Work, Health & Safety

(BSB41415 Cert IV)

and

Practical Noise Management

(MSS11 Units, Diploma and Post-Graduate Levels)

COURSE OVERVIEW HANDBOOK

July 2016

acoustar
Work Health & Safety Training Centre
Noise Measurement Services Pty Ltd is a registered training organization (RTO Registration Identifier Code 41013) under the Australian Skills Quality Authority (ASQA) and Australian Qualifications Framework (AQF) providing BSB41415 Certificate IV Work Health and Safety qualification and MSS11 Sustainability Training Package (MSS025008 and MSS027008) units of competency.

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www.acoustar.qld.edu.au
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Thinking of a career change but don’t know what to do?

Your workplace needs someone who is competent in noise management?

Interested in noise and health but don’t know where to study?

Looking for something practical for your CPD hours?

**Look no further, we have the course for YOU!**

We offer a practical and stimulating collection of training packages to achieve BSB41415, Certificate IV in Work Health and Safety (WHS).

We specialise in risk and noise management. Our approved courses (MSS025008 and MSS027008) are practical, competency based units for attainment of an industry-wide qualification.

Our courses are designed to train confident, competent staff.
Study Options Offered

Acoustar offers complete study programs:

- Certificate IV in Work, Health and Safety;
- Noise and noise management;
- A unique set of extension courses in occupational safety, risk assessment, acoustics, and noise management for industry-related Continuing Professional Development.

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<tr>
<th>UNIT</th>
<th>Certificate IV</th>
<th>Competent Person</th>
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Easy to Understand

The Acoustar course content is designed to be easy to understand. We provide practical work with theory to give a rounded understanding of a particular topic. Your trainers are practical people who work in industry and show you how to promote best practice in the workplace and avoid pitfalls in legislation, codes of practice and workplace guidelines. Our study guides allow an easy progression from identifying basic issues to assessing complex solutions.

The standard training package is BSB41415, Certificate IV in Work Health Safety. This is an integrated set of nationally endorsed competency standards, assessment guidelines and Australian Qualifications Framework (AQF) qualifications.

Acoustar offers practical training in noise management and a technical level and at a postgraduate level. The training is to provide “competency” in, for example, noise assessments for workplaces; testing noise emissions from industry; carrying out building and construction noise assessments; and complete compliance testing and audits.

As part of our assistance to industry and the wider public, Acoustar offers study programs for interest and continuing professional development. The modules are available for ‘Recognition of Prior Learning’ within the Acoustar training programs.
Board of Studies

The Board and its Advisors consists of professional industry and education qualified persons. The Board is administered by a Registrar. The Board is empowered to review the content and presentation of training programs offered by the Registered Training Organisation (‘Acoustar’). The Board supports Acoustar through Accreditation, Audit, Ethics, Governance, and Research protocols. The Board has oversight of our Acoustar-IEDIS Research Centre.

The Board does not have governance over the ASQA BSB41415 Certificate IV Work Health and Safety training units or MSS11 Sustainability training units, protocols and requirements. The Board has an oversight function to the Acoustar training programs. This is a unique and very powerful quality control function. By definition a person who has satisfactorily completed a specific unit within the BSB41415 or MSS11 training program is acknowledged as being ‘competent’ for the purposes of that unit. There are different levels of competency recognised within ASQA but there is no external audit of the skills and knowledge required for competency.

The Board of Studies reviews and audits competency issues and maintains a complaints’ mediation process. The two processes allow quality-assurance with respect to skills and knowledge to assist trainers and assessors employed by Acoustar. The process provides certainty to a student, employer or regulatory authority, that a professional and/or technical level of competency has been achieved. This unique function of the Board has been identified as being of critical importance to potential employers and students. The Board’s governance oversight functions are as follows:

- To assist trainers and assessors in applying the Elements and Performance Criteria, Foundation Skills and Knowledge, Evidence Guides, Range Statements and Competencies for training programs promoted by Acoustar in order to meet and maintain the requirements of the Standards for Registered Training Organisations (RTOs) 2015;
- To provide an independent ongoing systematic validation of assessment practices and judgments that includes each training product offered by Acoustar;
- To provide an impartial, independent person in a complaint or appeal process involving Acoustar; and
- To accredit students who have completed training programs for professional development offered by Acoustar.

Board Members

- Professor Philip Dickinson Chair; Acoustics, Biomechanics & Structural Engineering
- Dr Huub Bakker Education, Physics, Engineering
- Mr Jonathan Dyer Education; Work Health and Safety; Management
- Dr John Podd Education, Audiology, Human Perception
- Dr Bruce Rapley NZ Coordinator; Education, Philosophy, Communications
- Ms Rachel Summers Education, Communications
- Dr Bob Thorne CEO Acoustar; Registrar; Industry, Management, Psychoacoustics

