

OHS Training Calendar

July – December 2010



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.

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

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Nationally Recognised Qualifications									
Course	Duration/Time	Costs (Member/Non-Member)	Location	Jul	Aug	Sept	Oct	Nov	Dec
Auditor Training–Conduct an OHS Audit (PUADEFDH001A)RABQSA	5 days	\$2,300 \$2,680	Newcastle		16-20				
			Wollongong				18-22		
Diploma of Occupational Health & Safety* (BSB51307)	8 days 9am-4pm (over 2 cycles)	\$4,000 \$4,450	Sydney	5-8			25-28		
			Parramatta			13-16 (C1)		13-16 (C2)	
			Newcastle		16-19 (C1)		8-11 (C2)		
			Wollongong		23-26 (C1)		22-25 (C2)		
Certificate IV in Occupational Health & Safety* (BSB41407)	5 days	\$1,755 \$1,950	Sydney	26-30			18-22		
			Parramatta		16-20		18-22		
			Newcastle		23-27			22-26	
			Wollongong						6-10
Diploma of Environmental Sustainability* (30584QLD)	9 days 9am-4pm (over 2 cycles)	\$4,000 \$4,450	Sydney		23-26 (C1)			22-26 (C2)	
			Newcastle			6-9 (C1)			6-10 (C2)

* 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

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. Course can be completed over 2 years maximum.

Members: \$1,440 Non Members: \$1,600

OR

Members: \$200 per unit Non Members: \$220 per unit (GST exempt)

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

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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.



Invigorating Business Results

Call > 13 26 96

nswbusinesschamber.com.au

