

2009 Course Summary Sheet

■ Graduate Diploma in Occupational Health and Safety (PU65)

This document will assist you with the selection of your study program and completion of your enrolment. Other useful information can be found on the Student Services website studentservices.qut.com which can also be accessed via the Online Enrolment portlet.

Note: This course was previously called Graduate Diploma in Health, Safety and Environment.

Location: Kelvin Grove and Gardens Point campuses

Course Duration: 1 year full-time, 2 years part-time

Total Credit Points: 96

Standard Credit Points/Full-Time Semester: 48 **Part-time Semester:** 24

Course Coordinator: Dr Thomas Tenkate, Room O-D725, phone: 3138 5790, email: t.tenkate@qut.edu.au
(Initial enquiries should be directed to School of Public Health Student Centre, ph 07 3138 5878, email sph.studentcentre@qut.edu.au)

IMPORTANT ENROLMENT INFORMATION

Student Responsibility: You are responsible for ensuring that your enrolment is completed correctly and that your enrolment status is accurate at all times. Students should attempt to follow the standard course progression as outlined in the Course Summary Sheet. You are expected to abide by the University's due dates when submitting enrolment or credit applications and should ensure that your address details are up to date. Failure to do any of the above may result in financial and academic penalties, and difficulties in unit selection.

Commencing Students: You are required to enrol as specified in the University's letter of offer in regards to your course, major, attendance mode and type, location and class codes.

Overloads: It is not expected that you should overload i.e. undertake more credit points than the standard semester load (48 credit points or 4 units). Overloads are not permitted in the first semester of study without Course Coordinator approval. If your circumstances require you to overload you should be aware of the possible course progression and timetable problems.

Underloads: It is not expected that you should underload i.e. undertake less credit points than the standard semester load as outlined in this Course Summary Sheet. If, however, your circumstances require you to undertake fewer units, you are permitted to underload by 12 credit points (1 unit). Note that taking an underload may lead to course progression and timetable problems.

Attendance Mode and Class Code: You are required to enrol in the attendance mode and type as specified in the University's letter of offer. It is your responsibility to ensure correct location and class codes are entered on your enrolment as incorrect or missing information may lead to enrolment difficulties.

Requests to change class code for specific units from internal to external (or vice versa) will only be considered if the unit is offered in that mode and the request is made prior to week 2 of semester. Late requests may result in long delays for posting of external note packages which may consequently affect assessment, and no special allowance for assessment extensions will be considered. If you are enrolling late in a unit via external mode, you should advise the unit coordinator. Only students officially enrolled in a unit in the external class code (EXT) will receive external note packages.

This course seeks to prepare students for a career in occupational health and safety. To enable students to obtain the necessary skills and experience, students will be required to undertake some learning activities within workplace environments. Students may select to undertake these activities within a workplace of their own choice, or may seek assistance from the lecturing staff to gain access to a suitable workplace.

Class Codes

INT Classes are held at Kelvin Grove, Gardens Point or Carseldine campus

EXT The unit is offered externally via Teaching and Learning Support Services (TALSS)

Location Codes

KG Unit is taught on the Kelvin Grove Campus

GP Unit is taught on the Gardens Point Campus

CA Unit is taught on the Carseldine Campus

Limits on grades of 3: A new policy concerning grades of 3 comes into effect from 1 January 2009 (QUT MOPP C/9.2). With effect from this date grades of 3 will no longer be considered a conceded or low pass but will be classified as a fail grade. Any grades of 3 awarded prior to 1 January 2009 will retain the conceded pass status and will be counted for graduation purposes up to the maximum number of grades of 3 permitted for your course. Grades of 3 incurred in units that commence after 1 January 2009 will not count towards your degree. The maximum number of pre-2009 grades of 3 permitted for this course can be found [here](#).

Timetabling of Units: A clash-free timetable is guaranteed for the standard programs of study only. Students following a non-standard enrolment program may need to substitute units or take an underload as a result of timetabling clashes. **Note that part-time mode is a reference to credit points load and does not indicate attendance type (e.g. evening classes). You should note that units may be timetabled between 8am and 10pm Monday to Friday. Specific units may require attendance outside these times (e.g. weekends).**

Prerequisite Units: You are expected to complete prerequisite units as outlined in the Course Summary Sheet before proceeding to subsequent units.

Change of Course/Major and Transfer Policy: You must complete at least one semester of study in your course of offer before applying for an intra-faculty transfer to another Health Faculty course/major. You will be allowed to transfer to another Faculty of Health course only if you (a) meet the minimum entry requirements which applied for that course/major in the most recent admission period *and* (b) there is a quota place available.

Academic Credit Applications: You should apply for academic credit by the due date as delays may cause enrolment difficulties. You should enrol in the standard program until the success of any academic credit application is known. You should seek advice from your Course Coordinator before altering your enrolment program after receiving academic credit or exemptions.

Important Note: please ensure you select the correct teaching period, class and location code for all units you are enrolled in.

Full-time Course Structure		Credit Points	Location Code	Class Code	Contact Hrs/Wk	Pre/Corequisite Units
Year 1, Semester 1						
PUN001	Contemporary Risk Management	12	KG	INT/EXT	3	
PUN301	Occupational Health & Safety Law and Management	12	KG	INT/EXT	3	
PUN008	Risk Assessment	12	KG	INT/EXT	3	PUN001
PUN106	Population Health	12	KG	INT/EXT	3	

Year 1, Semester 2

PUN500	Safety Management	12	KG	INT/EXT	3	
PUP415	Occupational Health	12	KG	INT/EXT	3	
PUP116	Ergonomics	12	KG	INT/EXT	3	
PUP250	Occupational Hygiene	12	KG	INT/EXT	3	

Part-time Course Structure- February Entry		Credit Points	Location Code	Class Code	Contact Hrs/Wk	Pre/Corequisite Units
Year 1, Semester 1						
PUN001	Contemporary Risk Management	12	KG	INT/EXT	3	
PUN301	Occupational Health & Safety Law and Management	12	KG	INT/EXT	3	

Year 1, Semester 2

PUN500	Safety Management	12	KG	INT/EXT	3	
PUP415	Occupational Health	12	KG	INT/EXT	3	

Year 2, Semester 1

PUN008	Risk Assessment	12	KG	INT/EXT	3	PUN001
PUN106	Population Health	12	KG	INT/EXT	3	

Year 2, Semester 2

PUP116	Ergonomics	12	KG	INT/EXT	3	
PUP250	Occupational Hygiene	12	KG	INT/EXT	3	

Part-time Course Structure- July Entry

		Credit Points	Location Code	Class Code	Contact Hrs/Wk	Pre/Corequisite Units
Year 1, Semester 1						
PUN500	Safety Management	12	KG	INT/EXT	3	
PUP415	Occupational Health	12	KG	INT/EXT	3	
Year 1, Semester 2						
PUN001	Contemporary Risk Management	12	KG	INT/EXT	3	
PUN301	Occupational Health & Safety Law and Management	12	KG	INT/EXT	3	
Year 2, Semester 1						
PUP116	Ergonomics	12	KG	INT/EXT	3	
PUP250	Occupational Hygiene	12	KG	INT/EXT	3	
Year 2, Semester 2						
PUN008	Risk Assessment	12	KG	INT/EXT	3	PUN001
PUN106	Population Health	12	KG	INT/EXT	3	