Professional Advisors

- Mr Curtis Brown Instrumentation
- Mr Paul Bunn Audiologist, Psychoacoustics
- Mr Matthew Dever Sound Engineer
- Mr Jonathan Dyer Dip Mgt Lead Trainer and Assessor, WHS Program
- Mr Matt Fishburn RPEQ Lead Trainer and Assessor (Noise)
- Dr John Heilig Engineering, Mining, Vibration
- Ms Rebecca Ireland Western Australia Coordinator
- Dr David McBride Education, Occupational and Environmental Medicine
- Mr Neil McRae Student Mentor
- Mr Andrew Mantle Hazmat Expert
- Mr Ross Palmer CPEng, RPEQ Building Acoustics
- Mr Peter Patrick Room acoustics and electro-acoustics
- Dr Daniel Shepherd Education, Psychoacoustics
- Mr Mark Simpson RPEQ Engineering, Prediction and noise mapping
- Mr Max Thorne LLB CFO Acoustar, CEO Noise Measurement Services
- Mr Richard Turner TBS Consulting
CERTIFICATE IV in WORK HEALTH SAFETY  
(Incorporating Noise Management)

Course Objective

The Certificate IV in WHS safety training course is designed for those wanting to be directly involved in workplace safety, and/or those who wish to enhance their managerial skills through WHS responsibilities. Our objective is to provide you with:

- practical knowledge and skills to be involved in the improvement of working conditions for your colleagues;
- audit and verification tools to assist management with meeting WHS and relevant compliance requirements.

In addition to the standard training that you expect from a Certificate IV course, we provide practical training, assignments and projects in workplace noise management.

We Provide

A full WHS course approved by the Australian Skills Qualification Authority (ASQA);

Our course objective is to help make you the best person in your organisation to come to for both work health and safety management and noise management advice.

Learning outcomes

The Certificate IV in Work Health and Safety provides participants with the knowledge and skills to:

- Implement and support the workplace WHS management system;
- Prepare and advise workplace personnel for dealing with WHS issues;
- Understand WHS legislative requirements and assist with monitoring workplace compliance;
- Implement WHS noise management assessment initiatives and processes that support organisational WHS goals;
- Apply knowledge of risk assessment to contribute to the selection of risk-assessment techniques, tools and processes for common hazards;
- Apply standard methods to monitor noise levels within the workplace;
- Apply standard methods to audit noise management compliance; and
- Contribute to setting up and running of WHS consultation and participation processes.

To do this we provide you with...

- work health and safety course content study guides designed to be easy to understand and based on real-world experience.
- study assessments and projects.
- a working approach to WHS noise management that is much more than simply reading numbers. We provide risk assessment templates and analysis tools for you to use when measuring and assessing noise.
- Pro-forma tools to show you how to do simple and complex assessments.
- audit protocols to check work done so you are immediately able to provide support to your organisation or to undertake a compliance audit.
Overview

This is a practical course for practical people and is designed to give participants relevant knowledge and skills to enable the provision of valid and timely work, health and safety advice. The course is a Certificate IV qualification under the Australian Skills Qualification Authority and covers a broad range of health and safety functions and responsibilities in the workplace including:

- Identifying hazards;
- Assessing WHS risks;
- Implementing strategies to control WHS risks;
- Evaluating an organisation’s performance including audit procedures;
- Noise management.

Who should take this BSB41415 Certificate IV Certificate

- Safety officers, occupational health staff
- Health and Safety representatives
- Supervisors in the construction/building, manufacturing, mining, transport and heavy industries
- Persons involved in WHS for the music entertainment industry, commercial workplaces, schools and hospitals
- Regulatory officers required to assess compliance with WHS management codes

Entry Requirement

There is no formal entry requirement.

Units of Competency

Ten (10) units are taken to complete the Certificate.

- BSBWHS402 Assist with compliance with WHS laws
- BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes
- BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control
- BSBWHS405 Contribute to implementing and maintaining WHS management systems
- BSBWHS406 Assist with responding to incidents
- BSBWHS409 Assist with workplace monitoring processes
- BSBCCM401 Make a presentation
- BSBMGT403 Implement continuous improvement
- BSBRSK401 Identify risk and apply risk management techniques
- BSBSSUS401 Implement and monitor environmentally sustainable work practices

In addition, Acoustar offers two specialist noise management Units (MSS11):

- MSS025008 Monitor and evaluate noise (Level 5 and Level 8 options)
- MSS027008 Coordinate noise management activities (Level 8)

Persons who should take these units include

- Persons involved in noise management in the workplace
- Field and technical personnel working with noise assessment and management
- Safety officers, occupational health staff
- Health and Safety representatives
- Supervisors in (for example) the construction/building, manufacturing, mining, retail services, transport and heavy industries
- Acoustic consultants
- Regulatory officers required to assess compliance with noise management codes
- People who have an interest in noise and noise management in the environment or the workplace generally
Competency

Q. What is ‘competency’?

A. **Competency** means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

**Skill set**

Every job requires a specific set of knowledge and skills and this varies depending on the type and complexity of the job. Competency assessment is about providing a way of building the skills and knowledge people need to perform a job. It is a combination of work practice and knowledge learned through training programs or own study.

**An ongoing process**

Competency assessment is an ongoing process of continually building knowledge and skills.

**Improved knowledge & skills – improved performance capability**

There are a number of different ways of doing competency assessment. The method endorsed by Acoustar is designed to be an objective assessment and provide measurable outcomes.

