participate in environmentally sustainable work practices	Core	NA
BSBSUS301A	Implement and monitor environmentally sustainable work practices	Core	NA
BSBSUS501A	Develop workplace policies and procedures for sustainability	Core	NA

Cycle 2

Units		Core/ Elective	Prerequisites
MCI56H7B	Plan, monitor and support auditing of environmental performance	Elective	NA
MCI523H8B	Audit environmental performance	Core	NA
BSBMGT515A	Manage Operational Plan	Elective	NA
BSBWOR501A	Manage personal work priorities and professional development	Core	NA

Unit Descriptions

Unit Code & Name	Purpose
BSBWOR501A Manage personal work priorities and professional development	This unit describes the performance outcomes, skills and knowledge required to manage own performance and professional development. Particular emphasis is on setting and meeting priorities, analysing information and using a range of strategies to develop further competence.
BSBSUS201A Participate in environmentally sustainable work practices	This unit describes the performance outcomes, skills and knowledge required to effectively measure current resource use and to carry out improvements including reducing the negative environmental impact of work practices. This unit requires the ability to access industry information, and applicable legislative and occupational health and safety (OHS) guidelines.
BSBSUS301A Implement and monitor environmentally sustainable work practices.	This unit describes the performance outcomes, skills and knowledge required to effectively analyse the workplace in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness.
MC153H2B Gain support and commitment for improving environmental performance	This unit is about gaining support for improving the environmental performance. This is an important part of environmental management and involves effective communication with interested parties such as colleagues, managers, customers and suppliers.
BSBSUS501A Develop workplace policies and procedures for sustainability	This unit describes the performance outcomes, skills and knowledge required to develop and implement a workplace sustainability policy, including the modification of the policy to suit changed circumstances.
MCI523H8B Audit environmental performance	This unit is about auditing environmental performance. It covers liaison with those commissioning the audit, evaluation of environmental aspects of the organisation's activities, reporting the results of the audit, and making recommendations for future action.
MCI56H7B Plan, monitor and support auditing of environmental performance	This unit is about setting up and supporting an audit of the organisation by another individual or team of individuals. The unit covers identifying the aspects of environmental performance to be audited developing and audit specification, agreeing the specification with auditors and monitoring/supporting the work of the auditor(s).
BSBMGT515A Manage Operational Plan	This unit describes the performance outcomes, skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans.

Diploma of Occupational Health & Safety (BSB51307)

The NSCA Diploma of OHS has many strengths and benefits such as:

- It has been designed for the practicing Occupational Health and Safety professional who requires formal qualifications.
- It has been designed to provide essential units without the need for “filler electives”.
- Students have the ability to complete the course units at their own pace.
- An opportunity for students to make email or telephone contact with Subject Leaders.
- Freedom to contact our staff in any office within Australia.

The Diploma of Occupational Health and Safety provides the student with a broad knowledge in Occupational Health and Safety concepts and practices with sufficient detail to enable the graduate to advise on the management of problems and issues.

This course aims to give students:

- a working knowledge of the current OHS Act, its regulations, Codes of Practice and advisory standards;
- a description of the consequences of exposure to health hazards at work;
- an understanding of the skills required to recognise, evaluate and manage health and safety hazards in the workplace; and
- an understanding of the skills required for administering various occupational health and safety functions, planning, policy development and ethics.

This course will provide participants with a professional qualification enabling the graduate to fulfil the role of OHS Supervisor or Manager in an organisation.

Entry Requirements

Entry into the Diploma requires students to have sufficient numeracy and literacy skills to read and comprehend instruction for referencing legislation, preparing reports, completing assessments and essay writing. Preferred pathway into qualification include: achievement of BSB41407 Certificate IV in Occupational Health and Safety or equivalent, evidence of competency in majority of units for BSB41407 or extensive vocational experience in providing guidance on OHS matters.

