BSB41415
Certificate IV in Work Health and Safety
Course Overview
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1. Welcome

Welcome to your Certificate IV in Work Health and Safety course at the Victorian Chamber of Commerce and Industry. This Course Overview has been developed to provide you with important facts regarding the program. Please read it carefully. If you require further information please speak to your facilitator or the Training Administrator whose details appear below.

1.1 The Victorian Chamber Team

<table>
<thead>
<tr>
<th>Belinda Tierney</th>
<th>My trainer is:</th>
<th>Sabina Bennett</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Manager, Training</td>
<td></td>
<td>Training Administrator</td>
</tr>
<tr>
<td>Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:btierney@victorianchamber.com.au">btierney@victorianchamber.com.au</a></td>
<td>Phone: ______________________________</td>
<td>Email: <a href="mailto:sbennett@victorianchamber.com.au">sbennett@victorianchamber.com.au</a></td>
</tr>
<tr>
<td>Phone: (03) 8662 5345</td>
<td></td>
<td>Phone: (03) 8662 5489</td>
</tr>
<tr>
<td>Address: Level 2, 150 Collins</td>
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<td>Address: Level 2, 150 Collins</td>
</tr>
<tr>
<td>Street, Melbourne 3000</td>
<td></td>
<td>Street</td>
</tr>
</tbody>
</table>

2. BSB41415 Certificate IV in Work Health and Safety

2.1 Program Information

The Certificate IV in WHS is a nationally recognised qualification designed primarily for existing workers who have a variety of WHS responsibilities and who may require additional WHS knowledge and skills, or for those who wish to enter the Work Health and Safety profession or have WHS as a regular component of their normal work.

This qualification is 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.

This 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 officers, coordinators, advisors and facilitators.

Key features of the program include:

- Flexible delivery, combining face-to-face workshops, self-directed learning and workplace learning and application of skills and knowledge
- Nationally recognised competencies that can be gained on the job
- Units of study that reflect the current workplace context
- A wide range of learning opportunities

Due to its flexibility and focus on workplace development of skills and knowledge and their immediate applicability on job, this program ensures its relevance and currency to participants.
Note: This qualification covers the topics using mainly the Victorian OHS Act 2004 and OHS Regulations 2017, but it also references other WHS acts and legislation, for general knowledge. The terms ‘OHS’ and ‘WHS’ are equivalent and either can be used in the workplace.

2.2 Entry Requirements and Pathways

There are no entry requirements for this qualification.

Enrolment Requirements

As this qualification requires participants to apply and practice their new skills across an organisation, have access to different occupational groups and circumstances, and also to base their assessment solutions in a workplace environment, it is strongly recommended that participants are employed or otherwise engaged in a OHS/ WHS or related role. Assessment assistance may be provided, if this is not possible.

Participants must be over 18 years of age.

Pathways into the qualification

Participants may enter the qualification through a number of entry points demonstrating potential to undertake vocational education and training at Certificate IV-level, including:

- after achieving the BSB30715 Certificate III in WHS or other relevant Certificate III qualifications; OR
- with experience in work health and safety roles without a formal qualification

Job roles for participants seeking entry based upon their vocational experience include:

- Health and Safety Representative
- Health and Safety Committee Member
- Health and Safety Assistant

Pathways to completion and further studies

Pathways to completion of this qualification include:

- Course attendance and assessment
- RPL / Credit Transfer and National Recognition for partial or full qualification
- A combination of the above

Units completed in this program may be credited towards other qualifications through a national recognition process.

After achieving this qualification, participants may undertake BSB51315 Diploma of Work Health and Safety, a qualification for those wishing to develop specialised skills and knowledge required to coordinate and maintain the WHS program within an organisation, or a range of other diploma-level qualifications.

Note: Demonstrating competency in the 5 core units of this qualification satisfies the entry requirements for the BSB51315 Diploma of WHS.
2.3 Course Content

Packaging rules:

Total number of units = 10
5 core units, plus
5 elective units, as listed in the Training Package, of which:

- at least 3 units must be from Group A
- the remaining units may be from:
  - Group A or Group B, or any currently endorsed Training Package or accredited course at the same qualification level
  - If not listed, 1 elective unit may be selected from any currently endorsed Certificate III or Diploma

