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**ntm.edu.au**

**BSB51319**

Diploma of Work Health and Safety

**2024 | Term 3 | Application Pack**

**Please complete this form electronically and not handwritten**

|  |  |  |  |
| --- | --- | --- | --- |
| **Complete your personal details** | | | |
| **Name** |  | **E-mail** |  |
| **Mobile** |  | **Date** |  |
| **Preference: Please indicate your course preference by activating the checkbox (x)** | | | |
| **VIRTUAL CLASSROOM**  **Tuesday evenings** | 7pm to 9pm| Starting 23 July 2024 to I July 2025  (No classes during the October/December/January School Holidays)  **Disclaimer: Classes are subject to change depending on demand. You are guaranteed a place once you have returned a completed application pack & paid the deposit for your course. If your choice of class is full, we will offer you one on an alternate day,** | | | |



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**VERSION CONTROL**

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# Application Outline

# BSB51319 Diploma of Work Health and Safety

Welcome to National Training Masters

Thank you for enquiring about the BSB51319 Diploma of Work Health and Safety. All applicants will need to complete this pack as part of the enrolment process. This intake will require you to complete three parts:

1. Background Information

2. Work Health and Safety Experience

3. Hold the BSB41419 Certificate IV in Work Health and Safety, specifically the 5 Core Units:

* BSBWHS412 Assist with workplace compliance with WHS laws
* BSBWHS413 Contribute to implementation and maintenance of WHS consultation and participation processes
* BSBWHS414 Contribute to WHS risk management
* BSBWHS415 Contribute to implementing WHS management systems
* BSBWHS416 Contribute to workplace incident response

In addition, we strongly recommend you meet the following requirements:

1. Be in a current WHS job role or have been in one recently and want to upskill.

2. Have capable digital literacy skills, including using a range of Microsoft products, such as Word, researching online, and navigating the Internet.

3. Possess strong English communication and presentation skills.

4. Own or have access to a Windows 11 (which we highly recommend)

This process will ensure you are ready to undertake the course, have the required language, literacy and numeracy skills and digital literacy skills to complete your training and meet the minimum entry requirements.

You will be asked to complete a series of questions relating to your previous employment and training history.

If you have any questions before, during or after this intake process please contact our Language, Literacy and Numeracy Practitioner on 1300 653 501 or [admin@ntm.edu.au](mailto:admin@ntm.edu.au)

All prospective students are required to complete this Application Pack.

Kind regards



David Michal Lipták

**Director of Learning and Development**

# The Application Process

All applicants for the BSB51319 must complete the application pack **(Please complete electronically and not handwritten, this is used as a way to screen your digital literacy skills)**, which will provide information on your learning needs, preferences and eligibility to enrol in the course. Once completed, our Director of Learning and Development will review your application and if we require any further information, we will contact you via telephone to discuss.

At NTM we offer the BSB51319 in a virtual classroom, with a real teacher and other students.

**Prerequisites**

To undertake the BSB51319 Diploma of Work Health and Safety, you will need to hold the BSB41419 Certificate IV in Work Health and Safety, specifically the 5 Core Units:

* BSBWHS412 Assist with workplace compliance with WHS laws
* BSBWHS413 Contribute to implementation and maintenance of WHS consultation and participation processes
* BSBWHS414 Contribute to WHS risk management
* BSBWHS415 Contribute to implementing WHS management systems
* BSBWHS416 Contribute to workplace incident response

**The course is NOT an entry-level qualification and is generally not suitable for early school leavers**. At NTM, we run this course over 12 months, although if you have prior experience in the WHS field you may be able to complete the qualification more quickly. Our entry requirements for the course are that you must:

1. Have capable digital literacy skills, including using a range of Microsoft products, such as Word, researching online, and navigating the Internet.
2. Commit to attending all the virtual training sessions.
3. Possess strong English communication and presentation skills.
4. Own or have access to a Windows 11 (which we highly recommend) or the latest Mac OS (Operating System) laptop for use in class. We will provide you access to the free education version of Office 365 (such as Word and PowerPoint, so you do not need to buy a subscription) and reliable internet at home or work.

