



**Australian Government**

---

**Seafarers Safety, Rehabilitation  
and Compensation Authority**

**GUIDELINES FOR THE  
ACCREDITATION OF HEALTH AND  
SAFETY REPRESENTATIVE (HSR)  
TRAINING COURSES**

*Seafarers Rehabilitation and Compensation Act 1992 and  
Occupational Health and Safety (Maritime Industry) Act 1993*

**AN INFORMATION PACKAGE FOR APPLICANTS SEEKING  
ACCREDITATION OF THEIR OHS TRAINING COURSE FOR  
HSRs IN THE AUSTRALIAN MARITIME INDUSTRY**

*August 2008*

Approved by the Seacare Authority

Meeting 75 – 28 August 2008

## **Contents**

<b>1.</b>	<b>Introduction</b>	<b>3</b>
1.1	Seacare Authority role in accreditation of HSR training courses	3
1.2	Purpose of guidelines	3
1.3	Seacare Authority accreditation advisor	3
1.4	Seacare Authority accreditation panel	3
<b>2.</b>	<b>General Information for applicants</b>	<b>4</b>
2.1	Role of a health and safety representative	4
2.2	General goals and objectives of the training course	4
2.3	Bridging HSR training course	4
2.4	When is a bridging HSR training course appropriate?	5
<b>3.</b>	<b>Accreditation</b>	<b>5</b>
3.1	What is accreditation?	5
3.2	Period of accreditation	5
3.3	Period of accreditation and re-accreditation	5
3.4	Cost	6
<b>4.</b>	<b>Conditions of accreditation</b>	<b>6</b>
4.1	Training course provider	6
4.2	Trainer's qualifications / experience / professional membership	6
4.3	Course updates and amendments	6
4.4	Reporting requirements	7
4.5	Monitoring / review of course delivery	7
4.6	Withdrawal of accreditation	7
<b>5.</b>	<b>Training course requirements</b>	<b>8</b>
5.1	Training objectives	8
5.2	Relationship with Business Service training package	8
5.3	Length, format and mode of delivery	9
5.4	Adult learning principles	9
<b>6.</b>	<b>Training course elements and structure</b>	<b>10</b>
6.1	Full HSR training course	10
6.2	Bridging HSR training course	12
6.3	Refresher training	14
<b>7.</b>	<b>Assessment criteria</b>	<b>14</b>
<b>8.</b>	<b>Accreditation process</b>	<b>15</b>
<b>9.</b>	<b>Application content</b>	<b>16</b>
<b>10.</b>	<b>How to contact the Seacare Authority</b>	<b>17</b>
<b>Attachments</b>		
	<b>Attachment A – Application cover sheet</b>	<b>19</b>
	<b>Attachment B – Applicant checklist</b>	<b>21</b>
	<b>Attachment C – SMS checklist</b>	<b>23</b>

## **1. Introduction**

### **1.1 Seacare Authority's role in accreditation of HSR training courses**

One of the functions of the Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority) pursuant to section 104(f) of the *Seafarers Rehabilitation and Compensation Act 1992* (Seafarers Act) is to accredit occupational health and safety (OHS) training courses for health and safety representatives (HSR)s. Section 47 of the *Occupational Health and Safety (Maritime Industry) Act 1993* (OHS (MI) Act) specifies that a HSR for a Designated Work Group (DWG) must undertake a course of training relating to OHS that is accredited by the Seacare Authority.

### **1.2 Purpose of the guidelines**

These guidelines are primarily aimed at assisting applicants for accreditation of a new HSR training course or re-accreditation of an existing HSR training course. The guidelines also seek to assist applicants, employers and their employees understand the principles and procedures behind the HSR training course accreditation process.

The guidelines will also be used for the purpose of course assessment and quality assurance by the Seacare Authority's accreditation advisor and accreditation panel.

### **1.3 Seacare Authority accreditation advisor**

The Seacare Authority's accreditation advisor assesses HSR training courses submitted for accreditation against assessment criteria recommended by the Seacare Authority's accreditation panel and agreed to by the Seacare Authority. The assessment criteria are detailed at **Section 7** of these guidelines.

### **1.4 Seacare Authority accreditation panel**

The Seacare Authority's accreditation panel assists the Seacare Authority with the consideration of an application for accreditation of a HSR training course. The panel comprises one employer representative, one employee representative and one Australian Maritime Safety Authority (AMSA) representative. Panel members are appointed by the Seacare Authority and serve a maximum of three years.