Units of competency to be studied

The following units of competency have been selected in consultation with the industry and they must all be successfully completed by participants to become eligible for the Certificate IV in Work Health and Safety.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Units (5)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSBWHS402</td>
<td>Assist with compliance with WHS laws</td>
<td>40</td>
</tr>
<tr>
<td>BSBWHS403</td>
<td>Contribute to implementing and maintaining WHS consultation and participation processes</td>
<td>40</td>
</tr>
<tr>
<td>BSBWHS404</td>
<td>Contribute to WHS hazard identification, risk assessment and risk control</td>
<td>60</td>
</tr>
<tr>
<td>BSBWHS405</td>
<td>Contribute to implementing and maintaining WHS management systems</td>
<td>50</td>
</tr>
<tr>
<td>BSBWHS406</td>
<td>Assist with responding to incidents</td>
<td>40</td>
</tr>
<tr>
<td><strong>Elective Units – Group A (3)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSBWHS408</td>
<td>Assist with effective WHS management of contractors</td>
<td>30</td>
</tr>
<tr>
<td>BSBPMG522</td>
<td>Undertake project work</td>
<td>60</td>
</tr>
<tr>
<td>BSBRES411</td>
<td>Analyse and present research information</td>
<td>40</td>
</tr>
<tr>
<td><strong>Elective Units – Group B (1)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSBWRT401</td>
<td>Write complex documents</td>
<td>50</td>
</tr>
<tr>
<td><strong>Elective Units – Other (1)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSBWHS510</td>
<td>Contribute to implementing emergency procedures</td>
<td>40</td>
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</tbody>
</table>

Total nominal hours 450
Other electives options

To facilitate increased flexibility and better provide for students’ diverse work and learning needs, other electives may be selected by participants for RPL/ CT purpose only, by the traineeship trainees, or for customised courses according to the Packaging Rules.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF qualification level alignment, and contribute to a valid, industry-supported vocational outcome.

Other elective options courses must be approved by the Executive Manager, Training Services and conditions apply.

Examples of other elective units for RPL / CT purpose, for traineeships or for customised courses may include the following:

Group A
BSBCMM401 Make a presentation  
BSBSUS401 Implement and monitor environmentally sustainable work practices  
BSBWH5407 Assist with claims management, rehabilitation and return-to-work programs  
BSBWH5409 Assist with workplace monitoring processes  
BSBWH5410 Contribute to work-related health and safety measures and initiatives  
PUAWER002B Ensure workplace emergency prevention procedures, systems and processes are implemented

Group B
BSBINN301 Promote innovation in a team environment  
BSBMGT401 Show leadership in the workplace  
BSBMGT403 Implement continuous improvement  
TAEASS301 Contribute to assessment  
TAEDEL301 Provide work skill instruction

Unit descriptor and application

The following units apply to people who work in a broad range of WHS roles across all industries:

1. **BSBWH5402 Assist with compliance with WHS laws**
   
   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.

2. **BSBWH5403 Contribute to implementing and maintaining WHS consultation and participation processes**

   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.

3. **BSBWH504 Contribute to WHS hazard identification, risk assessment and risk control**

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.

4. **BSBWH405 Contribute to implementing and maintaining WHS management systems**

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.

5. **BSBWH406 Assist with responding to incidents**

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.

6. **BSBWH408 Assist with effective WHS management of contractors**

This unit describes the skills and knowledge required to assist with the work health and safety (WHS) management of contractors. The WHS management of contractors has a strong focus on compliance with WHS organisational and legislative requirements.

This unit applies to individuals who either work in organisations that are supplied with services by contractors or work in organisations that supply such services. It is only concerned with the supply of on-site services to workplaces. It does not cover outworkers or contractors who supply goods, materials or products to workplaces.

7. **BSBWH510 Contribute to implementing emergency procedures**

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 WHS in the workplace, who contribute to the implementation of procedures for responding to emergencies.
8. **BSBPMG522 Undertake project work**

This unit describes the skills and knowledge required to undertake a straightforward project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.

This unit applies to individuals who play a significant role in ensuring a project meets timelines, quality standards, budgetary limits and other requirements set for the project.

The unit does not apply to specialist project managers.

9. **BSBRES411 Analyse and present research information**

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.

10. **BSBWRT401 Write complex documents**

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.

2.4 **Recognition of Prior Learning (RPL) / Credit Transfer**

Participants are advised that RPL/ Credit Transfer option is available, and this process must start upon enrolment, and preferably be completed before the course commences.

This will allow participants who were unsuccessful to enrol in and complete all the required units in this qualification.

