



**Australian Government**

**Seafarers Safety, Rehabilitation  
and Compensation Authority**

# **Health and safety representative training provider requirements**

**Approved by the Seacare Authority**

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# Introduction

## Purpose

This document is for providers who want to submit health and safety representative (HSR) training courses for accreditation by the Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

It outlines the process for applying for the accreditation of a HSR training course and includes information about:

- > how to apply for course accreditation
- > the accreditation process including the requirements of accreditation
- > minimum trainer qualifications
- > monitoring and quality assurance processes.

The requirements in this document apply to all applications for accreditation of both initial and refresher HSR training under the *Occupational Health and Safety (Maritime Industry) Act 1993* (OHS(MI) Act) made to the Seacare Authority from 1 July 2025.

For the purposes of this document, references to the Seacare Authority may also include the Seacare Authority Accreditation Panel (see page 5).

## Seacare Authority's role in accrediting HSR training courses

One of the Seacare Authority's functions is to accredit OHS training courses for HSRs (see section 104(f) the *Seafarers Rehabilitation and Compensation Act 1992* (Seafarers Act)).

Section 47 of the 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.

## The role of HSRs

A HSR is an employee who is selected or elected to represent the health and safety interests of employees in their DWG.

HSRs play a key role in improving health and safety in the workplace by ensuring that OHS issues concerning members of their DWG are communicated to the appropriate person for resolution.

The role and powers of HSRs and the requirement for them to undertake a course of training relating to OHS are outlined in sections 47 and 48 of the OHS(MI) Act. For more information, see the Seacare Authority's *Health and safety representatives handbook – A guide for HSRs in the Australian maritime industry*.

## Associated resources

Resources have been developed on the requirements that a course must meet in order for it to be accredited or reaccredited to deliver HSR training. This document should be read and considered in conjunction with *Health and safety representative training course requirements for the Seacare jurisdiction*.

Seacare provides resources to assist HSRs and other employees to understand the role and responsibilities of a HSR. These are available on the website at [seacare.gov.au](http://seacare.gov.au).

## Continuous improvement

The Seacare Authority is committed to continuous improvement. This document and associated documents will be reviewed periodically.

The Seacare Authority will provide ongoing advice on any legislative change that may impact the training requirements for HSRs and training providers of accredited courses in the Seacare jurisdiction.

## Accreditation process

You must apply to the Seacare Authority for the accreditation of the following HSR training courses:

- > Full courses – all newly selected HSRs must attend specific training accredited by the Seacare Authority unless they meet the criteria for a bridging course.
- > Bridging courses – a HSR in the Seacare jurisdiction who has been a HSR in another jurisdiction may be able to complete a bridging course rather than a full HSR course. They must have completed an approved HSR training course in their previous jurisdiction covering all the non-Seacare related elements of the Seacare Authority's training objectives.
- > Refresher training – the Seacare Authority recommends that an operator consider additional training for HSRs who have been/will be in the role for more than one term. Additional training may take the form of refresher training, seminars, attendance at information sessions or other developmental opportunities that enable the HSR to update their skills and knowledge.

Such a course may also be relevant for an operator's other employees (e.g. managers, supervisors, OHS/HR officers, other seafarers).

## Who can apply

A training organisation, company or sole trader may apply for accreditation of a course to deliver initial and/or refresher HSR training. For the purposes of this document the term 'provider' will be used throughout.

## Fees

There is no cost associated with applying for or renewing a training accreditation.

## What to submit

The information and material required to be submitted when applying for course accreditation or reaccreditation is provided at [Attachment A](#).

Applications will not be assessed until all submission requirements have been met.

## Seacare Authority Accreditation Panel

The Seacare Authority's Accreditation Panel assists with the consideration of an application for accreditation of a HSR training course. The panel assesses courses submitted for accreditation and advises the Seacare Authority on whether a course satisfies the requirements including the mandatory skill development activities, training objectives and learning outcomes.

The panel comprises one employer representative, one employee representative and one representative from the Australian Maritime Safety Authority (AMSA).

## How will the application be assessed?

When assessing an application, the Seacare Authority will consider the:

- > course structure
- > course content
- > administrative requirements.

These factors are further outlined in [Appendix C](#) – HSR training course assessment criteria – summary.

When assessing an application, the Seacare Authority may need to verify information you have provided and consider information provided by other WHS/OHS regulators. The Seacare Authority follows procedural fairness requirements, and if we make other enquiries you will be given an opportunity to provide further information.

If we assess a course as not meeting the requirements for accreditation, you will have the opportunity to make corrections and resubmit. After the second submission, we will notify you in writing if accreditation has not been granted.

