



SEACARE AUTHORITY

**AUSTRALIAN MARITIME SAFETY
AUTHORITY**

**ACCREDITATION OF OCCUPATIONAL
HEALTH AND SAFETY TRAINING
COURSES**

**INFORMATION PACKAGE FOR
APPLICANTS**

Issued March 2000 – Revised May 2001



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PROCEDURES FOR APPLICANTS

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SEACARE AUTHORITY/AUSTRALIAN MARITIME SAFETY AUTHORITY
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Seafarers Rehabilitation and Compensation Act 1992

GUIDANCE NOTES AND PROCEDURES FOR APPLICANTS

1. Background

One of the functions of the Seafarers Safety, Rehabilitation and Compensation Authority (the Seacare Authority) pursuant to section 104 of the *Seafarers Rehabilitation and Compensation Act 1992* (Seafarers Act) is to **accredit** occupational health and safety training courses (section 104(f)) for the purposes of section 47 of the *Occupational Health and Safety (Maritime Industry) Act 1993* (OH&S(MI) Act).

Section 47 of the OH&S(MI) Act specifies that a health and safety representative for a designated work group **must** undertake a course of training relating to occupational health and safety that is **accredited** by the Authority.

At 15 March 2001 three courses have been accredited by the Authority. These are: (i) Maritime Industry Health and Safety Representatives Distance Learning Course accredited on 1 March 1995; (ii) Safety Practitioners Course accredited on 13 February 2001; and (iii) CSR Shipping Ltd Course, accredited on 6 March 2001.

2. Developments during 1999-2000

The move to company employment and a stronger commitment by the industry to improving occupational health and safety performance, in the context of continuous workplace relations reform, is likely to result in a demand for additional OH&S training and perhaps a greater diversity of training courses and delivery methods.

In this context the Authority has recognised the need to prepare itself for future requests for accreditation of additional courses. At a meeting of the Authority on 8 December 1999 it was agreed that the Seacare Authority and the Australian Maritime Safety Authority (AMSA) would cooperate to develop a contemporary course accreditation procedure so that applications by employers and other organisations for accreditation of courses can be expeditiously considered.

AMSA has agreed to perform a formal course accreditation assessment process for the Seacare Authority, with the final decision on accreditation being made by the Seacare Authority based on an assessment report provided by AMSA.

AMSA has agreed to undertake this role consistent with its existing role in approving other maritime industry training courses. AMSA adopts the principles set out in its quality procedures for course assessment and review when conducting this process.

3. Development in 2001

On 6 March 2001 the Seacare Authority agreed to revise its accreditation procedures in light of experience in accrediting two additional courses in the latter part of 2000/early 2001. The additional matters now included in the procedures cover:

- The time period for accreditation, now set at 3 years, and subsequent accreditation review;
- Procedure for dealing with changes in courses;
- Reporting on course outcomes by course accreditation sponsors; and
- Course presenter qualifications/experience.

Each of these matters is now dealt with in the procedures below.

4. Accreditation process

The course accreditation process involves the following steps:

- An employer or other organisation (a course sponsor) wishing to apply to the Seacare Authority for accreditation of a course should in the first instance obtain a course accreditation information package and application form from the Seacare Authority (available in hard copy or from the Seacare website at www.seacare.gov.au);
- The completed application should be lodged with the Seacare Authority secretariat (address details at end);
- The Seacare Authority secretariat will register the application and immediately forward it to AMSA for assessment;
- AMSA will assess the application in accordance with its quality assurance assessment procedures;
- On completion of the assessment AMSA will forward an assessment report and recommendation to the Seacare Authority secretariat for consideration by the Seacare Authority;
- The Seacare Authority will:
 - ❖ Accredit the course
 - ❖ Not accredit the course
 - ❖ Recommend that the course be accredited subject to qualification; and
- The Seacare Authority secretariat will advise the applicant (in writing) of the Seacare Authority decision.

5. AMSA course assessment procedures

All course applications will be assessed by person/s with relevant Occupational Health and Safety and Training qualifications and experience.