**Please complete this document accurately, honestly and to the best of your ability.** Once you have completed the intake booklet email back to Administration at [admin@ntm.edu.au](mailto:admin@ntm.edu.au)

**It is important you complete the application, not a spouse, family member or someone from work, we use this application as part of the eligibility process.**

**Do I have to attend every class and how much work is in the course?**

Yes, as this course is face-to-face virtually and is highly demanding in terms of content and assessments, you will need to commit to attending every training session.

When deciding to enrol in the course, you must organise your life and work schedule to attend all sessions. If you have work or other commitments, such as being a first responder, health worker, or carer, you must balance your commitments and time management to complete the qualification successfully. You must undertake further research and complete assessments as part of the qualification.

# Step 1: Background Information

**Instructions**: **complete all questions**. It is essential that you fill in as many details as possible. The background information is required by the NSW and Federal Governments for both the application process and enrolment, watch here why [accurate details are so important](https://www.youtube.com/watch?v=hveBYeuGee4). **If your workplace is sending you for training, it is essential that you, as the applicant, complete these details.** You must complete this form electronically and send back to [admin@ntm.edu.au](mailto:admin@ntm.edu.au). Please do not print and scan to send back the form, complete this form electronically. If you are using a smartphone or tablet, download Word to complete this form. The following details are a government requirement and will assist in the enrolment process. Simply activate the checkboxes to indicate your responses (x). Anything with an asterisk is required by the Government \*

## Personal details

**1. Contact details\***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First Name** |  | | **Family Name:** |  | |
| **Date of Birth** |  | | **Age:** |  | |
| **Gender** | Female | | Male | Other | |
| **Home Phone** |  | | **Work Phone** |  | |
| **Mobile** |  | | | | |
| **Email** |  | | | | |
| **Residential**  **Address** |  | | | | |
| **Suburb** |  | **Postcode** |  | **State:** |  |
| **Unique Student Identifier (USI)**  From 1 January 2015, National Training Masters cannot issue you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/> on computer or mobile device. Please note that if you would like to specify your gender as ‘other’ you will need to contact the USI Office for assistance. To find out more about the USI watch the [student video here](https://www.youtube.com/watch?v=HRYaaF-B7Ho&feature=youtu.be). –  **\*If you send this application pack back to admin with no USI we unfortunately have to follow government requirements and send it back for completion, this is a MANDATORY requirement. We cannot enrol students without a valid USI, this is beyond NTM’s control.** | | | | | |
| **USI \***  **Mandatory** |  | |  |  | |

**2**. Identification (Please **TICK** that you hold a NSW Drivers Licence and **TICK** the colour of your Medicare Card) **\* (Please do not send us copies of your Driver License or Medicare Care card)**

1. **NSW DRIVERS LICENCE**
2. Drivers License from another state
3. **Australian citizen, resident, New Zealand Citizen or eligible visa holder**  **You Medicare card colour proves your residency status, we are not registered for international students.**Medicare Card, please select card colour:  Green  Yellow  Blue

## Language and cultural diversity

**3a. In which country were you born? \*** Australia  Other - please specify which country *.........................................*

**3b. Are you an Australian Citizen? \***

Yes  No - if No, are you a permanent resident  Yes

No

**4. Do you speak a language other than English at home? \***

(If more than one language, indicate the one that is spoken most often)

No, English only  Yes, other – please specify which language *...............................*

**5. Are you of Aboriginal or Torres Strait Islander origin? \***

(For persons of both Aboriginal and Torres Strait Islander origin, mark both ‘Yes’ boxes)  
We do not ask for evidence of Aboriginal or Torres Strait Islander origin, you can self-identify following NSW Government Guidelines.

