



OHS Risk Management Training

NATIONALLY RECOGNISED, WORK BASED & FLEXIBLE
Frequently Asked Questions Sheet

Who should do this training?

Managers, supervisors and any other persons who are looking for nationally accredited training that will demonstrate their competency in OHS Risk Management.

What will I gain from doing this training?

On completion of this training you can:

1. Enhance your career prospects with a nationally accredited Statement of Attainment.
2. Apply OHS Law to your work situations.
3. Contribute to the implementation of OHS consultation in your workplace.
4. Contribute to your workplace's OHS Management System.
5. Identify and then eliminate or control OHS risks in your workplace.
6. Carry out incident investigations and make recommendations to ensure the incidents don't happen again.

What qualification will I receive at the end of this training?

On successful completion of the training, you will receive a "Statement of Attainment" for the following 5 units (topics) in BSB41407 Certificate IV in Occupational Health and Safety:

BSBOHS408A – Assist with compliance of OHS and other relevant laws

BSBOHS401B – Contribute to the implementation of a systematic approach to managing OHS.

BSBOHS402B – Contribute to the implementation of the OHS consultation process

BSBOHS403B – Identify hazards and assess OHS risks

BSBOHS404B – Contribute to the implementation of strategies to control OHS risk

This means you will have completed 5 of the OHS units of BSB41407 Certificate IV in Occupational Health and Safety.

What do I have to do if I want to go on and complete a full BSB41407 Certificate IV in Occupational Health and Safety?

A full BSB41407 Certificate IV in Occupational Health and Safety is made up 9 units.

Courtenell's OHS Risk Management Training will give you 5 of those units.

You will need to contact another RTO to complete the remaining 4 units.

You can find RTO's who can assist you with these 4 units on www.ntis.gov.au

What does the training involve?

This training, commonly referred to as “workplace learning” involves you studying a chapter of your training materials and then completing a practical activity in your workplace based on what you have just learned. As you complete each activity you mail a copy into Courtenell to be marked.

You can then just continue on reading the next chapter. Courtenell will advise you of the result of your practical activities within 2 weeks of receiving each one in the mail. There are 5 practical activities in this training.

If at any point you have a question regarding the training, the training material, the practical activities or anything else you can contact our friendly staff at Courtenell on 02 9516 1499.

What is involved in the practical activities?

The practical activities cover those things in your workplace that are or should be done to prevent accidents, for example:

- Finding hazards and assessing the risks
- Doing an accident investigation
- Reporting to management with your recommendations on how to control hazards
- Consulting with members of your workplace on OHS matters

At the end of the first chapter in the workbook you are given detailed information about the practical work requirements.

How long will it take to complete the training?

The training is done at your own pace with telephone and email support from friendly and experienced Courtenell staff. You set the completion date for each assignment and we help you to achieve it.

Are there any other options for completing the training?

Yes! Attend a non-accredited 2-day face-to-face OHS Risk Management Course before you start the workplace learning (accredited training). This option would suit those who feel they would benefit from being introduced to OHS Risk Management in a face-to-face environment before doing the accredited training.

What is Recognised Prior Learning (RPL) and how do I know if I am eligible?

RPL is a process whereby you match your existing knowledge and skills (what you already know and can do) to the requirements in each unit of the training.

If you can present evidence that clearly demonstrates your competency in some or all of the requirements, you may be given full or partial credit for the training.

Existing knowledge and skills may come from the following:

- Through formal education and training institutions.
- Work experience (including information and on-the-job).
- Life experience.

We can send you out an RPL pack, which covers everything you need to know and do in order to obtain recognition for your prior learning.

How do I enroll in the training?

To enroll in this training you will need to fax or mail into Courtenell a completed enrolment form with your payment, or payment details attached.

You can obtain an enrolment form by contacting us on 02 9516 1499 or downloading a copy from our website at www.courtenell.com.au

What are the payment methods for the training?

