



Qualification Pre-Enrolment Information & Overview

**BSB41415 -
Certificate IV in
Work Health and Safety**

**VET Quality Framework
Standard 4 (Clause 4.1)
Standard 5 (Clause 5.2)**

Form No:

DOC-RTO-24.4

BSB41415 – Certificate IV in Work Health and Safety Qualification Information



<input checked="" type="checkbox"/>	QUALIFICATION LEVEL:	Certificate IV (AQF Level 4)
<input checked="" type="checkbox"/>	TRAINING PACKAGE:	BSB – Business Services
<input checked="" type="checkbox"/>	SECTOR:	Regulation, Licensing & Risk: Work Health and Safety
<input checked="" type="checkbox"/>	DURATION:	6 Months
<input checked="" type="checkbox"/>	PRE-REQUISITES:	Nil (Direct Entry)

The **Certificate IV in Work Health and Safety (BSB41415)** is a nationally-recognised qualification suitable for people working in a Work Health and Safety (WHS) role who work to provide leadership and guidance to others and have some limited responsibility for the output of others. The qualification reflects the role of workers who apply a broad knowledge base and well developed skills in a wide variety of contexts and may include coordinators, advisors and facilitators.

Preferred pathways for prospective learners entering this qualification include:

- ☒ BSB30715 Certificate III in Work Health and Safety or other relevant Certificate III qualifications;
- OR**
- ☒ Vocational experience in work health and safety roles without a formal qualification.

LEARNER ENROLMENT REQUIREMENTS

To successfully complete this qualification, you **MUST**:



- Have access to a fully-functional computer / smart device loaded with a web browser (e.g. Internet Explorer, Firefox) and appropriate software applications to read PDF files (e.g. Adobe), produce documents (e.g. Microsoft Word, PowerPoint), and analyse information and data (e.g. Excel); and
- Have access to a computer / smart device with reliable Internet Access; and
- Have a camera on your internet-enabled device; and
- Have a current valid email account for online learning and assessment communication and support; and
- Have a telephone and current valid telephone number for learning and assessment communication, support and interviews; and
- Successfully complete all assessment tasks to the required published standard; and
- Have and provide a validated Unique Student Identifier (USI) prior to issuance of documentation.

Note: A Skype account is not compulsory but will be needed where live support or reasonable adjustment is required.

You will need:

- **Language and literacy skills** at a level that enables you to: read, interpret, analyse, communicate and use a range of WHS and other organisational and business-related information and data (including legislation, regulations, codes of practice, guidance material, policies and procedures, workplace WHS documentation, and other organisational materials [e.g. goals, standards, values]); provide, seek and discuss WHS legislative and organisational information and advice; record and report information, and review reported information to evaluate workplace strategies and improvement practices; complete workplace records, forms and documentation; write reports, develop documentation (e.g. policies, procedures, processes, plans), and draft and document WHS legislative and organisational information and advice; make improvement recommendations; raise, present and address WHS issues; and present findings and recommendations;

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LEARNER ENROLMENT REQUIREMENTS (Continued)

You will need:

- **Numeracy skills** at a level that enables you to: analyse numerical information to measure usage; calculate metric measurements, quantities / ratios and financial data; interpret numerical information; and identify and comprehend mathematical information to produce key performance indicators;
- **Technology skills** at a level that enables you to: conduct online research and access information using a web browser (e.g. Firefox); use a variety of software applications to communicate (e.g. send e-mails with attachments [Outlook]), read PDF files (e.g. Adobe), produce documents (e.g. Microsoft Word, PowerPoint), and organise and analyse WHS information and data (e.g. Excel); plan, implement and track progress of tasks and activities; and complete work tasks;
- **The ability to research information and data** from a variety of sources.



This qualification requires you to read comprehensive learner modules and, undertake research, a range of written assessments and engage in verbal and email interaction with the learning staff. Furthermore, the delivery mode relies on the extensive use of written communication. As such, entry to the qualification requires English ability to Australian Year 10 level.

QUALIFICATION OVERVIEW

This qualification requires completion of **ten (10) units of competency**, comprising five (5) core Work Health and Safety units and five (5) elective units – addressing a variety of topics and subject-matter areas including, but not limited to: WHS Legislative Compliance; WHS Consultation and Participation Processes; Hazard Identification, Risk Assessment and Risk Control; WHS Management Systems Implementation; Emergency Procedure Implementation; and Workplace Leadership. Full details of the **Studywell College** qualification are documented in the table below.

