

OHS Training Calendar

July – December 2011

NSW Business Chamber members can now access at special discounted rates, a range of quality OHS training events provided through the National Safety Council of Australia Ltd to help invigorate your business.

- Receive nationally recognised training
- Learn about current legislation and compliance
- Learn about best safety practices to maximise productivity, efficiency and quality
- Receive practical skills and knowledge to suit the safety needs of your business.

Course	Duration/ Time	Costs (Member/ Non-Member)	Location	Jul	Aug	Sep	Oct	Nov	Dec
NSW Compliance & Refresher Training									
OHS Consultation (NSW90502) WorkCover NSW approved	4 days	\$572 \$635	Sydney	4,5,11,12	15,16,22,23	5,6,12,13	10,11,17,18	7,8,14,15	5,6,12,13
			Parramatta	20,21,27,28	18,19,25,26	21,22,28,29	19,20,26,27	16,17,23,24	7,8,14,15
			Newcastle	6,7,13,14	3,4,10,11	14,15,21,22	5,6,12,13	2,3,9,10	30 Nov, 1,7,8
			Wollongong		10,11,17,18		9,10,16,17		
OHS Committee Chairperson	1 day	\$297 \$330	Sydney		10			16	
			Parramatta	13			5		
			Newcastle			1			
			Wollongong	26			14		
OHS Consultation Refresher	1 day	\$297 \$330	Sydney			22			8
			Parramatta		10			9	14
			Newcastle			2			14
			Wollongong	27				2	
Return to Work Coordination – Intro WorkCover NSW approved	2 days	\$481 \$535	Sydney		18,19			10,11	
			Parramatta	14,15					
			Newcastle			8,9			1,2
			Wollongong			22,23			
Awareness Courses									
Auditor Training – OHS Internal Auditing Skills	3 days	\$1,080 \$1,200	Sydney	18,19,20				21,22,23	
			Newcastle		15,16,17				
			Wollongong				17,18,19		
OHS Management Awareness Law, Consultation, Risk Management, OHSMS, Emergency Management, Workers Compensation	1 day	\$297 \$330	Sydney	8	18		5	18	15
			Parramatta			9	14		
			Newcastle		12		25	8	
			Wollongong		4		12	11	
Bullying & Harassment	½ day am	\$165 \$185	Sydney	13				17	
			Parramatta			7			
			Newcastle		1				
			Wollongong				6		
Hazardous Substances & Dangerous Goods	½ day am	\$165 \$185	Sydney	14			24	11	
			Parramatta			8			
			Newcastle		8				
			Wollongong		3				
Manual Handling & Ergonomics	½ day pm	\$165 \$185	Sydney	14			24	11	
			Parramatta			8			
			Newcastle		8				
			Wollongong		3				

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Nationally Recognised Qualifications									
Diploma of Occupational Health & Safety* (BSB51307) Cycle 1 (C1) Cycle 2 (C2)	8 days	\$4,000 \$4,500	Sydney	4,5,6,7 (C1)	8,9,10,11 (C2)		24,25,26,27 (C2)		
			Parramatta			12,13,14,15 (C1)			12,13,14,15 (C2)
			Newcastle Mayfield		15,16,17,18 (C1)	19,20,21,22 (C2)		7,8,9,10 (C2)	
			Wollongong		22,23,24,25 (C1)	5,6,7,8,9 (C2)		21,22,23,24 (C2)	
Certificate IV in Occupational Health & Safety* (BSB41407)	5 days	\$1755 \$1950	Sydney	25,26,27,28,29			17,18,19,20,21		
			Parramatta		15,16,17,18,19			14,15,16,17,18	
			Newcastle		22,23,24,25,26			21,22,23,24,25	
			Wollongong						5,6,7,8,9
Auditor Training– Conduct an OHS Audit (PUADEF0H001A) RABQSA	5 days	\$2190 \$2435	Sydney	18,19,20,21,22				21,22,23,24,25	
			Newcastle		15,16,17,18,19		31	1,2,3,4	
			Wollongong				17,18,19,20,21		
Commonwealth Courses									
Commonwealth Health & Safety Representatives (SRCC accredited)	5 days	\$790 \$880	Sydney			19,20,21,22,23		31 Oct, 1,2,3,4	
			Newcastle				17,18,19,20,21		12,13,14,15,16
			Wollongong			12,13,14,15,16			
Commonwealth OHS Committee Training	2 days		Available for onsite delivery – contact 13 26 96						
Commonwealth Committee Chairperson	1 day		Available for onsite delivery – contact 13 26 96						
Environmental Sustainability									
Sustainable Resource Reduction Strategies	2 days	\$700 \$780	Sydney		17,18				
			Newcastle					3,4	
			Wollongong						19,20
Introduction to Sustainable Work Practices	1 day	\$350 \$390	Sydney	25					
			Newcastle			19			
			Wollongong					7	
Advanced Sustainable Work Practices	2 days	\$700 \$780	Sydney	26,27					
			Newcastle			20,21			
			Wollongong					8,9	
Auditing Environmental Management Systems	2 days	\$895 \$995	Sydney	28,29					
			Newcastle			22,23			
			Wollongong						21,22

* Enrolment is subject to completion and passing of the skill assessment test.
Successful completion of post course assessments will lead to issue of relevant qualifications.

