Strategic and Operational Plan 2015-16

(24-08-15)

The **Australian OHS Education Accreditation Board** is created under the By Laws of the Safety Institute of Australia with independence in decision-making and setting standards. It has broad representation from OHS professionals, OHS academics, OHS professional bodies including the Safety Institute of Australia (SIA), Australian Institute of Occupational Hygiene (AIOH), Human Factors and Ergonomics Society of Australia (HFESA), Australian New Zealand Society for Occupational Medicine (ANZSOM) and the Australian Faculty of Occupational and Environmental Medicine (AFOEM). It also has representation from the Australian Council of Trade Unions (ACTU), employers and regulators. The Board also benefits from the membership of an education academic.

Purpose: To contribute to work health and safety by facilitating the education of graduates equipped with the knowledge and skills to enter the workplace as effective entry-level OHS professionals. The core activity of the Board is through accreditation to recognise those programs that meet standards established by the Board.

Vision: OHS professional education is based on strong scientific and technical concepts, evidenced-informed, delivered by suitably competent persons and so recognised by the profession, government, industry and the community.

Mission: To ensure that OHS professional education is based on educational design and review processes, and delivery of learning appropriate to develop graduates equipped with the knowledge and skills to enter the workplace as an entry-level generalist OHS professional.

Strategic and Operational Plan -2015-16

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Version History

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5-07-2012	Draft 2 developed
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17-11-15	

1 SWOTE (Strengths, Weaknesses, Opportunities, Threats, strategic 'Elephants'

Weaknesses	Strengths
Reliance on registrar as an individual for expertise, support and operational functions. Funding model with limited sources of income **Significant source of income is derived from strategic consulting undertaken by the registrar.**	Board membership comprises a broad range of representation, contacts and influence together with high level of expertise in relevant areas. Registrar has good contacts and extensive relationships in the area. Members of the Board, and OHS educators, generally are enthusiastic and committed to quality OHS education. Low cost structure for the Board and Board activities. Positive response by universities and the broader OHS community to the accreditation process.
Threats	**Opportunities**
Downturn in the economy has resulted in a reduction in the number of Supporting Partners and created difficulty in recruiting new partners. **Resistance by a small number industry groups (SWA members) to the SIA and the perception of the relationship between the SIA and the AOHSEAB impacting on the potential liaisons/collaboration.**	Inclusion of strategic target on Work Health and Safety capabilities in National WHS Strategy (*Those providing work health and safety education, training and advice have the appropriate capabilities, i.e. knowledge, experience and skills)* is creating interest in OHS education among policy makers and regulators. It also provides a lever for engaging universities. Launch of the OHS Body of Knowledge has created an awareness of the need for a professional approach to OHS and OHS education. Implementation of professional certification will create an awareness/demand for accredited OHS programs. International activities around OHS professional roles, capabilities and professional education take the discussion on OHS program accreditation beyond the local environment. There is an increasing awareness among employers, OHS professionals and regulators of the need for university level OHS qualifications. **The change in approach by the SIA CEO and the SIA Board and result change in the working relationship between the SIA and the AOHSEAB creates opportunities for a more integrated approach to promotion of OHS education, the OHS Body of Knowledge and OHS professionalism overall.** **The more constructive relationship with the SIA provides an opportunity to develop an integrate strategy to promote the OHS profession and professionality including OHS capability, the OHS Body of Knowledge and accredited education.**

Bold text indicates changes since the last strategic plan for 2014-15.

