

CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY TRAINING (COHST)
**Recognition of Prior Learning (RPL) &
 Recognition of Current Competencies (RCC)**
Application Form



Student's Name

Student No.

UNIT: BSBOHS609B Evaluate an organisations OHS performance

Unit Structure: This unit describes the performance outcomes, skills and knowledge required to make judgements as a consequence of an occupational health and safety (OHS) audit and to evaluate an organisation's arrangements for identifying hazards, assessing and controlling risks, and monitoring and improving the effectiveness of the management of OHS and compliance against agreed benchmarks.

This unit focuses on evaluation of the effectiveness of an organisation's management of OHS. Aspects of the integration with other organisational management systems, the appropriateness of participative arrangements and OHS improvements are some components of the evaluation. The scope may cover OHS performance measures and outcomes, strategies, policies, programs, procedures and the organisation's resources.

This unit applies to the auditing of systematic approaches to managing OHS, which may or may not be formalised as part of an OHS management system, and can apply to internal or external benchmarks. The scope and benchmark criteria for the OHS audit will be agreed before the commencement of information and data gathering, and may address all areas of the organisation or an identified function, business or geographical area.

Achievement of this competency requires a demonstrated knowledge of the requirements to evaluate the OHS management system (OHSMS) that is in place. An OHSMS is that part of the organisation's overall management system that, for example, covers developing, implementing, reviewing and maintaining the activities for managing OHS risks. Thus, an OHSMS is one systematic approach to managing OHS.

If you can answer yes to all the performance criteria below for this unit then you might be eligible for RPL/RCC.

Note: RPL/RCC can only be granted for whole units (Please note that some assignments have multiple units, so you might have to complete part of an assignment which contains units you have not received RPL for)

***Please note that as part of your RPL Application you must show at least 3 examples of your work as evidence**

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Nominal hours
for this unit

35

Element 1		Evaluate effectiveness of systematic approaches to identifying OHS hazards	Assessor OFFICE USE ONLY	
	Performance Criteria	List the evidence to support your claim	Sufficient	Further evidence required
1.1	Identify workplace <i>hazard</i> identification activities being undertaken and compare them with organisational policies and procedures			

1.2	Examine products, processes and systems to determine whether hazards of long latency and low frequency/high consequence are included and minimised			
1.3	Examine products, processes and systems to determine whether risks to persons other than employees are identified and minimised			
1.4	Identify organisational factors that impact on OHS			
1.5	Review outcomes of the evidence gathering with specialist personnel , if required			

Element 2		Evaluate the effectiveness of systematic approaches to OHS risk management	Assessor OFFICE USE ONLY	
	Performance Criteria	List the evidence to support your claim	Sufficient	Further evidence required
2.1	Evaluate appropriateness of the organisation's risk assessment tool/s and processes			
2.2	Assess outcomes of the risk assessment process for validity, reliability and inclusion of all major OHS risks, in particular demonstrated use of risk assessment methods in the organization			
2.3	Evaluate risk controls for suitability and effectiveness in relation to the organisation's systematic management of OHS			

Element 3		Evaluate the effectiveness of systematic OHS monitoring processes	Assessor OFFICE USE ONLY	
	Performance Criteria	List the evidence to support your claim	Sufficient	Further evidence required
3.1	Evaluate the scope of organisational processes to monitor the implementation and status of systematic approaches to managing OHS			
3.2	Evaluate the quality of information and data obtained from the monitoring processes			
3.3	Evaluate the managerial level of response to the issues raised in the monitoring process in relation to the level of risk			

Element 4		Assess whether the OHS management approaches have produced improved performance	Assessor OFFICE USE ONLY	
	Performance Criteria	List the evidence to support your claim	Sufficient	Further evidence required
4.1	Evaluate performance indicators, including positive performance indicators (PPIs) to determine whether they provide a true, reliable and timely measure of the effectiveness of the OHS management approaches to reducing OHS risk			
4.2	Compare reported performance with evidence gathered and document differences			
4.3	Evaluate outcomes of performance and document them in a clear and objective manner			

Element 5		Assess and advise on organisational OHS compliance against agreed benchmarks	Assessor OFFICE USE ONLY	
	Performance Criteria	List the evidence to support your claim	Sufficient	Further evidence required
5.1	Undertake systematic analysis to identify areas of OHS compliance and non-compliance with benchmarks			
5.2	Provide advice on the impact of legislation and standards on the selection, suitability and implementation of a range of OHS performance interventions			
5.3	Document outcomes of evaluation of compliance and report to key personnel and stakeholders			

APPLICANTS PLEASE CHECK:

