2018 COURSE ENROLMENT GUIDE
Peter Faber Business School
Master of Occupational Health, Safety and Environmental Management
Offered by ACU through Open Universities Australia

(Information last updated on 21 June 2018)

GET STARTED!
Click through the links below to information in this Guide

STEP 1 Have a look at your Course Map for the structure of your course. This may vary depending on the campus and the year you started the course. Make a note of the core units you need to enrol in for 2018.

STEP 2 Make sure you’ve read the Course Information. It has links to the Handbook, which contains information on the major, minor and specialisation options available in your course. Be sure you are familiar with the rules and structure of your course.

STEP 3 OUA students enrolled in the Master of OHSEM must contact OUA to enrol into their units. ACU students who wish to take any of the units as electives should head over to the Enrolment page on the ACU website. You’ll see step-by-step instructions on how to enrol in units via Student Connect. Students who are not sure if they are an ACU or OUA student should contact the Faculty Course Administrator (OUA) BEFORE enrolling into any units.

The Course Enrolment Guide is designed to assist you in the selection of units and to ensure that you are aware of the requirements of your degree, diploma or certificate. Specific information relating to unit content and assessments will be provided by your School.

Before you go, did you know?
Course Enrolment Guides can change so you should check the website for the latest updates. Additional information from your School, Faculty and the University will be sent to your ACU student email address so make sure you’ve got it set up and you check it regularly. All your email communication with University staff must be sent from your ACU student email account.
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1. COURSE MAP

Students commencing in 2018 (For continuing students, if you have difficulty re-enrolling, please contact the ACU Course Administrator at ohse.admin@acu.edu.au)

Master of Occupational Health, Safety and Environmental Management

*Please note – This award is offered by ACU through Open Universities Australia.

- A range of flexible options exist for completing this award with units being offered in four study periods throughout the year in the dates specified.

- Students can commence the degree in any of the four study periods. Please DO NOT refer to the ACU Term dates listed on the ACU website but rather, refer to the dates listed below.

- Please note that these dates are OUA Study Periods and only approximately align with the ACU terms specified.

- As most postgraduate students are working full-time, three primary options for programs of study are recommended:

<table>
<thead>
<tr>
<th>February Commencement - 12 Month Program</th>
<th>Mid-Year Commencement -12 Month Program</th>
<th>Compressed Program/Other combination</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Full-time equivalent 6 months)</td>
<td>(Full-time equivalent 6 months)</td>
<td></td>
</tr>
</tbody>
</table>

### Master of Occupational Health, Safety and Environmental Management

**Note that all units are delivered fully online.**

<table>
<thead>
<tr>
<th>OUA Study Period 1 ACU Prof Term 2</th>
<th>OUA Study Period 2 ACU Winter Term</th>
<th>OUA Study Period 3 ACU Prof Term 7</th>
<th>OUA Study Period 4 ACU Summer Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Start</td>
<td>End Term</td>
<td>Classes Start</td>
<td>End Term</td>
</tr>
<tr>
<td>26 Feb 18</td>
<td>27 May 18</td>
<td>28 May 18</td>
<td>26 Aug 18</td>
</tr>
</tbody>
</table>