The accreditation panel's role is to:

- inform applicants on the broad course content and on the desired learning outcomes which the Seacare Authority requires of HSRs, including possible differences in roles on different types of vessels;
- advise applicants on the documentation which the Seacare Authority considers appropriate to accompany a HSR training course for the maritime industry;
- develop the assessment criteria to be used to assess a proposed or review an existing HSR training course; and
- make recommendations to the Seacare Authority on whether to accredit, not accredit or provide a qualified accreditation of a proposed HSR training course or reaccreditation of an existing accredited HSR training course, based on advice provided by the accreditation advisor.

## **2. General Information for applicants**

### **2.1 Role of a health and safety representative**

A HSR is an employee who is selected or elected for this role, and represents the health and safety interests of employees within their designated work group (DWG). In this role they can use the prescribed powers of a HSR to help resolve health and safety issues through consultation with their employer.

The powers of a HSR are described in detail in section 48 of the OHS(MI) Act. For further information refer to the Seacare Authority's *HSR Handbook – A guide for HSRs in the Seacare jurisdiction*.

### **2.2 General goals and objectives of the HSR training course**

The goal of HSR training is for participants to acquire the knowledge and skills to enable them to exercise their powers for the purpose of promoting and ensuring the health and safety at work of employees in their DWG.

Two types of HSR training courses can be accredited – a full HSR training course and a bridging HSR training course. The Seacare Authority has approved four training objectives for each type of course. The elements to be covered in each of these training objectives are detailed at **Section 6** of these guidelines.

In broad terms, the full HSR training course should provide HSRs with:

- an understanding of the role of the Seacare Authority and of AMSA as the OHS Inspectorate;
- an understanding of the objects of the OHS(MI) Act and their role under that Act;
- knowledge of their powers under the legislation and how to effectively exercise them;
- skills in representing the members of their DWG including consulting and negotiating with management;
- skills in identifying common workplace hazards and the process by which they should be controlled;
- practical examples of health and safety issues and solutions;
- knowledge of where and how to obtain assistance in dealing with hazards and dangerous situations; and
- an understanding of the role of a HSR in the prevention of accidents, injury and disease.

### **2.3 Bridging HSR training course**

A person who was a HSR in another jurisdiction and is now a HSR in the Seacare jurisdiction may be able to complete a bridging HSR training course rather than a full HSR training course. Such a course may also be relevant for an operator's other employees (eg managers, supervisors, OHS / HR officers, other seafarers).

## 2.4 When is a bridging training course appropriate?

A bridging HSR training course rather than a full HSR training course would be appropriate for a HSR where they have:

- within the previous two years, completed an approved / accredited HSR training course from their previous jurisdiction covering all the non Seacare related elements of the Seacare Authority's training objectives (ie the elements of the training objectives for the Seacare Authority's bridging HSR training course); or
- completed a nationally recognised HSR qualification, such as the Business Services training package (BSB07) *Certificate III in Occupational Health and Safety* (BSB30707) or equivalent.

## 3. Accreditation

### 3.1 What is accreditation?

Accreditation is official recognition that a HSR training course satisfies certain training objectives and assessment criteria agreed to by the Seacare Authority, on the advice of its accreditation panel.

Accreditation is granted by the Seacare Authority and applies to a course that is conducted under the auspices of the applicant who submits the course. An accredited HSR training course will be required to comply with any conditions / qualifications set by the Seacare Authority, including those set out in **Section 4** of these guidelines.

### 3.2 Re-accreditation

A provider of an accredited HSR training course may seek re-accreditation of their course prior to expiry of the existing accreditation. The re-accreditation process involves a review of the currency of the HSR training course, including an assessment of any proposed changes, and the provider's compliance with the conditions of the current accreditation.

An application for re-accreditation must be submitted to the Seacare Authority **at least three months prior to the expiry of the existing accreditation.**

An accredited HSR training courses that has not been re-accredited by the expiry of the existing accreditation, or has not been granted an extension, will cease to be an accredited course under the OHS(MI) Act.

The Seacare Authority may grant an extension to the accreditation period of an accredited HSR training course, but for no more than three months.

### 3.3 Period of accreditation and re-accreditation

On the recommendation of the accreditation panel, a new HSR training course can be accredited for a period of between one and two years and an existing accredited HSR training course can be re-accredited for a period of up to three years.

Accreditation and re-accreditation commence from the date of the Seacare Authority's decision.