Strategic 'Elephants'	
Elephant *(ie: strength, weakness, threat or opportunity, or a combination of these, which will affect performance by more than 30% now, or in the future)*	**Strategic action or component of strategic plan**
Governance • Governance relationship with SIA and perceived and actual independence in standard setting and decision making	Revised By Laws set a workable framework. Ongoing engagement with SIA and monitoring of situation.
Resources • Limited sources of income and limited total funding • Activities rely on one key person	As accreditation fees supplemented by potential surplus from conference are insufficient to achieve vision, mission and strategic plan supporting partnerships have been sought with organisations with common goals to generate financial and/or in-kind support.
Low professional status of OHS • Impacts on student numbers • Influences perception of OHS by universities and the relationship between universities and Accreditation Board • Influences employers' perception of OHS and whether they see qualifications as an important requirement for the role.	This appears to be changing as student numbers, especially at the post graduate level appear to strong The universities have accepted and, in a number of cases, welcomed accreditation as it places OHS in line with other accredited programs and so able at attract resources and support strong decisions on issues such as entry requirements.
Body of Knowledge • A key asset • Requires maintenance and updating	Conduct activities to review, analyse and update OHS Body of Knowledge *(See Body of Knowledge)*
Australian Work Health and Safety strategy • Provides an opportunity for recognition and leverage	Engage with Safe Work Australia on strategy and implementation of activities.

The strategic plan for 2015-16 has been developed to focus on the strategic alliance with the SIA and integration of the activities of the Accreditation Board and the SIA to minimise role creep by the Accreditation Board in an attempt to fill gaps left by the SIA and to optimise the activities and outcomes for both bodies.

2 Strategic Plan: Global view

Operating environment

Australian Work Health and Safety Strategy 2012-2022 *Healthy, safe and Productive Working Lives*

Industry

Higher Education environment

The Community

Regulators

Safety Institute of Australia Ltd (SIA Business Plan 2015)

Capability

Delivering programs to ensure access to capable and credible health and safety advice

Policy & Research

Advancing occupational health and safety outcomes through policy and research

Engagement

Bringing people together to establish communication, collaborate and achieve our shared interests in occupational health and safety (internal and external)

Australian OHS Education Accreditation Board

Vision: That OHS professional education is based on strong scientific and technical concepts, evidenced-informed, delivered by suitably competent persons and so recognised by the profession, government, industry and the community.

Mission: To ensure that OHS professional education is based on educational design and review processes, and delivery of learning appropriate to develop graduates equipped with the knowledge and skills to enter the workplace as an entry-level generalist OHS professional.

Program accreditation

Provide support to SIA in education component of certification

Capability of OHS educators

OHS Body of Knowledge

Promote and disseminate OHS research

Engagement

Board management and administration

Auspiced by S.I.A. Safety Institute of Australia Ltd

3 Strategic overview

Link to Australian strategy	SIA strategic pillar	SIA Goal	SIA Activity relevant to AOHSEAB	AOHSEAB activity 2015-16
	Capability			
Those providing work health and safety education, training and advice will have appropriate capabilities	Capable and credible OHSs advice to Australian workplaces	Maintain and build and OHS Body of Knowledge	Engage with AOHSEAB re strategic plan and clarify business planning priorities for 2015-16	See Section 4 Capability: OHS Body of Knowledge • Maintain and develop new chapters • Promote and disseminate
		Maintain accreditation	Engage with AOHSEAB re strategic plan and clarify business planning priorities for 2015-16	See Section 1 Capability: Program Accreditation • Review and accredit programs • Implement new requirements • Annual review • Maintain register
		Implement certification	Implement Alternative Knowledge Assessment Implement assessment process	See Section 2 Capability: Provide support to SIA in education/certification component of certification • Provide register • Advise on non-accredited qualifications • Provide input to Alternative Knowledge Assessment and selection of provider • Support for implementation of Recognised Diplomas • Monitor development in the VET sector provide advice to SIA and recommend strategies as appropriate. See Section 6 Engagement • Liaise with SIA regarding use of the Developing OHS Capability package to promote certification.
		Develop process to influence quality of VET add other training	Establish process for recognising WHS/OHS Diplomas for certification Monitor development in the VET sector and advise the SIA on suitable strategies for influence	
		Review role of College of Fellows		
		Develop new CPD program		See Section 4 Capability: OHS Body of Knowledge • Advise SIA on implementation of CPD program based on OHS Body of Knowledge
	Policy and research			
Research evidence is translated to assist practice The results of research and	Advancing occupational health and safety through policy and research	Develop an SIA policy agenda including articulating against regulator strategies		
		Develop an SIA research agenda	SIA research agenda linked with OHS Body of Knowledge priorities	See section 4 OHS BoK • Research priorities See Section 5 Policy and research