MODE OF DELIVERY

This qualification is **delivered completely online** via access to a dedicated Learner Dashboard, allowing you total control over the time, timing, place and pace at which you study and complete the assessment tasks and activities. You can enrol in and commence the qualification at any time, with **six (6) months from date of enrolment to complete the qualification**. We envisage that it will take you on average 40 – 45 hours to complete a unit of competency, though depending on your existing skill and knowledge levels, and/or prior experience, this timeframe may be reduced. As a competency-based qualification, you may complete the qualification in a shorter period of time.

LEARNING SUPPORT

Whilst you retain full control over your qualification pace and progress, you always have access to a dedicated Trainer/Assessor and other support personnel (including a specialist Language, Literacy and Numeracy Practitioner) to provide one-on-one tailored support at all stages of your learning journey with **Studywell College** – from qualification induction through to qualification completion.

Let us know at any stage if you need any learning or language, literacy and numeracy assistance whatsoever to help you complete your qualification. We are here to support you in succeeding. Please contact us for Language, Literacy & Numeracy, and/or other Learning support by: Phone on (02) 8305 4800; or Email at info@studywellcollege.edu.au

ASSESSMENT

Upon enrolment, you will negotiate Assessment Plans to gather and submit sufficient original evidence to enable your Trainer/Assessor to make assessment decisions in respect of your enrolled competencies. You will be provided via the Learning Management System with detailed assessment task specifications and activities specific to the relevant unit of competency. By way of example, you may be required to:

- Complete projects and/or portfolios of evidence;
- Answer a series of knowledge-based questions (in multiple choice and/or short answer formats);
- Participate in competency conversations with your assessor.

Typically, you will submit your evidence via the Learning Management System for evaluation by your dedicated Trainer/Assessor, who will continue to maintain contact with you during the assessment decision-making process.

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RECOGNITION OF PRIOR LEARNING (RPL)

If you believe you have competence in any of the units of competency within the qualification, you can enrol in our Rapid RPL program. Rapid RPL is a product designed for candidates who want their qualifications fast and have current evidence collected over the past three (3) years that demonstrate the required skills and knowledge of each unit of competency within the qualification. Talk to our sales team to enrol in the Rapid RPL program.

If you do not have evidence for a full RPL we can assist with a Rapid RPL Upgrade where you undergo partial RPL assessment and complete the required courseware. Talk to our sales team about upgrading to the Rapid RPL Upgrade program.

CREDIT TRANSFER

Under the Credit Transfer system, you may also be granted exemption for units of competency or modules you have previously completed and can substantiate through production of Australian Qualifications Framework (AQF) Certification Documentation issued by any other Registered Training Organisation (RTO) or AQF authorised issuing organisation. As part of the application process, you must submit:

- Certified copies of the AQF Certification Documentation in respect of which you seek credit or authenticated VET transcript/s issued by the Student Identifiers Registrar; and
- In the case of AQF Certification Documentation issued by an AQF Authorised Issuing Organisation other than an RTO (e.g. University), full specifications of the content and learning outcomes of each unit or module successfully completed; and
- Evidence verifying the currency of competencies for which you seek credit.

FOUNDATION SKILLS

This qualification incorporates Foundation Skills, embedded in the performance criteria of units of competency. The following table contains a summary of embedded skills:

Foundation Skill	Skills incorporated in this Qualification include:
Reading	<ul style="list-style-type: none"> • Locates, interprets and analyses complex WHS legislative and organisational texts to determine legislative, regulatory and business requirements • Reviews reported information to evaluate workplace strategies and improvement practices • Analyses and evaluates textual information to develop research strategies, integrate facts and ideas and meet organisational requirements • Gathers, interprets and analyses text relating to organisational goals, standards and values to aid planning and decision making
Writing	<ul style="list-style-type: none"> • Drafts, documents and updates policies, procedures or processes according to requirements • Uses structure, layout and language suitable for audience to draft and document: WHS legislative / organisational information and advice; development of WHS policy and WHSMS plan; WHS risk-management processes • Completes workplace records, forms and documentation using correct format, accurate spelling and grammar and industry specific terminology • Documents findings of investigations from written and oral sources according to organisational requirements • Presents findings, recommendations and issues in required format using appropriate language, structure and style • Records and reports key information related to the organisational goals, standards and objectives • Prepares workplace plans that communicate intent and elicits feedback clearly and effectively
Oral Communication	<ul style="list-style-type: none"> • Uses structure and language suitable for audience and situation: to provide, seek and discuss WHS legislative and organisational information; to present information and advice about WHS policy; to seek advice; to communicate information and contribute ideas about WHS risk-management processes; when developing performance plans; when seeking and providing information about organisational goals and objectives; to engage in discussion • Uses questioning and active listening to: clarify and confirm understanding; identify and discuss training requirements and barriers to WHS consultation processes; obtain feedback from others; gather required information; • Presents recommendations and issues using appropriate language according to organisational requirements
Numeracy	<ul style="list-style-type: none"> • Analyses numerical information to measure usage and calculates metric measurements, quantities/ratios and financial data using appropriate tools • Extracts and evaluates meaning from data and interprets numerical information • Identifies and comprehends mathematical information in familiar texts to establish key performance indicators
Navigate the World of Work	<ul style="list-style-type: none"> • Recognises and follows legislative requirements and organisational policies and procedures associated with own role; meets expectations associated with own role • Takes responsibility for adherence to legal and regulatory responsibilities and organisational policies and procedures in relation to: WHS role and responsibilities; WHS risk-management processes; WHS and WHSMS • Monitors adherence to organisational policies and procedures and considers own role in terms of its contribution to broader goals of the work environment • Keeps up to date on changes to WHS legislation and regulations, and organisational policies and procedures

