

OHS Training Calendar

January – March 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.

Course	Duration/ Time	Costs (Member / Non-Member)	Location	January dates	February dates	March dates
OHS Consultation – OHS Workplace Committee / Representatives	4 days 9am–4pm	\$ 550 \$ 615	Sydney	11, 12, 18, 19	1, 2, 8, 9	1, 2, 8, 9
			Parramatta	20, 21, 27, 28	17, 18, 24, 25	17, 18, 24, 25
			Newcastle	6, 7, 13, 14	3, 4, 10, 11	3, 4, 10, 11
			Central Coast	–	1, 2, 8, 9	–
			Wollongong	–	15, 16, 22, 23	–
OHS Committee Chairperson – Workshop	1 day 9am – 4pm	\$ 288 \$ 320	Sydney	–	16	–
			Parramatta	27	–	10
			Newcastle	–	17	–
			Central Coast	–	–	9
			Wollongong	–	–	17
OHS Consultation Refresher – Workshop	1 day 9am – 4pm	\$ 267 \$ 297	Sydney	–	25	–
			Parramatta	28	–	11
			Newcastle	–	18	–
			Central Coast	–	–	10
			Wollongong	–	–	18
Return to Work Coordination – Introduction	2 days 9am – 4pm	\$468 \$520	Sydney	21,22	–	18 – 19
			Parramatta	–	11 – 12	–
			Newcastle	–	25 – 26	–
			Wollongong	–	–	25 – 26
Auditor Training–OHS Auditing Skills	3 days 9am – 4pm	\$ 980 \$ 1090	Sydney	–	15 – 17	–
			Parramatta	18–20	–	–
			Newcastle	–	–	15 – 17
Auditor Training–Conduct an OHS Audit	5 days 9am – 4pm	\$ 2190 \$ 2435	Sydney	–	15 – 19	–
			Parramatta	18 – 22	–	–
			Newcastle	–	–	15 – 19
OHS for Managers & Supervisors – Workshop	1 day 9am – 4pm	\$ 288 \$ 320	Sydney	13	–	–
			Parramatta	–	3	–
			Newcastle	20	16	–
			Central Coast	–	19	–
OHS Risk Management for Managers & Supervisors	1 day 9am – 4pm	\$ 265 \$ 295	Sydney	–	–	23
			Newcastle	–	–	17
Haz Substances / Dangerous Goods – Manual Handling / Ergonomics	2 x 3 hour sessions 9am – 12pm 1pm – 4pm	1 Course \$ 165 / \$ 185 2 Courses \$ 288 / \$ 320	Sydney	–	11	–
			Newcastle	–	19	–
Incident Investigation	1 day 9am – 4pm	\$ 265 \$ 295	Sydney	–	23	–
			Newcastle	–	–	24

OHS Training Calendar

May – June 2010



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- > 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	April dates	May dates	June dates
OHS Consultation – OHS Workplace Committee / Representatives	4 days 9am–4pm	\$ 550 \$ 615	Sydney	7, 8, 14, 15	3, 4, 10, 11	1, 2, 8, 9
			Parramatta	14, 15, 21, 22	19, 20, 26, 27	16, 17, 23, 24
			Newcastle	7, 8, 14, 15	5, 6, 12, 13	2, 3, 9, 10
			Central Coast	–	3, 4, 10, 11	–
			Wollongong	13, 14, 20, 21	–	21, 22, 28, 29
OHS Committee Chairperson – Workshop	1 day 9am – 4pm	\$ 288 \$ 320	Sydney	7	–	16
			Parramatta	–	12	–
			Newcastle	28	–	16
OHS Consultation Refresher – Workshop	1 day 9am – 4pm	\$ 267 \$ 297	Sydney	8	–	17
			Parramatta	–	13	–
			Newcastle	29	–	17
Return to Work Coordination – Introduction	2 days 9am – 4pm	\$468 \$520	Sydney	–	20 – 21	–
			Parramatta	29 – 30	–	10 – 11
			Newcastle	22 – 23	–	24 – 25
			Wollongong	–	27 – 28	–
Auditor Training–OHS Auditing Skills	3 days 9am – 4pm	\$ 980 \$ 1090	Sydney	19 – 21	–	–
			Wollongong	–	10 – 12	–
Auditor Training–Conduct an OHS Audit	5 days 9am – 4pm	\$ 2190 \$ 2435	Sydney	19 – 23	–	–
			Wollongong	–	10 – 14	–
OHS for Managers & Supervisors – Workshop	1 day 9am – 4pm	\$ 288 \$ 320	Sydney	–	25	–
			Parramatta	7	–	–
			Newcastle	20	19	–
			Central Coast	–	18	–
OHS Risk Management for Managers & Supervisors	1 day 9am – 4pm	\$ 265 \$ 295	Parramatta	–	–	2
			Newcastle	–	–	15
Haz Substances / Dangerous Goods – Manual Handling / Ergonomics	2 x 3 hour sessions 9am – 12pm 1pm – 4pm	1 Course \$ 165 / \$ 185 2 Courses \$ 288 / \$ 320	Parramatta	–	25	–
			Newcastle	–	11	–
Incident Investigation	1 day 9am – 4pm	\$ 265 \$ 295	Parramatta	–	5	–
			Newcastle	–	–	8

OHS Training Calendar

March – June 2010



Course	Duration/ Time	Costs Members – M Non-Members – NM	Location	Cycle 1	Cycle 2	May dates	June dates
Diploma of Occupational Health & Safety	8 days 9am–4pm (Over 2 cycles)	M – \$4,000 NM – \$4,450	Sydney	11-14 Jan	27-30 Apr	-	-
			Parramatta	8-11 Mar	21-24 Jun	-	-
			Newcastle	9-12 Feb or 21-24 Jun	3-6 May	-	-
			Wollongong	8-11 Feb	3-6 May	-	-
			Canberra	8-21 Jan	12-15 Apr	-	-
Certificate IV in Occupational Health & Safety	5 days 9am–4pm	M – \$2,400 NM – \$2,640	Sydney	18-22 Jan or 12-16 Apr	-	-	-
			Parramatta	22-26 Mar	-	-	-
			Newcastle	1-5 Feb or 17-21 May	-	-	-
			Canberra	11-15 Jan or 19-23 Apr	-	-	-
			Wollongong	7-11 Jun	-	-	-

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).

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 or 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.

