

# Health and Safety Representative (HSR) Initial Occupational Health and Safety (OHS) Training Course (ShortCourse)

COURSE CODE	NAPBUS0003
LOCATIONS	Warrnambool, Portland, Hamilton, Colac
STUDY MODE	On Campus, Short Course
Length	Once a week on specified days from 9am - 5pm, see dates below
Commencement	Follow the book now button for upcoming dates
Timetable	

## Course Overview

*This section gives you an introduction to what you will be learning in this course, plus course outcomes, career opportunities, and student support.*

### Introduction

Under the OHS Act 2004 (section 67), all elected Health and Safety Representatives (HSR) and deputy HSRs are entitled to attend an Initial HSR Training course or a Refresher HSR training course every 12 months. HSRs are entitled to choose their training course in consultation with their employer.

This WorkSafe-approved Health and Safety Representative (HSR) Initial Occupational Health and Safety (OHS) Training Course at SWTAFE provides you with the skills and knowledge to represent members of your designated work group to help make their workplace safer.

This course is not only suited to those undertaking a Health and Safety Representative role in their workplace but also for managers and supervisors in the organisation.

### What will I Learn?

- Interpreting the occupational health and safety legislative framework and its relationship to the HSR
- Identifying key parties and their legislative obligations and duties
- Establishing representation in the workplace
- Participating in consultation and issue resolution
- Represent designated work group members in any OHS risk management process undertaken by the appropriate duty holders
- Issuing a Provisional Improvement Notice (PIN) and directing the cessation of work

### Course Outcomes and Career Opportunities

Upon completion, you will receive a Certificate of Attendance for this course.

### Information Session

Why don't you come along to our next course info session to find out everything you need to start your learning journey? You can chat with our teachers, tour our facilities, learn more about the course, find out about the application process and get your questions answered by our course experts.

[Find the next info session near you](#)

## Course Requirements

*This section gives you an overview of entry requirements, course units and electives, skills recognition, and assessment criteria.*

### Units offered

This short course does not include accredited units and training.

## Fees

*This section gives you an overview of course fees, subsidies, and how they can be paid.*

### Course Fees

Once you have applied for your chosen course, you will receive a thank you email from South West TAFE with a few steps to help process your enrolment.

#### Complete a Pre-Training Review

You will receive an email to complete a Pre-Training Review online evaluation. This evaluation helps us tailor your training to suit your needs.

#### Create or provide a Unique Student Identifier (USI)

A USI is a nationally recognised reference number that provides an online record of your training qualifications gained in Australia.

[Create your USI](#)

Already have a USI but can't remember it? [Find your USI](#)

#### Skills recognition

If you have experience or prior qualifications, you may be eligible to apply for [recognition of prior learning](#) and gain credits. You will be asked to provide any relevant Statement of Attainment to support identified credits.

Course Fees	\$990.00
<i>No concession or government funding applies</i>	
Additional course fees	Indicative Course Fee
Course consumable/materials (approximate)	\$0.00

## How do I pay for the short course?

Booking your short course is easy and starts online. Once you've completed your online booking, you can choose from the following convenient payment options:

- **Online:** pay securely via our online payment portal.
- **Over the phone:** we will call you to take EFTPOS payment over the phone using your credit or debit card.
- **In person:** visit your nearest campus to pay by card.
- **Authority to Invoice:** if you nominate a third party (such as your employer) to cover your course cost, we will email you an Authority to Invoice form.

## Next Steps

Ready to take the next step? Here you can make an enquiry, attend an information session or begin the application process.

### How to book

There are 4 simple steps when booking for a short course with us.

1. **Book** – Book online and complete your enrolment details at [swtafe.edu.au](http://swtafe.edu.au)
2. **Verify** – You will be asked to verify your identity online as part of the booking process.
3. **Pay** – Pay online, in person, over the phone, or request an invoice for third-party payment.
4. **Attend** – Once confirmed, we'll email all the course details and any pre-reading required.

If need any assistance with completing your booking, contact our team via the live chat below, call 1300 648 911 or [visit your nearest campus](#).

### Careers and Course Advice

Not sure which course is right for you? South West TAFE will help you find your way.

Our Careers Coaches at the [Skills and Jobs Centre](#) is here to support you. Whether you're exploring career options, transitioning from school to the workforce or looking to study after school we're here to help you.

### Student Support

As a SWTAFE student, you can access a variety of support services that will enhance your study experience and help you complete your studies successfully. For more information about any of these services, [visit our student page](#).