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Foundation Skill	Skills incorporated in this Qualification include:
Interact with Others	<ul style="list-style-type: none"> Understands what to communicate, with whom and how, in the context of: seeking WHS legal advice; consultation and participation processes; advising on hazards and harms; WHS policy and performance and WHSMS processes; incident investigations Cooperates with others as part of WHS compliance activities, WHS consultation and participation processes, WHS risk-management processes, WHS and WHSMS processes, and incident investigations, and contributes to specific activities requiring joint responsibility and accountability Plays a lead role in situations requiring effective collaboration, demonstrating conflict resolution skills and ability to engage and motivate others Uses a range of strategies to establish a sense of connection with others Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders (including team members) to seek or share information Adapts personal communication style to model required behaviours, build trust and positive working relationships and to show respect for the opinions and values of others
Get the Work Done	<ul style="list-style-type: none"> Contributes to the design of new approaches in relation to WHS compliance Uses systematic, analytical processes in complex, non-routine situations Uses formal decision making processes, setting or clarifying goals, gathering information and identifying and evaluating choices against a set of criteria (e.g. in relation to WHS compliance and training needs identification, in risk management processes) Applies formal processes to plan, sequence and prioritise tasks (e.g. risk control tasks, tasks required for incident investigations) showing awareness of time and resource constraints and the needs of others Develops plans to manage relatively complex, non-routine tasks with an awareness of how they contribute to longer term operational and strategic goals Uses formal and informal processes to monitor implementation of measures and reflect on outcomes of decisions Evaluates outcomes of decisions to identify opportunities for improvement Evaluates effectiveness of decisions in terms of how well they meet stated goals Uses digital systems, programs and tools to: access, organise, analyse and present information; assist with planning, implementing and tracking progress and communicating Uses the main features and functions of digital technologies and tools to: complete work tasks; access information

ENROLMENTS

For further information or enrolments, please contact:

Studywell College

Phone: 1300 026 163

E-mail: info@studywellcollege.edu.au

QUALIFICATION OVERVIEW

Unit Code	Unit Title	Core / Elective	Nominal Hours	Application & Elements
BSBWHS402	Assist with compliance with WHS laws	CORE	40	<p>This unit describes the skills and knowledge required to assist with providing advice about the legislative duties, rights and obligations of individuals and parties prescribed in work health and safety (WHS) legislation. It includes identification of WHS legislation, duties, rights and obligations and the necessary actions to ensure compliance in the workplace. This unit applies to individuals who assist with providing advice about the legislative duties, rights and obligations of individuals and parties prescribed in WHS laws as part of a systematic approach to managing WHS. This unit applies to people who work in a broad range of WHS roles across all industries.</p> <ol style="list-style-type: none"> 1. Assist with determining the legal framework for WHS in the workplace 2. Assist with providing advice on WHS compliance 3. Assist with WHS legislation compliance measures.
BSBWHS403	Contribute to implementing and maintaining WHS consultation and participation processes	CORE	40	<p>This unit describes the skills and knowledge required to contribute to setting up, running and improving work health and safety (WHS) consultation and participation processes that are prescribed in legislation. It also covers contributing to communicating relevant information identifying and delivering related training and improving the consultation and participation processes. This unit applies to individuals whose job role includes contributing to implementing and maintaining WHS consultation and participation processes in their work area and job role. This unit applies to people who work in a broad range of WHS roles across all industries.</p> <ol style="list-style-type: none"> 1. Identify individual and parties involved in WHS consultation and participation processes 2. Contribute to WHS consultation and participation processes 3. Contribute to processes for communicating and sharing WHS information and data 4. Contribute to identifying and meeting training requirements for effective WHS consultation and participation 5. Contribute to improving WHS consultation and participation processes.