Students are not permitted to enter RPL arrangements after they have attended their units (or missed them), after missing assessment deadlines or after being assessed NYC (or in any other similar situations).

The RPL option must not be used by students as a means to avoid consequences for non-attendance and/ or non-submission of assessments, during the course delivery or within the allocated assessment period after the workshops.
National Recognition

Under the national recognition process, RTOs are required to recognise qualifications and statements of attainment issued by another RTO.

As such, direct credit under the national recognition requirement will be granted for previously achieved units of competency that have the exact same code and title as the units in the current qualification the student is enrolled in.

RPL and Credit Transfer

Victorian Chamber may grant credit transfer for equivalent common units from superseded or other qualifications previously achieved by participants (or for other electives; conditions apply).

An indicative list of equivalent units that might be used for credit transfer is provided in the table below, as reference only:

<table>
<thead>
<tr>
<th>BSBWHS402</th>
<th>BSBWHS402A</th>
<th>BSBOHS408A</th>
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</thead>
<tbody>
<tr>
<td>Assist with compliance with WHS laws</td>
<td>Assist with compliance with WHS laws</td>
<td>Assist with compliance with OHS and other relevant laws</td>
</tr>
<tr>
<td>BSBWHS403</td>
<td>BSBWHS403A</td>
<td>BSBOHS402B</td>
</tr>
<tr>
<td>Contribute to implementing and maintaining WHS consultation and participation processes</td>
<td>Contribute to implementing and maintaining WHS consultation and participation processes</td>
<td>Contribute to the implementation of the OHS consultation process</td>
</tr>
<tr>
<td>BSBWHS404</td>
<td>BSBWHS404A</td>
<td></td>
</tr>
<tr>
<td>Contribute to WHS hazard identification, risk assessment and risk control</td>
<td>Contribute to WHS hazard identification, risk assessment and risk control</td>
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<tr>
<td>N/A</td>
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<td></td>
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<tr>
<td>BSBWHS405</td>
<td>BSBWHS405A</td>
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<tr>
<td>Contribute to implementing and maintaining WHS management systems</td>
<td>Contribute to implementing and maintaining WHS management systems</td>
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<td>N/A</td>
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<tr>
<td>BSBWHS406</td>
<td>BSBWHS406A</td>
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<tr>
<td>Assist with responding to incidents</td>
<td>Assist with responding to incidents</td>
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<td>N/A</td>
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<td>BSBWHS408</td>
<td>BSBWHS408A</td>
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<tr>
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<td>Assist with effective WHS management of contractors</td>
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<tr>
<td>N/A</td>
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<tr>
<td>BSBWHS510</td>
<td>BSBWHS510A</td>
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<tr>
<td>Contribute to implementing emergency procedures</td>
<td>Contribute to implementing emergency procedures</td>
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</tr>
<tr>
<td>BSBOHS405B</td>
<td>Contribute to the implementation of emergency procedures</td>
<td></td>
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<tr>
<td>BSBPMG522</td>
<td>BSBPMG522A</td>
<td></td>
</tr>
<tr>
<td>Undertake project work</td>
<td>Undertake project work</td>
<td></td>
</tr>
<tr>
<td>BSBOHS510A</td>
<td>Manage projects</td>
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<td>BSBRES411</td>
<td>BSBRES401</td>
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</tr>
<tr>
<td>Analyse and present research information</td>
<td>Analyse and present research information</td>
<td></td>
</tr>
<tr>
<td>BSBRES401A</td>
<td>Analyse and present research information</td>
<td></td>
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<tr>
<td>BSBWRT401</td>
<td>BSBWRT401A</td>
<td></td>
</tr>
<tr>
<td>Write complex documents</td>
<td>Write complex documents</td>
<td></td>
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<tr>
<td>N/A</td>
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</tbody>
</table>

If credit transfer is not suitable, students may consider the RPL path, which draws on a variety of types of evidence (e.g. prior learning and education, past and current work experience, volunteering, etc.) to confirm competency in a particular subject.

Refer to your Participant Handbook or call the Training Administrator for more information on the RPL / CT and national recognition processes.
2.5 Training Delivery

This program is delivered through a combination of guided learning workshops, reading through and undertaking the activities in the Participant Guides to understand the underpinning theoretical concepts, and self-directed learning and workplace-based assessment activities.

The trainers will use a variety of techniques to introduce the learning topics, which may include: presentation, group discussion, demonstration, role play, simulation, and practice activities.

