OHS Capability Development Package

Item 3　　OHS Professional Capabilities

OHS Professional Capabilities

For new graduates of OHS Bachelor (AQF 7), Graduate Diploma (AQF 8) and Masters (AQF 9) programs

This outline of capabilities for new graduates of OHS professional education programs is just one part of a project that extends the OHS Body of Knowledge for Generalist OHS Professionals.[1] The capabilities have been developed as statements of what a new graduate should be able to do in the workplace taking account of the level of qualification from which they have graduated.

The level summaries and learning outcomes criteria of the Australian Qualification Framework (AQF) have been used as a basis for defining the expectations of graduates of OHS professional education programs and highlighting the difference in knowledge levels, cognitive and technical skills, and application of the outcomes of AQF 7, AQF 8 and AQF 9 qualifications. The capability statements have been developed through two workshops, the first attended by 34 OHS educators, OHS professionals and representatives of OHS professional bodies to develop a draft which was followed by a second workshop with 20 OHS educators and OHS professionals to refine the draft. Input has also been sought from OHS professionals and OHS professional bodies. The statements of capabilities are seen as dynamic and will be modified as further input is received and as the OHS professional role evolves.

While the capability statements may inform development of OHS education activities the capability statements describe what might be expected of graduates when they enter the workforce. Thus they are of use to OHS professionals as a stimulus for reflecting on their practice. They are also of *use* to employers and recruiters to inform the development of position descriptions and duty statements as well as interview questions in recruitment. They may also be useful in performance appraisals and professional development plans.

In including the OHS Professional Capabilities in the OHS Capability Development Package the qualification levels have been replaced by indicative position levels as described in *Item 7: Sample OHS position profiles*.

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[1]See also specific learning outcomes for each chapter of the OHS Body of Knowledge (HaSPA, 2012)

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OHS Capabilities – Knowledge

	Advisor/Manager Bachelor/AQF 7	Manager/National Manager Graduate Diploma AQF 8	National Manager/General Manager Masters AQF 9
KNOWLEDGE **Graduates will have**	Demonstrable familiarity with and understanding of a broad range of concepts and sub concepts within the OHS Body of Knowledge with depth of understanding in some hazard areas. Demonstrable technical competence and the capacity to apply OHS knowledge and understanding to problems and unfamiliar situations in OHS practice.	Demonstrable understanding and capacity to systematically apply the concepts and sub concepts of the OHS Body of Knowledge across a range of diverse environments/situations. Demonstrable technical competence and the capacity to apply OHS knowledge and understanding to a broad range of problems and unfamiliar situations in OHS practice.	Demonstrable capacity to draw together relevant concepts and sub concepts from the Body of Knowledge and relate them to situations in a diverse range of environments. This may include specialized theoretical understanding of some topic areas. Demonstrable high level technical competence and the capacity to apply OHS knowledge and understanding to a broad /or specialised range of problems and unfamiliar situations in OHS practice.
			• Knowledge of research principles and methods applicable to OHS

OHS capabilities: Skills: Analyse and evaluate information

	Advisor/Manager Bachelor/AQF 7	Manager/National Manager Graduate Diploma AQF 8	National Manager/General Manager Masters AQF 9
SKILLS **Graduates will have well developed cognitive, technical and communication skills to**	**In 7.1.1** Access and evaluate knowledge from a range of sources relevant to OHS practice **In 7.1.2** Critically analyse and consolidate information from such range of sources **In 7.1.3** Synthesise the information to inform OHS practice	**In 8.1.1** Access and critically evaluate information from a range of sources as part of evidenced informed OHS practice **In 8.1.2** Challenge information and current thinking as it relates to professional practice	**In 9.1.1** Access and critically evaluate the implications for OHS practice of complex information from workplace, national and international sources including academic literature **In 9.1.2** Reflect critically on OHS theory and research and its relevance for practice
		In 8.2.1 Access, analyse, consolidate and synthesise relevant knowledge to inform OHS practice	**In 9.2.1** Generate complex ideas and concepts **In 9.2.2** Evaluate complex ideas and concepts to interpret and evaluate theoretical perspectives.
			In 9.3.1 Investigate, analyse and synthesise complex information, concepts and theories and demonstrate their applicability to different areas of the Body of Knowledge for Generalist OHS Professionals and/or specialised aspects of OHS practice

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OHS capabilities: Skills - Solve problems

	Advisor/Manager Bachelor/AQF 7	Manager/National Manager Graduate Diploma AQF 8	National Manager/General Manager Masters AQF 9
SKILLS **Graduates will have <u>well developed</u> cognitive, technical and communication skills to**	**Pr 7.1.1** Apply critical thinking, information gathering and communication skills to identify and analyse sometimes complex OHS problems **Pr 7.1.2** Generate practical evidence-informed solutions taking account of legislation and industry standards and justify the proposed solutions	**Pr 8.1.1** Apply critical thinking, information gathering and communication skills to identify and analyse complex OHS problems **Pr 8.1.2** Generate and prioritise practical evidence-informed solutions taking account of legislation and industry standards **Pr 8.1.3** Justify proposed solution(s) taking account of organisational, commercial, legal, industry and other relevant factors	**Pr 9.1.1** Apply critical thinking, information gathering and communication skills to identify and analyse complex OHS problems and identify emerging issues **Pr 9.1.2** Synthesise information and established theory from a variety of sources to generate practical evidence-informed solutions to OHS problems taking account of legislation and industry standards and defend the proposed solutions **Pr 9.1.2** Prioritise practical evidence-informed solutions to OHS problems within a business environment taking account of legislation **Pr 9.1.4** Apply a business evaluation process to justify proposed solution(s) taking account of commercial factors, industry standards and legal obligations
			Pr 9.2.1 Engage in evidence-informed reflective practice and professional discussion, encompassing the implications for practice of new research findings and theoretical developments
			Pr 9.3.1 Access and critically review academic literature and apply findings from research to inform professional practice **Pr 9.3.2** Design, implement, evaluate and report on relevant activities and situations with a view to extending/deepening the OHS Body of Knowledge **Pr 9.3.3** Approach the resolution of complex problems in a critically reflective manner drawing upon extant theory and appropriate evaluative activity

