

How to apply to become an approved provider of health and safety representative training in Queensland

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Introduction

Health and safety representatives (HSR) are entitled to training under work health and safety laws. This training must be provided through a course that is approved by Workplace Health and Safety Queensland (WHSQ).

When assessing an application to provide training, WHSQ may make enquiries to verify information provided by the applicant and take into consideration information provided.

Assessment of an application by WHSQ is conducted in line with procedural fairness requirements, as such applicants will be provided with an opportunity to provide further information in relation to enquiries made by WHSQ.

If after considering an application, WHSQ proposes to refuse to grant approval for the provider or a trainer, WHSQ will notify the applicant and provide the applicant with a reasonable opportunity to provide any further information.

Following receipt of further information or the expiration of the period within which the applicant was invited to provide further information, WHSQ will make a final decision on the application. There is no appeal process provided under the WHS Act in relation to an unsuccessful application.

Why has WHSQ changed the delivery of HSR training?

In 2016, an independent best practice review was conducted into Queensland's work health and safety laws. The scope of this audit was to consider WHSQ's effectiveness in light of contemporary regulatory practice. The review encompassed all WHSQ functions.

In response to one of the review's recommendations, WHSQ reviewed the HSR process to ensure that training delivers HSRs throughout Queensland who are competent in voicing health and safety concerns while involving workers through participation and consultation.

WHSQ is increasing requirements of HSR training providers to create a robust HSR community. Providers must now comply with a range of conditions to ensure consistent high quality training is delivered. The new conditions relate to competency requirements for trainers, notification of training sessions and the provision of training in remote and regional locations.

This change will ensure training delivered to HSRs is of a consistently high standard and produces qualified and competent representatives. This will improve the role HSRs have in improving work health and safety outcomes while creating a positive safety culture in workplaces.

Who can apply

From July 2018, a registered training organisation (RTO) can make an application to be a Queensland HSR training provider. To be an approved training provider, the applicant must:

- a) be an accredited RTO with the Australian Skills Quality Authority (ASQA)
- b) satisfy the requirements of the [conditions of agreement as an authorised Health and Safety Representative \(HSR\) training provider](#) (the Conditions)
- c) possess or have access to sufficient resources and infrastructure to undertake all administrative activities necessary to comply with all general and any specific conditions of approval
- d) ensure regionally based workers have access to HSR training by scheduling and completing a minimum of three HSR training sessions per year in remote or regional locations. Evidence of the intention and ability to conduct this remote training must be provided in the application.

Purpose of the guide

The information in this document applies to applications for initial HSR training and bridging course delivery.

This guide outlines the process of applying for approval to conduct HSR training.

How to apply to be a Queensland HSR training provider

An application to deliver the HSR training must be lodged with WHSQ. A [Queensland health and safety representative \(HSR\) training provider application](#) must be completed and submitted with all supporting material.

The declaration must be completed to the best of the applicant's knowledge and in a manner that is true and correct. It is an offence to provide false and misleading information in the application or in any documents submitted in support of the application.

Failure to provide sufficient information may result in the application being not approved.

An RTO must submit a completed application, be approved to deliver the training and complete any other requirements outlined by WHSQ before delivery of HSR training.

Remote and regional training requirements

Workplace Health and Safety Queensland is committed to ensuring that regional Queensland workers have opportunities to undertake HSR training. To facilitate this, a requirement within the Conditions is for an approved provider to undertake a minimum of three HSR training courses per year in remote or regional locations (refer to Appendix 1).

- RTOs located within South East Queensland (SEQ) must provide evidence of the intention and capacity to deliver three sessions per year in regional Queensland (outside the boundaries of SEQ) in order to demonstrate that statewide coverage is being met.
- RTOs located in regional areas (outside the boundaries of SEQ) must evidence an intention and capacity to deliver three sessions per year in their location or outside of SEQ in order to demonstrate that statewide coverage is being met.
- Training cost must be consistent for delivery in all locations.

Trainers

An application to deliver the HSR training must be lodged with WHSQ for each trainer who will undertake HSR training on the RTO's behalf. A [Queensland health and safety representative \(HSR\) training trainer application](#) must be submitted for each person engaged to deliver or assess the HSR training by an RTO.

The qualifications and other requirements for trainers are outlined in the application and in the conditions. The application must be completed in full and all supporting documentation must be provided.

Trainers delivering the HSR course must have the following:

- a minimum qualification of Certificate IV in Work Health and Safety or Diploma of Work Health and Safety or a higher relevant qualification
- adult education credentialing consistent with Appendix 3 of the Conditions
- a minimum of two years relevant experience in an industrial/workplace relations or work health and safety role

- evidence of qualifications or experience in consultation, negotiation and issue resolution that employers workers' in a workplace setting*
- relevant experience in delivering training in an adult learning environment.

* To meet the requirement (relating to consultation, negotiation and issue resolution), trainers will have:

- A certificate IV in Work Health and Safety including, 'BSBWHS403 – Contribute to implanting and maintain WHS consultation and participation processes' (or equivalent) and evidence of working in a role that required consultation/negotiation towards outcomes for workers as a group in a workplace.
- If the trainer is unable to provide workplace experience, an additional qualification such as a short course in mediation, representation or dispute resolution.

Trainers who are subsequently engaged by an approved RTO must undertake the approval process outlined prior to delivering any training.

WHSQ approval process

WHSQ will consider the following when deciding to approve the application to deliver HSR training:

- Whether an applicant is accredited as an RTO with the Australian Skills Quality Authority (ASQA).
- Whether the applicant has provided evidence to support requirements to undertake training in remote/regional locations.
- Whether the applicant in making the application has given information that is false or misleading or has failed to provide information that should have been provided in the application.
- Whether the applicant is able to meet the requirements outlined within the conditions of agreement as an authorised Queensland health and safety representative (HSR) training provider.

WHSQ will notify successful applicants within 14 days after making the decision.

| Submitting an application | |
|---------------------------|--|
| Email: | WHStraining@oir.qld.gov.au |
| Post: | Licensing and Advisory Services Workplace Health and Safety Queensland PO Box 820 Lutwyche Qld 4030 |

Period of approval

Successful providers will be approved to deliver the HSR course for a period of five years from the date of approval. Approval is subject to the provider continuing to satisfy all the conditions of approval including trainer qualifications and course requirements. The provider is responsible for ensuring a trainer that is engaged to deliver the HSR training meets all the requirements of the conditions.

Renewal

An application for renewal must be made at least three months before the expiry of the original approval. If WHSQ take longer than three months to assess an application, the approved provider will retain their approved status until the assessment is finalised or the approved provider is deemed not to have complied with the conditions and requirements. Their approved status will then be suspended and/or cancelled.

Further information

Please contact us for more information on 1300 362 128.



State of Queensland 2018

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