No

Yes, Aboriginal

Yes, Torres Strait Islander

## Disability

**6. Do you consider yourself to have a disability, impairment or long-term condition, including mental health and chronic health conditions?**

Yes \*

No

\* Please note that a disability may be temporary or permanent, including chronic health, medical or psychological conditions. Following government guidelines, you will need to provide evidence of your disability or medical condition. Evidence may include a letter from your doctor or health professional.

**7. If you indicated the presence of a disability, mental health, impairment, long-term or chronic condition, please select the area(s) from the following list:**

(You may indicate more than one area by activating the check boxes x)  
  
 Not applicable, **or**

Hearing/deaf  
 Physical  Intellectual   
 Learning  
 Mental health  
 Acquired brain impairment  
 Vision  
 Medical condition  
 Other - please specify .....................................

## Previous and Current Education and Training

## Your education at school

Please complete the following by activating the boxes or providing information where necessary x):

**8**. Which is the highest grade you **finished** at school? **\***  
  
 never attended school  
 year 8 or below  
 Year 9  
 Year 10  
 Year 11  
 Year 12 / HSC / IB / TPC  
  
**9.** Are you still enrolled in secondary or senior secondary education? **\***

Yes  
 No

## Post-secondary education

**10.** Have you **successfully** **completed** any qualifications? **\***  No  Yes

**11.** If **YES**, then tick any applicable boxes):

Statement of Attainment  Certificate III  Advanced Diploma  
 Certificate I  Certificate IV  Bachelor’s degree or higher  
 Certificate II  Diploma  Other: please specify

Tick the applicable boxes below to indicate where you obtained the above qualifications **\***:

TAFE  
 HSC VET Framework Course / TVET  
 Community College  
 Private Training Provider  
 University/Higher Education  
 Overseas

## Qualifications and certificates \*

**12**. In the table below, please list any courses you have **completed** or in which you are currently enrolled at TAFE, private VET college, Community College, as part of an apprenticeship or traineeship, higher education or at a university. Courses can include white card training, working at heights, etc. List your qualifications starting with the most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Name** | **Institution** | **State/Country** | **Year Finished** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Note: 2 attach certified copies of all transcripts from university / TAFE / RTO and any trade licences you have to this intake booklet**

## Work experience \*

**13.** **Please list your previous/current work experience or employment history, including voluntary and paid work**. Start with your current position:

|  |  |  |  |
| --- | --- | --- | --- |
| **Position/Job** | **Company/Organisation** | **Length of Employment** | **Full Time/**  **Part Time** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**14. Which of the following best describes your current employment and current study status?** (please select only one) **\***

Fulltime – business employee  Part-time

Self-employed - not employing others  Casual

Employed - unpaid worker in a family  Employer

Unemployed - seeking full-time employment  Not employed – not seeking employment

Unemployed - seeking part-time or casual  Student

**15. Which of the following BEST describes your main reason for undertaking the course(s) for which you are registering**: **\***

To get a job  I wanted extra skills for my job

To develop my existing business  To get into another course of study

To try for a different career  For personal interest or self-development

To get a better job or promotion  To get skills for community/voluntary work

It was a requirement of my job  Other reasons

# Step 2: Workplace Training and Support

**Instructions:**

Foundation skills are the underpinning communication and employability skills required for participation in the workplace, the community and in adult education and training. There have been a range of terms used to describe these skills in the past. Language, literacy, numeracy and digital skills, or LLND, is the traditional way of referring to the ability to speak, listen, read and write in English, and to use mathematical concepts. Foundation skills is a new term used in Vocational Education and Training, think about the term loosely covering the range of skills needed to communicate at work, at home and in the community.

In this part of the pre-training process, we are going to ask you a series of questions about your workplace experiences. There is also a section on using technology as the course at National Training Masters is completed electronically - we no longer print volumes of assessment and training material as part of our commitment to sustainable work practices.

