

FACULTY OF HEALTH SCIENCES

 Postgraduate Coursework Programs in
 Occupational Health, Safety and Ergonomics

(Frequently Asked Questions)
These Distance-Mode, Part-Time Coursework Programs are:

- Master of Ergonomics, Safety and Health (M.ESH)
- Master of Occupational Health (M.OH)
- Graduate Certificate in Occupational Health, Safety and Ergonomics

	QUESTION	ANSWER
1	How do I decide whether to enrol in the M.ESH or the M.OH?	<p><i>Both the M.ESH and M.OH are designed to enable students to achieve the core competencies for generalist OH&S professionals, as required for professional-level certification by bodies such as the Safety Institute of Australia.</i></p> <p><i>In addition:</i></p> <ul style="list-style-type: none"> • <i>the M.ESH also provides students with the educational requirements to become a Certified Professional Ergonomists (certification by the Human Factors and Ergonomics Society of Australia, in accord with International Ergonomics Association requirements</i> • <i>the M.OH includes compulsory research skills and professional practice subjects, as well as an elective that provides scope for students to develop greater expertise in a field of interest for example: ergonomics, rehabilitation or health promotion.</i> <p><i>Visit the program website for more details on subjects and course structure:</i></p> <p>http://www.latrobe.edu.au/ergonomics/PG_OHSE.html</p>
2	Is there a cut-off date for applications?	<p>If you are applying for a Commonwealth Funded Place in one of the two Masters courses (see 4 below), you should submit your application by end of October.</p> <p>Otherwise, you are requested to submit your application by end of November – However, late applications will be considered.</p>
3	How do I apply?	<p>To apply for a place, you must submit two forms, plus supporting documents:</p> <p>(1) University Official Application Form downloadable from:</p> <p>http://www.latrobe.edu.au/students/enrolment/documents/admission-pg-coursework.pdf</p>

		<p>(2) Part 2 Supplementary Application Form. You may obtain Part 2, by contacting the Faculty of Health Sciences Postgraduate Office: <i>Email:</i> health@latrobe.edu.au, or <i>Phone:</i> +61 (0)3 9479 5815, or <i>Mail:</i> Faculty of Health Sciences Postgraduate Office, La Trobe University, Bundoora, Vic. 3086</p> <p>(3) Certified copies of documents to establish proof of identity and prior courses completed – details are provided in the application form. (Leave plenty of time to prepare your application, remembering that it may take time to access and obtain certified copies of all the required documents.)</p> <p>When you have completed the two forms, please send them and related documentation to: Postgraduate Office Faculty of Health Sciences La Trobe University BUNDOORA, VIC. 3086</p>
4	What will the course cost me?	<p>For students enrolling in either the <i>Master of Ergonomics, Safety and Health</i> or the <i>Master of Occupational Health</i>, there are both Full-Fee Paying Places and Commonwealth Supported Places (CSP). Note that the number of CSPs available each year is limited, and they are not fully supported by the Commonwealth; that is, students are required to make a contribution.</p> <p>Allocation of CSPs is based on several factors, including timeliness of the application as well as merit. <i>If you wish to apply for a CSP, it is important to apply before the first round closing date by end of October.</i> The following web-site will provide further information: http://www.goingtouni.gov.au/</p> <p>Please note that CSP places are NOT available for mid year (Semester 2). Though, based on academic merit, students enrolling in the relevant courses for Semester 2, may be considered for a CSP place in Semester 1, the following year.</p> <p>Masters students in Full-Fee paying places may be eligible for FEE-HELP. For information about this, see the ‘Going to Uni’ website: www.goingtouni.gov.au/. Course fees for 2010 are \$6,870 for a part-time year of 60 credit points, which comprises half of the Masters course. (That is, total cost of the course is \$13,700 over two years.)</p> <p>For students enrolling in the <i>Graduate Certificate in Occupational Health, Safety & Ergonomics</i>, there are only Full-Fee Paying Places. FEE-HELP is available to eligible students. For information about FEE-HELP, see the ‘Going to Uni’ website: www.goingtouni.gov.au/. The course fee for 2010 is \$6,870 (60 credit points).</p>
5	Are there scholarships or other kinds of funding support available?	<p>See 4 above for information about Commonwealth Supported Places and FEE-HELP. Information about scholarship can be found at:</p>