evaluation are disseminated and implemented				• OHS research conference • Three minute thesis
	Engagement			
	Bringing people together to establish communication, collaborate and achieve our shared interests in occupational health and safety (internal and external)	Develop stronger relationships with regulators, employers, employer associations and unions		See section 6 Engagement • Engage with relevant Australian and international groups
		Build state/territory/local network experience for members including mentoring		
		Road show engagement with members		See section 6 Engagement and Section 4 OHS Body of Knowledge • Support SIA roadshow activities to promote OHS Body of Knowledge and accredited OHS education
		Build outcome driven strategic relationships with others considering the value to members		See section 6 Engagement • Manage judging of OHS education awards behalf of SIA • Engage with relevant Australian and international groups See section 4 OHS Body of Knowledge • Liaison with relevant strategic groups for the development of new chapters of the OHs Body of Knowledge
		Develop and operate national conference/workshop program		See section 4 OHS BoK • Liaise with SIA in development of conference program to support development of new chapters of the OHS Body of Knowledge
	Administration			
			Governance	Review structure and operating model for Accreditation Board Review and renew registrar contract Clarify in writing the operating relationship between the SIA and the Accreditation Board Develop budget and manage and financial records Review and update strategic plan
			Administration	Manage board meetings and administration records Maintain and recruit supporting partners as an income stream.

4 Strategic elements

4.1 Capability: Program accreditation

Objectives	To formally recognise OHS professional education programs that meet the established criteria and so: Provide guidance for potential students selecting a program of study Provide guidance for employers and recruiters in selecting OHS personnel Recognise qualifications for the purpose of professional certification				
Process	Accreditation assessments conducted in a timely manner according to Procedure Annual reviews conducted according to Procedure Master register of accredited programs updated following an accreditation and individual program register updated annually and posted on the web site.				
Outcomes	Accreditation criteria reflect OHS professional and education standards. Accreditation process is seen as valid, fair and reliable. Accreditation is sought-after by universities. Accredited qualifications are valued by potential students, OHS professionals, employers and regulators.				
Status as at June 2015		Assessed in 2012	Assessed in 2013	Assessed in 2014	Total as at June 2015
	No. of assessments undertaken	2	5	6	13
	Universities with accredited qualifications (max 14)	2	5	2	9
	No. of qualifications represented in assessments undertaken	3	8	8	19
	Qualifications accredited (max 28)	3	8	4	15
		AQF 7/8 Bachelor/Bachelor hons	AQF 8 Grad Diploma	AQF 9 Masters	
	Qualifications available	5	13	11	
	Qualifications accredited	2	7	6	
	Being processed	1	3	2	
	Intention to apply before end June 2015	CQU (CQU BAINV)	CQU	CQU	
Planned activity 2015-16	Complete assessments lodged before July 2015	UniSA (1)		July	
		CQU (2),		September	
	Complete reviews of re-submissions	Curtin PG, UOW		July	
	Implement changes to criteria and process as per outcomes of review including engagement with universities			January	
	Potential new assessments	UWA (1), Griffith (1), ACU (2), QUT (1)			

	Conduct annual review	11	March
	Update accredited program register	After each accreditation and at least annually.	March
Potential activity 2016-2020	Annual reviews	11+	
	Accreditation renewals 2016-17	1	
	Accreditation renewals 2017-18	5	
	Accreditation renewals 2018-19	4	
	Accreditation renewals 2019-20	4	