#### YEAR 1

**OHSE601**
Principles of OHSE Management (Study Periods 1, 2 and 3)

**OHSE601**
Principles of OHSE Management (Study Periods 1, 2 and 3)

**OHSE603**
Physical Hazards in Occupational Environments (Study Periods 1 and 3)

**OHSE602**
OHSE Management Systems (Study Periods 2 and 4)

**OHSE604**
OHSE Law in Practice (Pre: OHSE601) (Study Periods 2 and 4)

**OHSE603**
Physical Hazards in Occupational Environments (Study Periods 1 and 3)

**OHSE602**
OHSE Management Systems (Study Periods 2 and 4)

**OHSE604**
OHSE Law in Practice (Pre: OHSE601) (Study Periods 2 and 4)
# YEAR 2

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisite Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>OHSE603</td>
<td>Physical Hazards in Occupational Environments (Study Periods 1 and 3)</td>
<td></td>
</tr>
<tr>
<td>OHSE611</td>
<td>Improving OHSE Performance (Pre: OHSE601, OHSE602, OHSE603, OHSE604) (Study Periods 1 and 3)</td>
<td></td>
</tr>
<tr>
<td>OHSE604</td>
<td>OHSE Law in Practice (Pre: OHSE601) (Study Periods 2 and 4)</td>
<td></td>
</tr>
<tr>
<td>BUSN603</td>
<td>Corporate Governance and Risk Management (Study Periods 1 and 3)</td>
<td></td>
</tr>
<tr>
<td>OHSE612</td>
<td>Occupational Health and Wellbeing (Pre: OHSE601, OHSE602, OHSE603, OHSE604) (Study Periods 1 and 3)</td>
<td></td>
</tr>
<tr>
<td>OHSE611</td>
<td>Improving OHSE Performance (Pre: OHSE601, OHSE602, OHSE603, OHSE604) (Study Periods 1 and 3)</td>
<td></td>
</tr>
<tr>
<td>MGMT617</td>
<td>Research Methods (Study Periods 2 and 4)</td>
<td></td>
</tr>
<tr>
<td>BUSN603</td>
<td>Corporate Governance and Risk Management (Study Periods 1 and 3)</td>
<td></td>
</tr>
<tr>
<td>OHSE612</td>
<td>Occupational Health and Wellbeing (Pre: OHSE601, OHSE602, OHSE603, OHSE604) (Study Periods 1 and 3)</td>
<td></td>
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</table>

# YEAR 3

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>MGMT627</td>
<td>Project Management (Study Periods 1 and 3)</td>
</tr>
<tr>
<td>BUSN603</td>
<td>Corporate Governance and Risk Management (Study Periods 1 and 3)</td>
</tr>
<tr>
<td>MGMT621</td>
<td>Management of Change (Study Periods 2 and 4)</td>
</tr>
<tr>
<td>MGMT617</td>
<td>Research Methods (Study Periods 2 and 4)</td>
</tr>
<tr>
<td>MGMT618*</td>
<td>Research Project (Pre: MGMT617) 20cp</td>
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</tbody>
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# YEAR 4 (for those who commenced mid-year only)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>MGMT618*</td>
<td>Research Project (Pre: MGMT617) 20cp</td>
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**NOTES:**
- Prerequisite units are shown in italics and parentheses, and must be completed before the unit above them.
- Cp denotes “Credit Points”. All units listed in the course maps are 10 credit point units unless otherwise stated.
- *MGMT618 is a double unit (20cp) taken over two consecutive study periods. It is available in all four study periods.
STUDY MODES

Attendance: Unit delivered primarily via face-to-face or video conference attendance, at an ACU campus or another location.

Multi-mode: Unit delivered via a combination of online content and a compulsory attendance component (including examinations, practicums, residential etc).

Online: Unit delivered fully online (including assessments).

PREREQUISITES

A prerequisite is a requirement that must be met by a student before enrolment in a stipulated unit. It is your responsibility to ensure that you meet all prerequisites prior to enrolling in a unit.

ELECTIVES

Electives may be chosen from postgraduate units taught within the Peter Faber Business School or from other Faculties of this University providing prerequisite requirements are met and your course coordinator approves. Once you have enrolled in your core units you can select an elective that avoids timetable clashes.

2. COURSE & UNIT INFORMATION

Course Structure

The ACU Handbook provides detailed information about each ACU course, including minimum duration, requirements for completion, exit points, any available majors/minors/specialisations, Core Curriculum Program units and descriptions of units. Please follow the links below to view the rules for your course:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Rules Handbook Link</th>
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2018 Unit Selection

Please note that study modes and unit availability are subject to change and not all units are on offer at all times. Students must refer to their course map first, and then check the relevant offering list/s below for 2018 unit availability prior to enrolling.

1 http://www.acu.edu.au/452097

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3. GETTING ADVICE

Course Advice

Course Coordinators and/or Course Advisors are available to assist you with course advice. Students should in the first instance contact the Course Administrator on their campus. If required, your query will be referred to a Course Advisor or the National Course Coordinator.

<table>
<thead>
<tr>
<th>Course Coordinator</th>
<th>Dr Kirsten Way</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Administrator</td>
<td>Anna-Louise Barrie (<a href="mailto:ohse.admin@acu.edu.au">ohse.admin@acu.edu.au</a>)</td>
</tr>
</tbody>
</table>

General Advice

All queries not specifically related to your course, such as admissions, enrolment, fees, scholarships, exams, timetabling and graduations should be directed to the OUA course administrator at ohse.admin@acu.edu.au.

The Administration & Enrolment webpage also has useful information to help you in managing your studies (log in required).

Social Media Policy

ACU encourages its staff, students and affiliates to participate in social media in ways that demonstrate respect for the dignity of all human beings; and do not bring ACU into disrepute or imply ACU endorsement of personal views.

Please visit the link below for more information about your obligation and responsibilities:
Social Media Policy

https://students.acu.edu.au/332297