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OHS capabilities: Skills - Communication skills to transmit knowledge, skills and ideas

	Advisor/Manager Bachelor/AQF 7	Manager/National Manager Graduate Diploma AQF 8	National Manager/General Manager Masters AQF 9
SKILLS **Graduates will have <u>well developed</u> cognitive, technical and communication skills to**	**Com 7.1.1** Select and appropriately apply a broad range of communications skills and formats to explain technical information and concepts to workplace audiences	**Com 8.1.1** Convey technical information and theoretical concepts in a clear, concise and logical manner giving underpinning rationale	**Com 9.1.1** Interpret and tailor technical information, complex concepts and theories to communicate knowledge and ideas to a range of specialist and non-specialist audiences using an appropriate range of communication strategies
		Com 8.2.1 Interpret and tailor information to communicate knowledge and ideas to a range of audiences using an appropriate range of communication strategies **Com 8.2.2** Demonstrate written, oral and non verbal communication skills that reflect empathy for the audience	**Com 9.2.2** Provide the evidence-base and logical reasoning to explain the risks and benefits of a range of options and justify relevant propositions and recommendations
			Com 9.3.1 Engage in evidence-informed reflective practice, evaluative activities and professional discussion with a view to testing ideas through peer appraisal

OHS capabilities: <u>Application</u>

	Advisor/Manager Bachelor/AQF 7	Manager/National Manager Graduate Diploma AQF 8	National Manager/General Manager Masters AQF 9
APPLICATION OF KNOWLEDGE AND SKILLS **Graduates will be able demonstrate application of knowledge and skills to**	**App 7.1.1** Recognise the limits of one's own knowledge and skills and seek specialist advice as appropriate Observe relevant codes of conduct **App 7.1.2** Recognise the implications of different work environments and work cultures and the implications for OHS practice	**App 8.1.1** Make high level independent judgements regarding technical OHS issues and plan, implement and monitor OHS-related projects **App 8.1.2** Recognise the limits of one's own knowledge and skills and seek specialist advice as appropriate **App 8.1.3** Observe relevant codes of conduct including identifying when disclosure/whistle blowing may be appropriate	**App 9.1.1** Make high level independent judgements regarding technical OHS issues and plan, implement and monitor OHS-related projects **App 9.1.2** Operate with a high level of autonomy to conceptualise, plan, implement and evaluate major OHS related projects **App 9.1.3** Recognise limits of one's own knowledge and skills and seek specialist advice as appropriate **App 9.1.4** Observe relevant codes of conduct and engage in discussion on distinguishing features of

			professional practice **App 9.1.5** Identify when disclosure/whistle blowing may be appropriate and take appropriate action and be able to foster work environment elements that are conducive to open expression of worker concerns
	App 7.2.1 Work independently and as part of a team in addressing a range of OHS problems **App 7.2.2** Recognise the value of professional, enterprise and industry collaboration **App 7.2.3** Be accountable for the technical and conceptual underpinnings of one's own practice **App 7.2.4** Be reliable in meeting commitments in accord with agreed time lines	**App 8.2.1** Work independently and as part of a multidisciplinary team **App 8.2.2** Be accountable for technical and conceptual underpinning of own practice across arrange of areas of practice and diverse contexts **App 8.2.3** Ability to operate across a range of activities that create different demands in implementation while meeting agreed delivery time lines	**App 9.2.1** Ability to operate across a range of responsibilities and activities that create different demands in implementation while meeting required delivery time lines **App 9.2.2** Work with people from many disciplines and backgrounds, across a range of work groups including at the highest decision-making levels, demonstrating leadership capacity **App 9.2.3** Work in diverse, complex and unfamiliar contexts **App 9.2.4** Be accountable for technical and conceptual underpinning of own practice at a high level including currency with recent research across arrange of areas of practice and diverse contexts **App 9.2.5** Bring an international perspective to professional practice
	App 7.3.1 Contribute to and implement an agreed problem-solving strategy **App 7.3.2** Take individual responsibility for a small research project or evaluative study of OHS practice **App 7.3.3** Apply project management skills to conduct OHS projects of limited scope	**App 8.3.1** Take a leadership role to operationalise and implement strategy **App 8.3.2**.Apply project management skills to conduct projects to implement change	**App 9.3.1** Identify priorities and develop strategies for addressing OHS problems that require the involvement of others for successful implementation **App 9.3.2** Apply research principles to design projects to investigate issues within the workplace **App 9.3.3** Apply project management skills to implement significant projects in the workplace

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