		www.latrobe.edu.au/scholarships/ All La Trobe students can apply for financial support from the La Trobe Student Loan Fund – see http://www.latrobe.edu.au/study/fees-scholarships/student-loans
6	Can I apply for a place if I don't have any university level qualification?	Yes, you can enrol initially in the Graduate Certificate provided that: <ul style="list-style-type: none"> • you have successfully completed relevant OHS related studies to at least a Certificate IV level, <i>and</i> • you have at least three years of employment experience relevant to Occupational Health and Safety. Applicants without a prior university degree will also be screened to ensure that they have the basic skills necessary to undertake the Graduate Certificate. (Also see 8 below.)
7	Can I apply for a place if I have a university degree but it is not relevant to this course?	Yes, you can enrol initially in the Graduate Certificate (with the possibility of continuing to a Masters – see 8 below)
8	I am only eligible to enrol in the Graduate Certificate. Will I be able to continue on to the second year to get a Masters degree?	Yes, provided you achieve at least a B-grade average in your Graduate Certificate subjects.
9	How are students helped to learn when studying by distance education?	Students 'meet' and interact with staff and fellow students on-line, and teaching (including lectures in some subjects) is via a range of mainly on-line and electronic media. Much of the information is presented via the university's internet 'learning management system' (LMS), supplemented by media such as computer 'memory sticks', CDs and DVDs. In addition, students have on-line access to a huge range of academic journals via the La Trobe University library website. Hard copy resources are sent via snail mail when required.
10	Are there ways of meeting other students enrolled in the course?	Students and staff regularly interact with each via the internet Learning Management System (LMS), and through e-mail. The optional on-campus days provide further opportunities for personal interactions.
11	I work full time. Will this leave me enough time to do the amount of study required?	The majority of our students have to juggle full-time work, family and other responsibilities. One of the advantages of studying via a 'distance ed.' course is the greater flexibility it gives students in when and where they do the necessary study (although assessment tasks must still be completed on time). You will be given a study guide and assessment schedule to help plan your study. If you would like to enrol in fewer than four subjects per year (i.e. fewer than two per semester), you should discuss your request with the relevant course co-ordinator (see 25 below).

12	If I need to interrupt my studies (e.g. for family or work reasons), what will happen?	Course co-ordinators (see 25 below) are available to discuss individual study plans and circumstances. There are provisions to enable intermission of study if required.
13	I'm currently working in an OHS role – how does the coursework relate to my work tasks?	The curriculum is designed to highlight practical applications of knowledge and skills. Teaching materials include a range of workplace case studies, practical problem-solving activities, as well as reflective exercises to help students engage with material in a meaningful way. There is scope for assignments to be adapted to maximise their relevance to different regions and workplace contexts, to suit individual students.
14	I'm not working in an OHS role currently but am undertaking these studies to expand my career options. How will the course help me to do this?	Demand for staff with tertiary-level qualifications in OHS is increasing, in Australia and internationally, as employers recognise the economic importance of evidence-based OHS practice. Government regulators such as Work Safe Victoria are also emphasising the need for employers to use 'suitably qualified' OHS practitioners.
15	What time commitment is required for the distance-education coursework?	Time requirements will vary with individual learning styles. As a rough guide, students taking the maximum number of subjects per semester (that is, two 15 credit point subjects) might need 12-16 study hours per week throughout semester. This includes reading and general study time, as well as time to complete learning and assessment tasks. Teaching staff are aware that many students have not studied for a significant time, so study skills assistance is available.
16	Do I have to attend on-campus days?	There are no compulsory on-campus attendance requirements. Students have personal contact with staff via email and phone. There are some <i>optional</i> on-campus days, but students who do not attend are not disadvantaged.
17	I have special needs – does the university have support services?	<ul style="list-style-type: none"> • La Trobe University has an extensive range of services to support students, including disability support, and support with issues related to equity and diversity – see http://www.latrobe.edu.au/equality/. <p>There are also more general services related to study skills, careers and employment, legal services and counselling.</p>
18	What career options are available as a result of completing one of these courses?	Occupational Health, Safety and Ergonomics professionals are in high demand to work in private companies, government organisations, insurance bodies and in local government (such as councils). In addition, graduates are employed with health and safety regulators, the defence forces, research groups, professional associations and the not-for-profit sector. Any organisation that employs people has a need for professional OHS advice and services! Graduates with an undergraduate qualification in a health-