**Write about 50 words per question – all applicants to complete. If you miss or skip an item we will return the application for you to complete.**

**1. Why do you want to undertake the Diploma of Work Health and Safety**?

**2. Detail three things you would like to learn, develop and take away from undertaking the course**:

**3. Who at work do you have access to and can support you throughout the course**? (detail all key personnel, managers, colleagues, human resources management, learning and development)

**4. Would you like extra assistance with the course, such as 1:1 tutorial and/or small group workshops? Detail what type of help you would like, such as assistance with writing, assignments, using computers, getting organised etc**.

**5. What employment are you hoping to attain after completing this qualification?**

**6. How will undertaking the Diploma of Work Health and Safety help you to achieve your medium and long-term goals? When answering this question include your personal, career plans and goals** (about 100 words)

**7. What further study, professional development and qualifications are you planning on undertaking after completing this qualification?**

**8. There will be research, reflection and assessment time required outside of the course. How will you ensure you will be able to manage work, personal and study commitments?**

**9. Are there any other factors that influenced your education and training (for instance, isolation, health, family or personal circumstances?**

No  
 Yes (please detail below)

**10. How proficient are your digital literacy skills, such as navigating Windows / Mac OS, typing, navigating the internet, managing folders and files?**

Great  Good  Average  Ok  Poor

**We DO NOT recommend Chrome books and we highly recommend Windows 11 laptops as Mac OS Laptops have significant compatibility issues with Microsoft 365 products.**

**11. This course requires face to face attendance in a virtual classroom each week. Recorded sessions are for the use of students who miss a class through illness and are not to be used as a class substitution on a regular basis. Read the following statement and activate to acknowledge and accept the terms of the course at NTM:**

**I understand and acknowledge this course is face-to-face in a virtual classroom. While the course is recorded, substituting face-to-face for online is not the most effective way to complete my qualification.**

**Note: 2 attach certified copies of all transcripts from university / TAFE / RTO, and/or any statements of attainment you may have to this intake booklet**

**12. How did you hear about National Training Masters**?

## Using computer technology: digital literacy

## PLEASE NOTE: This is a MANDATORY requirement.

How confident do you feel you can use the following computer technologies and programs.... select the appropriate skill level for each item. **At NTM the course is undertaken electronically, using Word documents for the assessments, the internet for research and presentation packages for delivery and assessment.** For a free assessment of your digital literacy visit the [Norstar Community College.](https://www.digitalliteracyassessment.org/) Keep in mind you will have access to a Microsoft Student account, this will provide you with FREE access to Office 365, so if you enrol don’t buy the software!

Simply activate by clicking the box x next to the statement that applies to your digital skills now:

**13**. Operating a Personal Computer (PC) or Mac: turning on the computer, logging in, opening applications, using a mouse, saving documents etc...

Very Confident  Pretty Good  Average  Basic  Would like help

**14.** Microsoft Word (or similar program such as Pages), such as formatting, inserting pictures, using headers/footers, version control, developer tab features, macros etc....

Very Confident  Pretty Good  Average  Basic  Would like help

**15.** Internet Explorer (Safari, Google Chrome or equivalent), searching the internet, typing in web pages, using Google or Bing…

Very Confident  Pretty Good  Average  Basic  Would like help

**16.** Email - sending and receiving e-mail through Hotmail, Gmail, Yahoo, Outlook etc...

Very Confident  Pretty Good  Average  Basic  Would like help

**17.** PowerPoint (or similar program such as Keynote), designing, formatting, inserting pictures, creating transitions etc....

Very Confident  Pretty Good  Average  Basic  Would like help

**18.** Video Conferencing using applications such as Skype, Zoom, Facetime and Microsoft Teams

Very Confident  Pretty Good  Average  Basic  Would like help

**19.** Typing speed. If you don’t know your current typing speed and accuracy visit the free website <https://www.typingtest.com/>, provide an honest result about your words per minute (wpm), the one minute test is sufficient to get you a score:

45 wpm +  44-31 wpm  30-21 wpm  20-11wpm  10 wpm and below

**Include a snipping of your results below**\* you will need to prove your typing speed and accuracy as part of your enrolment!