2.6 Attendance

Attendance at all scheduled training sessions is compulsory. The assessments will also be discussed during those workshops and students’ engagement and participation will be observed by the trainer/assessor. Students who missed classes, will have to attend make-up classes, as directed by the Victorian Chamber. Assessments submitted without attending the unit unfortunately cannot be considered as there will be no evidence of actual participation in training for that unit, as required.

For more information about attendance and make-up classes please refer to you Participant Handbook or contact the Training Administrator.

2.7 Assessment Methods and Requirements

To demonstrate competency for the units in this qualification, participants will be required to complete all the unit assessment tasks and activities in the Participant Assessment Guide or otherwise provided.

The assessment should gather evidence that demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace.

The assessment consists of a number of assessment tasks to be undertaken in the workplace or in a simulated work environment.

The assessment methods may include the following: questions and answers, written assessment tasks (e.g. discussion, exercise, research, analysis, and report), case studies/scenarios, presentations and projects.

If the assessment requires samples of documentation from the workplace, they must be attached to the corresponding task, careful to remove/ block out any confidential information.

Participants should answer the assessment tasks using the information provided in the learning materials and the context of their own workplace (or provided case studies/scenarios).

All participants will be supported by their facilitator to complete their out-of-class assessments via email and telephone, as needed. The Victorian Chamber regularly monitors course progress and participants are also encouraged to liaise with their facilitator regarding their progress or to arrange for an assessment consultation, if necessary.

It is expected that participants will informally contact their assessor to discuss assessment progress and clarify issues as needed for the duration of the course, for up to two hours per unit in total (i.e. not in a 2-hours block).
2.8 Time Commitment and Course Duration

The Volume of Learning includes all activities that are required to be undertaken by the typical student to achieve the learning outcomes. According to the Australian Qualifications Framework, the recommended duration for a Certificate IV course is 0.5 – 2 years.

The total duration of this qualification under the current Strategy is 450 nominal hours, which could be completed in approximately 16 months.

This includes 76 Program Unique Supervised Hours, consisting of the scheduled workshops (56hrs) and the estimated assessment consultations (min 20hrs).

This requires a significant personal time commitment from participants to successfully complete all requirements to gain the qualification. Participants should allocate a minimum of 7 hours per week to work through the Participant Guide, undertake the self-directed learning activities, and then complete the assessments.

There are 8 workshops scheduled for delivery one day per fortnight over 15 weeks (8 days x 7 hours).

Each scheduled workshop requires participant's presence for 7 hours in the classroom (excluding breaks).

Participants will have 12 months from the date of the last scheduled workshop to submit all the assessments and complete the course. You will have to email your assessments to the Training Administrator, unless otherwise instructed. All assessment work must be submitted by the end of the course.

This scheduling allows for a reasonable time for self-directed study, workplace practice and assessment preparation.

Where participants are able to demonstrate extenuating circumstances, however, an extension for assessment submission may be granted.

The nominal course end date is 12 months from the date of the last scheduled workshop; this is when all the assessments are due, at the latest.

For more detailed information about the training and assessment process, methods and requirements, refer to the Participant Handbook.
### 2.9 Workshops Schedule

<table>
<thead>
<tr>
<th>Session Day</th>
<th>Unit</th>
<th>Course Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BSBWHS402 Assist with compliance with WHS laws</td>
<td>Week 1</td>
</tr>
<tr>
<td>2</td>
<td>BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes</td>
<td>Week 3</td>
</tr>
<tr>
<td>3</td>
<td>BSBWRT401 Write complex documents&lt;br&gt;BSBRES411 Analyse and present research information</td>
<td>Week 5</td>
</tr>
<tr>
<td>4</td>
<td>BSBPMG522 Undertake project work</td>
<td>Week 7</td>
</tr>
<tr>
<td>5</td>
<td>BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control</td>
<td>Week 9</td>
</tr>
<tr>
<td>6</td>
<td>BSBWHS405 Contribute to implementing and maintaining WHS management systems</td>
<td>Week 11</td>
</tr>
<tr>
<td>7</td>
<td>BSBWHS408 Assist with effective WHS management of contractors</td>
<td>Week 13</td>
</tr>
<tr>
<td>8</td>
<td>BSBWHS406 Assist with responding to incidents&lt;br&gt;BSBWH510 Contribute to implementing emergency procedures</td>
<td>Week 15</td>
</tr>
</tbody>
</table>