**Finding the key**

The key to competency assessment is that it is based on actual skills and knowledge that a person can demonstrate in the workplace or other contexts. This is different to other approaches where there is no requirement to demonstrate knowledge and skills – like approaches where people just answer questions as a test of their knowledge and skills. The problem with testing is that it doesn’t guarantee that a person will be able to do something – it just verifies that they know something.

- The process starts with a person assessing themselves against a set of competencies. The person compiles a list of evidence that shows the degree to which he/she believes they are competent in the particular Unit.
- Development needs are identified. The person uses a variety of sources, both on and off the job to develop the areas identified. A person is assessed by their Trainer / Assessor and if they can now demonstrate the required skills and knowledge they are awarded competence in the Unit.

**Recognition of Prior Learning**

Existing and new employees may already have skills and knowledge that will enable them to gain a competency without taking part in a whole training program. The skills and knowledge applicable to a specific unit may have been gained through study, self-tuition, work or life experience. Skills recognition is the acknowledgment by a Registered Training Organisation that a person has gained an appropriate level of skill and knowledge that would have otherwise been developed through undertaking training.

**AQF Certificate IV (BSB) Units**

The “level” of skills and knowledge expected for the BSB41415 units are detailed by the AQF as follows:
### BSB41415 Units

<table>
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<th>AQF level 4 criteria</th>
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<tr>
<td><strong>Summary</strong></td>
<td>Graduates at this level will have theoretical and practical knowledge and skills for specialised and/or skilled work and/or further learning</td>
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<tr>
<td><strong>Knowledge</strong></td>
<td>Graduates at this level will have broad factual, technical and some theoretical knowledge of a specific area or a broad field of work and learning</td>
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<tr>
<td><strong>Skills</strong></td>
<td>Graduates at this level will have a broad range of cognitive, technical and communication skills to select and apply a range of methods, tools, materials and information to:</td>
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<td>- complete routine and non-routine activities</td>
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<td>- provide and transmit solutions to a variety of predictable and sometimes unpredictable problems</td>
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<tr>
<td><strong>Application of knowledge and skills</strong></td>
<td>Graduates at this level will apply knowledge and skills to demonstrate autonomy, judgement and limited responsibility in known or changing contexts and within established parameters</td>
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How is the WHS Program Presented?

Blended Learning

The training program is presented in a “blended learning” format. This includes online assignments, face-to-face tutorials, workshops and study at home.

Workshops

Standard Program

Each training program is individually designed for a student. The Tutorial Workshop provides the fundamentals of each unit, reviews, assignments and projects and provides guidance on satisfactory completion of each unit. A presentation workshop is held when the student has completed all units. This is part of the final assessment and requires the student to give a 30-minute project presentation and portfolio of evidence.

Boutique Programs

Training programs can be arranged for specific groups of students with high-intensity training or different combinations of training and tutorial days. The tutorials provide the fundamentals of each unit; reviews, assignments and projects and provides guidance on satisfactory completion of each unit. A presentation workshop is held when the student has completed all units. This is part of the final assessment and requires the student to give a 30-minute project presentation and portfolio of evidence.

Support

You have support from an industry qualified trainer to help you achieve your goals. Study Guides are provided in paper and electronic format for each unit. Webinars are planned to explain key topics.

Duration of Study

The full training program is designed to a study time of 400 hours’ for a student new to the coursework. Students with prior experience may be able to complete the program in less time. Students may take a longer time to complete the coursework requirements, however. Participants should complete all 10 units within (12) months of commencing study.

Fees

Please see the Acoustar ‘Fees Policy’ Brochure on our website: www.acoustar.qld.edu.au

Awards

- A Statement of Attainment is awarded on successful completion of each Unit.
- The Certificate IV in Work Health and Safety BSB41415 is awarded on successful completion of all units, including any Recognition of Prior Learning.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is available to all students. RPL recognises the skills, knowledge and experience acquired training, work or life experience. Your assessor can assist you with your RPL.
BSBWHS402 Assist with compliance with WHS laws

The assessment requirements / outcomes for this unit cover evidence for both performance and knowledge:

**Performance Evidence**
Evidence of the ability to assist with:
- determining current work health and safety (WHS) legal requirements for the workplace
- providing advice to parties and individuals about current WHS legal requirements for the workplace, including underpinning principles, legal duties, rights and obligations and WHS regulator functions and powers
- assessing workplace compliance with WHS legislative requirements
- determining the training needs of individuals and parties in relation to WHS requirements
- developing and implementing workplace changes in order to achieve WHS legal compliance.

**Knowledge Evidence**
To complete the unit requirements safely and effectively, the individual must:
- detail the duties, rights and obligations of individuals and parties as specified in relevant WHS legislation, and specify the location of relevant information on WHS legislation
- describe the functions and powers of the relevant WHS regulator and how they are exercised
- identify internal and external sources of WHS information, and how to access them
- outline the objectives and principles underpinning WHS legislation
- specify method/s used for:
  - assessing WHS compliance
  - determining training needs in relation to WHS compliance
  - implementing changes to achieve WHS compliance.

BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes

The assessment requirements / outcomes for this unit cover evidence for both performance and knowledge:

**Performance Evidence**
Evidence of the ability to:
- explain clearly and accurately to individuals and parties the legal roles, duties, rights and responsibilities of self and others regarding work health and safety (WHS) consultation and participation processes
- contribute, as appropriate to job role and work area, to:
  - setting up and running WHS consultation and participation processes to ensure that relevant individuals and parties understand and can participate in the processes
  - identifying training needs to support the WHS consultation and participation processes and providing learning opportunities, coaching and mentoring as appropriate to needs
  - communicating information and data about WHS consultation and participation processes
  - identifying barriers to effective WHS consultation and participation and developing, implementing and evaluating measures to remove the barriers.

**Knowledge Evidence**
To complete the unit requirements safely and effectively, the individual must:
- describe requirements under WHS legislation and organisational policies and procedures for consultation and participation processes and the individuals and parties who need to participate
- describe possible barriers to the implementation and effectiveness of WHS consultation and participation processes and strategies to remove them
- identify internal and external sources of WHS information and data and how to access them
- describe training requirements for individuals and parties necessary for effective WHS consultation and participation processes
BSBWH504 Contribute to WHS hazard identification, risk assessment and risk control

The assessment requirements / outcomes for this unit cover evidence for both performance and knowledge:

Performance Evidence
Evidence of the ability to:
• identify and interpret information and data about work health and safety (WHS) requirements and apply it to the selection and application of techniques, tools and processes for hazard identification, risk assessment and risk control and the development of a risk control plan
• contribute to documenting and evaluating risk management processes
• communicate about WHS requirements and compliance with a range of people
• comply with WHS requirements for hazard identification, risk assessment and risk control activities
• identify WHS duty holders and their duties.

Knowledge Evidence
To complete the unit requirements safely and effectively, the individual must:
• outline the WHS risk management (hazard identification, risk assessment and risk control) requirements specified in:
  ➢ relevant WHS Acts and regulations
  ➢ organisational WHS policies, procedures, processes and systems
• explain the difference between hazards and risks in the work context
• outline a range of common workplace hazards, the harms they may cause and how these harms are caused
• explain how risk assessment and controls can eliminate or minimise risks
• identify internal and external sources of WHS information and data and how to access them.

BSBWH505 Contribute to implementing and maintaining WHS management systems

The assessment requirements / outcomes for this unit cover evidence for both performance and knowledge:

Performance Evidence
Evidence of the ability contribute, as appropriate to own job role and work area, to:
• developing work health and safety (WHS) policy
• planning the Work Health and Safety management system (WHSMS) to incorporate return-to-work and injury management procedures and other elements relevant to the work area
• communicating and explaining WHS policy and the WHSMS to others to facilitate their contribution in developing, implementing and evaluating the systems
• implementing the plan
• evaluating WHS performance and communicating the outcomes
• reviewing and improving the WHSMS.

Knowledge Evidence
To complete the unit requirements safely and effectively, the individual must:
• outline the elements of the organisation’s WHSMS with reference to the relevant commonwealth and state or territory WHS Acts, regulations, codes of practice and standards.
• identify regulatory authority WHSMS tools, standards and guidance material and explain how they apply to the work area
• explain the importance of effective return-to-work and injury management in a WHSMS
• identify limitations of a WHSMS, problems with WHSMS implementation and possible negative effects on WHS
• outline organisational WHS policies, procedures, processes and systems and how they apply to the work area.
BSBWH506 Assist with responding to incidents

The assessment requirements / outcomes for this unit cover evidence for both performance and knowledge:

Performance Evidence
Evidence of the ability to, as appropriate to job role and work area, assist with:

- identifying Work Health and Safety (WHS) legislative and organisational requirements and duty holders in relation to responding to WHS incidents
- communicating relevant WHS requirements clearly and accurately to individuals and parties
- providing first aid according to workplace procedures and processes
- reporting, notifying and documenting incidents, and meeting legislative requirements
- obtaining information about incidents using appropriate data collection techniques
- investigating incidents and
- communicating and implementing recommendations from investigations.

Knowledge Evidence
To complete the unit requirements safely and effectively, the individual must:

- explain hierarchy of control and considerations for choosing between different risk controls including possible inadequacies of particular risk controls
- identify internal and external sources of WHS information and data, and how to access
- outline the organisation’s WHS policies, procedures, processes and systems relevant to own job role or work area that relate to WHS incidents and accidents including initial response and first aid, investigations and reporting
- explain own role and role of duty holders in responding to incidents.

BSBWH509 Assist with workplace monitoring processes

The assessment requirements / outcomes for this unit cover evidence for both performance and knowledge:

Performance Evidence
Evidence of the ability to assist with processes for monitoring physical agents and/or conditions including:

- identifying regulatory requirements and standards that apply to monitoring of physical agents and/or conditions relevant to work health and safety (WHS)
- identifying the context of measurements to be undertaken including:
  - which physical agents and/or conditions will be measured and their characteristics
  - where the measurements will be taken
  - area or space available
  - movements of people and equipment, tasks or activities being undertaken, number of persons occupying area and other factors that may impact on the sampling or data-collection processes
  - physical features of equipment, such as emitting sources
- preparing for and collecting workplace WHS data and information including:
  - selecting and calibrating appropriate equipment and selecting appropriate scale
  - defining a sampling process and plan
  - performing tests
  - correct preparation, use, maintenance, cleaning storage and if required disposal of equipment
- consultation and communication with individuals and parties about the requirements, purpose and nature of the monitoring
- interpreting and evaluating results of monitoring including calculations using appropriate units of measurement, logarithmic scales, decimals and order of magnitude relevant to making and interpreting measurements and measurement error
- preparing and presenting clear and logical reports that are appropriate to purpose of report and the target audience
- keeping records that meet regulatory requirements
• seek expert advice, support and equipment as required.
• ensure own safety during monitoring process.

