

Communication and consultation

Course Information Sheet

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



This is a **short course with nationally accredited units** applies to personnel who:

- Contribute to WHS communication and consultation as part of their work health and safety responsibilities
- Use appropriate knowledge of information management to provide technical advice and support to a team
- Provide support to OHS specialists in resolving OHS issues

This short course/cluster forms part of BSB30719 Certificate III in Work Health and Safety along with the following two clusters-

- Cluster 1 Introduction to health and safety
- Cluster 3 Workplace relationships and incident response

NOTE: If you are undertaking study in Occupational Health and Safety (OHS) in Victoria you should be aware that the State of Victoria is bound by the Victorian Occupational Health and Safety Act (Vic) 2004 and course content covered relates to this legislation. The terms OHS and WHS are equivalent and generally either can be used in the workplace. Please be aware that other States and Territories in Australia operate under the National Model WHS Legislation and if you are working in the Health and Safety industry outside of the State of Victoria you may need to familiarise yourselves with these laws.

Learning outcomes

You will have gained the skills and knowledge to:

- Consult with management, subcontractors and workers on OHS concerns
- Participate in the effective communication of OHS information, techniques and procedures to other team members

- Contribute to team innovation when addressing OHS issues in the workplace
- Provide support to OHS specialists in resolving OHS issues
- Research alternative pathways when seeking expert advice on OHS issues.

Who should study this cluster?

This course is suitable for:

- OHS committee members
- Site supervisors
- Health and Safety Representatives or personnel who provide occupational health and safety advice and support to a team, including in a voluntary capacity.

Master Builders' entry requirements

It is a Master Builder's requirement for those wishing to undertake this cluster that they:

- are successful at a Language, Literacy and Numeracy (LLN) assessment & a Pre-Training Review
- 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

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

AND

- be currently working or have worked in the building and construction industry for at least 2 years

OR

- be currently enrolled in a degree in construction-related field.

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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 Citizenship certificate OR
- Original or certified copy of Australian citizenship by descent extract OR
- Original or certified copy of Australian Birth Certificate (not Birth Extract) 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.

Learning support

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

This is an important part of the course which covers the following aspects of the course:

- Course structure
- Assessment requirements
- Learning support
- Required and recommended texts
- Study and learning techniques

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- Learning Management System

You will receive your training manuals on the first day.

Cluster structure and duration

Delivery Mode: Blended

The course is delivered over a period of **8 weeks** and consists of:

- **2 classroom sessions** (day or equivalent evening) sessions.
- 1 hour zoom assessment
- **5 weeks** (non-attendance) for you to research and complete all relevant assessment tasks for the completion of the cluster.

Upon successful completion of this short course, you will be awarded a Statement of Attainment by **Master Builders Association of Victoria (RTO no 3935)** for the following units:

Session no.	Clusters	Units		
		Code	Title	Nominal Hours
1.	Cluster 2 Effective workplace communication	BSBWHS309	Contribute effectively to WHS communication and consultation processes	30
2.		BSBINM302	Organise workplace information	30
3.		BSBWHS310	Contribute to WHS issue-resolution processes	30
Total				90

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Cluster delivery of BSB30719 Certificate III in Work Health and Safety -

It is highly recommended that you undertake the Cluster 1 Introduction to health and safety before commencing Clusters 2 Communication and consultation or Cluster 3 Workplace relationships and incident management. This is due to the assumed legal and regulatory knowledge that is provided in detail during the first cluster.

Please visit Master Builders training website or call on (03) 9411 4555 for more information on fees and process of enrolment in the individual clusters.

Assessment

Assessment activities may be a combination of knowledge tests and case studies. All assessments will be contextualized to the OHS requirements appropriate to the building and construction workplace.

Assessments are submitted in electronic format through our Learning Management System (LMS). You will receive log in details for the LMS post enrolment in the course. Training in use of this system will be provided on the first day of the course.

In cluster 2, there is also a zoom assessment. Students should allow 30-60 minutes for this assessment.