- That you have ticked off each element and performance criterias for this unit
- Written in each element **HOW YOU HAVE GAINED THAT EXPERIENCE**
- Attached evidence summary sheet
- Attached evidence to support your claim for each element (including 3 examples of your work)
- Ensured that any qualification transcripts have been certified

UNIT: BSBOHS609B Evaluate an organisations OHS performance

Element	Element	√ RPL/RCC CLAIM	√Attach supporting evidence
1	Evaluate effectiveness of systematic approaches to identifying OHS hazards	<input type="checkbox"/>	<input type="checkbox"/>
2	Evaluate the effectiveness of systematic approaches to OHS risk management	<input type="checkbox"/>	<input type="checkbox"/>
3	Evaluate the effectiveness of systematic OHS monitoring processes	<input type="checkbox"/>	<input type="checkbox"/>
4	Assess whether the OHS management approaches have produced improved performance	<input type="checkbox"/>	<input type="checkbox"/>
5	Assess and advise on organisational OHS compliance against agreed benchmarks	<input type="checkbox"/>	<input type="checkbox"/>

NEXT

Complete the **RPL Tracking Record Form** and **Assessment Outcome Form** on the following pages –

- 1 Write in your details and contact information
- 2 Sign the **RPL Tracking Record Form** and **Assessment Outcome Form** where indicated on both pages.
- 3 Send this completed application form and **ALL EVIDENCE** to :

RPL APPLICATIONS, COHST, Swinburne University, Mail No H71, PO Box 218, Hawthorn, VIC 3122

- Once COHST has received your application for RPL allow up to 5 weeks for RPL to be processed.
- If the COHST assessor is **NOT SATISFIED** with the evidence provided you will be asked, to submit additional information or asked to come in for a **Presentation of Evidence Interview** and be assessed on your claims.
- If COHST finds that your RPL application is correct you will be notified and credited for the unit and will not have to do course work for that unit. Please note that some assignments have multiple units, so you might have to complete part of an assignment which contains units you have not received RPL for.

Student's Name

Student No.

UNIT: BSBOHS609B Evaluate and organisations OHS performance**Assessors Comments (OFFICE USE ONLY)**

Element number where Gap Training/Learning is required	Evidence/Training/Learning still required			
Assessor Comments -				
Final student result for the competency (please circle)			RPLC	RPLN
Name of Assessor:				
Signature of Assessor:		Date		

Assessor please note: Sign where indicated on the Tracking and Assessment Outcome forms on the following pages, they will be the only forms forwarded to Swinburne student Administration.

**SWINBURNE**University of Technology
TAFE Division

Year : 2009

RPL/RCC TRACKING RECORD**STUDENT CONTACT DETAILS**

STUDENT SURNAME		FIRST NAME		STUDENT NO.	
ADDRESS					
HOME PHONE		WORK PHONE			
MOBILE					
EMAIL					
OCCUPATION					
EMPLOYER					
DURATION OF EMPLOYMENT					
COURSE CODE					
COURSE NAME					

SELECTED RPL UNITS

UNIT CODE	UNIT TITLE	EVIDENCE GIVEN
BSBOHS609B	Evaluate an organisations OHS performance	

PLANNING INTERVIEW

Office Use Only

DATE		
PLACE		
ASSESSOR		
CONTACT NO.	PH:	MOB.
Other teachers or subject matter experts	Name	Contact

SCHEDULED DATES FOR PRESENTATION OF EVIDENCE INTERVIEW

Office Use Only

SIGNED BY STUDENT**DATE**

SIGNED BY ASSESSOR**DATE**

RPL/RCC Assessment Outcome

INSTRUCTIONS FOR DEPARTMENT

1. The student must be enrolled in the current year in the subjects listed in this application. Please attach an Amendment to Enrolment if the student is not currently enrolled in all subjects.
2. Please forward this form to TAFE Student Administration for processing.

Student Number:

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 Date of Birth

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Student Family Name:

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 Student Other Names:

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Course Code :	
Course Title in which RPL is sought:	

ASCOL UNIT CODE	UNIT TITLE	RPL Assessment Granted (RPLC) /Not Granted (RPLN)	TEACHER/ASSESSORS NAME and SIGNATURE
QBSBOHS609B	Evaluate an organisations OHS performance		Assessors Name Assessors Signature

Centre Manager's Name	Signature	Date
Student Name Acknowledgement	Signature	Date
Student Administration Entered	Initials	Date

Please return this completed RPL Application Form with your evidence to:
 RPL APPLICATIONS, COHST, Swinburne University, Mail No H71, PO Box 218, Hawthorn, VIC 3122