Knowledge Evidence
To complete the unit requirements safely and effectively, the individual must:

• list typical physical agents and/or conditions relevant to WHS including:
  ➢ biological agents, such as insects, mites and bacteria
  ➢ electricity
  ➢ fibres, dusts and particulates
  ➢ fumes, mists, gases and vapours
  ➢ heat and humidity
  ➢ light
  ➢ noise
  ➢ radiation, including ionising, non-ionising and laser
  ➢ vibration

• outline aspects of WHS Acts, regulations, codes of practice and standards that are relevant to measuring physical agents and/or conditions and how they apply to the organisation
• explain the mode of action of common physical, biological and chemical agents on the body and how they produce discomfort or harm
• list the characteristics, mode of action and units of measurement for major hazard types
• describe environmental conditions that impact on measurements
• explain types of measuring and monitoring equipment and techniques for correct and safe use including limitations on use and output, calibration, adjustment, maintenance and any in-built alarms.

BSBCMM401 Make a presentation

The assessment requirements / outcomes for this unit cover evidence for both performance and knowledge:

Performance Evidence
Evidence of the ability to:

• prepare and deliver presentations related to occupation or area of interest which demonstrate the use of:
  ➢ effective presentation strategies and communication principles
  ➢ aids and materials to support the presentation
• select and implement methods to review the effectiveness of own presentation and document any changes which would improve future presentations.

Knowledge Evidence
To complete the unit requirements safely and effectively, the individual must:

• identify information collection methods that will support review and feedback of presentations
• identify regulatory and organisational obligations and requirements relevant to presentations
• describe the principles of effective communication
• describe the range of presentation aids and materials available to support presentations

BSBMGT403 Implement continuous improvement

The assessment requirements / outcomes for this unit cover evidence for both performance and knowledge:

Performance Evidence
Evidence of the ability to:

• implement continuous improvement systems and provide mentoring and coaching support to enable individuals and teams to participate in decisions, take responsibility, show initiative and implement improvement processes
• implement processes to inform team members about savings and productivity/service improvements achievements
• communicate effectively to support the continuous improvement system and implementation of improvements
• apply continuous improvement to customer services including internal and external customers
• implement, monitor and adjust improvement plans, processes and procedures to improve performance
• document performance to identify further opportunities for improvement
• manage records and reports within the organisation’s systems and procedures.

Knowledge Evidence
To complete the unit requirements safely and effectively, the individual must:
• give examples of continuous improvement processes
• list typical areas of need for coaching and mentoring to support continuous improvement
• explain how change management techniques can support continuous improvement and initiative
• identify the organisation’s systems and data that can be used for benchmarking and monitoring performance for continuous improvement.

BSBRSK401 Identify risk and apply risk management techniques

The assessment requirements / outcomes for this unit cover evidence for both performance and knowledge:

Performance Evidence
Evidence of the ability to apply organisational policies, procedures and processes to:
• identify risks
• consult with relevant stakeholders to analyse and evaluate risks
• identify and evaluate control measures
• develop and implement treatment plans for own area or responsibility
• refer risks that are beyond own area of responsibility to others
• maintain risk management documentation.

Knowledge Evidence
To complete the unit requirements safely and effectively, the individual must:
• outline techniques for identifying and evaluating risks
• outline organisational policies, procedures or processes for risk management
• give examples of areas where risks are commonly identified in an organisation
• outline the purpose and key elements of current risk management standards
• outline the legislative and regulatory context of the organisation in relation to risk management
• describe the organisation’s auditing requirements relating to risk management.

BSBSUS401 Implement and monitor environmentally sustainable work practices

The assessment requirements / outcomes for this unit cover evidence for both performance and knowledge:

Performance Evidence
Evidence of the ability to:
• analyse information from a range of sources to identify current procedures, practices and compliance requirements in relation to environmental and resource sustainability
• consult and communicate with relevant stakeholders to seek input and encourage engagement with developing and implementing sustainability improvements, encourage feedback and suggestions and report on outcomes
• plan and organise work group activities to:
  measure current resource usage
  solve problems and generate ideas for improvements
  evaluate and implement strategies to improve resource usage
  plan, implement and integrate improvements into operations
  meet environmental requirements

Incorporating Practical Noise Management
• apply continuous improvement approach to sustainability performance
• apply change management techniques to support sustainability performance.