- Cheque
- Credit card
- Invoice (organisations only)

NOTE: We accept all major credit cards except Diners Card. There is a 4.5% surcharge for using AMEX and a 1.75% surcharge for all other cards.

What happens once my enrolment has been processed?

Once your enrolment and payment has been processed, Courtenell will send you a workbook, which contains all the information you will need in order to complete the training and satisfy the practical work requirements. You can opt to receive the workbook in the following ways:

- Via an email attachment
- By mail (On a CD)
- By mail (In a hardcopy folder)

We will call you within a week of receiving the workbook to see if you have any questions and to help you set your target dates for completion.

NOTE: If you choose to complete the 2-day face-to-face, non-accredited OHS Risk Management course before starting the workplace learning (accredited training) you will be given your workbook at the end of the second day of the face-to-face training.

How much does the training cost?

The cost depends upon the training option that is chosen by the candidate.

The training options and their costs are detailed in the table below:

TRAINING OPTION	COST
Workplace Learning	Cost: \$900 GST Free
Workplace Learning <u>BUT</u> (You have already done the non-accredited 2-day face-to-face OHS Risk Management Course in the past)	<i>There is a concession price for those who have done the non-accredited 2-day face-to-face OHS Risk Management Course in the past.</i> That price is \$730 GST Free. A copy of your non-accredited 2-day face-to-face OHS Risk Management Course certificate must accompany your enrolment form to get the concession price.
Attend Courtenell's non-accredited 2-day face-to-face OHS Risk Management Course <u>THEN</u> do the Workplace Learning	Cost: \$550 excluding GST (non-accredited 2-day face-to-face OHS Risk Management Course) <u>PLUS</u> \$900 GST Free (Workplace learning)
Recognition of Past Learning (RPL)	\$ 900 GST Free OR \$180 per unit

How does our price compare with other RTO's delivering similar services?

Our prices are about middle of the range for these 5 units but our service is tops.

Can I get a partial refund if I don't complete all 5 units in the workplace learning training?

Refunds will be made for the Workplace Learning Training in the following circumstances:

- If a candidate withdraws from the Workplace Learning training before receiving the course pack or within seven days of receiving the course pack, Courtenell will refund the full training fee.
- No refunds will be given to candidates who are removed from courses for disciplinary reasons.

What happens if I have to cancel the 2-day non-accredited face-to-face OHS Risk Management course before I start?

Cancellations of Bookings:

1. Notification: If a cancellation is received 7 days or more before course commencement, a full refund is payable.
2. Notification: If a cancellation is received less than 7 days before course commencement, the full course fee is payable.
3. No Notification: If there is non-attendance on the course, with no notification being received prior to course commencement, then the full course fee is payable for each course day not attended and not priorly notified. (*See Missed Training Days below*)

As an alternative to canceling the course, a transfer to another course is acceptable, but this transfer must be arranged at the time of notification and our transfer fee of \$90 plus GST (\$99 incl.) applies to each attendee being transferred.

Change (Transfer) of Bookings:

1. Transfers (*for all days of a course*) are available prior to the commencement of a course. If notification is received 7 days prior to course commencement, our administration fee is waived.
2. If a transfer is made less than 7 days prior to the commencement of a course, an administration fee of \$90 plus GST (\$99 incl.) is incurred per transfer per person.
3. Transfers are not available if notified any later than after 5pm on the working day prior to the course start.

What happens if I miss a training day on the 2-day non-accredited face-to-face OHS Risk Management Course?

If after course commencement, a person is unable to attend any day(s) of a course, they may make up this day(s) on a later public course at a per day fee of \$170 plus GST (\$187 incl.).

Can I get a refund if I start the 2-day non-accredited face-to-face OHS Risk Management course and don't complete it?

No. Refunds are only available as per our cancellation policy above.

For more information about this training contact us on 02 9516 1499 or check out our "Course Candidate Handbook" on our website www.courtenell.com.au