### 3.4 Cost

There is no fee for accreditation or re-accreditation. Where a HSR training course is not accredited or re-accredited, the applicant can resubmit the course. However, if that HSR training course is still not accredited or re-accredited after being resubmitted twice any further resubmission will be at the expense of the applicant.

## 4. Conditions of accreditation

The Seacare Authority may set any conditions and / or qualifications for the accreditation of a HSR training course that it considers appropriate, in addition to those set out below.

### 4.1 Training course provider

A HSR training course provider must:

- meet the standards of the Australian Quality Training Framework (AQTF);
- be a Registered Training Organisation (RTO); and
- be able to issue a nationally recognised qualification.

**Note** Further information on the AQTF (see AQTF 2007 User Guide) and on being an RTO can be accessed from [www.training.com.au](http://www.training.com.au).

### 4.2 Trainer's qualifications / experience / professional membership

A trainer of an accredited HSR training course is expected to hold:

- training and assessment qualifications (such as the Training and Assessment training package (TTA04) *Certificate IV in Training and Assessment* (TAA40104) or equivalent) with appropriate experience;
- occupational health and safety qualifications (such as the Business Services training package (BSB07) *Diploma in Occupational Health and Safety* (eg BSB61004 or BSB60607) or equivalent) with 5 years fulltime OHS experience in the field; and
- eligibility for membership of the Safety Institute of Australia or the Ergonomics Society of Australia or the Risk Management Institute of Australasia.

**Note** Further information on the above qualifications is available from the National Training Information Service (NTIS) website [www.ntis.gov.au](http://www.ntis.gov.au).

However, a trainer with only the required OHS qualifications and experience may be engaged to provide the accredited HSR training course as long as they are supervised by, and the assessment of participants is undertaken by, a trainer who has all the required training and assessment and OHS qualifications and experience and is eligible for membership of any of the professional organisations specified.

### 4.3 Course updates and amendments

A provider of an accredited HSR training course is required to advise the Seacare Authority in relation to the following changes:

- updates made during the accreditation period to the course, to ensure the currency of the course, for example to reflect relevant legislative changes;

- amendments proposed during the accreditation period to be made to the course that will significantly change the course. These must be advised in good time before the proposed introduction of the amendments to enable the Seacare Authority's accreditation panel to review the proposed amendments; and
- engagement of a trainer not covered by the original accreditation or re-accreditation process. Evidence must be provided that indicates that the trainer holds appropriate qualifications and has appropriate experience (see **subsection 4.3**).

The accreditation panel, with the assistance of the Seacare Authority's accreditation adviser, will assess any of the above changes and make a recommendation to the Seacare Authority. Advice of the Seacare Authority's decision will be communicated to the provider in writing.

#### **4.4 Reporting requirements**

A provider of an accredited HSR training course is required to report annually to the Seacare Authority, in accordance with the approved format and no later than 31 July of each year, advising on:

- the number of courses delivered in the previous financial year;
- the number of seafarer commencements in the financial year, by course;
- the number of seafarer completions in the financial year, by course;
- the number of certificates issued to successful course participants in the financial year, by course.

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

#### **4.5 Monitoring / review of course delivery**

To monitor / review the quality and delivery of an accredited HSR training course, the Seacare Authority retains the right for a representative to attend the course (at no cost) following its accreditation / re-accreditation to ensure that the course meets the assessment criteria and any additional conditions / qualifications and to provide appropriate feedback to the course provider.

The Seacare Authority retains the right to arrange for an audit of an accredited HSR training course by a RTO to report on the delivery of that course. This could be at any time, but generally this would be around the mid point of the accreditation period. On the advice of its accreditation panel, the Seacare Authority will consider the RTO's report and decide on any specific action including the provision of support and advice and, if necessary, require the provider to develop an action plan for improvement.

#### **4.6 Withdrawal of accreditation**

The Seacare Authority, on the advice of the Seacare Authority's accreditation panel, reserves the right to withdraw its accreditation of a HSR training course if:

- there is a breach of any of the above conditions; or
- the accredited HSR training course does not adequately address the Seacare Authority's training objectives and assessment criteria.

Where the Seacare Authority decides to withdraw accreditation the accredited HSR training course provider will be informed in writing, with reasons, and given the opportunity to respond and / or address any issues raised within a specified time. The Seacare Authority will determine whether or not accreditation is suspended during this time.