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July – December 2011

Distance Learning

This has the benefit of allowing students to complete the units in their own time. Units will be accessible on the NSCA website with subject specialists available to offer full telephone (during normal work hours) and email support. Courses can be completed over 2 years maximum.

Cert IV Members: \$1,440 Non-Members: \$1,600

Diploma Members: \$3,465 Non-Members: \$3,850

OR

Members: \$200/\$436 per unit Non-Members: \$220/\$485 per unit (GST exempt)

To enquire about Distance Learning options, contact **1800 784 505**.

Course queries

Training courses are conducted by and invoiced through the National Safety Council of Australia.

Full payment must be made prior to commencement of training. For any queries regarding the courses outlined in this document, accreditation, cancellation and refund policies, please contact **1800 784 505**.

(If booking within **48 hours** of course commencement, please contact 1800 784 505 for payment confirmation).

Additional Locations / Customised Training Courses

Training can be organised in additional locations pending demand, or tailored to your business needs through customised and/or onsite courses. For all enquiries regarding customised Training Courses, contact **13 26 96**.

Cancellation and refund policy

1 NSCA Cancellation and refund policy for public training courses

- 1.1 Full payment must be made before the commencement of training, unless prior arrangements with NSCA have been made. For on-site training a 50% deposit prior to the training must be made.
- 1.2 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.
- 1.3 Cancellations received between 5 and 10 working days before commencement of the course will forfeit 50% of the course fee.
- 1.4 Cancellations within 5 working days of the start of the course will forfeit 100% of the course fee.
- 1.5 Substitution of participant is acceptable without incurring additional costs.
- 1.6 Transfer to another course is acceptable up to 5 working days before commencement of the course. A 10% administration fee will apply.
- 1.7 Non-attendance without notice will result in the full course fee being charged.
- 1.8 In all cases a substitute may be nominated to attend the original course without penalty.
- 1.9 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.
- 1.10 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.
- 1.11 Course dates and fees are subject to change without prior notice.
- 1.12 Clients who have a grievance with the application of this policy may take action in accordance with the NSCA Grievance and Appeal Procedure.

2 Recognition of Prior Learning (RPL)

NSCA policy commits NSCA to the principles governing the recognition of prior learning, RPL focuses on identifying the endorsed industry/enterprise competency standards currently held by individuals as a result of formal and informal training, not how, when or where the learning occurred.

2.1 Assessment Methods

NSCA will conduct assessments in a fair and equitable manner as appropriate to the course objectives, learning outcomes or competencies.

2.2 Literacy and Numeracy

NSCA endeavours to enhance effective participation by all adults in vocational education and training, in the workplace and the communities, by providing access to quality English literacy and numeracy programs and services, where a participant requests such support.

Course enrolment

To book online, please [click here](#).

Alternatively, complete the form overleaf and fax to 1300 655 277.

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Course enrolment form

To book online, please [click here](#).

Alternatively, complete and fax this form to 1300 655 277.

Participants contact details

First name	Surname		
Address	State	Postcode	
Phone	Fax	Mobile	
Date of birth	Email		

Employer contact details

Contact name	Email		
Company	NSWBC Membership No.		
Address	State	Postcode	
Phone	Fax	Mobile	

Course details

Course name			
Location			Date

Payment details

Please address the payment receipt or invoice to: Participant contact details

Employer contact details

Cost of course Purchase Order No.

Cheque attached Credit card

Cheques payable to National Safety Council of Australia Ltd.

Credit card payment details

Type of card Mastercard Visa Amex Diners

Card no.

Expiry date /

Cardholders name Signature

How did you find us?

Email Promotion NSWBC Website NSWBC Account Manager Online Previously Attended Word of Mouth

This section must be completed and authorised

I have read, understood and agree to the application of the Cancellation/Refund policy (see previous page)

I do not wish to be mailed any further information.

I give NSW Business Chamber and their selected third parties permission to contact our company by phone for an indefinite period.

I give NSW Business Chamber and their selected third parties permission to contact me by email.

Privacy Policy

Please [click here](#) to view the NSCA privacy policy Please [click here](#) to view NSW Business Chamber privacy policy

Authorised by (signature) Print name