

## BSB41412

## Certificate IV in Work Health and Safety



This qualification is suitable for people working in a work health and safety (WHS) role who may or may not work under supervision. They may 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.

### Award Issued:

Students who successfully complete this nationally recognised training will be awarded

- +** **BSB41412 Certificate IV in Work Health and Safety**

### Preferred pathways

- +** BSB30712 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.

### Please read- Important information

- +** This course requires a commitment from students to complete. Safety is a very important role and the course is designed for a participant who may undertake a leadership role and provide guidance to others.
- +** You would need some practical WHS experience in a workplace to help your progression during the course.

### Further study options:

- +** BSB51312 Diploma of Work Health and Safety.

### Initial course time:

- +** This course is ideally completed over 10 days of face to face training or can be completed by distance study. There are workplace projects to be completed.

### ASQA Fact Sheet

*Choosing a training or education provider*

**Your rights and responsibilities at an Allens Training Course**

**ASQA** has developed a fact sheet to allow you to be fully informed about your decision to enrol in a course of study. We recommend reading this information.

It is available by [clicking here](#).

Our Student written agreement outlines your rights and responsibilities during your training.

It is available by [clicking here](#)

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PROVIDER DETAILS						
Name of RTO	<b>Allens Training Pty Ltd</b>					
Phone number	<b>1300 559 064</b>					
Web site	<a href="http://www.allenstraining.com.au">www.allenstraining.com.au</a>					
ABN	63 114 756 857					
Registration details	<p>We are listed on Training.gov.au (TGA). TGA is the official National Register of information on Training Packages, Qualifications, Courses, Units of Competency and Registered Training Organisations (RTOs) in Australia. Allens Training registration and search code is 90909.</p> <p>A direct link can be found <a href="#">here</a>.</p>					
Student Agreement	<p>This course information sheet is designed be read in conjunction with the “Student Agreement”</p> <p>The “Student Agreement” must be read before enrolling into any training course delivered by Allens Training or any of its partner organisations. It is a condition of enrolment that you and we agree to abide by the terms and conditions outlined in the “Student Agreement”</p> <p>This agreement can be viewed <a href="#">here</a>:</p> <p><a href="http://www.allenstraining.com.au/documents/student-written-agreement.aspx">http://www.allenstraining.com.au/documents/student-written-agreement.aspx</a></p>					
Rights and Responsibilities						
COURSE INFORMATION						
Qualification Code	<b>BSB41412</b>					
Qualification Title	<b>Certificate IV in Work Health and Safety</b>					
No	Unit Code	Description	Elective	Core	Credit Available	Allocated Hours
Student learning skills sets – No 1,2,3 are issued together						
<b>1</b>	BSBWHS402A	Assist with compliance with WHS laws		<input checked="" type="checkbox"/>	BSBOHS408A	<b>8</b>
<b>2</b>	BSBWHS403A	Contribute to implementing and maintaining WHS consultation and participation processes		<input checked="" type="checkbox"/>	BSBOHS402A	<b>8</b>
<b>3</b>	HLTWHS300A	Contribute to WHS processes	<input checked="" type="checkbox"/>			<b>8</b>
Student learning skills sets – No 4,5 are issued together						
<b>4</b>	BSBWHS405A	Contribute to implementing and maintaining WHS management systems		<input checked="" type="checkbox"/>		<b>8</b>
<b>5</b>	BSBWHS404A	Contribute to WHS hazard identification, risk assessment and risk control		<input checked="" type="checkbox"/>		<b>8</b>
Student learning skills sets – No 6,7,8 are issued together						
<b>6</b>	BSBWHS406A	Assist with responding to incidents		<input checked="" type="checkbox"/>		<b>8</b>
<b>7</b>	PUAWER002B	Ensure workplace emergency prevention procedures, systems and process are implemented	<input checked="" type="checkbox"/>			<b>8</b>
<b>8</b>	BSBWHS409A	Assist with workplace monitoring processes	<input checked="" type="checkbox"/>			<b>8</b>
Student learning skills sets – No 9,10 are issued together						
<b>9</b>	BSBRES401A	Analyse and present research information	<input checked="" type="checkbox"/>			<b>8</b>
<b>10</b>	BSBCMM401A	Make a presentation	<input checked="" type="checkbox"/>		TAE40110	<b>8</b>

