



# Course Overview and Pre-Enrolment Information

## - NSW HSR Refresher Course 1 day -

### **COURSE OVERVIEW**

This course is for Health and Safety Representatives (HSR) that have been elected to represent a workgroup(s) for their workplace under the Work, Health and Safety Act. It aims to provide participants with the knowledge and skills necessary to apply the principles of workplace WHS consultation as an integral part of effective WHS management system (WHSMS). This course is an approved Safework NSW Course and meets the requirements of Safework NSW training package. Participants will need to complete all topics as set out in the course guide provided by Safework NSW. Topics included in this course are, Work Health and Safety framework, Consultation, representation and participation, role of the HSR in issue resolution and minimizing risks, inspections, notifiable incidents and incident investigation, Provisional Improvement Notices (PINs) and ceasing Unsafe Work.

### **QUALIFICATION INFORMATION**

Upon successful completion of this course, participants will be awarded with the following:  
Safework NSW Approved Certificate of completion.  
This unit is **NOT** Nationally Recognised.

### **COURSE REQUIREMENTS**

Completion of all five topics is required to complete this course

### **VOCATIONAL OUTCOMES**

Upon successful completion of this course, participants will be able to consider the following job roles:

- Health and Safety Representative

This course is appropriate for those working in:

- General Industry
- Retail and Hospitality
- Mining
- Construction and Manufacturing
- Aged Care etc

### **DELIVERY**

This Course is open to the public. Course dates are available via the website or by contacting our office. This course is conducted over a one (1) day period. Participants will be facilitated in a number of ways including both practical and theory activities. Face to Face training will be under the guidance of one of our qualified and experienced trainers who hold the relevant and up to date qualifications and Vocational Education. Tea/coffee, morning / afternoon tea and lunch are provided when conducted at TTA.



## **PRE-REQUISITES**

Persons attending this course must have completed the Safework NSW 5 Day HSR course.

## **ENTRY REQUIREMENTS**

This requires that the combination of documents provided by the participants must include the participant's name and:

- photo (e.g. current driver's licence, passport)
- signature (e.g. current driver's licence, credit card)

### **EOI documentation must:**

- be originals (certified documents are not to be accepted)
- be issued by a government body or financial institution
- be in the same name unless accompanied by a document from the NSW Registry of births, Deaths and marriages (or State/ Territory equivalent) verifying the change of name
- include the participant's full name be in English unless accompanied by an English translation issued by a NSSTI accredited translator

Students will need to have access to a workplace and the required written and oral skills to deliver reports. Students are required to contribute to group discussions and work as part of the competency requirements, to receive a Certificate in this subject.

Participants are required to wear suitable attire and bring with them a pen/pencil.

## **LEARNING PATHWAYS**

This course is a Safework NSW approved course. Further details can be found at [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au)  
Students who complete this course may be eligible for further study in Certificate IV WHS BSB41415.

## **RECOGNITION OF PRIOR LEARNING / RECOGNITION OF CURRENT COMPETENCY**

As this course is of short duration RPL is not offered.

## **FEES, CHARGES AND REFUNDS**

Thurgoona Training Academy does not require payment prior to attending this course. No fee for cancellation will be imposed providing we are notified in writing seven calendar days prior to the course commencement. Cancellation received 48 hours prior to the course will be subject to a 15% administration fee and a non attendance without notification will be subject to 50% of the course fee.

## **STUDENT INFORMATION**

If you require special assistance, including language literacy, and numeracy please notify us and support services can be arranged. Students that require any special dietary requirements should contact the Academy prior to commencement of course so alternative arrangements can be made. Students will be supplied with the 'Student Handbook' prior to commencement of training. This handbook provides students with training guidelines. All students have the right to lodge an appeal or complaint in regard to the outcome of this unit. For further information please request a copy of our appeals & complaints procedure via administration. For further information visit our website at: [www.thurgoonatraining.com.au](http://www.thurgoonatraining.com.au)



## HOW TO APPLY

Complete the attached “Confirmation / Booking form for Attending a Course” and return it to:

Postal address: 4 Bennett Road, Thurgoona NSW 2640  
Academy: 137 Williams Road, Thurgoona NSW 2640  
Fax: + 61 (02) 6043 3258  
Email: [office@thurgoonatraining.com.au](mailto:office@thurgoonatraining.com.au)

*Participants are required to bring with them their USI number. Should you not already have your USI please apply for one at [www.usi.gov.au](http://www.usi.gov.au)*

## COURSE TIMES

Courses conducted at Thurgoona Training Academy commence at **8.30am** and conclude at approximately **4.30pm** unless specified otherwise. Participants are asked to ensure they arrive ten (10) minutes prior to commencement of the course.

## COURSE FEES

The fee for this course is available upon request. This price does not attract GST.

## FURTHER INFORMATION

For further information regarding this or any other course please feel free to contact our office. Our office is attended weekdays between the hours of 8am and 5.30pm. Our website has other course information available 24hrs a day and is updated continuously. Our scope of registration can be found at the following address: [www.training.gov.au](http://www.training.gov.au)