## 5. Training course requirements

### 5.1 Training objectives

A HSR training course is expected to cover all components of the following four training objectives:

- |                              |  |
|------------------------------|--|
| <b>Training objective 1:</b> | To understand the structure, purpose and key provisions of the <i>Occupational Health and Safety (Maritime Industry) Act 1993</i> (OHS(MI) Act) and related legislative instruments. |
| <b>Training objective 2:</b> | To understand the role, function and powers of a HSR.  |
| <b>Training objective 3:</b> | To develop the knowledge and skills necessary to carry out the role of a HSR for employees of their DWG.   |
| <b>Training objective 4:</b> | To gain the practical skills necessary for implementing the HSR role in the workplace.   |

The elements of the training objectives for both the **full HSR training course** and the **bridging HSR training course** are set out in **Section 6**.

### 5.2 Relationship with Business Services training package

The HSR training course material must indicate its relationship with the Business Services training package (BSB07) *Certificate III in Occupational Health and Safety* (BSB30707) (ie identify the units of competency used or drawn upon).

The Seacare Authority does not propose that a HSR be required to obtain a *Certificate III in Occupational Health and Safety*. However, the use of the BSB30707 units of competency as a basis for the HSR training course, the mapping of the course against those units of competency and the provision of a statement of attainment against those units of competency (listing those units partially or fully assessed) would assist a HSR who may wish to further their OHS qualifications in the future.

The use of a nationally recognised training course as a basis for a HSR training course may also assist an employer obtain government assistance for employee training.

**Note** BSB30707 has been developed for HSRs. BSB30707 requires completion of twelve units of competency, made up of seven OHS units and five elective units. The OHS units are:

- BSBOHS301B Apply knowledge of OHS legislation in the workplace
- BSBOHS302B Participate effectively in OHS communication and consultative processes
- BSBOHS303B Contribute to OHS hazard identification and risk assessment
- BSBOHS304B Contribute to OHS hazard control
- BSBOHS305B Contribute to OHS issue resolution
- BSBOHS306B Contribute to implementing emergency prevention activities and response procedures
- BSBOHS307B Participate in OHS investigations.

Further information on the above qualification is available from the NTIS website [www.ntis.gov.au](http://www.ntis.gov.au).

### **5.3 Length, format and mode of delivery**

There are no set requirements for the length of a HSR training course, the format of that course or how it is delivered. However, to cover all required material, a HSR training course would be expected to be run over an equivalent of between two consecutive days (eg bridging course) to five consecutive days (eg full course).

The nature of the maritime industry might mean that a HSR training course could be divided into blocks and run using distance learning techniques, possibly over a longer period. Although, that period should not be too long.

A HSR training course submitted for accreditation will be assessed using the assessment criteria, regardless of the course length, format and mode of delivery. Applications will need to show that the amount of time allocated to cover the required content is appropriate and that the format and mode of delivery will ensure that all elements of the training objectives are covered.

### **5.4 Adult learning principles**

It is essential that a HSR training course incorporates adult learning principles. Key points in adult learning are:

- acknowledgement of the valuable experience adult learners bring to the learning situation;
- adults like to have some control over how they learn – make planning for training a mutual activity;
- adults learn better if actively involved rather than passively observing – they appreciate a collaborative learning environment;
- repeat key points and their importance to reinforce learning;
- adults like to see the relevance of what they are learning to their work and life;
- provide opportunities for adult learners to debate and challenge ideas and theories; and
- let adult learners know how the learning can be applied.

Evidence of incorporating adult learning principles includes, but is not limited to:

- encouragement of self-direction and acknowledgement of experience;
- consideration of different learning styles and personalities;
- encouragement of motivation and engagement for participants to debate and challenge ideas and theories;
- review / assessment in each training session to aid learning; and
- practical exercises and opportunities to use knowledge and skills.

## 6. Training course elements and structure

### 6.1 Full HSR training course

**Training objective 1:** To understand the structure, purpose and key provisions of the *Occupational Health and Safety (Maritime Industry) Act 1993* (OHS(MI) Act) and related legislative instruments.

