



**trainwest**  
safety institute



# Lead Incident Investigations (ICAM)

## Lead with ICAM Investigation Skills!

Are you ready to lead, investigate, and drive positive change in your workplace?

The Lead Incident Investigations (ICAM) course is your gateway to a dynamic and rewarding career in work health and safety.

Whether starting fresh or looking to enhance your current skills, this course opens doors to exciting opportunities across a range of sectors.



NATIONALLY RECOGNISED  
TRAINING



## Course Overview

The **Lead Incident Investigations (ICAM)** course is designed to provide learners with comprehensive knowledge and practical skills to conduct and lead incident investigations.

This course covers the following topics:

- Recognising the need for investigation
- Leading and supporting the investigation process
- Understanding the stages of the investigation
- Investigating and interviewing people
- Analysing data and determining findings
- Using the Incident Cause Analysis Method (ICAM) to determine root causes
- Making recommendations for improvement
- Completing an ICAM investigation report.

This course reflects industry requirements and includes in-class learning and assessments based on real-world scenarios.



## Recommended For

This course is ideal for individuals leading or supporting workplace incident investigations, particularly those responsible for identifying root causes and contributing to safer organisational practices. It is particularly suited to:

- **Supervisors and team leaders:** Strengthen your ability to lead or contribute to effective incident investigations and promote a culture of safety and accountability.
- **WHS managers and safety officers:** Enhance your investigative skills to identify root causes using the ICAM methodology and drive continuous safety improvement.
- **HR and compliance professionals:** Gain insights into incident causation and improve your organisation's response and reporting practices.
- **Emerging leaders and coordinators:** Develop critical thinking and investigation capabilities to prepare for more senior WHS or operational roles.

## Career Pathways

Roles vary depending on the industry and sector, including positions such as:

- Safety Representative / Officer
- Safety Supervisor and/or Manager
- Incident Investigator.

## Education Pathways

Students may undertake a *Certificate IV in Work Health and Safety*, *Diploma of Work Health and Safety*, or pursue further specialisation in safety, risk management or training and assessment.



## Course Structure

This course consists of two (2) units of competency.

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### **BSBWHS515 Lead initial response to and investigate WHS incidents**

Lead the initial response to work health and safety (WHS) incidents.

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### **RIIWHS301E Conduct safety and health investigations**

Conduct work-related health and safety investigations as a result of an incident and contribute to a safe workplace.



## Delivery Modes

Choose from a range of flexible delivery options:



### **Face-to-Face Classroom**

Attend two (2) days of face-to-face training, 8:30am to 4:00pm, at our Trainwest Training Centre. Each day covers a unit of competency with assessments completed post-classroom training.



### **Virtual Classroom**

Attend the face-to-face training sessions in a virtual classroom environment through Microsoft Teams. This mode allows real-time interaction with Trainers and peers while participating from any location with internet access.



### **Inhouse Training**

This course can be customised for group training. Delivery can be tailored to suit organisational requirements, with flexible delivery options in the workplace. Please speak with our Student Services Team for more information.



## Assessment Requirements

To achieve competency, students are required to complete a range of assessment tasks that reflect real-world skills and knowledge relevant to the course. These include:

- Knowledge-based questions to test understanding
- Practical tasks, e.g. conducting a Five Whys Analysis and an incident investigation.

Students must demonstrate their ability to meet all assessment criteria to be deemed competent.

### Canvas LMS

Canvas is our online learning platform that provides students with 24/7 access to course materials, assessments, communication tools, and progress tracking. Students can view and download training resources, submit assessments, receive feedback from Trainers and Assessors, track key dates and progress, and participate in online discussions. Canvas helps students stay organised, connected and engaged throughout their learning journey.



## Skills Recognition

Students may be eligible for recognition of prior learning or credit transfers, reducing the time and cost of their studies.

### Recognition of Prior Learning

Recognition of prior learning (RPL) is an assessment process that acknowledges skills and knowledge acquired through formal, non-formal, or informal learning. This pathway allows students to gain recognition for competencies they have already developed, potentially leading to awarding a unit of competency or qualification without additional training.

To apply for RPL, please get in touch with our Student Services Team. They will assess your suitability and discuss the process before sending an application kit.

### Credit Transfer

Credit transfer allows students to receive recognition for units of competency they have previously completed. This process ensures that students do not have to repeat training for units they already hold.

To apply for credit, students must provide evidence of the completed unit, which may include a qualification certificate or transcript, statement of attainment or USI transcript.



## Course Duration

Students have up to 12 months to complete this course. The time frame for completion varies between students depending on their current job role and pre-existing skills and abilities.

Students can complete the course earlier or extend the duration for up to 18 months if required.



## Course Outcome

Upon completion, students will receive a Statement of Attainment for all successfully completed units of competency.



## Course Requirements

To be eligible for this course, students must meet the following course requirements:

### Language, Literacy, Numeracy and Digital Skills

Students need the following level of language, literacy, numeracy and, where applicable, digital literacy skills appropriate for the course:

- **Reading and Writing:** Understand and follow written instructions, procedures, and course materials; complete forms, reports, and written tasks using clear and structured language.
- **Communication:** Participate in discussions, ask questions, respond to feedback, and convey information clearly in both formal and informal settings.
- **Numeracy:** Work with numbers and data to perform basic calculations, interpret simple graphs or tables, and apply numerical reasoning in practical tasks.
- **Digital Literacy:** Use a computer to access learning resources, submit assessments, complete online forms, and communicate through email or messaging platforms.

Students will complete an LLND assessment prior to enrolment to ensure the course is suitable.

### Student Resources

Students need to have the following resources:

- Laptop with Wi-Fi capability, a USB port, and Microsoft Office
- Remote students attending the virtual classroom also require Microsoft Teams.



## Student Support

Trainwest supports students throughout their learning journey, ensuring they have access to the resources and guidance they need to succeed.

Support includes:

- **Trainer & Assessor Assistance:** Our experienced Trainers and Assessors provide guidance, feedback and support throughout the course.
- **Flexible Learning:** Learning materials, feedback, and assistance are accessible whether studying in person or remotely.
- **Personal Coaching:** Access one-on-one support with a Trainer and Assessor, with the first two 30-minute sessions provided free of charge.
- **Wellbeing Support:** Wellbeing services and referral options are available to assist students in managing personal or study-related challenges during the course. The Australian Counselling Service (ACS) provides our students with free, confidential counselling support designed to assist with study-related stress, anxiety, motivation, life changes, and general wellbeing



## Course Fees

<b>Tuition Fee</b>	\$1,350
<b>Personal Coaching</b> <i>(after first free hour, if required)</i>	\$150 per hour

## Next Step

### Ready to apply?

Visit our website to view upcoming course dates and submit an enrolment application. Scan the QR code or [click here](#) to get started.

To ensure the course is suitable and that the necessary support can be provided, all applicants must complete a pre-enrolment assessment process.

Once an application has been reviewed, students will be invited to complete a Language, Literacy, Numeracy and Digital literacy (LLND) assessment.

These assessments help us confirm that the course aligns with the student's current skills and learning needs. After reviewing the results, our team will provide individualised advice on course suitability before finalising the enrolment.

### Need more information?

Read our [Trainwest Student Handbook](#) for details on our course policies, student services, and other essential information.

Contact us and speak with our team. We're here to answer any questions and help you choose the right course for you.

#### Training Hours

8:30am to 4:00pm

#### Training Location

[Level 1, 23 Abbott Road, Perth Airport, WA 6105](#)

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**Apply Now!**

## Contact Us

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