Knowledge Evidence
To complete the unit requirements safely and effectively, the individual must:
• identify relevant internal and external sources of information and explain how they can be used to identify sustainability improvements
• explain the compliance requirements for the work area with reference to legislation, regulations, codes of practice and workplace procedures that relate to environmental and resource issues
• outline common environmental and energy efficiency issues within the industry
• give examples of benchmarks for environmental and resource sustainability that are relevant to the organisation
• outline organisational systems and procedures that relate to environmental and resource sustainability improvements including:
  ➢ supply chain, procurement and purchasing
  ➢ quality assurance
  ➢ making recommendations and seeking approvals
Monitor and Evaluate Noise

One unit of competency is offered at AQF Level 5:
- MSS025008 Monitor and evaluate noise

The foundation training, skills and knowledge requirements for competency under AS/NZS 1269 *Occupational Noise Management* are included. The noise management competencies of AS/NZS 1269 are included under MSS027008 *Coordinate noise management activities*.

### AQF level 5 criteria

<table>
<thead>
<tr>
<th>Summary</th>
<th>Graduates at this level will have specialised knowledge and skills for skilled/paraprofessional work and/or further learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge</td>
<td>Graduates at this level will have technical and theoretical knowledge in a specific area or a broad field of work and learning</td>
</tr>
<tr>
<td>Skills</td>
<td>Graduates at this level will have a broad range of cognitive, technical and communication skills to select and apply methods and technologies to:</td>
</tr>
<tr>
<td>Application of knowledge and skills</td>
<td>Graduates at this level will apply knowledge and skills to demonstrate autonomy, judgement and defined responsibility in known or changing contexts and within broad but established parameters</td>
</tr>
</tbody>
</table>

- **analyse information to complete a range of activities**
- **provide and transmit solutions to sometimes complex problems**
- **transmit information and skills to others**

### Study Program: Level 5

The training program is presented in a “blended learning” format. This includes online assignments, face-to-face tutorials, workshops and study at home. The workshops are intensive practical sessions that include reviews, assessments, projects and guidance on satisfactory completion of each module within the unit. Hands-on experience with a range of sound and vibration measurement instrumentation is provided. A personal audiometric test is required for the hearing response and training purposes. The modules available are:

- **Modules 1 to 6** are the ‘theory’ modules and have assignments for you to complete. The theory modules can be completed before you attend the classroom tutorials.
  - Module 1  Noise evaluation in practice
  - Module 2  Legislation, standards and guidelines
  - Module 3  Basic acoustics principles
  - Module 4  Sound and noise measurements
  - Module 5  Noise monitoring instruments
  - Module 6  Sound propagation and noise mapping

- **Module 7** contains practical applications to illustrate the basics of monitoring and evaluation of noise. The practical training is provided as part of your classroom tutorial.
  - Module 7  Practical noise surveys

A presentation workshop is held when the student has completed all modules of the unit. This is part of the final assessment and requires to student to give a 30-minute project presentation and portfolio of evidence.

You have support from an industry qualified trainer to help you achieve your goals. Study Guides are provided in electronic format for each topic in the training program.
Duration of Study: Level 5
The training program is designed to a study time of 75 hours’ for a student new to the coursework. Students with prior experience may be able to complete the program in less time. Students may take a longer time to complete the coursework requirements, however. Participants should complete the program within (12) months of commencing study.

Fees
Please see the Acoustar ‘Fees Policy’ Brochure on our website: www.acoustar.qld.edu.au

Awards
A Statement of Attainment is awarded on successful completion of the Unit.

What are the training program entry requirements?

MSS025008, AQF Level 5
A student can apply for the MSS025008 Monitor and evaluate noise unit at Australian Qualifications Framework (AQF) Level 5 without any previous knowledge or qualifications. A good standard of English is required, as well as literacy and numeracy skills.

MSS025008 and MSS027008, AQF Level 8
The training program skill set consisting of MSS025008 Monitor and evaluate noise and MSS027008 Coordinate noise management activities units is taught at Australian Qualifications Framework (AQF) Level 8 - Vocational Graduate Certificate level. A good standard of English is required, as well as literacy and numeracy skills. Entrants require at least one of the following:
- Relevant extensive vocational practice without formal qualifications; or
- A relevant diploma together with significant relevant vocational practice; or
- A Bachelor Degree in a relevant discipline; or
- A relevant higher education qualification, with relevant vocational experience

Recognition of Prior Learning
Recognition of Prior Learning (RPL) is available to all students for MSS025008 and MSS027008. RPL recognises the skills, knowledge and experience acquired training, work or life experience. Your assessor can assist you with your RPL application.
Acoustics and Noise Management

Acoustar offers a competency level of training for personnel professionally involved with environmental or occupational acoustics and noise management. The content is at Level 8 of the Australian Qualifications Framework:

<table>
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<tr>
<th>AQF level 8 criteria</th>
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<tr>
<td><strong>Summary</strong></td>
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<tr>
<td><strong>Application of knowledge and skills</strong></td>
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The two units of competency are offered singly or together as a ‘skill-set’:
- MSS025008 Monitor and evaluate noise
- MSS027008 Coordinate noise management activities

The units offered provide training in advanced environmental monitoring, technology and data analysis techniques for individuals who have some previous training or work experience in environmental monitoring and technology at AQF 5 or higher. The training emphasis for Unit MSS025008 is at a higher skill level, AQF Level 8 ‘Application of knowledge and skills’, compared to the Level 5 training program. The training program is presented as online assignments, face-to-face tutorials, workshops and study at home.

