



## Qualification Pre-Enrolment Information & Overview

BSB51315 –  
Diploma of Work Health and Safety

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

Form No:

DOC-RTO-24.6

## BSB51315 – Diploma of Work Health and Safety Qualification Information

**QUALIFICATION LEVEL:**

Diploma (AQF Level 5)

**TRAINING PACKAGE:**

BSB – Business Services

**SECTOR:**

Regulation, Licensing &amp; Risk: Work Health and Safety

**DURATION:**

12 Months

The **Diploma of Work Health and Safety (BSB51315)** is a nationally-recognised qualification suitable for people who coordinate and maintain the Work Health and Safety (WHS) program in an organisation. This qualification reflects the role of practitioners who apply a substantial knowledge base and well-developed skills in a wide variety of WHS contexts.

### ENTRY REQUIREMENTS

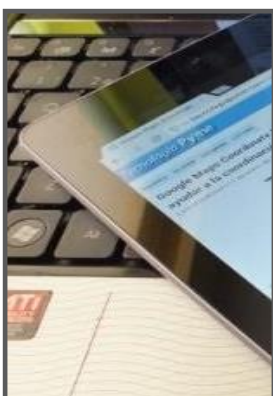
Per qualification requirements, prospective learners must evidence successful prior completion of all core units in **BSB41415 Certificate IV in Work Health and Safety** or equivalent competencies. Equivalent competencies are predecessors to the following units which have been mapped as equivalent:

- **BSBWHS402:** Assist with compliance with WHS laws
- **BSBWHS403:** Contribute to implementing and maintaining WHS consultation & participation processes
- **BSBWHS404:** Contribute to WHS hazard identification, risk assessment and risk control
- **BSBWHS405:** Contribute to implementing and maintaining WHS management systems
- **BSBWHS406:** Assist with responding to incidents.

Certified copies of the relevant Statements of Attainment or Qualification with supporting Transcript of Competencies Achieved must be submitted on qualification enrolment together with evidence verifying the currency of those competencies. '**Equivalence**' for the purposes of meeting entry requirements is determined through a documented application process in line with **Studywell's** Recognition of Prior Learning (RPL) Procedure detailed in the Learner Handbook.

### 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.

<b>Document:</b>	BSB51315: Qualification Outline	<b>Prepared By:</b>	RTO Manager: MW
<b>Version:</b>	1.0	<b>Endorsed By:</b>	RTO CEO: DL
<b>Date Effective:</b>	22/07/2015	<b>Review Date:</b>	21/07/2016

Uncontrolled document when printed

This qualification requires a significant amount of reading and writing.

## LEARNER ENROLMENT REQUIREMENTS (Continued)

You will need:

- **Language and literacy skills** at a level that enables you to: identify, organise, interpret, evaluate and critically analyse ideas and (technical and non-technical) information from a range of legal and organisational texts (e.g. WHS Management System (WHSMS) and WHS Information System (WHSIS) information); locate, interpret and analyse workplace documentation to gather information; develop and document plans, policies, procedures, registers, reports (e.g. on WHSIS performance or improvements) and other documentation according to organisational requirements; record and report information, including results of risk-management processes and investigations; present ideas and information (including information about WHSMS, WHS policy and emergency response situations) to a range of audiences; provide support, give instructions or request information; and involve others in collaborative discussions;
- **Numeracy skills** at a level that enables you to: measure and evaluate Work Health and Safety Management System (WHSMS) performance; perform calculations in relation to resource requirements, timelines and evaluation measures; evaluate the mathematical information embedded in WHSIS and incident data; and collect, collate, analyse, interpret and compare relevant WHS and other organisational and business-related numerical and statistical information (e.g. WHS 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 and report information (e.g. Microsoft Word, PowerPoint), and organise and analyse WHS information and data (e.g. Excel); store and share information in effective ways; implement WHS plans; measure and evaluate WHS performance; and complete WHSIS-related and other work tasks;
- **The ability to research and access information and data** from a wide range of sources.

Access to a workplace or context with a WHS Management System (WHSMS) and WHS Information System (WHSIS) is desirable.



