

Safety Consultation in the Workplace

Course Information Sheet

About the course



This course is delivered and assessed by **Master Builders Association of Victoria (RTO no 3935)**.

This course outlines the legal obligations to consult about safety in the workplace, including when to consult and the roles, responsibilities and legal obligations of different people on a worksite. You will learn about tailoring a discussion, strategies to have a difficult conversation and building a positive safety culture on the worksite. You will practice consultation skills in a simulated environment at the Building Leadership Simulation Centre.

Upon successful completion of this course you will be issued a Statement of Attainment for the national unit **BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes**.

Learning outcomes

Students will have gained the skills and knowledge to:

- identify parties involved in the WHS processes
- discuss how to set up effective workplace consultation processes
- implement relevant workplace training
- identify and address communication barriers
- having a difficult conversation.

Who should study this course?

Construction Induction workers who want to improve their safety consultation practice onsite and learn about having difficult conversations.

Master Builders entry requirements

There are no pre-requisites for this course however the following requirements are mandatory:

Safety Consultation in the Workplace

- This course is delivered and assessed in English. You must have basic English speaking and listening skills to complete the training successfully. If you need help with English reading and writing, we can assist you with the assessment tasks. Please contact the Training Department for further advice on 9411 4555.

AND

- have basic computer skills as this course is delivered partially online

AND

- have CPCCOHS1001A Work safely in the construction industry (White Card), if working on a building and construction site prior to course commencement.

OR

- have CPCCWHS1001 Prepare to work safely in the construction industry or its equivalent

OR

- have completed a Red Card course (Pre-July 1 2008)

AND

- You must bring photographic proof of identity on the day of training, e.g. driver's license or passport.

If you are under 18, you must have a permission form signed by a parent or guardian. Please contact the Training Department for further advice on 9411 4555.

Participants must be turning 16 or over in the year of enrolment into the Short Course.

What you need to bring to class

You must bring pen and notebook to class.

In addition, you must bring evidence of entitlement to study in Australia to your first class (not necessary if you have already presented this to Master Builders).

- Photo ID

and ONE of the below:

- Original or certified copy of green Medicare Card OR
- Original or certified copy of Australian or New Zealand Passport OR
- Original or certified copy of Australian Birth Certificate OR
- Original or certified copy of Naturalisation document OR
- Original or certified copy of Visa or Immigration documentation.

Please note: You will not be able to attend the class until evidence of entitlement to study has been presented.

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Learning support

Master Builders provides additional support to students who require assistance in completing their course assessments and requirements. A range of support services are available to students who experience literacy, numeracy and digital literacy difficulties.

Master Builders encourages all individuals with disabilities to apply for training courses in accordance with the requirements of the Equal Opportunity Act (Vic) 2010 and related legislation. Master Builders further encourages individuals from all social, racial, cultural and educational backgrounds to apply.

Course structure and duration

The course is delivered in **face to face 2 classroom sessions over 2 days.**

Upon successful completion of this course, student will be provided with a Statement of Attainment by **Master Builders Association of Victoria (RTO Provider NO. 3935)** for the following unit:

No.	Units		Delivery days
	Code	Title	
1.	BSBWHS403	Contribute to implementing and maintaining WHS consultation and participation processes	2

Assessment

Assessment activities will be a combination of scenarios/case studies, written responses, portfolio of evidence, observations, simulated role plays, oral presentations and projects. All assessments will be contextualized to the WHS requirements appropriate to the building and construction workplace.

Assessments are submitted in electronic format through our Learning Management System. Training in use of this system will be provided on the first day of the course. Basic Microsoft Word skills are required to complete assessment tasks.

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Unique Student Identifier

From 1 January 2015, all students who undertake Nationally Recognised Training must have a Unique Student Identifier (USI). Your USI means all your training records and results will be in one place.

See more at: <http://www.mbavtraining.com.au/content/unique-student-identifier-usi/>

To get a USI, go to: <http://www.usi.gov.au/create-your-USI/Pages/default.aspx>

Course fees

Please note the following fee categories:

Category	Fee
Master Builders Member	\$950
Master Builders Member + Incolink contributor *	\$225
Non-Member + Incolink contributor*	\$790
Non Member	\$1,580
ALink Student Member	\$1,345
Other Administrative Fees (only applicable to qualifications on Master Builders scope of registration)	
Transfers & Rescheduling	\$50 per unit or cluster
Additional Tutorials	\$140 per hour

Note:

- The student tuition fees as published are subject to change given individual circumstances at enrolment.
- Eligible Incolink contributors are current Incolink financial members who pay into the Incolink Training Levy.

For a full **statement of fees** please contact 9411 4555 or email training@mbav.com.au.

Recognition of Prior Learning (RPL) or Credit Transfer

Recognition of Prior Learning (RPL) involves assessment of any relevant skills and knowledge you have previously gained through learning and work activities (including formal, informal and non-formal) to determine if it matches any unit learning outcomes in the course you are studying. You will need to provide evidence to support your application.

Credit transfer means that if you have already successfully completed a unit of competency, you will be given credit for that unit and you will not have to study it again. The unit code and title must be exactly the same as the

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one you are seeking credit for. If the unit has been recoded, Master Builder's staff will determine if it is an equivalent unit. You will need Statement/s of Attainment to support your application.

If you decide to apply for RPL or credit transfer, we advise you to do it as soon as possible. The process takes some time and, if it is granted, you may not need to attend some classes.

Contact the Training Department on (03) 9411 4555 to discuss whether either of these pathways might be appropriate for you.

NOTE ON FEES: For information on RPL fees, contact the Training Department on (03) 9411 4555. RPL at Master Builders is not subsidised by Commonwealth and State government funding under the Skills First contract. There is no charge for Credit Transfer.

Units where credits may apply

Students who have successfully completed this short course may be eligible for a credit transfer of one unit of competency towards completion of the BSB41415 Certificate IV in Work Health and Safety. Unit that credit can be applied for is:

- BSBWHS403 – Contribute to implementing and maintaining WHS consultation and participation processes

As the Vocational Education and Training (VET) sector is focused on currency of study, students are strongly advised to commence study in the BSB41415 Certificate IV in Work Health and Safety within 12 months of completion of the short course.

Further study opportunities

Study Pathways at Master Builders Association of Victoria

Other relevant courses that students could undertake to further their career and/or industry knowledge following completion of this course include:

- BSB41415 Certificate IV in Work Health and Safety

For more information on all Master Builders courses, contact the Training Department on (03) 9411 4555 or refer to Master Builders training website on www.mbavtraining.com.au.

Master Builders training policies

<http://www.mbavtraining.com.au/content/policies-and-procedures/>

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