



TRAINING AND ASSESSMENT STRATEGY (TAS)

RTO name:	Training RTO
Course duration:	January 2017 – December 2017
Code and title:	BSB30715 Certificate III in Work Health and Safety
Purpose of program:	The purpose of this training program is to develop the learner’s verbal and written communication skills, WHS knowledge of the workplace, build team work skills, apply risk management techniques and learn about various marketing methods.
Packaging rules:	<p>Total number of units = 10</p> <p>5 core units plus</p> <p>5 elective units, of which:</p> <ul style="list-style-type: none">• 3 units must be from the elective units below• 2 units may be from any currently endorsed Training Package or accredited course at the same qualification level• If not listed, 1 elective unit may be selected from a Certificate II or Certificate IV from any currently endorsed Training Package or accredited course. <p>Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.</p>
Recent changes to the training package	Release 2, replacing Release 1 on 14 June 2016. Supersedes and is equivalent to BSB30712 - Certificate III in Work Health and Safety on 24 March 2015. Updated to meet Standards for Training Packages.
Entry requirements:	Nil
Pathways (if applicable):	Not Applicable
Regulations, licensing and	No licensing, legislative or certification requirements apply to this qualification at the time of publication.

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registration requirements:

Units of competency:

(add extra rows if necessary)

Code	Title	Core/Elective
BSBWHS302	Apply knowledge of WHS legislation in the workplace	Core
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control	Core
BSBWHS304	Participate effectively in WHS communication and consultation processes	Core
BSBWHS305	Contribute to WHS issue resolution	Core
PUAWER001B	Identify, prevent and report potential workplace emergency situations	Core
HLTAID003	Provide first aid	BSB30715 list
BSBCMM201	Communicate in the workplace	BSB30715 list
CPPWMT3044A	Identify wastes and hazards	BSB30715 list
BSBWRT301	Write simple documents	BSB30715 list
MEM11011B	Undertake manual handling	Imported elective

Target learners:

- Target learners include:
- Individuals working in all industries
 - Unskilled workers entering the workforce



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Characteristics of target learners:	<p>Their characteristics include:</p> <ul style="list-style-type: none">• Age group between 18 – 65+ years old• Education status – ranging from no formal education to completion of post-graduate studies• Range of no work experience to 10+ years experience in various industries• Mix of preferred learning styles• Learners may experience a range of barriers, such as learning difficulties, EAL/D, chronic illness and disability, early exit from formal schooling and others
Required facilities and equipment:	<ul style="list-style-type: none">• Laptop, projector• Internet access• Extension cords• Training materials such as textbooks, handouts, assessments
Support services available:	<ul style="list-style-type: none">• Explaining concepts in clear terms over the telephone• Enlarge the font size of learning materials• Allowing students to be orally assessed by Skype• Allowing students to be assessed in person at the office• Fortnightly webinars are scheduled and offered to students• Weekly tutorial sessions (2 hour allocation where students can ask questions and receive responses from a qualified trainer/assessor)• Pre-recorded information sessions for each unit• Students have access to the online forum
Reasonable adjustment options:	<ul style="list-style-type: none">• Allow the student to complete a practical exam instead of a written exam• Allow the student to have a sign language interpreter in the lessons• Allow the student to provide written answers due to a hearing impairment• Allow the student to answer oral questions if they have writing difficulties• Provide audio recordings of the lesson for those who are hearing impaired

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Learning resources:	<p>All enrolled students have access to the following learning resources:</p> <ul style="list-style-type: none"> Learner Workbooks (contains the assessment tools) Learner Guides (contains content about each unit of competency) All supporting resource materials such as templates (available via the online learning system) Pre-recorded information sessions (available via the online learning system) Fortnightly webinars and chat logs Weekly tutorial sessions and chat logs Access to the online student forum 			
Delivery and assessment arrangements:	Segment	Unit code	Unit name	Time allocation (e.g. Days, hours, weeks, months)
(add extra rows if necessary)	1.	BSBWHS302	Apply knowledge of WHS legislation in the workplace	6 weeks
(add extra rows if necessary)	2.	BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control	4 weeks
(add extra rows if necessary)	3.	BSBWHS304	Participate effectively in WHS communication and consultation processes	6 weeks
(add extra rows if necessary)	4.	BSBWHS305	Contribute to WHS issue resolution	5 weeks
(add extra rows if necessary)	5.	PUAWER001B	Identify, prevent and report potential workplace emergency situations	5 weeks
(add extra rows if necessary)	6.	HLTAID003	Provide first aid	5 weeks
(add extra rows if necessary)	7.	BSBCMM201	Communicate in the workplace	4 weeks