If accreditation is not granted after the second submission, the Seacare Authority reserves the right to have any further submissions for that course reviewed and/or verified by a third party at your expense.

You may also choose to make a new application.

## Period of accreditation

The Seacare Authority may accredit a new HSR training course for a period of up to 2 years, and reaccredit an existing HSR training course for a period of up to 3 years.

The Seacare Authority determines the date accreditation or reaccreditation commences.

During the accreditation period the accredited provider will need to continue to satisfy all the requirements of accreditation including trainer qualifications and course requirements.

# Requirements for accreditation of a training course

The following general requirements of accreditation apply.

- > All training of HSRs under s47 of the OHS(MI) Act must be conducted by, or on behalf of the training provider who submitted a course for accreditation.
- > All training material (including supporting materials such as handouts, video clips, etc) used when conducting training for HSRs under s47 of the OHS(MI) Act must be submitted for accreditation (including material developed post accreditation).
- > Updates/amendments: during the period of accreditation training providers must:
  - > make any necessary amendments to the course to ensure that it remains current with Commonwealth Maritime OHS legislation
  - > submit all updates and amendments to the Seacare Authority
  - > advise the Seacare Authority in writing of any proposed significant changes to the course (including supporting material) during the accreditation period
  - > if requested by the Seacare Authority, provide a hard copy of the amended course for reassessment.
- > Providers must schedule and advertise a minimum of one course per financial year.
- > Reporting requirements: providers must submit the following information to the Seacare Authority in writing by 31 July each year:
  - > the number and type of courses run per year
  - > participant numbers per course
  - > participant names and organisations, and
  - > an update on how feedback received has been considered and any resulting updates.

The requirements in the sections below also apply.

Failure to meet the requirements above or in the below sections may result in your training course accreditation being revoked.

## Trainer qualifications

All trainers of accredited HSR training courses must have at a minimum:

1. Certificate IV in Workplace Training and Assessment (or higher), and
2. two years' experience working in workplace health and safety.

Once an application is approved, the training provider must ensure that the trainers they employ understand the entitlements, functions, powers and protections of a HSR under the OHS(MI) Act. Providers must also ensure that their trainers undertake professional development activities to keep their occupational or work health and safety industry experience and facilitation and training skills current.

The provider must also advise the Seacare Authority of trainers engaged after the course has been accredited/reaccredited, including details that they have the minimum qualifications required to deliver the course.

## Course requirements

You must develop your course material based on the underpinning principles and learning outcomes outlined in the *Health and safety representative training course requirements for the Seacare jurisdiction* document.

## Governance

The provider must possess—or have access to—the administration resources and infrastructure necessary to comply with all general and any specific requirements of accreditation.

Providers must:

- > ensure that only trainers with the requisite qualifications, skills and knowledge are engaged to deliver the accredited course
- > not sub-contract nor on-sell their accredited provider status to a third party to deliver an accredited HSR training course
- > provide a training evaluation form to each participant upon completion of the accredited course

Training providers must issue a certificate of attendance to each participant who completes the accredited HSR initial or refresher training course. The certificate must be issued within 10 working days of completion, unless exceptional circumstances apply.

Certificates of attendance must contain the following information as a minimum:

- > the name of the accredited HSR training course
- > the participant's full name, as per the registration details
- > date(s) of attendance at training
- > the name of the trainer
- > the approved training provider's name and, if applicable, registered business name and ABN
- > a unique identifying number and the signature of an authorised person of the training provider (for example, the Chief Executive or Authorised Officer)
- > a statement that the course is accredited by the Seacare Authority.
- > the date of issue of the certificate.

## Interaction with the Seacare Authority

A provider of an accredited training course must:

- > cooperate with any reasonable requirements the Seacare Authority has for ongoing monitoring and quality assurance of the accredited training course and individual trainers—for example, notification of future course dates
- > notify the Seacare Authority in writing within 14 days of any change to the details of the training provider or trainers delivering the accredited training course, or any proposed substantial changes to course content or delivery method
- > provide assistance when the Seacare Authority investigates any complaints received
- > act with due diligence when confirming eligibility for refresher training.

## Record keeping

A training provider must maintain the following records for 7 years:

- > trainer CV, qualifications and experience
- > records of all course training dates
- > participant enrolment or registration forms
- > documentary evidence of the dates that each participant attended an approved HSR training
- > records of all certificates of attendance (with unique identifying numbers)
- > records of any replacement certificates issued
- > participant evaluation forms
- > any other relevant correspondence between itself and the Seacare Authority.