# Checklist for Candidate

To ensure you have completed the intake booklet, use this checklist to assist you in finalising your application (activate by clicking the box x) before sending back to NTM:

**Step 1**: Background Information   
 **Step 2**: Attached certified copies of courses and transcripts from TAFE, RTO, University or other training providers. You will need to show evidence that you have obtained the 5 core units from the BSB41419 Certificate IV in Work Health and Safety qualification.   
 **Step 3**: Read and agreed to the Privacy at the end of the application pack  
 **Step 4**: Attached any other Government Funding forms such as Smart and Skilled, Concession or Disability exemption forms.

Save this document in Word (.doc or docx), **do not convert to a PDF** or print. Once completed send all the attachments including this intake booklet via e-mail to [admin@ntm.edu.au](mailto:admin@ntm.edu.au). Send other attachments such as certificates and transcripts as separate files, do not embed them here.

What happens next?

Once we receive your application and attachments, you will receive a confirmation email stating that your class position has been allocated. Up to three weeks prior to course commencement you will receive an email with our **OFFER LETTER**. Please discuss with our admin team if you require the offer letter earlier for work purposes. Once you have received our Offer Letter, we will require a reply email to **ACCEPT** or **DECLINE** the offer.

There is no obligation to enrol if you are offered a place.

## Securing your place in the course

**Note: at NTM the BSB51319 is very popular, meaning that those who apply on time, return ALL documents and meet the criteria, will be offered a place in the course. Once a course is full, you may move to another day, if all classes are full, you will be offered a place in the next intake. Your place in the course is guaranteed once you apply, supply all documents, and meet all requirements. If your course is funded, we may be limited by the NSW and Federal Governments on how many students we can take, this is beyond our control, and we will notify you of any fees. You may need to pay a $500 deposit for your place.**

**National Training Masters**   
Privacy Notice and Student Declaration

Before signing the application pack and sending back, take the time to read the terms and conditions of your enrolment contained in this declaration. Ensure you have read the Learner Handbook, containing a summary of all our policies and procedures.

**Privacy Note**

Under the [Data Provision Requirements 2012](https://www.legislation.gov.au/Details/F2013L00160), National Training Masters is required to collect personal information about you and to disclose that personal information to the [National Centre for Vocational Education Research](http://www.ncver.edu.au) Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by National Training Masters for statistical, regulatory and research purposes. National Training Masters may disclose your personal information for these purposes to third parties, including:

* School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
* Employer – if you are enrolled in training paid by your employer;
* Commonwealth and State or Territory government departments and authorised agencies;
* NCVER
* Organisations conducting student surveys; and
* Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

* Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
* facilitating statistics and research relating to education, including surveys;
* understanding how the VET market operates, for policy, workforce planning and consumer information; and
* administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the *VET Data Policy* and all NCVER policies and protocols (including those published on NCVER’s website at [www.ncver.edu.au](http://www.ncver.edu.au)).

**ACKNOWLEDGEMENT**

**\*** I acknowledge that it is a condition of my enrolment that I abide by all National Training Masters policies and procedures. I hereby acknowledge that I have received and read the Learner Handbook, the Privacy Notice & Student declaration. I further acknowledge that when I enrol in a course with National Training Masters, I may receive their regular email newsletter containing articles relevant to training as well as special enrolment offers from time to time. I may opt out from receiving these newsletters at any time. I declare that the information I have provided to the best of my knowledge is true and correct. I consent to the collection, use and disclosure of my personal information in accordance with the *Privacy Notice* above.

opt out here   **\*** Digital signature is acceptable for sending back via e-mail

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Privacy Statement:** This Application Pack is a confidential and controlled document. Learners may review this document by contacting Administration. Store in Learner file.   
Remember to send your application pack to [admin@ntm.edu.au](mailto:admin@ntm.edu.au) and keep a copy. If you have any questions, contact our office on 1300 653 501.

**END OF APPLICATION PACK**