If the applicant does not meet any of these criteria, a request can be made that they be permitted to complete the Diploma for a specific reason.

Course Structure

The Diploma of Occupational Health and Safety contains eight competencies. The eight competencies are all completed at the pace of the student, with a nominal period of 24 months to complete the Diploma. Each unit has assessment items to be submitted by the student on completion. All units are designed to be completed by the student in their own time, at home or in the workplace. You will need to source readings/references from work, libraries or via the Internet.

Cycle 1

Units		Core/ Elective	Prerequisites
BSBOHS504B	Apply principles of OHS risk management	Core	Nil
BSBOHS505B	Manage hazards in the work environment	Core	BSBOHS504B
BSBOHS506B	Monitor and Facilitate the Management of Hazards Associated with Plant.	Elective	BSBOHS504B BSBOHS505B
BSBOHS508B	Participate in the investigation of incidents	Elective	BSBOHS504B BSBOHS505B

Cycle 2

Units		Core/ Elective	Prerequisites
BSBOHS501B	Participate in the coordination and maintenance of a systematic approach to managing OHS	Core	Nil
BSBOHS502B	Participate in the management of OHS information and data systems	Core	Nil
BSBOHS503B	Assist in the design and development of OHS participative arrangements.	Core	Nil
BSBOHS507B	Facilitate the application of principles of occupational health to control OHS risks.	Elective	BSBOHS501B

Unit Descriptions

Unit Code & Name	Purpose
<p>BSBOHS501B Participate in the coordination and maintenance of a systematic approach to managing OHS.</p>	<p>The unit covers the actions required to participate in the coordination and maintenance of a workplace OHS program and incorporates responsibilities for managing OHS, including:</p> <ul style="list-style-type: none"> • identifying the need for change; • planning and implementing strategies; • integrating OHS within other functional areas (such as purchasing, contracting, engineering and maintenance); and • some evaluation of the effectiveness of the OHS program.
<p>BSBOHS502B Participate in the management of OHS information and data systems</p>	<p>This unit specifies the outcomes required to participate in providing information and performance data (including technical and legal information) necessary to inform management and other stakeholders of OHS issues and to measure and evaluate the effectiveness of OHS management. This involves accessing and providing OHS information, collecting, collating and analysing data, and ensuring that this information and data is distributed throughout the workplace.</p>
<p>BSBOHS503B Assist in the design and development of OHS participative arrangements.</p>	<p>This unit specifies the outcomes required to design, develop, implement, monitor and review workplace arrangements for the consultation with and participation of employees and others in OHS activity and decision-making. The unit takes into account the responsibilities for managing OHS. It covers the actions required to participate in the design, development, implementation and review of effective participative arrangements as an integral part of implementing a systematic approach to managing OHS, including formal and informal participative processes. Participative arrangements include consultation and communication processes within an organization or business unit. The actions required to influence others from an OHS perspective are also covered.</p>