On completion of an accredited HSR training course, a HSR should be able to:

- (a) describe the role of the Seacare Authority as the regulator and the role of AMSA as the OHS Inspectorate (describing the co-regulatory relationship);
- (b) state the objects and statutory requirements established by the OHS(MI) Act and their importance to the health and safety of employees;
- (c) define the duty of care and related provisions as they apply to operators and employees;
- (d) distinguish between legislation, legislative instruments and an operator's health and safety policy and workplace arrangements (such as: health and safety committees, designated work groups and HSRs and their relationship to each other);
- (e) describe the role of manufacturers, suppliers and others within the context of the OHS(MI) Act;
- (f) describe the links between OHS, rehabilitation and return to work (RTW) and workers' compensation;
- (g) describe the role of trade unions and employee representatives, and their approach to dealing with health and safety issues in the context of the OHS(MI) Act;
- (h) state the role of management in relation to the objects of the OHS(MI) Act;
- (i) state the relevant provisions of the Occupational Health and Safety (Maritime Industry) Regulations 1995 (as amended), the Occupational Health and Safety (Maritime Industry) (National Standards) Regulations 2003 (as amended) and approved codes of practice (such as the OHS elements in the *Seacare Authority Code of Practice 1/2000*); and
- (j) describe the interaction of regulations and codes of practice issued under the OHS(MI) Act and Marine Orders (and Marine Notices) issued under the *Navigation Act 1912*.

**Training objective 2:** To understand the role, function and powers of a HSR.

On completion of an accredited HSR training course, a HSR should be able to:

- (a) describe the role of a HSR under the OHS(MI) Act, including the interaction with inspectors;
- (b) state the prescribed powers given to a HSR;
- (c) describe the purpose of workplace inspections and investigations;
- (d) describe the purpose and use of a provisional improvement notice (PIN) and requirements for consultation;
- (e) state the procedures for ordering a cessation of work, including the process for consultation with the workplace supervisor;
- (f) describe the provisions and state the procedures for using an inspector and for appealing against an investigation decision; and

(g) describe the role of consultants and how they can be used.

**Training objective 3:** To develop the knowledge and skills necessary to carry out the role of a HSR within their DWG.

On completion of an accredited HSR training course, a HSR should be able to:

- (a) describe the structure and function of health and safety committees and how they should operate;
- (b) display basic consultation and negotiation skills;
- (c) outline the basics of OHS risk management within the workplace;
- (d) state their own organisation's OHS policy and agreement;
- (e) determine which codes of practice apply to their DWG;
- (f) describe specific health and safety issues and the nature of the common hazards which may affect their DWG, and the process by which the hazards should be controlled;
- (g) state the types of information which must be gathered about accidents and dangerous occurrences;
- (h) state the types of information under the operator's control that relates to the risks to the health and safety of those employees within their DWG and how to access and use this information;
- (i) report OHS incidents and injuries; and
- (j) access OHS information.

**Training objective 4:** To gain practical skills for implementing the HSR role in the workplace.

On completion of an accredited HSR training course, a HSR should be able to:

- (a) represent the health and safety concerns of members of the DWG to supervisors and in consultative forums;
- (b) investigate complaints made by members of the DWG;
- (c) inspect a workplace, identify hazards and prepare a report of the inspection;
- (d) consult widely within their DWG on OHS issues;
- (e) research and prepare a case for consultation and / or negotiation with the operator / management;
- (f) consult and negotiate with the operator / management on resolving OHS issues;
- (g) demonstrate a full understanding of the purpose and use of a PIN; and
- (h) issue a PIN.

### Course structure

The following topics must be covered comprehensively, allowing adequate time for discussion and practical application.

Topic	Suggested Time
Legislation, legislative instruments, guidance - objects, broad framework	3-4 hours
HSR powers and roles	3-4 hours
Risk management	2-3 hours

<b>Topic</b>	<b>Suggested Time</b>
Workplace hazard identification and control	2-3 hours
Workplace visit and inspection	3 hours
Inspection report writing and action plans	1-2 hours
Negotiation / consultation	4 hours

Practical exercises must be included on:

- issuing a PIN;
- workplace inspection; and
- negotiating with management.

## **6.2 Bridging HSR training course**

**Training objective 1:** To understand the structure, purpose and key provisions of the *Occupational Health and Safety (Maritime Industry) Act 199* (OHS(MI) Act) and related legislative instruments.