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 **nine (9) units of competency**, comprising five (5) core Work Health and Safety units and four (4) elective units – addressing a variety of topics and subject-matter areas including, but not limited to: WHS Consultation and Participation; WHS Hazard and Risk Management; WHS Incident Investigation; WHS Management and Information Systems; Emergency Procedure Implementation; and Continuous Improvement Facilitation. Full details of the **Studywell College** qualification are tabled at the end of this overview.

## 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 **twelve (12) months from date of payment to complete the qualification**. We envisage that it will take you on average 50 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 induction through to qualification completion.

<b>Document:</b>	BSB51315: Qualification Outline	<b>Prepared By:</b>	RTO Manager: MW
<b>Version:</b>	1.0	<b>Endorsed By:</b>	RTO CEO: DL
<b>Date Effective:</b>	22/07/2015	<b>Review Date:</b>	21/07/2016

Uncontrolled document when printed

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 1300 026 163; or Email at [info@studywellcollege.com.au](mailto:info@studywellcollege.com.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 with detailed assessment task specifications and activities specific to the relevant unit of competency. By way of example, you may be required to:

- Complete competency-based projects and/or develop portfolios of evidence
- Respond to case studies and scenarios;
- Answer knowledge-based questions (in multiple choice and/or short answer formats)
- Provide a report from a person with relevant experience and knowledge of your skills and performance levels (the likes of a Direct Supervisor or Manager)
- Participate in competency conversations with your assessor.

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

## 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:
<b>Reading</b>	<ul style="list-style-type: none"> <li>• Organises, evaluates and critiques ideas and information: from a range of complex legal and organisational texts to identify WHS duty holders and consultation and participation requirements; in relation to WHS risk management</li> <li>• Identifies, interprets and critically analyses complex texts: in relation to WHSMS information; in relation to WHSIS; when planning emergency response procedures</li> <li>• Analyses a wide range of technical, non-technical information and numeric data to determine actions and adhere to requirements</li> <li>• Locates, interprets and analyses workplace documentation to gather information relating to continuous improvement</li> </ul>
<b>Writing</b>	<ul style="list-style-type: none"> <li>• Uses industry specific terminology and appropriate organisational formats to: draft and develop risk control plans and processes; document procedures, plans and outcomes</li> <li>• Develops reports using structure, format and language appropriate for purpose and audience</li> <li>• Uses appropriate layout, formats, vocabulary, grammatical structure and conventions: in consulting, developing and communicating about WHSMS and WHS policy; for reporting on WHSIS performance or improvements; to record,</li> </ul>

<b>Document:</b>	BSB51315: Qualification Outline	<b>Prepared By:</b>	RTO Manager: MW
<b>Version:</b>	1.0	<b>Endorsed By:</b>	RTO CEO: DL
<b>Date Effective:</b>	22/07/2015	<b>Review Date:</b>	21/07/2016