At level 8 the student is required to study three (3) of the Optional units from:
- Module 8 Environmental noise monitoring and evaluation (Option ENV)
- Module 9 Workplace noise monitoring and evaluation (Option WP)
- Module 10 Building acoustics monitoring and evaluation (Option BLDG)
- Module 11 Hand, Arm, Body vibration monitoring and evaluation (Option HABV)
- Module 12 Ground and structure borne vibration monitoring/evaluation (Option VIB)

A presentation workshop is held when the student has completed the training program. This is part of the final assessment and requires to student to give a 30-minute project presentation and portfolio of evidence.

**Duration of Study Level 8**
The MSS025008 training program is designed to a study time of 100 hours’ for a student new to the coursework. The MSS027008 training program is designed to a study time of 75 hours’ for a student new to the coursework. Students with prior experience may be able to complete the program in less time. Students may take a longer time to complete the coursework requirements, however. Participants should complete the program within (12) months of commencing study.

**Fees**
Please see the Acoustar ‘Fees Policy’ Brochure on our website: www.acoustar.qld.edu.au

**Awards**
A Statement of Attainment is awarded on successful completion of each Unit.
MSS Unit Descriptions

MSS025008 Monitor and evaluate noise

This unit describes the performance outcomes, skills and knowledge required to monitor noise, perform noise surveys, process data and report results in accordance with enterprise standards. The aim is that on the completion of the training program you will have the practical skills and knowledge to be competent in this Unit.

Performance assessment:
Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration by the student of:

- conducting at least two (2) noise surveys and evaluating the data
- planning and preparing for field activities, including researching and summarising site history, existing data and/or reports
- identifying and interpreting survey and data quality requirements, test methods, workplace procedures and statutory requirements accurately
- undertaking site reconnaissance and identifying safe and reliable noise monitoring locations according to defined criteria
- safely packaging and transporting supplies, equipment and instruments to and from the field
- setting up and calibrating handheld sound level meters to obtain verifiable results
- assembling, testing, operating and closing down a field-based, noise monitoring station
- performing automatic and manual noise measurements to obtain valid and reliable data
- identifying atypical results as out-of-normal range or an artefact
- identifying and rectifying basic instrument faults
- manipulating raw data to obtain corrected and adjusted data in the required format and calculating required noise parameters
- applying noise standards and/or statutory noise limits to evaluate noise data, if relevant
- providing accurate, complete records of noise measurements, field observations, data and results
- seeking advice when issues/problems are beyond scope of competence/responsibility
- working safely.

Knowledge assessment:
The student must provide evidence that demonstrates knowledge of:

- scientific terminology, concepts and principles, such as:
  - sound and noise
  - frequency, pitch and wavelength
  - sound power and acoustic energy
  - sound levels, pressure and intensity
  - sound attenuation with distance
  - measurement units (dBA and others)
  - adding and subtracting sound levels
  - physiology of hearing, perception of noise
  - sources of noise, point sources and line sources
  - types of noise, such as continuous, intermittent and impulsive
  - typical noise levels
  - frequency weighting curves

- function of key components and operating principles of sound level meters/noise measuring instruments, including response, sensitivity and range, hold circuits, integrating and averaging meters;
- calibration of handheld sound level meters/noise measuring instruments;
- effects on test results of modifying meter/instrument variables;
measurement methods, including techniques for:
- measuring different noise types, including steady noise, discretely varying noise and impulsive noise
- methods for measuring noise exposure, including equivalent continuous sound level (Leq)

common sources of uncertainty in sound level measurement, including mishandling of equipment, meteorological conditions, effects of topography and built structures, reflected and absorbed sound, and background noise effects;

data processing techniques, such as:
- frequency analysis and weighting networks (including at least A and Lin)
- calculation of combined sound levels using graphical and mathematical equation techniques
- statistical analysis, including LAeq, LA10, LA50 and LA90
- time weighted exposure measurement (LAeqT)
- characterisation of noise by octave band analysis
- background noise calculations, background noise level (LA90)
- day and night sound levels (LDN)
- calculation of individual noise exposure
- noise mapping
- noise rating curves

- specific legislation, policies and codes of practice related to environmental noise measurement, noise standards and statutory noise limits;
- procedures for maintaining, storing and transporting noise measurement equipment and instrumentation;
- relevant hazards, health, safety and environment requirements, including field safety principles.
MSS027008 Coordinate noise management activities

Personnel are required to interpret and implement a noise monitoring plan; organize specified monitoring activities; verify the quality of monitoring data and rectify unexpected or unacceptable results; monitor compliance with relevant noise standards / limits, and provide reports. The aim is that on the completion of the training program you will have the practical skills and knowledge to be competent in this Unit.