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Unit Code	Unit Title	Core / Elective	Nominal Hours	Application & Elements
BSBWHS404	Contribute to WHS hazard identification, risk assessment and risk control	CORE	60	<p>This unit describes the skills and knowledge required to contribute to the processes of identifying work health and safety (WHS) hazards, assessing WHS risks, and developing, implementing and evaluating risk controls according to legislative and organisational requirements. It applies to individuals who contribute to WHS risk management processes in their work role in a range of industry and workplace contexts.</p> <ol style="list-style-type: none"> 1. Access information to identify hazards and assess and control risks 2. Contribute to compliance and workplace requirements 3. Contribute to workplace hazard identification 4. Contribute to WHS risk assessment 5. Contribute to the development, implementation and evaluation of risk control.
BSBWHS405	Contribute to implementing and maintaining WHS management systems	CORE	50	<p>This unit describes the skills and knowledge required to contribute to the implementation and maintenance of a Work Health and Safety management system (WHSMS) as it applies to own work area and job role. It applies to individuals with responsibilities for contributing to an organisation's WHSMS as part of their work health and safety (WHS) responsibilities in a range of industry and workplace contexts.</p> <ol style="list-style-type: none"> 1. Contribute to developing and promoting WHS policy 2. Contribute to WHSMS planning 3. Contribute to implementing the WHSMS plan 4. Contribute to evaluating WHS performance 5. Contribute to reviewing and improving the WHSMS.
BSBWHS406	Assist with responding to incidents	CORE	40	<p>This unit describes the skills and knowledge required to assist with actions and activities performed in response to work health and safety (WHS) incidents which includes accidents. It applies to individuals who work under supervision and use some discretion and judgement to respond to incidents within their level of responsibility.</p> <ol style="list-style-type: none"> 1. Assist with identifying legislative and other requirements 2. Assist with implementing initial incident response procedures 3. Assist with collecting WHS information and data relevant to an investigation 4. Assist incident investigations 5. Assist in implementing recommended measures and actions arising from investigations.
PUAWER002B	Ensure workplace emergency prevention procedures, systems and processes are implemented	ELECTIVE	15	<p>This unit covers the competency required to implement workplace emergency prevention procedures within a workplace or a defined group of workplaces. The person undertaking this work may be supervision some people in the workplace. All aspects of the unit must be undertaken in line with legislative requirements, workplace policies and procedures, and accepted safe practices. This unit applies to employees in the workplace within all industries and in all contexts.</p> <ol style="list-style-type: none"> 1. Ensure workplace emergency prevention processes are implemented 2. Ensure appropriate hazard analysis is undertaken and results are implemented 3. Ensure workplace emergency protection systems, control equipment and evacuation systems remain effective.
BSBSUS301	Implement and monitor environmentally sustainable work practices	ELECTIVE	40	<p>This unit describes the skills and knowledge required to effectively analyse the workplace in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness. It applies to individuals with responsibility for a specific area of work or who lead a work group or team and addresses the knowledge, processes and techniques necessary to implement and monitor environmentally sustainable work practices, including the development of processes and tools.</p> <ol style="list-style-type: none"> 1. Investigate current practices in relation to resource usage 2. Set targets for improvements 3. Implement performance improvement strategies 4. Monitor performance.
BSBRES401	Analyse and present research information	ELECTIVE	40	<p>This unit describes the skills and knowledge required to gather, organise, analyse and present workplace information using available systems. This includes identifying research requirements and sources of information, applying information to a set of facts, evaluating the quality of the information, and preparing and producing reports. It applies to individuals who are required to apply their broad knowledge of the work environment to analysis and research tasks, evaluate information from a variety of sources and apply solutions to a range of unpredictable problems</p> <ol style="list-style-type: none"> 1. Gather and organise information 2. Research and analyse information 3. Present information.
BSBMGT401	Show leadership in the workplace	ELECTIVE	50	<p>This unit describes the skills and knowledge required to lead teams and individuals by modelling high standards of conduct to reflect the organisation's standards and values. It applies to individuals who are making the transition from being a team member to taking responsibility for the work and performance of others and providing the first level of leadership within the organisation.</p> <ol style="list-style-type: none"> 1. Model high standards of management performance and behaviour 2. Enhance organisation's image 3. Make informed decisions.
BSBLDR403	Lead team effectiveness	ELECTIVE	50	<p>This unit defines skills, knowledge and outcomes required to plan and supervise the performance of the team and develop team cohesion. It applies to team leaders, supervisors and new emerging managers who have an important leadership role in the development of efficient and effective work teams.</p> <ol style="list-style-type: none"> 1. Plan to achieve team outcomes 2. Lead team to develop cohesion 3. Participate in and facilitate work team 4. Liaise with management.

Studywell College reserves the right to amend qualification structure and subject content to meet changing industry demands.

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