

BSB41419 Certificate IV in Work Health and Safety

Course Overview

BSB41419 Course Overview Version 1.3



WHO is the Program For?

The program is for anyone who:

- aspires to be a supervisor, or work in a safety role
- manages risk effectively, applies relevant Work Health and Safety (WHS or OHS) laws
- contributes to WHS within the workplace
- wish to refresh their skills and knowledge in relation to their current job role.
- requires formal recognition of existing skills and knowledge as part of their job description or for compliance reasons within their workplace or on a client site.

Entry Requirements:

Those entering this program must be able to demonstrate vocational competency and past work experience. Vocational competency is defined as broad industry knowledge and experience. This course is not suitable for those entering the workforce.

It is recommended that you have basic computer skills, including ability to research on the internet and basic keyboard skills to complete assessment templates. Literacy level must be enough to be able to write reports and other documents. The Certificate III in Work Health and Safety is recommended for those who are new to the workforce or face literacy challenges.

For those who do not have basic computer skills a foundation course is recommended prior to commencement. These courses are available via Murray House Resource Centre and are subject to minimum numbers. Please discuss this with us prior to enrolling in this qualification.

Access to a workplace: Assessment tasks require workplace application. Please let us know if you are not currently employed so we can suggest alternatives for you.

HOW is the program delivered?

The program is delivered online over six-month period (self-paced) with a highly qualified trainer and assessor who will align the program to your required outcomes and your workplace context. Phone, email and face to face coaching is offered so you are supported in your studies. Face to face workshops/contact hours are offered regularly.

Before you begin the program, you will have a discussion with your trainer about your learning outcomes, training needs, special requirements and your career aspirations so that you get what you want from your studies. You will be guided to explore options that suit your individual requirements within the program.

You will have a phone interview with the trainer and assessor to ascertain the above requirements and to ensure that the program is suitable for you and what level of support you may require to complete.

You will also be asked to provide a Resume and training needs analysis will be undertaken so that the trainer and assessor can see your prior knowledge and existing skill set.

HOW will you be assessed?

Assessment is competency based and evidence based, so you will be required to demonstrate evidence of your ability to perform the tasks required and the knowledge required to complete the units of competency and to apply these in the workplace.

Assessment Methods: You will be required to complete a major project, which will be a series of structured activities that are relevant to current industry practice. The evidence that you produce will be contextualised for your own workplace, or a workplace of your choice.

You will be directly observed by an appropriate person performing tasks in the workplace. Using your workplace to base your projects on adds value to your employer and supplies a practical context for your study.

Your knowledge will be assessed by:

- Knowledge Questions
- Major Project
- Structured Activities
- Observation

HOW long will it take to complete?

Your course enrolment is for a period of 12 months. During this time, you must complete 10 units of competency. You need to plan to complete a unit of competency every 5- 6 weeks in order to complete the course. You can work more quickly than this.

Your enrolment will be processed in two modules each of 6 months duration. Each module consists of 5 units of competency.

Depending upon your prior knowledge this qualification may take you 470 hours to complete in full. Experienced people with good computer skills may achieve competency in a shorter period.

Your learning experience requires you to engage in the learning resources and undertake independent research and study.

HOW much does it cost?

\$1850. Payment may be made per module; Module 1 \$950 Module 2 \$900

WHAT is included in the program?

The program is divided into two modules that build on each skill level that will scaffold your learning and provide you with a clear framework for your skills development.

Module One:

This module will provide you with the skills and knowledge of the WHS legislative framework and how this is applied in a systematic way to the workplace.

This module would be highly beneficial for safety administrators and supervisors to gain valuable background into key responsibilities and to give context to their role.

This Module is comprised of five units of competency:

BSBWHS412 Assist with workplace compliance with WHS laws (Release 1)

This unit describes the skills and knowledge required to assist with establishing and maintaining workplace compliance with work health and safety (WHS) laws. It includes identifying applicable WHS laws, duties, rights and obligations, and the necessary actions to ensure WHS compliance in the workplace.

It also includes assisting with providing advice about the legislative duties, rights and obligations of individuals and parties prescribed in WHS laws and those of WHS regulators (Note: the work done in this unit will contribute to the final assessment of BSBRES411 Analyse and present research information and BSBWRT401 Write complex documents)

BSBWHS413 Contribute to implementation and maintenance of WHS consultation and participation processes (Release 1)

This unit describes the skills and knowledge required to contribute to implementing and maintaining work health and safety (WHS) consultation and participation as prescribed in legislation.

It also covers contributing to communicating relevant information, identifying feedback opportunities, and improving consultation and participation. (Note: the work done in this unit will contribute to the final assessment of BSBCMM401 Make a presentation)

BSBWHS414 Contribute to WHS risk management (Release 1)

This unit describes the skills and knowledge required to contribute to WHS risk management, which includes the processes for identifying work health and safety (WHS) hazards and assessing and controlling the risk relating to those identified hazards.

It involves contributing to the development, implementation and evaluation of risk controls according to legislative and organisational requirements.

BSBWHS415 Contribute to implementing WHS management systems (Release 1)

This unit describes the skills and knowledge required to contribute to implementing a plan for a work health and safety management system (WHSMS) that applies to own role.