Unique Student Identifier

From 1 January 2015, in order to undertake Nationally Recognised Training, you 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: <https://www.usi.gov.au/your-usi/create-usi>

Funding options

Victorian and Commonwealth Government funding is available to eligible individuals who enroll in the full **BSB30719 Certificate III in Work Health and Safety** qualification. However, this funding cannot be granted to applicants enrolling in individual clusters of the qualification.

For up-to-date information please contact the Training Department on (03) 9411 4555.

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Course fees

Please note the following fee categories:

Category	Fee
Master Builders Member	\$520
Master Builders Member + Incolink contributor *	\$205
Non-Member + Incolink contributor*	\$490
Non-Member	\$980
ALink Student Member	Not Applicable
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
Required Books	
Master Builders Member	\$127
Non-Member	\$155

* Eligible Incolink contributors are current Incolink financial members who pay into the Incolink Training Levy.

PLEASE NOTE:

- The student tuition fees as published are subject to change given individual circumstances at enrolment.

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

Required texts

Copies of the below legislation are required for the clusters of BSB30719 Certificate III in Work Health and Safety:

- Occupational Health and Safety Act 2004*
- Occupational Health and Safety Regulations 2017*

*Digital copies may be downloaded for free from government websites. Hard copies may be purchased through the Master Builders shop. For a copy of the Publication Order Form please contact (03) 9411 4555 or email training@mbav.com.au.

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Recognition of prior learning (RPL) or credit transfer

The Australian Qualifications Framework (AQF) is a comprehensive national policy framework that defines all qualifications recognised nationally in post-compulsory education within Australia. As a Registered Training Organisation (RTO) authorised to deliver training and issue qualifications under the AQF, Master Builders recognises AQF qualifications and Statements of Attainment issued by RTOs throughout Australia for qualifications and Units of Competency currently on its Scope of Registration.

Recognition of prior learning (RPL) is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

An application for RPL or credit transfer can be submitted prior to the commencement of the course.

Alternatively, RPL and credit transfer procedures are also referred to during course induction (where there is a course induction) and students can apply for RPL or credit transfer after the first day of class. Timelines of the application and how it will affect attendance of classes while application is in progress will be organised between the applicant and a Training Department staff member. Please telephone the Training Department on (03) 9411 4555 if you would like to discuss this further.

Further study opportunities

Study Pathways at Master Builders Association of Victoria

You could enrol in the following two clusters to successfully complete BSB30719 Certificate III in Work Health and Safety:

- Cluster 1 Introduction to health and safety
- Cluster 3 Incident management and workplace relationships

Other relevant courses that you could undertake to further your career and/or industry knowledge following completion of BSB30719 Certificate III in Work Health and Safety include:

- BSB41419 Certificate IV in Work Health and Safety

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Possible career and tertiary study pathways to become an Occupational Health and Safety professional

Role Level	Positions	Types of qualifications required	Industry Experience Required
Early Career Roles	Health and Safety Officer WorkCover – Employee Health Officer Return to Work Coordinator Compliance and Safety Coordinator Occupational Health and Safety Coordinator	Certificate IV in OHS or WHS Diploma in OHS or WHS Advanced Diploma in OHS or WHS	2 – 4 years
Line Manager/ Middle Management	Occupational Health and Safety Manager Occupational Health and Safety Business Partner Occupational Health and Safety Specialist Health, Safety and Environment Officer Safety and Operations Officer Emergency Services Officer	Auditing Qualifications Bachelor’s in occupational health and Safety Bachelor’s in health sciences Bachelor’s in human resource management Environmental or sustainability tertiary qualifications	7 - 10 Years
Senior Management	Corporate Health and Safety Manager Group Health, Safety and Environment Manager National Health, Safety and Environment Manager	Auditing Qualifications Bachelor of Occupational Health and Safety Bachelor of Health Sciences Bachelor of Human Resource Management Bachelor of Commerce Postgraduate qualifications Environmental or sustainability tertiary qualifications	Extensive

Exit opportunities

On successfully completing all required units you will receive your statement of attainment listing all units successfully completed.

NOTE: Some students may decide to exit the course for further foundational learning and content studies if a lack of work experience (years and type) is identified.

Master Builders’ training policies

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

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