		related profession are often employed in dual roles that include injury management, rehabilitation and return to work.
19	During the course, will I learn about possible career options?	Case studies used throughout the curriculum are selected to reflect a diverse range of ‘real world’ workplace scenarios. Interaction with other students and with staff (most of whom are current OHS/Ergonomics practitioners) is also a great way for students to develop a network of professional contacts and to learn about future career options.
20	In the Masters of OH coursework, I can choose an elective. How do I know what options are available?	The M.OH course co-ordinator provides all students with information about course planning and progression, including subjects that meet the criteria for electives. Students are encouraged to undertake an elective that suits their learning style and particular OHS interest.
21	Does completion of this course qualify me to enrol in a higher degree by research – e.g. PhD?	To meet PhD entry requirements, students who do not already have a undergraduate degree <i>with honours</i> would need to take either the M.OH or the M.ESH <i>with honours</i> . (See 22 below for Honours entry requirements; also see 23 for information on possible research topics.)
22	What do I need to do to take either the: -M.ESH with Honours? Or - M.OH with Honours?	Entry into the <i>M.ESH Honours program</i> is decided towards the end of the last year of the M.ESH. You will be eligible to apply to do Honours if you achieve at least a B-grade average (at least 70%) in your M.ESH subjects. Entry into the <i>M.OH Honours program</i> is decided half way through the second year of the M.OH; applicants are required to achieve at least a B-grade average (at least 70%) in previous coursework. Students then undertake an advanced research subject in semester 2 (e.g. OCT4/5 PRD).
23	What research topics are available for Honours students, or those who continue to a PhD?	Staff and Associates of the Centre for Ergonomics and Human Factors are available to supervise research on a wide range of topics – see http://www.latrobe.edu.au/ergonomics/ and some of the links there for details. As a member of the World Health Organisation network of Collaborating Centres in Occupational Health, the Centre is involved in various international activities with some associated project opportunities for higher degree students.
24	Who do I contact for more information about course enrolment, course fees or related issues?	Please contact the Faculty of Health Sciences Postgraduate Office See contact details below
25	Who do I speak to about other course curriculum or individual study program queries?	<ul style="list-style-type: none"> • Master of Ergonomics, Safety and Health (M.ESH) – Jodi Oakman • Master of Occupational Health (M.OH) – Marilyn Di Stefano • Graduate Certificate in Occupational Health, Safety and Ergonomics – Marilyn Di Stefano

CONTACT DETAILS

For questions about enrolment procedures or fees:

Postgraduate Student Services

Email: health@latrobe.edu.au

Telephone: +61 (0)3 9479 5815

For questions about academic issues concerning the M.ESH

Jodi Oakman, Coordinator of the M.ESH:

J.Oakman@latrobe.edu.au or telephone +61 (0)3 9479 3235

For questions about academic issues concerning the M.OH or the Grad.Cert.

Marilyn Di Stefano, Coordinator of the M.OH and the Grad.Cert:

m.distefano@latrobe.edu.au or telephone +61 (0)3 9479 5650