The unit applies to individuals with responsibilities for contributing to the implementation of an organisation's WHSMS as part of their work health and safety (WHS) responsibilities in a range of industry and workplace contexts. (Note: work done in this unit will contribute to BSBWHS418 Assist with managing WHS compliance of contractors).

BSBWHS416 Contribute to workplace incident response (Release 1)

This unit describes the skills and knowledge required to assist with actions and activities performed in response to workplace incidents according to work health and safety (WHS) legislative and organisational requirements.

The unit applies to those who contribute to workplace incident/accident responses by undertaking a varied range of activities in a structured and familiar work environment as defined in written procedures. It applies to people who work in a broad range of WHS roles across all industries. (Note: The work done in this unit will contribute to BSBPMG Apply project scope management techniques)

Module two:

This cluster will provide you with the skills and knowledge operate in the workplace in a safety role. Researching safety issues, writing reports, planning small projects such as an incident investigation and making safety presentations to employees and others.

This cluster is comprised of five units of competency:

BSBWRT401 Write complex documents (Release 1)

This unit describes the skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity.

It applies to individuals who work in a range of business environments and are skilled in the creation of reports, information and general promotion documents that are more complex than basic correspondence, memos or forms and that require review and analysis of a range of information sources. (Note: The work done in this unit relates to BSBRES411 Analyse and present research information)

BSBRES411 Analyse and present research information (Release 1)

This unit describes the skills and knowledge required to gather, organise, analyse and present workplace information using available systems and sources. This includes identifying research requirements and sources of information, applying information to a set of facts, evaluating the quality and reliability of the information, and preparing and producing reports.

It applies to individuals in roles in which they 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 predictable and unpredictable problems. (Note the work done in this unit contributes to BSBWRT Write complex documents)

BSBCMM401 Make a presentation (Release 1)

This unit covers the skills and knowledge required to prepare, deliver and review a presentation to a target audience.

This unit applies to individuals who may be expected to make presentations for a range of purposes, such as training and promotions. They contribute well developed communication skills in presenting a range of concepts and ideas. (Note: the work done in BSBWHS413 Contribute to implementation and maintenance of WHS consultation and participation processes, contributes to this unit)

BSBWHS418 Assist with managing WHS compliance of contractors (Release 1)

This unit describes the skills and knowledge required to assist with managing the work health and safety (WHS) implications of using contractors. It involves identifying contractor duties, establishing organisational WHS compliance requirements associated with those duties, establishing and communicating the requirements expected of contractors, monitoring contractor compliance with WHS requirements, and implementing required responses to identified non-compliance.

The unit applies to those who work in a broad range of WHS roles across all industries in organisations that use contractors to supply services, including labour hire and temporary workers, cleaning, catering, security, maintenance, repairs, installations and alterations, and major contracts and projects, as relevant to the organisation. This includes casual and volunteer workers. It does not cover visitors, or outworkers or suppliers of goods, materials or products to workplaces.

TAEDEL301 Provide work skill instruction (Release 1)

This unit describes the skills and knowledge required to conduct individual and group instruction, demonstrate work skills and assess the success of training and one's own training performance, using existing learning resources in a safe and comfortable learning environment.

It emphasises the training as being driven by the work process and context, and applies to a person working under supervision as a work skill instructor in a wide range of settings not restricted to training organisations,

Training Resources

You will be provided with:

- access to our Learning Management System (LMS) with online course materials and portal to complete your assessments. This is web-based so you will be able to login and work from any location and continue from where you left off.
- templates to complete your assessments available online or via USB
- Handouts and publications available by email or USB

You will need to have:

- access to a computer and internet
- basic computer skills to access information online and to complete assessment templates
- good reading and comprehension skills

Qualification Pathways

On successful completion of this Qualification you will be able to enrol in BSB51319 Diploma of Work Health and Safety

WHEN is the course scheduled?

Enrolment may occur at any time.

WHERE is training conducted?



The course is fully online however we can provide face to face training to groups at Murray House Resource Centre in Pinjarra in our dedicated training rooms, equipped with computers and resources required to complete the program or we can come to you onsite as required.

Catering is provided for morning tea; lunch is not provided. You have use of our kitchen if you wish to bring your own lunch equipped with fridge, microwave and sandwich toaster. Options for lunch are available nearby.

Recognition of Prior Learning (RPL)

RPL is available to anyone who currently works or has worked in a safety role or contributed to workplace safety and can provide sufficient evidence that meets the requirements of each unit of competency. If you wish to consider RPL for all or part of your qualification, please call Murray House Resource Centre to discuss this option with a qualified assessor.

Credit Transfers

If you already hold any of the above units, or equivalent units, you will be awarded a Credit Transfer for each unit, which means that you will not have to participate training or complete assessments for these units. For each unit awarded Credit Transfer you will receive a \$185 discount per unit from the course fee. You will need to provide evidence of the authenticity of these units. Please refer to Credit Transfer Policy and Procedure for further information or call to discuss with one of our team.

All course enquiries:

Murray House Resource Centre:

P: 08 9531 2298

E: admin@mhr.org.au



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