<p>BSBOHS504B Apply principles of OHS risk management</p>	<p>This unit specifies the outcomes required to apply a generic approach to identify hazards and assess and control OHS risks. It addresses the underlying knowledge and skills required to provide a systematic approach to hazard identification, risk assessment and risk control. The emphasis is on eliminating risk or, where this is not possible, minimising risk. This unit also includes conceptual models for understanding the nature of hazards.</p> <p>The unit provides a knowledge basis for the hazard-specific competencies in BSBOHS505B <i>Manage hazards in the work environment</i>, and BSBOHS506B <i>Monitor and facilitate the management of hazards associated with plant</i>.</p>
<p>BSBOHS505B Manage hazards in the work environment.</p>	<p>This unit specifies the outcomes required to identify hazards, and assess and control risks in the work environment. It focuses on the knowledge, processes and techniques necessary to control specific hazards. Hazards may include noise, light, radiation, hazardous substances, dangerous goods, dusts and fibres, gravity (falls from heights), thermal environment, biomechanical hazards, manual handling, biological or psychosocial hazards or hazards arising from work organisation.</p> <p>This unit is linked to but differs from BSBOHS504B <i>Apply principles of OHS risk management</i>, which takes a generic approach to risk management and provides underpinning knowledge and skills.</p>
<p>BSBOHS506B Monitor and Facilitate the Management of Hazards Associated with Plant.</p>	<p>The unit is intended to assist parties in meeting occupational health and safety obligations in relation to workplace plant and equipment. These obligations are based upon the <i>National Standard for Plant</i>, which is the foundation for occupational health and safety legislation in all states and territories in Australia.</p>
<p>BSBOHS507B Facilitate the application of principles of occupational health to control OHS risks.</p>	<p>This unit covers knowledge of occupational health and strategies to deal with occupational health issues to assist candidates facilitate the application of OHS principles to control risk in the workplace.</p>
<p>BSBOHS508B Participate in the investigation of incidents</p>	<p>This unit specifies the outcomes required to participate in the planning, conduct and reporting of incidents which may have resulted in, or have the potential to result in injury to people or damage to property and equipment.</p>

Certificate IV in Occupational Health & Safety (BSB41407)

The NSCA Certificate IV in OHS has many strengths and benefits such as:

- It has been designed for the practicing Occupational Health and Safety professional who requires formal qualifications.
- It has been designed to provide essential units without the need for “filler electives”.
- Students have the ability to complete the course units at their own pace.
- An opportunity for students to make email or telephone contact with Subject Leaders.
- Freedom to contact our staff in any office within Australia.

The Certificate IV in Occupational Health and Safety provides the student with a broad knowledge in Occupational Health and Safety concepts and practices with sufficient detail to enable the graduate to advise on the implementation of a safety system in their workplace.

This course aims to give students:

- Skills to better implement and support the organisation’s OHS management systems
- Skills to better prepare workplace personnel for dealing with OHS issues in the workplace
- The knowledge to ensure legislative requirements are better understood and applied in the workplace
- Skills to implement OHS initiatives and processes that support organisational OHS goals and objectives.

This course will provide students with a professional qualification enabling the graduate to fulfil the role of a safety officer in a large organisation. The Certificate IV caters for Occupational Health and Safety practitioners and supervisors in large enterprises who have a dedicated OHS role.

Entry Requirements

Entry into the Certificate IV requires participants to have sufficient numeracy and literacy skills to read and comprehend instruction for referencing legislation, preparing reports, completing assessments and essay writing. Preferred pathways into the qualification include: achieving BSB30707 Certificate III in Occupational Health and Safety or equivalent, evidence of competency in majority of units required for BSB30707 or extensive vocational experience in health and safety roles.

Course Structure

The Certificate IV in Occupational Health and Safety contains nine competencies which are delivered over five days. The nine competencies are all completed at the pace of the student, with a nominal period of 12 months to complete the Certificate IV. Each unit has assessment items to be submitted by the student on completion. All units are designed to be completed by the student in their own time, at home or in the workplace.

Units		Core/ Elective	Prerequisites
BSBOHS405B	Contribute to the implementation of emergency procedures	Core	Nil
BSBOHS408A	Assist with compliance with OHS and other laws	Elective	Nil
BSBOHS403B	Identify hazards and assess OHS risks	Core	Nil
BSBOHS404B	Contribute to the implementation of strategies to control OHS risks	Core	Nil
BSBOHS401B	Contribute to the implementation of a systematic approach to managing OHS	Core	Nil
BSBOHS402B	Contribute to the implementation of the OHS consultation process	Core	Nil
BSBOHS406B	Use equipment to conduct workplace monitoring	Elective	Nil
BSBLED401A	Develop teams and individuals	Elective	Nil
BSBOHS407A	Monitor a safe workplace	Elective	Nil

