



*training anywhere, anytime – at your own pace*

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## iCourses Health, Safety and Wellbeing Courses General Information

### WHO ARE WE?

iCourses Training is an online training company targeting the education and practices of workers and the community in relation to health, safety and wellbeing. We help companies, schools and community organisations meet their occupational health and safety obligations, reduce risk and increase security and welfare.

### WHAT ARE OUR PROGRAMS?

**OHS Initial course** - Workplace accidents can destroy a business. Government fines, negligence claims, increased compensation premiums and reduced productivity are all serious results of employee injuries arising from an unsafe workplace. The iCourses OHS Initial course covers OHS legislation, management systems, risk management, incident management and consultation to reduce safety risks in the work environment. These topics are all available as separate modules and can be completed online, onsite, without interruption to normal tasks. The full course takes around 25 hours to complete.

**Working safely in the sun** – The Cancer Council and iCourses joined forces in 2007 to create an online training program that would simply and effectively educate outdoor workers on UV risks and how to avoid them. At the end of the course employees will understand their duty of care to follow sun protection policies and procedures. By including this course in safety programs organisations take a big step towards meeting OHS obligations. The course takes about an hour to complete.



**Workplace bullying and other unacceptable behaviours** – Under OHS legislation, companies are legally obliged to prevent and protect employees from unacceptable workplace behaviours such as bullying, violence and harassment. This program educates the perpetrator, the onlooker and the victim regarding such behaviours. It details the most effective ways to react to, report on and assist others in cases of threatening or discriminating behaviour. Included in the course is a key company tool; a confidential online survey delivering student feedback on the program's effectiveness. A summary of the current workplace culture and statistics benchmarked across other participating companies is also available. As with all courses students complete a quiz at the end of the course in order to achieve certification. The course takes about one hour to complete and can be used to train all members of the organisation.

**Let's stamp out bullying** – iCourses met fast escalating community concerns re bullying in the playground head on last year when it released its schools anti-bullying program. The course

forms a major part of the whole school approach to achieving a bully-free culture by providing students – on an individual or class basis – with the skills necessary to recognise and deal with bullying. As with the workplace bullying course, a confidential online survey is included. This allows students to report difficulties and assist victims. It also helps define current culture and future needs. Other features include a free five-lesson plan package, parent survey, quiz and certification and links to VELs. The course takes about one hour to complete.

**Dealing with bomb threats** – Ideal for organisations facing the likelihood of a bomb threat, this course educates employees re organisational planning requirements, recognising threats, responding proactively and initiating recovery. The course takes around one hour to complete.

## WHAT ARE OUR SPECIAL FEATURES?

### Surveys

iCourses provides a unique service with its course surveys. As an example, the schools and workplace bullying programs invite the student to provide information on their current environment via a confidential survey. Students also provide information on bullying experiences and current concerns. Schools use this information to isolate problems and find solutions. Company personnel use the feedback to understand the current workplace culture and progress future training needs. iCourses summarises survey results and provides benchmarking data to schools and companies as part of its service.

### Certification and training records

Students must complete a course quiz before receiving a printable certificate. iCourses tracks student progress and provides a spreadsheet of successful completions to organisations on request.

### Interaction

The courses promote student to student interaction. It's easy and inexpensive for the learner to chat or email a fellow learner and continue doing this long after the course is over. iCourses provides full support to all participants and monitors online course forums for student questions, feedback and networking opportunities.

### Workbook and other activities

Each course directs students to workbook activities throughout the study. These activities provide variety and interactive learning. Workbook activities encourage students to apply their learning to their current environment.

### Online training advantages

All courses are web-based and designed to be easily accessed and navigated by students. A username and password are provided on registration and multiple users can access the course via these codes. There is no geographic restriction and each course is designed to enable fast and effective learning in rural and remote areas as well as provide highly necessary skills to shift workers, contractors and those who are too busy to complete off-site traditional classroom learning. All courses require only basic computer skills.

### How do I register?

Registration is online. The 'How to enrol' page on our website [www.icourses.com.au](http://www.icourses.com.au) includes an automatic calculator which reduces price per head as registration total increases. The 'Course list' provides current prices and volume discounts. For further enquiries email [info@icourses.com.au](mailto:info@icourses.com.au) or call 61 3 8620 6211.