

ENQUIRY PACKAGE

## Lead Incident Investigations (ICAM)

Thank you for considering Trainwest. At the heart of Trainwest success is the quality of training that is provided. The Trainwest team are highly skilled in their relevant areas and provide an engaging and enjoyable environment to promote a positive learning experience.

At Trainwest we place significant importance on organisations having quality safety personnel. We have been providing work health and safety training (WHS) solutions to businesses, corporate representatives and individuals in Perth and Western Australia since 2008.

Our Trainwest mission statement is:

**To engage, motivate and inspire our learners,  
providing a high-quality training and assessment  
service to individuals and across industry.**



## Lead Incident Investigations (ICAM)



To have an incident is unfortunate, failing to learn from the incident is unforgivable. Equip yourself with the knowledge and skills to derive learnings from incidents to improve safety systems, prevent recurrence, enhance the organisations safety culture and ensure compliance with WHS legislation.

**OVERVIEW:** Trainwest's Lead Incident Investigation Training provides learners with comprehensive knowledge and practical skills to conduct and lead incident investigations.

Developed and delivered by Trainwest's highly qualified trainers, the course reflects industry requirements, with in-class learning and assessment based on real-world scenarios. This course is suitable for current or emerging Health and Safety Professionals, Supervisors and Management who participate in the investigation process.

Main topics covered during the course include:

- Recognise the need for investigation
- Lead and support the investigation process
- Understand the stages of the investigation
- Investigate and interview persons
- Interrogate data and determine findings
- Use the ICAM to determine root causes
- Make recommendations for improvement
- Compiling an ICAM investigation report

**RECOMMENDED FOR:** Workers who work in a range of WHS roles across all industries and apply a substantial knowledge base and well-developed skills in a wide variety of WHS contexts or those individuals who participate in work related health and safety investigations.



**ENTRY REQUIREMENTS:** There are no pre-requisites for this Lead Incident Investigations Training.



**DELIVERY STRUCTURE:** Face to face training is delivered over two days.

UNIT CODE	DESCRIPTION	DURATION
BSBWHS515	Lead initial response to and investigate WHS incidents	2 days
RIIWHS301E	Conduct safety and health investigations	



### **INHOUSE TRAINING**

This qualification can be customised to suit your organisation and delivered in a flexible format to suit your workplace requirements.

Contact Trainwest for more information.



### **VIDEO CONFERENCING**

Students have the option of attending the face-to-face course or via Microsoft Teams. Students require a computer with access to the internet and a microphone.

For more information on this option, please speak with the Trainwest Student Support team.



### **ASSESSMENT REQUIREMENTS**

The Lead Incident Investigations training is competency based. You will have assessments to complete externally to the classroom which will provide evidence that you have understood the training and applied it to the workplace.

This requirement means that it is not possible to complete all the assessment requirements during the face-to-face training.

### **ASSESSMENT METHODS**

Students are required to complete assessment tasks for each module which typically include:

- Knowledge questions
- Practical tasks such as:
  - Conducting a Five Whys Analysis and an incident investigation
- You will complete your assessments in Canvas. Canvas is a web-based learning management system that is used throughout the course. This is where you will have access to learning resources and project templates. Canvas is also the platform you will use to complete knowledge questions and projects to submit for assessment.



### **ASSESSMENT TIMEFRAMES**

Students have up to 12 months to submit their assessments. Please be aware this is a maximum timeframe and is dependent on your current job role and pre-existing skills and abilities. You can submit your assessments at any time after attending the face-to-face component. The actual time for completion varies between students.



### REQUIRED RESOURCES

- Trainwest will provide a full set of learning and assessment materials to learners for all units of competency. Trainers will utilise detailed lesson plans and customised Power Point presentations.
- A laptop that enables you to access the internet via Wi-Fi is essential. Please note that Microsoft Office Suite is required to be installed.



### SUPPORT PROVIDED

Trainwest provides ongoing support to students throughout the duration of the program via email and telephone. Each student has access to 2 x 30 minutes one on one coaching, free of charge. Additional one on one coaching is available at an hourly rate for those who need it.



### RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is available for all Lead Incident Investigation Training units.

RPL is an assessment-based pathway and is suitable for those who already have the skills and knowledge and do not wish to undergo further training.

For those considering RPL please speak with the Trainwest Student Support team to make an initial assessment of suitability and discuss the RPL process. If you are deemed suitable for RPL, you will be sent an invitation to Canvas to begin uploading your evidence.



### NATIONAL RECOGNITION

Trainwest recognises qualifications and statements of attainment issued by other Registered Training Organisations and under the Australian Qualifications Framework. If you have previously completed any nationally accredited training, please include your certificates and transcripts with your enrolment application for credit review.



**CERTIFICATION:** Upon successful completion participants will receive a Statement of Attainment. The units of competency delivered on this course are nationally recognised.



**INVESTMENT:**

Module Name	Duration	Cost
AQF 5 - BSBWHS515 & RIIWHS301E	2 days	\$1350
Personal coaching	1 hour	\$150

Please refer to the Student Information Handbook for more information on Trainwest policies and procedures including fees, charges and refund policy.

**Lead Incident Investigations (ICAM) Course Calendar**

2024 Course Dates	
 Course Dates	 Location
Thursday 7th to Friday 8th November	Belmont
Thursday 5th to Friday 6th December	Belmont

Course dates and locations are subject to change

**LOCATION:**

Trainwest Training Centre [154 Epsom Avenue Belmont WA 6104](#)

## Lead Incident Investigations (ICAM) Course Calendar

2025 Course Dates	
 Course Dates	 Location
Thursday 23 <sup>rd</sup> to Friday 24 <sup>th</sup> January	Belmont
Monday 17 <sup>th</sup> to Tuesday 18 <sup>th</sup> February	Trainwest Training Centre Perth Airport
Monday 10 <sup>th</sup> to Tuesday 11 <sup>th</sup> March	Trainwest Training Centre Perth Airport
Thursday 10 <sup>th</sup> to Friday 11 <sup>th</sup> April	Trainwest Training Centre Perth Airport
Thursday 15 <sup>th</sup> to Friday 16 <sup>th</sup> May	Trainwest Training Centre Perth Airport
Monday 9 <sup>th</sup> to Tuesday 10 <sup>th</sup> June	Trainwest Training Centre Perth Airport
Thursday 10 <sup>th</sup> to Friday 11 <sup>th</sup> July	Trainwest Training Centre Perth Airport
Monday 4 <sup>th</sup> to Tuesday 5 <sup>th</sup> August	Trainwest Training Centre Perth Airport
Thursday 4 <sup>th</sup> to Friday 5 <sup>th</sup> September	Trainwest Training Centre Perth Airport
Monday 6 <sup>th</sup> to Tuesday 7 <sup>th</sup> October	Trainwest Training Centre Perth Airport
Thursday 13 <sup>th</sup> to Friday 14 <sup>th</sup> November	Trainwest Training Centre Perth Airport
Monday 8 <sup>th</sup> to Tuesday 9 <sup>th</sup> December	Trainwest Training Centre Perth Airport

Course dates and locations are subject to change

### LOCATION:

Trainwest Training Centre [154 Epsom Avenue Belmont WA 6104](https://www.trainwest.com.au)