Unit Descriptions

Unit Code & Name	Purpose
BSBOHS401B Contribute to the implementation of a systematic approach to managing OHS	Enables the use of a systematic approach to managing OHS to ensure that the workplace is, as far as practicable, safe and without risks to the health of employees and others.
BSBOHS402B Contribute to the implementation of the OHS consultation process	Encourages the promotion of consultative arrangements in the workplace by communicating, influencing and consulting as part of a systematic approach to managing OHS.
BSBOHS403B Identify hazards and assess OHS risks	Assists in the identification of hazards and the assessment of OHS risks in the workplace.
BSBOHS404B Contribute to the implementation of strategies to control OHS risks	Provides the skills necessary for the implementation of strategies to control OHS risks within the workplace.
BSBOHS405B Contribute to the implementation of emergency procedures	Enables the implementation of planning and response procedures for emergencies.
BSBOHS406B Use equipment to conduct workplace monitoring	Describes the performance outcomes, skills and knowledge required to accurately use equipment to contribute to the monitoring of agents and/or conditions in the workplace.
BSBOHS407A Monitor a safe workplace	Describes the performance outcomes, skills and knowledge required to implement and monitor the organisation's OHS policies, procedures and programs in the relevant work area to meet legislative requirements.
BSBOHS408A Assist with compliance with OHS and other laws	This unit specifies the outcomes required to participate in the planning, conduct and reporting of incidents which may have resulted in, or have the potential to result in injury to people or damage to property and equipment.
BSBLED401A Develop teams and individuals	This unit covers the skills and knowledge required to determine individual and team development needs and facilitates the development of the workgroup.

Course Fees

Diploma of Environmental Sustainability and Occupational Health and Safety		
Blended Learning		\$4,000 members * \$4,450 non members *
Distance Learning	Full Course	\$3,465 members \$3,850 non members
	Per Unit	\$437 members \$485 non members
Recognition of Prior Learning		\$400 per unit
Cross Credit		\$50 per unit
Certificate IV in Occupational Health and Safety		
Blended Learning		\$2,400 members * \$2,640 non member *
Distance Learning	Full Course	\$1,782 members \$1,980 non members
	Per Unit	\$198 members \$220 non members
Recognition of Prior Learning		\$165 per unit
Cross Credit		\$50 per unit

Cancellation and Refund Policy

Blended Learning

1. Full payment must be made before commencement of training, unless prior arrangements with NSCA have been made. For on-site training a 50% deposit prior to training must be made.
2. Cancellations received more than 10 working days in advance of the start of the course will be able to transfer to a future course without penalty. Cancellations will otherwise attract a 10% administration fee, and the balance of the course fee refunded.
3. Cancellations received between 5 and 10 working days before commencement of the course will forfeit 50% of the course fee.
4. Cancellations within 5 working days of the start of the course will forfeit 100% of the course fee.
5. Substitution of participant is acceptable without incurring additional costs.
6. Transfer to another course date is acceptable up to 5 working days before commencement of the course. A 10% administration fee will apply.
7. Non-attendance without notice will result in the full course fee being charged.
8. In all cases a substitute may be nominated to attend the original course without penalty.
9. Cancellation policies for specific courses may apply to override this general policy, where special arrangements for the conduct of some courses involve significant advance commitments by the NSCA.
10. Enrolment is accepted on the basis that NSCA will not be held liable for costs incurred due to course cancellation or rescheduling. NSCA will use all endeavours to give as early advice as possible of any course changes, and the above cancellation conditions will not apply where the NSCA cancels any training course.
11. Course dates and fees are subject to change without prior notice.
12. Clients who have a grievance with the application, or this policy may take action in accordance with the NSCA Grievance and Appeal Procedure.

Distance Learning

A cancellation of enrolment must be provided in writing to NSCA within 4 weeks of enrolling. All materials must be returned in an unmarked condition with the application. Applications will be verified with accounts to ensure original payment has been cleared. Once the application has been verified, a refund will be issued minus a **30%** cancellation fee.