Uncontrolled document when printed

Foundation Skill	Skills incorporated in this Qualification include:
	<ul style="list-style-type: none"> <li>report and present information; in developing risk registers, reports and other documentation</li> <li>Records results of risk-management processes according to organisational requirements</li> <li>Records results of investigations using clear and comprehensible language and layout</li> </ul>
<b>Oral Communication</b>	<ul style="list-style-type: none"> <li>Presents ideas and information (including information about WHSMS, WHS policy and emergency response situations) to a range of audiences, using structure, language and (technical) vocabulary appropriate to the purpose and audience</li> <li>Uses questioning and active listening to: extract main ideas; evaluate responses for accuracy and validity; seek and offer opinions; gather information (e.g. about potential risk situations); elicit the views of others; clarify and confirm understanding; explain information; involve others in collaborative discussions</li> <li>Listens and comprehends information from a variety of spoken exchanges with clients, co-workers and other stakeholders</li> </ul>
<b>Numeracy</b>	<ul style="list-style-type: none"> <li>Selects from, and applies, an expanding range of mathematical and problem-solving strategies in relation to WHSMS measurement and evaluation</li> <li>Performs calculations in relation to resource requirements, timelines and evaluation measures</li> <li>Extracts and evaluates the mathematical information embedded in WHSIS and sources of incident information / data</li> <li>Collates, interprets and compares numerical and statistical information relevant to requirements</li> </ul>
<b>Navigate the World of Work</b>	<ul style="list-style-type: none"> <li>Considers legal/regulatory responsibilities when implementing, monitoring or reviewing risk management processes</li> <li>Takes full responsibility for following policies, procedures and legislative requirements and identifies organisational implications of new legislation or regulations</li> <li>Monitors adherence to legal, regulatory and organisational rights and responsibilities for self and others; monitors adherence to organisational policies, procedures and protocols and considers own role in terms of its contribution to broader goals of the work environment</li> <li>Understands and keeps up to date with changes to legislation or regulations relevant to rights and responsibilities and considers implications of these: when negotiating, planning and undertaking work; in relation to WHSIS; in emergency response contexts</li> <li>Modifies or develops organisational policies &amp; procedures to comply with legislative requirements/organisation goals</li> <li>Accepts responsibility for developing, implementing or modifying workplace policies and procedures</li> <li>Develops strategies to enable compliance with legislative requirements and achievement of the organisation's goals</li> </ul>
<b>Interact with Others</b>	<ul style="list-style-type: none"> <li>Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role when required</li> <li>Takes a leadership role in: helping develop team understanding of incident investigation requirements; emergency response contexts</li> <li>Identifies and uses appropriate conventions and protocols when communicating with others regarding management of WHS (including colleagues, external stakeholders, and parties involved in various incident investigation stages)</li> </ul>
<b>Get the Work Done</b>	<ul style="list-style-type: none"> <li>Plans, organises and implements tasks required to implement the WHSIS</li> <li>Uses systematic, analytical processes in complex, non-routine situations, setting goals, gathering relevant information, identifying and evaluating options against agreed criteria (e.g. in review and evaluation of WHSMS)</li> <li>Uses analytical and lateral thinking to review current practices, develop ideas for improvement, and suggest improvements</li> <li>Uses digital systems and tools to: collect, analysis, communicate and report data (e.g. in relation to incidents); locate, access, organise, store and share information in effective ways; implement WHS plans; measure and evaluate WHS performance; complete WHSIS-related and other complex tasks</li> <li>Uses logical planning processes, and an increasingly intuitive understanding of context, to identify relevant information and risks, and to identify and evaluate alternative strategies and resources for risk management planning and investigation processes</li> <li>Sequences and schedules complex activities, monitors implementation, records progress and manages relevant communication (e.g. in relation to risk management planning and WHS planning)</li> <li>Applies formal problem solving processes to: identify WHSIS improvements; break complex issues into manageable parts; identify and evaluate several options for action (including actions required in emergencies and associated training needs); determine solutions to risk management issues</li> <li>Uses a formal decision-making process, setting or clarifying goals, gathering information, and identifying and evaluating several choices to determine appropriate actions and responses</li> <li>Evaluates effectiveness of systems and processes to inform decisions on how to implement improvements</li> <li>Takes responsibility for: developing and applying organisational processes to aid compliance with legislative requirements; developing, implementing and monitoring systems and processes to achieve organisational outcomes</li> <li>Recognises the potential of new approaches to enhance work practices and outcomes</li> </ul>

## ENROLMENTS

For further information or enrolment, please contact:

**Studywell College**

Phone: 1300 026 163

E-mail: [info@studywellcollege.edu.au](mailto:info@studywellcollege.edu.au)

<b>Document:</b>	BSB51315: Qualification Outline	<b>Prepared By:</b>	RTO Manager: MW
<b>Version:</b>	1.0	<b>Endorsed By:</b>	RTO CEO: DL
<b>Date Effective:</b>	22/07/2015	<b>Review Date:</b>	21/07/2016