4.2 Capability: Provide support to the SIA in education/qualification component of certification

Objectives	To provide a process to recognise qualifications for the purpose of professional certification. Assessment of individual qualifications for the purposes of certification is valid, reliable and informed by knowledge of the Australian and international OHS education and qualification context.	
Process	Provide the SIA with a current register of accredited OHS qualifications. Provide fee-for-service support to the SIA to review non-accredited qualifications as part of certification assessments. Provide fee-for-service expert input to the selection of a university provider of the Alternative Knowledge Assessment. Provide fee-for-service advice to the SIA to establish a process for 'Recognised OHS/WHS Diplomas' as part of certification.	
Outcomes	Chartered OHS Professionals, Certified OHS Professionals and Practitioners have qualifications appropriate to their level of certification.	
Status as at June 2015	The initial accredited programs resulted in the first graduates at the end of 2014. As accreditation is not retrospective there is likely to be a time lag of 2-3 years for graduates of accredited programs. Certification requires a minimum of 3 years' experience; 12 months of which must be post qualification. Thus for the first 2-3 years of the implementation of certification few applicants are likely to be graduates of accredited programs.	
	For administrative transition and for the implementation of the full certification assessment the principle of 'no disadvantage' applies for those applicants who completed their qualification prior to the implementation of accreditation. However the status of the qualification for individual certification applications still has to be assessed and this requires expert input. The Registrar has been reviewing qualifications on a fee-for-service basis for the SIA as part of the certification assessments.	
	Procedure for contracting a provider of the Alternative Knowledge assessment and specification for the assessment has been prepared for the SIA. The registrar has acted on behalf of the SIA as a contact for potential providers to discuss educational aspects of the Alternative Knowledge Assessment.	
	A Document has been developed mapping the Australian Diploma in WHS to the INSHPO Global Framework for Practice identifying design and delivery issues for the VET Diploma. Proposed criteria have been developed for *Recognised Diplomas* within the current Standards for RTOs and qualification packaging rules.	
	The Accreditation Board has compiled a 'Developing OHS Capability Package' aimed at organisations employing OHS professional and practitioners or engaging OHS consultants. This objective of this was to promote OHS education and the OHS Body of Knowledge and OHS capability. However ot is better suited to use by the SIA to promote OHS professional and certification.	
Planned activity 2015-16	Provide register of accredited programs	Ongoing
	Provide expert input to the assessment of qualifications including international qualifications	Ongoing
	Provide input to the selection of a provider for the Alternative Knowledge Assessment (Fee-for service)	July
	Monitor the educational aspect of the delivery of the Alternative Knowledge Assessment (Fee-for service)	March
	Monitor developments in the VET sector and provide advice to the SIA and recommend strategies as appropriate.	Ongoing
	Provide support to the SIA to implement a process for recognising Diplomas that meet the stated criteria (Fee-for service).	Jan/Feb
	Engage with the SIA as to whether they wish to take over the *Developing OHS Capability* package or perhaps work with the Accreditation Board to adapt it to take account of the Global Framework and use it to promote certification.	December
	Develop and implement a process for assessing non-accredited qualifications	2016

Potential activity 2016-2020	Provide support to the monitoring of the delivery of the Alternative Knowledge Assessment	Annual review
	With the SIA, explore the feasibility of the SIA/AOHSEAB jointly applying to the Australian government to be an approved authority for assessing overseas OHS qualifications	2017

4.3 Capability: OHS educators

Objectives	To provide support and recognition for OHS educators so that There is a critical mass of suitably qualified OHS educators OHS educators are recognised and valued member of the university community	
Process	Provide OHS educators with a forum for discussion of OHS education –related issues. Provide OHS educators with an opportunity to engage with leading edge thinking in OHS. Recognise excellence in OHS education	
Outcomes	University-based OHS educators have appropriate educational and technical knowledge and skills to design and deliver programs and teaching and learning environment to develop graduates as effective entry level OHS professionals.	
Status as at June 2015	A paper has been developed clarifying the issues around the supply of suitably qualified OHS at the university level	
Planned activity 2015-16	Implement the OHS Educators' award	Presentation Sept 17
	Explore options and feasibility for creating a discussion forum	March
	(See also 5 Research plan)	
Potential activity 2016-2020	Explore potential for supporting collaboration activities	

4.4 *Capability: OHS Body of Knowledge*

Objectives	Maintain and enhance the OHS Body of Knowledge to information OHS education and practice	
Process	Undertake activities to promote and disseminate the OHS Body of Knowledge (web site, social media, articles, conference presentations, e-news and information updates) (and in association with the SIA.) Explore strategic liaisons and funding options for future chapters of the OHS Body of Knowledge (in association with the SIA) Undertake activities to develop further chapters and update current chapters as per schedule.	
Outcomes	OHS professionals and others are aware of the OHS Body of Knowledge and access it for information. The OHS Body of Knowledge provides a framework and informs the content of OHS tertiary education. The OHS Body of Knowledge informs the development of CPD plans for certified OHS professionals and practitioners.	
Status as at June 2015	The OHS Body of Knowledge published: on line, hard copy and USB (hard copy and USB now out of date)	2012
	Web site upgraded in 2014. BOK web site is managed by a cost-effective sub-contract arrangement with the registrar liaising directly with the web site provider	Ongoing
	Some social media presence through Twitter	Ongoing
	Four further chapters developed with support of Safe Work Australia.	November
	One institution taken out a license	May
	List of potential new chapter topics and schedule for review of existing chapters developed.	December
	Preliminary discussions held regarding potential with liaisons to develop further chapters.	May
Planned activity 2015-16	Maintain web site	Ongoing
	Provide information to various groups on the OHS Body of Knowledge via enews, conference presentations and other activities including supporting SIA roadshow activities to promote OHS Body of Knowledge, social media including LinkedIn page	Ongoing
	Consider issuing updated hard copy and USBs (in association with SIA)	September
	Further discussions with potential strategic groups to develop/fund new chapters	Ongoing
	Promote and manage licenses for the OHS Body of Knowledge	As per opportunity
	Liaise with SIA in development of conference program to support development of content for OHS Body Of Knowledge	For 2017
	As sponsorship allows, develop videos and other resources for the OHS Body of Knowledge	As per funding
	Liaise with SIA regarding development of guidance for using OHS BoK for CPD development.	October
	SIA and Accreditation Board to develop a joint strategy for promotion and dissemination of OHS Body of Knowledge	December
Potential activity 2016-2020	Maintain web site	Ongoing
	Provide information to various groups on the OHS Body of Knowledge via enews, conference presentations and other activities.	Ongoing
	Development of new chapters and revision of existing chapters as per schedule	Ongoing

4.5 Promote and disseminate OHS research

Objectives	To recognise and promote OHS research to facilitate the translation of research to practice To influence OHS research to facilitate research directed to identified gaps in the OHS Body of Knowledge	
Process	Three minute thesis award conducted as part of the SIA annual conference. OHS research conference conducted in association with SIA conference.	
Outcomes	OHS research is recognised and valued. OHS professionals are aware of OHS research being conducted in Australia and the potential implications for practice.	
Status as at June 2015	OHS research conference conducted in 2010 to set an agenda for OHS research 2010-2020. Proceedings published.	
	Protocol and criteria for Three Minute Thesis competition developed and implemented for previous conference. Approach revised and updated.	
	A proposal for an OHS research conference developed.	
	Proposal for Work-Based Professional Doctorate developed	
Planned activity 2015-16	Convene organising committee for Research Conference	December
	Establish Three Minute Thesis Competition for delivery at annual conference (in association with SIA)	May
	Liaise with SIA regarding OHS research priorities and agenda.	December
Potential activity 2016-2020	Conduct research conference (in association with SIA)	Sept 17
	Conduct Three Minute Thesis Competition (in association with SIA)	Sept 17
	Develop proposal for Research Award (in association with SIA)	17-18
	Explore feasibility of Work-based Professional Doctorate	17-18

