



trainwest
training your future

INTRODUCTORY TRAINING COURSE for Safety and Health Representatives

Enquiry package

Thank you for considering Trainwest. At the heart of Trainwest success is the quality of training that is provided. The Trainwest team are highly skilled in their relevant areas and provide an engaging and enjoyable environment to promote a positive learning experience.

At Trainwest we place significant importance on organisations having quality safety personnel. We have been providing work health and safety training (WHS) solutions to businesses, corporate representatives and individuals in Perth and Western Australia since 2007.

Our Trainwest mission statement is:

**To engage, motivate and inspire our learners,
providing a high quality training and assessment
service to individuals and across industry.**

INTRODUCTORY TRAINING COURSE for Safety and Health Representatives

OVERVIEW: This WorkSafe accredited course aims to give safety and health representatives the basic knowledge and skills to perform their roles and functions under the legislation with the ultimate aim of improving safety and health in Western Australia.



ENTRY REQUIREMENTS: Candidates must be an elected safety and health representative



DELIVERY STRUCTURE: This course must be delivered over five days of face to face training

TOPIC
Occupational safety and health legislation
Hazard Identification and risk management
Inspections and investigations
Communication and representation
Conflict resolution and Provisional Improvement notices (PINs)

Refresher course: Those who have already completed the Introductory Course may attend the first two days of this course as a Refresher.

In-house training This course can be delivered onsite at your location. For more information please contact Trainwest. It is also delivered as a public course. Please see calendar in this flyer for course dates.

Video conferencing Students have the option of attending the face to face course or part of via video conferencing technology in the form of Skype for Business. Students require a computer with access to the internet. For more information on this option, please speak with the Trainwest Student Support team.



ASSESSMENT REQUIREMENTS

The course does not provide a qualification and formal competencies are not assessed. However candidate's performance will be assessed on the knowledge and skills to perform their roles and functions under the legislation. The merits of competency based training are recognised. Candidates will participate in a variety of tasks during the course including written tasks, case studies, demonstration and scenarios.

REQUIRED RESOURCES

- » Trainwest will provide a full set of learning and assessment materials to learners for all units of competency. Trainers will utilise detailed lesson plans and customised Power Point presentations.



SUPPORT PROVIDED

Trainwest provides ongoing support to students throughout the duration of the program via email and telephone. We also offer post course support workshops at no additional charge which will provide students with the opportunity to have time away from the workplace to work on assessments with support from the Trainwest Trainer and Assessor.

Each student has access to 30 minutes one on one coaching free of charge. Additional one on one coaching is available at an hourly rate for those who need it.



CERTIFICATION: There is no nationally recognised award issued for this course. However, after completion of the Introductory Training Course for Safety and Health with Trainwest, candidates have the option to have their training recognised as part of the BSB30715 Certificate III in Work Health and Safety. For more information contact Trainwest.

To receive a nationally recognised award the candidate must submit their activity book to Trainwest for assessment. The candidate will also be required to complete additional post course assessments within six months to fulfil the requirements of BSB30715 Certificate III in Work Health and Safety.



INVESTMENT:

Module Name	Duration	Cost (inc. GST)
Face to Face training – Introductory Course	5 days	\$ 950.00
Face to Face training – Refresher Course	2 days	\$ 450.00

PAYMENT PLAN

All clients have access to Trainwest’s interest free payment plan, terms and conditions apply. The standard payment amounts are:

- » \$ 500.00 Payable prior to course commencement
- » \$ 250.00 Payable on a fortnightly basis

Payments are accepted via direct debit or credit card

Please refer to the Student Information Handbook for more information on Trainwest policies and procedures including fees, charges and refund policy.



Introductory Training Course for Safety and Health Representatives Course Calendar

2021 Course Dates

 Course Dates	 Location
Monday 10 th to Friday 14 th May	Belmont
Monday 12 th to Friday 16 th July	Belmont
Monday 20 th to Friday 24 th September	Belmont
Monday 22 nd to Friday 26 th November	Belmont

LOCATION: All training is delivered at Trainwest Training Centre [154 Epsom Avenue Belmont WA 6104](https://www.trainwest.com.au)