**Uncontrolled document when printed**

## QUALIFICATION OVERVIEW

Unit Code	Unit Title	Core / Elective (per Package)	Nominal Hours	Application & Elements
BSBWHS502	Manage effective WHS consultation and participation processes	CORE	40	<p>This unit describes the skills and knowledge required to manage the identification, review, development, implementation and evaluation of effective participation and consultation processes as an integral part of managing work health and safety (WHS). It applies to individuals with responsibility for enabling people to be consulted about, and to participate in, WHS management and decision making across the organisation.</p> <ol style="list-style-type: none"> <li>1. Identify the requirements for WHS consultation and participation</li> <li>2. Review existing WHS consultation and participation processes</li> <li>3. Develop WHS consultation and participation processes</li> <li>4. Implement WHS consultation and participation arrangements</li> <li>5. Monitor and evaluate WHS consultation and participation processes.</li> </ol>
BSBWHS503	Contribute to the systematic management of WHS risk	CORE	40	<p>This unit describes the skills and knowledge required to contribute to the systematic management of work health and safety (WHS) risk. It applies to individuals who provide specialised knowledge, systematic approaches and guidance to a range of personnel.</p> <ol style="list-style-type: none"> <li>1. Access information and data to contribute to the systematic management of WHS risk</li> <li>2. Contribute to effective consultation and participation during all stages of risk management</li> <li>3. Contribute to establishing the context for risk management</li> <li>4. Contribute to risk assessment</li> <li>5. Contribute to risk treatment</li> <li>6. Contribute to monitoring, reviewing and recording risk management process.</li> </ol>
BSBWHS504	Manage WHS risks	CORE	50	<p>This unit describes the skills and knowledge required to conduct work health and safety (WHS) risk management processes. It applies to individuals who manage WHS risks, based on the organisation's WHS management system (WHSMS), WHS information system (WHISIS) and risk-management approach (as covered in BSBWHS503 Contribute to the systematic management of WHS risk). These individuals will 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.</p> <ol style="list-style-type: none"> <li>1. Access information and data on WHS hazards and risk management</li> <li>2. Prepare to manage WHS risks</li> <li>3. Develop and implement WHS risk-management processes.</li> </ol>
BSBWHS505	Investigate WHS incidents	CORE	50	<p>This unit describes the skills and knowledge required to plan, conduct and report on investigations of work health and safety (WHS) incidents that have resulted in, or have the potential to result in, injury or damage. It covers conducting an initial assessment of the situation; establishing the scope and legal parameters of the investigation; conducting a systematic analysis to identify underlying causes and actions for prevention; and reporting on the outcomes of the investigation appropriate to the potential severity of the incident, which may include accessing specialist expertise. This unit applies to individuals required to investigate incidents in relation to prevention of future incidents. The unit applies to people who work in a range of WHS roles across all industries and who apply a substantial knowledge base and well-developed skills in a wide variety of WHS contexts.</p> <ol style="list-style-type: none"> <li>1. Ensure initial responses to the incident are properly carried out according to requirements</li> <li>2. Develop an investigation plan</li> <li>3. Collect information and data</li> <li>4. Analyse information and data gathered to identify immediate and underlying causes and practical prevention measures</li> <li>5. Compile and communicate investigation report.</li> </ol>
BSBWHS506	Contribute to developing, implementing & maintaining WHS management systems	CORE	50	<p>This unit describes the skills and knowledge required to contribute to the development, implementation and maintenance of elements of a work health and safety management system (WHSMS). It applies to individuals with organisational responsibilities for contributing to tasks in relation to elements of a WHSMS appropriate to the nature and scale of the organisation and its work health and safety (WHS) risks. These people will work in a range of WHS roles across all industries and will apply a substantial knowledge base and well-developed skills in a wide variety of WHS contexts.</p> <ol style="list-style-type: none"> <li>1. Contribute to development and implementation of a WHSMS</li> <li>2. Contribute to the development of WHS policy and commitment to the WHSMS</li> <li>3. Contribute to the development of the WHS plan</li> <li>4. Contribute to the implementation of the WHS plan</li> <li>5. Contribute to the measurement and evaluation of WHS performance</li> <li>6. Contribute to the review and improvement of the WHSMS.</li> </ol>
BSBWHS507	Contribute to managing WHS information systems	ELECTIVE	50	<p>This unit describes the skills and knowledge required to contribute to managing work health and safety information systems (WHISIS) to support work health and safety (WHS) management. It focuses on systems for gathering, managing and communicating information necessary for WHS management. It applies to individuals who contribute to the management of a WHISIS. These people will 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.</p> <ol style="list-style-type: none"> <li>1. Contribute to identifying WHISIS requirements</li> <li>2. Contribute to the use and operation of the WHISIS</li> <li>3. Use the WHISIS to support effective WHS management as required by job role</li> </ol>