Performance assessment:
Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration by the student of:

- planning and implementing the day-to-day noise management activities for at least one (1) site, project or ongoing program
- accessing, interpreting and applying relevant legislative/regulatory requirements, standards, codes, guidelines and manuals
- explaining noise standards, statutory noise limits, noise monitoring/management plans, monitoring methods, operation of monitoring instruments and noise control/reduction strategies
- verifying the accuracy and completeness of noise data, results and technical records
- using statistical tests (e.g. to determine data acceptability, estimate uncertainties, examine trends and infer basic relationships)
- investigating unexpected or unacceptable noise results in a logical and efficient manner to identify possible root causes
- seeking advice when issues/problems are beyond scope of competence/responsibility
- recommending appropriate preventative/corrective actions to control potential/actual non-conformances or incidents
- responding effectively to complaints and requests for information
- providing accurate, complete and timely reports of noise performance and identifying opportunities for improvements
- maintaining noise records in accordance with legislative/licensing/workplace requirements
- working safely and monitoring the safety of others.

Knowledge assessment:
The student must provide evidence that demonstrates knowledge of:

- terminology, concepts and principles associated with sound, noise measurement, noise control and reduction used in job role
- legislative/regulatory requirements, standards, codes and guidelines dealing with environmental and/or occupational noise
- noise measurement parameters and associated measurement methods relevant to job role
- workplace noise monitoring plans and procedures, common noise issues, noise control devices and noise reduction actions
- detailed scientific and technical knowledge of the monitoring methods and instrumentation used to generate the noise data, including calibration, simple fault-finding and troubleshooting
- expected values for noise parameters, relevant standards and statutory noise limits or similar
- problem-solving techniques and cause analysis
- impacts of common human, environmental and/or meteorological factors on data quality
- sources of interference, uncertainty, limitations of methods and sources of variability
- workplace procedures for identifying and assessing environmental risks/impacts, responding to complaints and environmental incidents, record management and reporting noise data
- interpersonal communication, negotiation and conflict resolution techniques
- relevant hazards, health, safety and workplace emergency response procedures.
**Practical Noise Management**

**Acoustar** provides technical and professional training to meet industry and regulatory needs for a qualified ‘competent’ person to undertake practical noise measurements or assessments or supervise noise management field work and compliance audits as well as practical noise management.

**Plate 1:** Noise as it affects work, health and safety.

In **Plate 1** noise and vibration from the construction site is affecting a neighbouring factory, office workers, and residential neighbours. Workers onsite are affected by impact noise, vibration and high noise levels from different activities. Entertainment noise in the first floor venue affects office workers in the same building and residents in the adjacent building. Mitigation is required to meet personal exposure levels and to achieve interior and exterior noise and vibration criteria within neighbouring buildings. **Plate 1** illustrates the interaction between:

- Construction noise and vibration
- Entertainment noise
- Industrial noise
- Manufacturing processes
- Office noise and speech privacy
- Personal noise exposure, audiometry and hearing protection
- Hand-Arm and whole body vibration
- Residential amenity
- Transportation noise and vibration

The emphasis of work health and safety noise management is to promote awareness of, and competency in:

- Monitoring potentially adverse conditions
- Assessing potential risk
- Remedial action, compliance reporting and audit

Every job requires a specific set of knowledge and skills and this varies depending on the type and complexity of the job. Competency is a combination of work practice and knowledge. Our training is developed for field staff, site coordinators, H&S Representatives, managers and senior officers employed by enterprises/unions/authorities in a wide range of industry sectors, such as:

- building & construction, entertainment, manufacturing, transport
- workplaces
- residential building design and certification
- regulatory compliance and audit
Continuing Professional Development

Introduction
As part of our assistance to industry and the wider public, Acoustar offers ‘short-course’ study programs for interest and continuing professional development.

Duration of Study
Each module is estimated to take 10 hours (minimum) of study. A participant completes the study program at a pace that suits the person. One person may complete the course over a weekend; another person may take a month or so.

How is the Course presented?
The modules are available through online distance learning. You are asked to complete an assignment for assessment.

Recognition of Prior Learning
Each module is designed as a ‘stepping-stone’ in the Acoustar “Recognition of Prior Learning’ program as required by the Australian Skills Quality Authority. Where possible, individual CPD modules contain the same information as topics in a similar BSB41415 or MSS11 unit. This allows individual CPD modules to be aggregated to meet the requirements of a BSB41415 or MSS11 unit. The student then only needs to complete the practical assignments and overall competency examination.

Award
Upon successful completion of the module assessment requirements you will be awarded a Statement of Attendance.

Module Fees
Fees for each module vary depending on study content and support materials. The standard fees are published on the Acoustar website.

Modules
Modules are developed from individual BSB41415 and MSS11 units and are designed to meet industry requirements. Current modules include:
- Risk assessment (noise management)
- Noise measurements in practice
- Noise exposure in industry

Development of Modules
Acoustar welcomes industry requests for training programs. Please contact us.

Acoustar – IEDIS Research Centre
A unique feature of Acoustar is our Acoustar-IEDIS Research Centre operating under the oversight of the Board of Studies. The Research Centre provides guidance and incentives for students to undertake research of a practical and/or vocational nature. All of our training functions interlink to provide students with strong guidance, a depth in training and an ability to extend their work by research. The Centre is available to CPD Students.