On completion of an accredited bridging HSR training course, a HSR should be able to:

- (a) describe the role of the Seacare Authority as the regulator and the role of AMSA as the OHS Inspectorate (describing the co-regulatory relationship);
- (b) state the objects and statutory requirements established by the OHS(MI) Act and their importance to the health and safety of employees;
- (c) define the duty of care and related provisions as they apply to operators and employees;
- (d) distinguish between legislation, legislative instruments and an operator's health and safety policy and workplace arrangements (such as: health and safety committees, designated work groups and HSRs) and their relationship to each other);
- (e) describe the role of manufacturers, suppliers and others within the context of the OHS(MI) Act;
- (f) describe the links between OHS, rehabilitation and return to work (RTW) and workers' compensation;
- (g) describe the role of trade unions and employee representatives, and their approach to dealing with health and safety issues in the context of the OHS(MI) Act;
- (h) state the role of management in relation to the objects of the OHS(MI) Act;
- (i) state the relevant provisions of the Occupational Health and Safety (Maritime Industry) Regulations 1995 (as amended), the Occupational Health and Safety (Maritime Industry) (National Standards) Regulations 2003 (as amended) and approved codes of practice (such as the OHS elements in the *Seacare Authority Code of Practice 1/2000*); and
- (j) describe the interaction of regulations and codes of practice issued under the OHS(MI) Act and Marine Orders (and Marine Notices) issued under the *Navigation Act 1912*.

**Training objective 2:** To understand the role, function and powers of a HSR.

On completion of an accredited bridging HSR training course, a HSR should:

- (a) describe the role of a HSR under the OHS(MI) Act, including the interaction with inspectors;
- (b) state the prescribed powers given to a HSR;
- (c) describe the purpose of workplace inspections and investigations;
- (d) describe the purpose and use of a provisional improvement notice (PIN) and requirements for consultation;
- (e) state the procedures for ordering a cessation of work, including the process for consultation with the workplace supervisor;
- (f) describe the provisions and procedures for using an investigator and for appealing against an investigation decision; and
- (g) describe the role of consultants and how they can be used.

**Training objective 3:** To develop the knowledge and skills necessary to carry out the role of a HSR within their DWG.

On completion of an accredited bridging HSR training course, a HSR should be able to:

- (a) describe the structure and function of health and safety committees and how they should operate;
- (b) state the types of information which must be gathered about accidents and dangerous occurrences;
- (c) state the types of information under the operator's control that relates to the risks to the health and safety of those employees within their DWG and how to access and use this information;
- (d) report OHS incidents and injuries; and
- (e) access OHS information.

**Training objective 4:** To gain practical skills for implementing the HSR role in the workplace.

On completion of an accredited bridging HSR training course, a HSR should be able to:

- (a) demonstrate a full understanding of the purpose and use of a PIN; and
- (b) issue a PIN.

### Course structure

The following topics must be covered comprehensively, allowing adequate time for discussion and practical application.

Topic	Suggested Time
Legislation, legislative instruments, guidance - objects, broad framework	3-4 hours
HSR powers and roles	3-4 hours

Practical exercises must be included on:

- issuing a PIN.

### 6.3 Refresher training

The Seacare Authority recommends that an operator should consider the provision of refresher training for a HSR who performs the HSR role for more than one term of office [usually two years]. This could follow the objectives of the bridging training course.

## 7. Assessment criteria

A HSR training course, either a full course or a bridging course, submitted for accreditation or reaccreditation is assessed against the following criteria:

- all information required is provided (refer to applicant checklist at **Attachment B**);
- course content meets the Seacare Authority's training objectives and covers all required elements within the objectives;
- conformity of the course with the Australian Quality Training Framework (AQTF) standards;
- the course material indicates the relationship with the Business Services training package (BSB07) *Certificate III in Occupational Health and Safety* (BSB30707) (ie identifies the units of competency used or drawn upon);
- the course is based on adult learning principles and incorporates appropriate teaching and learning techniques, including practical exercises for skills development;
- the course incorporates relevant organisation specific policies and agreements or provides for such inclusion where appropriate;
- the course incorporates course assessment, evaluation and feedback;
- the course is accurate and up-to-date, for example in regard to legislative provisions and resources such as publications and websites;
- the course is based on current OHS knowledge and practice;
- the course is of good quality, for example, the course materials provided are:
  - internally consistent, including providing clear links between the trainer's manual, participant's manual and overheads etc;
  - objective and relevant;
  - sufficiently informative;
  - easy to understand;
  - well set out; and
  - page numbered.
- course notes and training materials are footnoted for version control;
- all activities and practical exercises are outlined in adequate detail and the answers are provided in the trainer's manual, for example a correctly completed PIN; and
- the trainer's qualifications and experience are at the required level.

## 8. Accreditation process

The process for accreditation or reaccreditation for a HSR training course involves the following steps:

- the applicant (an employer, consultant or training organisation, either public or private) completes an application, which includes the application cover sheet (see **Attachment A**), details of the proposed course and supporting information. The application must address the Seacare Authority's training course objectives;
- the completed application is provided as a hard copy and on CD-ROM to the Seacare Management Section (SMS) at **Comcare, GPO 9905, Canberra ACT 2602**;
  - the role of the SMS is to:
    - check the application for completeness and forward it to the Seacare Authority's accreditation advisor;
    - liaise with the applicant as necessary (eg seek comments on the accreditation advisor's interim report and / or seek additional information or modification of the application's course materials to ensure the application meets required standards); and
    - provide support to the Seacare Authority's accreditation panel;
  - the SMS registers the application, informs the Seacare Authority's accreditation panel, checks the application for completeness and forwards the application to the accreditation advisor for assessment, using the Seacare Authority's assessment criteria;
- the accreditation advisor will provide an interim report to SMS who will forward it to the applicant for comment and any additional information, as required;
- the SMS will provide the applicants comments and any additional material to the accreditation advisor and request that a final report be prepared;
- the SMS will also provide the application, the interim report and any comments and additional material from the applicant to the accreditation panel for their information;
- the accreditation advisor will prepare a final report, with recommendations, and provide this to the SMS;
- the SMS will provide the final report to the accreditation panel for their consideration, discussion (usually via teleconference) and decision on a recommendation to the Seacare Authority;
- the SMS will prepare a paper for the next meeting of the Seacare Authority (or, if necessary, for out of session consideration), providing the accreditation advisor's final report and the accreditation panel's recommendations;
- the Seacare Authority will either:
  - accredit the course; or
  - not accredit the course; or
  - accredited the course subject to compliance with certain conditions (eg provision of details of trainers) and subject to certain qualifications (eg accreditation for a set time period);
- the SMS will advise the applicant (in writing) of the Seacare Authority's decision and any additional conditions and / or qualifications to which the course must comply;

- subject to the applicant's compliance with any conditions / qualifications set by the Seacare Authority, the SMS will inform the Seacare jurisdiction of the accreditation of the applicant's HSR training course – via email, *Seacare News*, and on the Seacare website;
- if the Seacare Authority does not accredit the HSR training course, the course can be resubmitted for accreditation;
- if a HSR training course has not been accredited after being resubmitted twice, assessment of any further resubmission will be at the expense of the applicant.

## 9. Application content

An application for accreditation or re-accreditation of a HSR training course should include:

- the application cover sheet (see **Attachment A**), providing:
  - the name of the organisation seeking accreditation (or re-accreditation) of a HSR training course (the applicant);
  - postal address
  - title of the course;
  - purpose of the course;
  - name of the organisation who will deliver the course;
  - applicant contact person details;
- the course material to be used / provided [printed copy and an electronic version of such documents] including:
  - trainer's notes and overheads;
  - participant's manual, notes and handouts;
  - power point presentations
  - exercises (content, approach and duration of activity) and answers; and
  - reference materials required;
- a statement that the HSR training course content is technically accurate and up to date;
- a statement detailing:
  - the presentation strategy proposed (ie length, format and mode of delivery) and use of any flexible learning arrangements;
  - the intended clients of the course;
  - pre-requisites required of course participants, if any;
  - procedures for recognition of prior learning;
  - method of assessment (include examples of assessment tools);
  - method used to record participants attendance / participation (include example of attendance register);
  - proposed ratio of trainers to trainees;
  - locations in which the course will be run and any special arrangements, including for training in remote areas;
  - facilities and equipment to be used;
  - training materials to be used eg articles, videos, references;

- the course timetable and curriculum (list of subjects / modules), including:
  - estimated time required for each subject / module; and
  - estimated duration of course (in hours);
- the participant's course evaluation form;
- the nationally recognised certificate / statement of attainment to be issued to participants on successful completion of the course (ie should identify units of competence partially or fully assessed);
- documentary evidence that the provider of the HSR training course is a Registered Training Organisation (RTO) (ie certified copy of RTO certificate);
- information about the trainer(s) to be used - name, vocational qualifications and relevant experience;
- documentary evidence that the trainer holds the minimum required qualification in training and assessment (ie certified copy of qualification);
- documentary evidence that the trainer holds the minimum required qualification in OHS (ie certified copy of qualification)
- a completed applicant checklist (see **Attachment B**).

For re-accreditation of a HSR training course

- all of the above requirements for accreditation;
- a summary of compiled evaluation comments, and as a result of these, an outline of any course improvements; and
- a summary of key changes made to the course, with page references.

## 10. How to contact the Seacare Authority

Proposals for accreditation and any other correspondence should be addressed to:

Director  
 Seacare Management Section  
 Comcare  
 GPO Box 9905  
 CANBERRA ACT 2601

Information about the HSR training course accreditation process can be sought from the SMS by:

Phone: 02 62750070  
 Fax: 02 62750067  
 E-mail: [seacare@comcare.gov.au](mailto:seacare@comcare.gov.au)

or from the Seacare website: [www.seacare.gov.au](http://www.seacare.gov.au)

Providers of accredited HSR training courses are listed on the Seacare website at [www.seacare.gov.au/OHS/HSR\\_training\\_courses](http://www.seacare.gov.au/OHS/HSR_training_courses).

## **ATTACHMENTS**

**Attachment A – Application cover sheet**

**Attachment B – Applicant checklist**

**Attachment C – SMS checklist**

**SEACARE AUTHORITY**

**APPLICATION FOR ACCREDITATION OF HEALTH AND SAFETY  
REPRESENTATIVE (HSR) TRAINING COURSE**

*Seafarers Rehabilitation and Compensation Act 1992  
Occupational Health and Safety (Maritime Industry) Act 1993*

**APPLICATION COVER SHEET**

<p><b>Applicant</b></p> <p>Organisation .....</p> <p>Postal Address .....</p> <p>..... State/Territory: ..... Postcode: .....</p> <hr/> <p><b>Course</b></p> <p>Title of course .....</p> <p>Purpose of course .....</p> <p>Course delivery organisation .....</p> <p>Does this application seek re-accreditation of a currently accredited course? (Yes or No)</p> <hr/> <p><b>Applicant contact person</b></p> <p>Name .....</p> <p>Position .....</p> <p>Organisation .....</p> <p>Phone ..... Fax .....</p> <p>Email .....</p> <hr/> <p><b>Signature</b></p> <p>.....</p> <p>Name ..... Date of application .....</p> <p>Position .....</p>
---



## Applicant checklist

Course application requirements	Included (Yes /No)	Comments
• application cover sheet		
• course materials		
- trainer's notes and overheads		
- participant's manual, notes and handouts		
- power point presentations		
- exercises, with answers		
- reference material required		
• quality assurance statement		
• statement detailing		
- presentation strategy (length, format, mode)		
- course clients		
- course pre-requisites, if any		
- procedures for recognition of prior learning		
- method of assessment (include examples of assessment tools)		
- method to record attendance / participation (include example of attendance register)		
- proposed ratio of trainers to trainees		
- location of course and any special arrangements, including for training in remote areas		
- facilities and equipment to be used		
- training materials (eg articles, videos, references)		
• course timetable and curriculum		
• participant's course evaluation form		
• example of nationally recognised attainment certificate to be issued to participant on successful completion of the course		
• evidence that the training provider is a RTO (certified copy)		
• trainer's details – name, vocational qualifications (certified copy), relevant experience		
• evidence of the trainers qualifications in training and assessment and / or in OHS (certified copy)		
<b>For re-accreditation</b>		
• all of the above		
• summary of changes made to the course		
• summary of evaluation comments and an outline of any associated improvements		



## SMS checklist

Course application requirements	Date	Comments
• application received and registered		
• accreditation advisory panel informed of application		
• application checked for completeness		
• application forwarded to accreditation advisor		
• accreditation advisor's interim report received		
• interim report forwarded to applicant for comment and any additional material		
• comments (and any additional material) received from applicant		
• applicant's comments (and any additional material) forwarded to accreditation advisor		
• application, interim report and applicant's comments (and any additional material) forwarded to accreditation panel for information		
• accreditation advisor's final report received		
• accreditation advisor's final report provided to accreditation panel for consideration		
• accreditation panel hold meeting / teleconference to decide on recommendation to Seacare Authority		
• paper with accreditation panel's recommendations prepared for Seacare Authority's consideration (at next meeting or out-of-session)		
• Seacare Authority's decision on accreditation		
• Applicant advised of Seacare Authority's decision and any conditions		
• Applicant compliance with conditions		
• Applicant advised accreditation confirmed		
• Seacare scheme advised of Seacare Authority's accreditation of HSR training course (via email, <i>Seacare News</i> , Seacare website)		