<b>Document:</b>	BSB51315: Qualification Outline	<b>Prepared By:</b>	RTO Manager: MW
<b>Version:</b>	1.0	<b>Endorsed By:</b>	RTO CEO: DL
<b>Date Effective:</b>	22/07/2015	<b>Review Date:</b>	21/07/2016

Uncontrolled document when printed



## QUALIFICATION OVERVIEW

Unit Code	Unit Title	Core / Elective (per Package)	Nominal Hours	Application & Elements
				4. Assist with monitoring, evaluating and improving the WHSIS.
<b>BSBWHS508</b>	Manage WHS hazards associated with plant	<b>ELECTIVE</b>	<b>60</b>	<p>This unit describes the skills and knowledge required to effectively manage work health and safety (WHS) hazards and to comply with WHS legislation as it applies to the management or control of plant (not the design, manufacture, supply, installation, construction or commissioning of plant or issuing of licences associated with plant). It applies to individuals who may provide leadership and guidance to others using managerial and communication skills and who use systematic approaches to identify and resolve issues.</p> <ol style="list-style-type: none"> <li>1. Comply with WHS legislation as it applies to plant</li> <li>2. Ensure organisational policies, procedures, processes and systems incorporate effective management of hazards associated with plant</li> <li>3. Identify WHS hazards associated with plant</li> <li>4. Assess WHS risks associated with plant</li> <li>5. Control WHS risks associated with maintenance and continued safe use of plant</li> <li>6. Advise on registration, licensing and certification issues associated with plant.</li> </ol>
<b>BSBWHS510</b>	Contribute to implementing emergency procedures	<b>ELECTIVE</b>	<b>40</b>	<p>This unit describes the skills and knowledge required to contribute to the implementation of planning and response procedures for emergencies. The focus is on implementation of procedures already developed for short-term emergency responses. It assumes that expert advice will be available in identifying potential emergencies and in formulating response plans. This unit applies to individuals with supervisory responsibilities for managing work health and safety (WHS) in the workplace who contribute to the implementation of procedures for responding to emergencies. These people will work in a range of WHS roles across all industries and who apply a substantial knowledge base and well-developed skills in a wide variety of WHS contexts.</p> <ol style="list-style-type: none"> <li>1. Identify potential emergencies</li> <li>2. Identify options for initial response</li> <li>3. Plan initial response procedures</li> <li>4. Implement initial response procedures</li> <li>5. Contribute to post-event activities</li> <li>6. Monitor emergency response and address deficiencies.</li> </ol>
<b>BSBMGT516</b>	Facilitate continuous improvement	<b>ELECTIVE</b>	<b>60</b>	<p>This unit describes the skills and knowledge required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies, and to manage opportunities for further improvements. It applies to individuals who take an active role in managing a continuous improvement process in order to achieve an organisation's objectives.</p> <ol style="list-style-type: none"> <li>1. Lead continuous improvement systems and processes</li> <li>2. Monitor and adjust performance strategies</li> <li>3. Manage opportunities for further improvement.</li> </ol>

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

<b>Document:</b>	BSB51315: Qualification Outline	<b>Prepared By:</b>	RTO Manager: MW
<b>Version:</b>	1.0	<b>Endorsed By:</b>	RTO CEO: DL
<b>Date Effective:</b>	22/07/2015	<b>Review Date:</b>	21/07/2016

**Uncontrolled document when printed**