## Intellectual property

The Seacare Authority acknowledges that the intellectual property rights in a training course and associated materials submitted for accreditation by the Seacare Authority, vests in the training provider. The Seacare Authority, the panel and its agents will only use the training materials for the purposes of assessing a course for accreditation and in any monitoring activities. The training provider grants the Seacare Authority an irrevocable, royalty and licence fee free, non-exclusive licence to use the course and associated materials in the course of assessing and making a grant of accreditation, including subsequent monitoring of the accredited course of training.

## Accuracy and integrity of marketing

A training provider must ensure that the marketing of their training services is accurate, reflects the accreditation requirements of the courses they are marketing and maintains the integrity of the guidelines.

## Strategies to provide quality approved HSR training

A training provider must:

- > ensure that all training is delivered in line with the underpinning principles contained in the guidance document *Health and safety representative training course requirements for the Seacare jurisdiction*
- > ensure that the workplace inspection is supervised
- > ensure that participants commence and complete the initial training course within a 6-month period, unless exceptional circumstances apply and the Seacare Authority approves a longer period
- > ensure that facilities, equipment and training materials are consistent with the specifications contained in the approved course, and also meet with current work health and safety requirements
- > ensure the trainers participate in continuing development of their work health and safety and trainer skills
- > have defined processes that ensure course materials remain current and technically accurate for the duration of its accreditation period.



## Adhering to principles of access and equity

A training provider must:

- > provide HSRs with training and support services that meet their individual needs in line with adult learning principles
- > provide HSRs with a safe and inclusive learning environment where they will gain the knowledge, skills and experience needed to exercise their powers effectively and responsibly when representing members of the DWG
- > have a transparent and accessible process available to address HSR concerns and ensure complaints about the administration and/or delivery of a course are addressed effectively and efficiently
- > ensure no more than 20 participants attend each training date
- > ensure that those who have completed the training are provided with a replacement certificate of attendance on request. This must be annotated as 'replacement' and contain the original unique identifying number.

## Audit and investigation

A training provider must cooperate with and assist the Seacare Authority:

- > when it observes and monitors the delivery of training to ensure quality and integrity
- > in any systematic audit and review of the approved training provider's conduct to ensure compliance with the requirements of accreditation
- > during any investigation of an allegation or complaint
- > in relation to any reasonable request for further information or assistance.

## Additional requirements of accreditation

The Seacare Authority may also impose additional specific requirements for training providers, trainers or course requirements. The training provider will be notified and provided with an opportunity to make submissions before a final decision about imposing variations is made.

## Reaccreditation of a training course

You must apply for course reaccreditation at least 4 months before the existing accreditation expires, to give the Seacare Authority time to assess the application.

# Compliance monitoring and enforcement

To ensure that HSRs are receiving high quality training, the Seacare Authority may conduct post-accreditation monitoring and quality assurance activities. The Seacare Authority may conduct audits regularly or in response to an issue raised by a stakeholder, and this may involve:

- > attending a training session (at no cost) to ensure the course continues to meet the accreditation requirements
- > discussing training activities with trainers and participants
- > reviewing completed evaluation forms.

Failure to comply with requirements of accreditation or reasonable written requests from the Seacare Authority may result in suspension or cancellation of your course accreditation.

At the completion of audit and investigation activities, the Seacare Authority or its agent will provide you with a copy of the evaluation/assessment report. This report may be accompanied by an improvement action plan (IAP) listing any deficiencies requiring attention.

If you fail to attend to the issues outlined in the IAP, it may result in the suspension or revocation of your course accreditation until the Seacare Authority is satisfied that the deficiencies have been appropriately addressed.

## Withdrawal of accreditation

The Seacare Authority reserves the right to withdraw or suspend accreditation of a HSR training course if:

- > there is a breach of the requirements of accreditation, or
- > the accredited training course does not adequately address the Authority's HSR training course training objectives.

Where the Seacare Authority considers that there is a case for withdrawal or suspension of accreditation, the Authority in the first instance will inform the training provider in writing, with reasons, and provide the training provider with an opportunity to respond and/or address the issues raised within a specified time. The Authority will then decide on whether to withdraw or suspend accreditation.

# Attachments

## Attachment A: HSR course submission requirements

The following material and information must be provided with all courses submitted for accreditation or reaccreditation:

### 1. Administrative information for all courses – initial accreditation and reaccreditation:

- 1.1. copy of the course evaluation form
- 1.2. copy of the overall timetable for the course
- 1.3. statement outlining the mode and format of delivery and details of any flexible learning arrangements
- 1.4. copy of method to be used to record participation/attendance
- 1.5. the proposed ratio of trainers to trainees
- 1.6. details of proposed trainers including names, qualifications and relevant experience
- 1.7. statement that the course content is technically accurate and up to date
- 1.8. details of the locations the course will be run and any special arrangements if any for training in remote areas
- 1.9. details of the facilities and equipment to be used
- 1.10. itemised list of training materials to be used throughout the training, e.g. articles, videos
- 1.11. statement that training will be conducted by the training provider that submitted the course
- 1.12. completed submission checklist (see [Attachment B](#)).