6. Application for accreditation

An application for accreditation will need to include the following:

- Name of organisation seeking accreditation of a course (the course sponsor)
- Title of course
- Purpose of course
- A curriculum that covers the following:
 - ❖ Objectives of the *Occupational Health and Safety (Maritime Industry) Act 1993*, responsibilities of relevant parties under the Act;
 - ❖ role of a health and safety representative (HSR) under the Act
 - ❖ powers of HSRs and how to use them effectively
 - ❖ consultation and negotiation skills when representing a Designated Work Group
 - ❖ Provisional Improvement Notices and their use
 - ❖ hazard identification/assessment and control
 - ❖ access to OH&S information, role and function of the Inspectorate.
- Intended clients of the course
- Prerequisites required of course participants
- Procedures for recognition of prior learning of course participants
- A statement of the learning outcomes of the course
- Presentation/delivery strategy proposed (teaching resources/aids, course notes, handouts, reference materials required etc)
- Course schedule and curriculum (list of subjects/modules and to include):
 - Estimated time required for each subject/module
 - Estimated duration of course (in hours)
 - Instructors' qualifications and experience
- Method of assessment
- A statement agreeing that course presenters will meet the minimum qualifications/experience requirements of the Seacare Authority
- Sample of certificate or letter proposed to be issued to course participants on successful course completion
- Record keeping arrangements of participants commencing/completing the course

The above material will be assessed in accordance with AMSA Quality Procedures for course assessments, which may include a review of the presentation of the course and of course presenters. Should a review be planned, a review timetable would be agreed with the course provider.

7. Advice to course sponsors

7.1 Time period for accreditation and accreditation review

Courses accredited in 2001 and beyond will receive accreditation for **3 years** from the date of the Authority decision accrediting the course. Sponsors wishing to retain accreditation of the course beyond 3 years will be required to apply to the Authority for an accreditation review by AMSA. An application for review must be submitted to the Seacare Authority no later than 3 months prior to the expiry of the 3-year accreditation period. Upon application, the Authority will forward the request for accreditation review to AMSA which will review the currency of the course and assess any changes required by the sponsor, and provide recommendations to the Authority. The Authority will then consider accreditation for a further 3-year period.

7.2 Procedures where a sponsor wishes to changes the content, outcomes or assessment of a course

Should a course sponsor wish to substantially change an accredited course, the changes must be advised to the Seacare Authority before the changes are introduced to enable the Authority to seek AMSA advice on the proposed changes. Following AMSA assessment of course changes and advice to the Seacare Authority, advice will be communicated to the course sponsor.

7.3 Reporting to Seacare Authority on course outcomes

A course sponsor is required to provide annually to the Seacare Authority, not later than 31 July each year, a report advising on:

- the number of courses delivered in the previous financial year;
- the number of commencements in the financial year, by course;
- the number of completions in the financial year, by course;
- the number of certificates of completion issued in the financial year, by course.

The report must be provided in both hard copy electronic format.

7.4 Qualifications/Experience required by course presenters

Course sponsors are required to ensure that course presenters engaged to deliver an accredited course must hold, at a minimum, an Associate Diploma in Occupational Health and Safety or equivalent plus 5 years fulltime OHS experience in the field, and eligibility for membership of the Safety Institute of Australia or the Ergonomics Society of Australia.

7.5 Monitoring/review of course delivery

AMSA, on behalf of the Seacare Authority, will monitor/review the delivery of accredited courses. Approximately each 3 years, at around the mid point of the 3-year accreditation cycle, AMSA will arrange with the course sponsor for an AMSA officer to observe course delivery. At the time a course is being monitored/reviewed, issues such as record keeping and course presenter qualifications and experience will be examined. In addition, AMSA will undertake a review of course delivery of new courses within 6 months after first receiving accreditation.

The monitoring/review process is being introduced as a support and advice service to course sponsors in the delivery of OHS training courses.

HOW TO CONTACT THE SEACARE AUTHORITY

Phone: 02-61217120
Fax: 02-61217907
E-mail: seacare@dewrsb.gov.au
Address: GPO Box 9879
CANBERRA ACT 2601
Contact Officer: Manager, Seacare Authority Secretariat

HOW TO CONTACT THE AUSTRALIAN MARITIME SAFETY AUTHORITY (AMSA)

Phone: 02-62795044
Fax: 02-62795966
Address: GPO Box 2181
CANBERRA CITY ACT 2601
Contact Person: Senior Adviser, AMSA OHS Programs



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AUSTRALIAN MARITIME SAFETY AUTHORITY

ACCREDITATION OF OCCUPATIONAL HEALTH AND SAFETY TRAINING COURSES

<h3>APPLICATION FORM</h3>

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APPLICATION FORM

Applicant information

Name of organisation (course sponsor):

Address:.....

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Phone/Fax/Email:

Contact name:

Name of course:

Date of application:

Seacare Authority information

Date received by Seacare Authority:

Application checked for completeness by:

Date forwarded to AMSA:

Date AMSA assessment received by Authority:

Date of Authority decision on accreditation:

Date applicant advised of Authority decision:

Comment: