

**AgSkilled™ and Tocal College: The training you want, where you want it for  
VITICULTURE - GRAINS - COTTON - RICE - PRODUCTION HORTICULTURE**



**Now online!**

# WHS & HR *fundamentals*



## Calling business owners, managers and supervisors in grains, rice, cotton, horticulture and viticulture!

- Do you want to improve WHS and staff management in your business?
- Do you want to understand the bones of a great WHS management system?
- Do you want to understand your legal obligations when it comes to staff?
- Do you want some tips on attracting and retaining staff?
- Do you want to effectively manage staff performance and get the best out of your team?
- Do you want to ensure your paperwork and systems are practical but compliant?

### If so, this course is for you!

Tocal College have proudly partnered with NSW Farmers to deliver WHS & HR training **online** with recorded and written content plus **10 live webinars**.

Explore these **3 great topics** over **16 weeks**.

- ▶ **Work Health and Safety**
- ▶ **Industrial Relations - Understand your legal obligations**
- ▶ **Managing your team**

“I completed the WHS & HR training online in 2020. Content which generally can seem dry is made very interesting by this team. Webinars were well run and broken down into manageable topics. Over the 12 weeks you could come away from each webinar, complete your assessments and then implement into your business without feeling overloaded or overwhelmed. A great way of doing to course.”

Erin – Business Owner, Lockhart NSW

**[www.tocal.nsw.edu.au/courses/short-courses](http://www.tocal.nsw.edu.au/courses/short-courses)**

Funded training delivered by Tocal College through AgSkilled™, supported by the NSW Department of Regional NSW

# AgSkilled: WHS and HR Fundamentals

TOPIC 1	TOPIC 2	TOPIC 3
<b>Work Health and Safety*</b>	<b>Industrial Relations - Understand your legal obligations</b>	<b>Managing your team</b>
<ul style="list-style-type: none"><li>Understanding legal requirements</li><li>Keeping your workplace safe</li><li>Demonstrating due diligence</li><li>The Paper Trail</li></ul>	<ul style="list-style-type: none"><li>Engaging staff and contractors</li><li>Understand the Pastoral Award</li><li>Avoiding unfair dismissal</li><li>The Paper Trail</li></ul>	<ul style="list-style-type: none"><li>Workforce planning</li><li>Attracting and retaining staff</li><li>Performance management</li><li>Getting the best out of your team</li></ul>
<b>Delivery style</b>	<b>Delivery style</b>	<b>Delivery style</b>
Online Delivery by Rebecca Fing, House Paddock Training and Consulting	Online Delivery by Gracia Kusuma, Workplace Relations Director, NSW Farmers	Online delivery through webinars, pre-recorded bite sized chunks with remote support

## Entry requirements:

- The content is aimed at owners, supervisor or managers (or anyone aspiring to these roles) with a minimum of 5 years experience in industry.
- We are delivering accredited training so assessments are compulsory to meet funding requirements and support will be provided. A statement of attainment will be issued.
- Participants must be willing and able to complete the online learning. This will require an appropriate level of literacy, computer access and skills and connectivity (we will deliver material in bite sized chunks to help download speeds).

\*Completion of all components is required – if you have previously completed the WHS module, credit can be sought. The WHS module must be completed **prior** to the Staff Management Modules.

## Intake 2: Date TBA

Course numbers are limited and applications are essential.

**Apply now** 

Click above or go to <https://nswtrade.wufoo.com/forms/whs-hr-fundamentals-online/>

## Units of competency:

- BSBWHS401 - Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- AHCBUS511 - Manage enterprise staff requirements
- AHCWRK403 - Supervise work routines and staff development

## What is AgSkilled™

AgSkilled™ 2.0 is a \$15 million investment by the NSW Government to upskill and better prepare the agricultural workforce for fast-moving change driven by industry innovation, research and technology through vocational education and training (VET), particularly in the plant-based fibre (e.g. cotton), grains, production horticulture, viticulture and rice growing agricultural industry sectors across rural and regional NSW.

**For more information or a registration pack, contact:**

**Rebecca Fing, program manager**

**M: 0427 107 234 E: [housepaddock@bigpond.com](mailto:housepaddock@bigpond.com)**

This course has been made possible through funding from the NSW Government's AgSkilled™ program.

**WHS & HR**  
*fundamentals* 