### 2. Course materials – courses submitted for reaccreditation:

- 2.1. copies of all material to be used in each segment of the course including:
  - trainer's notes and exercises (content, approach and duration of activity)
  - participants' manual
  - handouts
  - overheads/PowerPoint presentations
- 2.2. details of all current trainers, including name, competency and experience (note the competency requirements for trainers are a minimum of Certificate IV in Workplace Training and Assessment and 2 years' experience working in workplace health and safety)
- 2.3. summary of compiled evaluation comments, and as a result of these, an outline of any course improvements
- 2.4. summary of key changes made to the course with page references.

### 3. Course materials for new courses:

- 3.1. In the first instance, please submit one electronic copy of all materials to be used in each segment of the course (as identified above) for initial assessment.
- 3.2. If amendments are required, an updated copy of materials will be requested for submission to the panel.

Courses will not be assessed until all of the information listed above has been provided.

### Where to send submissions

Please send submissions and any other correspondence to:

[seacare@comcare.gov.au](mailto:seacare@comcare.gov.au)

or

Director  
Seacare Authority  
Comcare  
GPO Box 9905  
CANBERRA ACT 2601

### More information

For more information about the HSR training course accreditation process:

Phone: 02 6275 0070

Email: [seacare@comcare.gov.au](mailto:seacare@comcare.gov.au)

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](http://www.seacare.gov.au).

## Attachment B: HSR training course submission checklist

This checklist should be used when preparing a course for submission for accreditation or reassessment by the Seacare Authority. The completed checklist must be included in the submission.

Course submission requirement	Included Y/N  on page no.	Comment
Trainer's notes/manual		
Participant's manual		
Participant's additional handouts		
PowerPoint presentation		
All exercises (group, individual, role plays, etc.) including full description, timings and answers		
Course timetable (full)		
Course evaluation form		
Record of participation or attendance method to be used		
A list of facilities and equipment to be used		
Details of location of training and any specific requirements, i.e. remote locations, disabilities, etc		
Details (name, date, timing, references) of all training materials (i.e. trainer's manual, participant's workbook, PowerPoint presentation, videos, DVDs)		
A statement detailing the training method/format to be used (5-day block)		
Details of all trainers to be used: names, qualifications, relevant experience		
Detail of proposed ratio of trainers to participants		
A quality assurance statement confirming the course content is technically accurate and up to date		

A statement that all training activities will be conducted under the requirements of accreditation of the training provider who submitted the course for accreditation		
Copy of participants statement of participation		
Detailed summary of the changes made to course (reassessment)		
A summary of evaluation comments and an outline of improvements made in response to comments (reassessment)		

# Attachment C: HSR training course assessment criteria – summary

All courses submitted for accreditation or reaccreditation are assessed against the following criteria.

## 1. Course structure

The course structure is good, for example:

- > it is internally consistent, including providing clear links between the trainer's manual, participant's manual and overheads, PowerPoint presentations, etc
- > it is objective, relevant and sufficiently informative
- > the course is sequenced in a way that provides a logical flow and smooth transitions between content segments
- > course activities and application exercises are well placed to reinforce learning points and support learning outcomes
- > the content is well set out, each page includes a footer (name of course/module/provider identity) and page number.

## 2. Course content

There is evidence that the course content:

- > covers all the training objectives and components
- > has the capacity to deliver the learning objectives
- > incorporates all of the mandatory practical skills development activities
- > is based on adult learning principles and incorporates appropriate teaching and learning techniques to accommodate a variety of learning styles, including a number of practical exercises for skill development
- > has the capacity (instructions included in trainer's manual) to accommodate relevant agency specific policies when conducting the training for a specific organisation, or provide for such inclusion
- > is accurate and up to date, for example, in regard to legislative provisions and resources such as publications and websites
- > is based on current OHS knowledge and practice relevant to the Seacare jurisdiction
- > is supported by training materials footnoted for version control
- > includes activities and practical exercises which are outlined in adequate detail and the answers are provided in the trainer's manual (for example, a correctly completed PIN)
- > displays where all references and quotes are sourced from (e.g. name, source, date of material)
- > uses language/terms that are free from technical jargon and meet all anti-discrimination requirements (e.g. not sexist, ageist, racist, culturally biased, or homophobic) and is inclusive in design and nature.

## 3. Administrative requirements

The course submitted for accreditation or reaccreditation includes all information required (see [Attachment A](#)).

End of document

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