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	8.	CPPWMT3044A	Identify wastes and hazards	5 weeks				
	9.	BSBWRT301	Write simple documents	7 weeks				
	10.	MEM11011B	Undertake manual handling	5 weeks				
Delivery mode:	Blended Delivery – online and classroom							
Delivery venue details:	Shaw Thing Training – 99 Smith Street, Brisbane QLD 4000							
Assessment methods:	Observation, Questioning, Product Based Methods, Portfolio, Recognition of Current Competency							
Assessment tools:	Role play, presentations, written exam, oral questions, case study, simulation							
Evidence gathering techniques: (add extra rows if necessary)	Key codes							
	A	Assessor Observation Checklist						
	B	Written Question Task						
	C	Role Play						
	D	Verbal Questioning						
	E	Portfolio of Documents						
	F	Recognition of Current Competency – Credit Transfer from Third Party RTO						
		Unit code	Unit name	A	B	C	D	E
	BSBWHS302	Apply knowledge of WHS legislation in the workplace	X	X		X		



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	BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control	X	X	X			
	BSBWHS304	Participate effectively in WHS communication and consultation processes	X	X	X		X	
	BSBWHS305	Contribute to WHS issue resolution	X	X	X			
	PUAWER001B	Identify, prevent and report potential workplace emergency situations	X	X	X		X	
	HLTAID003	Provide first aid						X
	BSBCMM201	Communicate in the workplace	X	X	X			
	CPPWMT3044 A	Identify wastes and hazards	X	X		X		
	BSBWRT301	Write simple documents		X		X	X	
	MEM11011B	Undertake manual handling	X	X		X		
	Delivery and assessment staff: (add extra rows if necessary)	Unit code	Staff name	Train			Assess	
BSBWHS302		Imogen Airey			X		X	
BSBWHS303		Imogen Airey			X		X	
BSBWHS304		Imogen Airey			X		X	
BSBWHS305		Imogen Airey			X		X	

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	PUAWER001B	Imogen Airey	X	X
	HLTAID003	Imogen Airey	X	X
	BSBCMM201	Imogen Airey	X	X
	CPPWMT3044 A	Imogen Airey	X	X
	BSBWRT301	Imogen Airey	X	X
	MEM11011B	Imogen Airey	X	X

Assessment Validation:

Assessment validation is an on-going quality review process. Trainers and assessors from each qualification will meet once every six (6) months to check that the assessment tools used are producing valid, reliable, sufficient, current and authentic evidence. Validation is also concerned with continuous improvement of assessment practices and outcomes. The validation meetings will also check if the requirements of the Training Package have been met.

Assessment Validation Policy

Management and training staff are committed to the continuous improvement of its assessment process, tools and outcomes. Details of the validation policy are below;

- i. All assessment strategies, processes and tools are validated every six (6) months.
- ii. The assessments are validated by trainers and assessors who were not involved in the training and assessment of the course (complies with Clause 1.11). Assessment validation will be conducted by a panel consisting of industry experts, trainers, assessors and management personnel who meet the requirements outlined in Clause 1.11.
- iii. All validation findings will be recorded in the Assessment Validation Review document, including any suggested changes.
- iv. All issues that arise from the validation process of assessment tools will be documented and tabled prior to the commencement of the next program



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	<p>to ensure further issues are prevented. This will take place at the bi-monthly management meeting.</p> <p>v. The company will apply a process that is transparent, representative, confidential, educative, and equitable and accepts tolerable variation in interpretation of standards.</p> <p>vi. The company will comply with the guiding principles of assessment and rules of evidence</p>
Transition requirements:	As per Clause 1.26 of the Standards for Registered Training Organisations 2015, where a training product on its scope of registration is superseded all learners training and assessment is completed and the relevant AQF certification documentation is issued or learners are transferred into its replacement within a period of one year from the date the replacement training product was released on the National Register
Quality assurance policy:	<ul style="list-style-type: none">• A systematic approach to assuring quality in all aspects of the services it provides – in audit services, consulting and recruitment services; and training and assessment resource development• A quality management system including documented policies, procedures, systems and plans on which all staff are trained• An online management system that ensures projects, tasks, documents and other records can be managed systematically and records can be accessed as required• Processes to ensure feedback is collected from a wide range of stakeholders on a regular basis. Feedback is collated and analysed to measure performance and identify areas for improvement• Quality review processes that occur systematically upon the completion of a service, project or specific task to ensure the quality standards of the service have been met.
Document formatting procedures	All training and assessment documents must be available in Microsoft Word 2010.
Document filing procedures	All completed assessments must be scanned into PDF format. The file naming protocol is as follows: <ul style="list-style-type: none">• Student name – UNIT CODE – Document type



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Document storage procedures	All completed assessments must be scanned into the student's folder located on the company server.
Version control procedures	All minor and major changes to training and assessment documents must comply with the policy below: <ul style="list-style-type: none">• Use the date to indicate the version of the document – 02.11.2015
Date approved:	08.01.2017