4.6 Engagement

Objectives	Promote the Accreditation Board image and presence and to be a source of information for OHS educators and researchers, regulators, potential students, SIA members, Supporting Partners, industry groups, employers and other interested parties.. To create international recognition for the Accreditation Board and engage in international discourse on OHS education and accreditation.	
Process	Maintain and update the AOHSEAB web site. Maintain an appropriate social media presence. Provide newsletters, information updates and media releases as appropriate. Engage with relevant Australian groups and seek strategic alliances. Engage with relevant international groups with a view to progressing international recognition of Australian accredited OHS education and OHS capability. Give conference presentations as appropriate.	
Outcomes	The Accreditation Board is recognised as the premier source of expertise on OHS education and OHS professional capability.	
Status as at June 2015	AOHSEAB web site is managed by a cost-effective sub-contract arrangement with the registrar liaising directly with the web site provider.	Ongoing
	One e-news issued	Nov
	Three *Quick Updates* issued	Nov, Jan, April
	Media releases provided with each accreditation	As required
	Presented at conferences in WA	June
	Managed judging of OHS education awards on behalf of the SIA	Annually
	Involvement in Australian bodies/networks (Registrar is a member of the VET IBSA Business Services Sector Advisory Committee; presents at Safesearch GM Forum, has informal links with SWA, maintains contacts lists for professional and industry bodies and OHS media.)	Ongoing
	Support SIA Road show activities to promote accredited OHS education.	As required
	Involvement in international networks (Registrar presented at international conference; engaged in developing INSHPO OHS capability framework and project for OHS capability in mining.)	Ongoing
	Undertake strategic consulting as part of engagement.	As appropriate
Planned activity 2015-16	Update web site as required	Ongoing, usually monthly
	Increase social media presence through Twitter Create a Linked In organisational page for the Accreditation Board	Ongoing November

	Issue media releases, information update and e-news as appropriate	Ongoing
	Present at SIA Melbourne conference	September
	Manage judging of the SIA OHS education awards	Annually
	Present at conferences as invited	As invited
	Maintain and further develop links with Australian networks	Ongoing
	Complete development work on INSHPO Global Framework	November
	Complete User Guide for Global Framework	June
	Promote Global Framework in Australia (with SIA)	Feb to June
	Complete OHS capability in mining consultancy project	February
Potential activity 2016-2020	Maintain web site	
	Maintain social media presence	
	Manage judging of the SIA OHS education awards	Annually
	Maintain and further develop links with Australian networks	
	Maintain and develop links with international accreditation bodies and universities	

4.7 Board management and administration

Objectives	The relationship between the SIA and the Accreditation Board is constructive and such that facilitates achievement of the objectives of both bodies. The Accreditation Board is appropriately structured and the operating model is one that supports effective and efficient achievement objectives	
Process		
Outcomes	The Accreditation Board is effectively managed by an appropriately qualified and motivated person(s).	
Status as at June 2015	The Board is managed by the Registrar contracted through the Safety Institute of Australia.	
	The activities of the Board are 85% self-funded, 15% supported by a subsidy from the SIA. The self-funding is derived 15% from external consultancy undertaken by the registrar, 18% consulting back to the SIA, 34% accreditation fees, 20% supporting partners plus a BoK licence fee)	
	The SIA provides clerical support for invoicing and payments and makes a meeting room available.	
	There is little strategic engagement between the Accreditation Board and the SIA resulting in significant lost opportunity in promoting the SIA, the profession and to increase the professionality of OHS.	
	Registrar undertook strategic consulting to generate income for the Board	
Planned activity 2015-16	Review and reissue the registrar contract with the registrar daily rate benchmarked to university senior lecturer rate.	July
	Develop a strategic plan linked with the SIA strategic plan	July
	Develop a budget that is based on the true cost of providing support to the SIA including fee for service support at cost price for registrar support in lieu of a subsidy.	July
	Review the structure and operating model for the Accreditation Board	December
	Maintain and recruit supporting partners as an income stream	Annually and ongoing
	Undertake strategic consulting to generate income for the Board	July to January
Potential activity 2016-2020	Maintain effective and efficient management of the Board	
	Develop and implement a succession plan for the ongoing management of the Accreditation Board (in association with the SIA)	2017