**Total training time 80 hours. This is the equivalent to 2.1 weeks of training**

<b>Mixed mode delivery</b>	<p>For those students undertaking this study by distance, the student learning resources are sent in 4 stages. The first three units will be sent to you and following successful completion of the first unit we will send the second set of learning resources to you.</p>
<b>Student Requirement</b>	<p>This course requires a commitment from the student in order to complete this course. It is not an easy course and often some students underestimate the amount of work involved. Once you have started the course there are no refunds of the course fee. We suggest that you are aware of the work involved at a Certificate IV level of training, as it will always be more than you will anticipate.</p>
<b>Volume of Learning</b>	<p>The volume of learning for this qualification is typically 0.5 – 2 years, as stated in the Australian Qualifications Framework.</p>
<b>Duration of course</b>	<p>Home study approximately 80 hours; or the equivalent of 2.1 weeks of training.</p> <p>The times included in this document are minimum times. Home study hours may vary depending on experience of the student. To ensure currency of learning, participants will have a <b>maximum of 2 years</b> from the date of enrolment to complete their qualification. If participants need more time to complete assessments, they may request an extension in writing.</p>
<b>Course Outcomes</b>	<p>This qualification is suitable for people working in a work health and safety (WHS) role who may or may not work under supervision. They may provide leadership and guidance to others and have some limited responsibility for the output of others.</p> <p>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. This course is offered either by face to face training or by correspondence.</p>
<b>Common units equivalent from the previous Training Package BSB41407 Certificate IV in Occupational Health and Safety</b>	<p>BSBWHS402A Assist with compliance with WHS laws is equivalent to BSBOHS408A Assist with compliance with OHS and other relevant laws</p> <p>BSBWHS403A Contribute to implementing and maintaining WHS consultation and participation processes is equivalent to BSBOHS402B Contribute to the implementation of the OHS consultation process.</p>
<b>Award Issued</b>	<p>Students who successfully complete this nationally recognised training will be awarded the qualification BSB41412 Certificate IV in Work Health and Safety</p>
<b>Pathways to other qualifications or employment opportunities</b>	<p>Students who successfully completed this qualification may be eligible for entry into further study such as:</p> <ul style="list-style-type: none"> <li>• <b>BSB51312 Diploma of Work Health and Safety.</b></li> </ul>
<b>Training package</b>	<p>A copy of training package information related to this qualification can be found on our web site: <a href="http://www.allenstraining.com.au/courses/occupational-health-and-safety/certificate-iv-in-work-health-and-safety.aspx">http://www.allenstraining.com.au/courses/occupational-health-and-safety/certificate-iv-in-work-health-and-safety.aspx</a></p>
<b>Language and literacy requirements</b>	<p>Candidates should be able to read and write English at approximately Grade 10 level.</p> <p>You would be required to write reports, calculate medications, read detailed protocols, and make recommendations for improvements, address WHS issues.</p> <p>Language, literacy and numeracy requirements are needed to undertake this course.</p> <p><b>Specifically you would need the ability to:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Use a computer for report writing and gathering WHS information</li> <li><input checked="" type="checkbox"/> Report/record faults and defects according to organisational procedures</li> <li><input checked="" type="checkbox"/> Gain access to, and interpret, material safety data sheets (MSDSs)</li> <li><input checked="" type="checkbox"/> Access and understand company/organisation standard operating procedures (SOPs)</li> <li><input checked="" type="checkbox"/> Access and comply with WHS legislation</li> <li><input checked="" type="checkbox"/> Communicate effectively and assertively and show leadership in an incident</li> <li><input checked="" type="checkbox"/> Use literacy and numeracy skills as required to read, interpret and apply guidelines and protocols (eg read and follow ARC guidelines).</li> </ul>

	<p><input checked="" type="checkbox"/> Use literacy and numeracy skills to adequately interpret documentation available to assist when administering medication in line with State/Territory regulations, legislation and policies and any available medical or pharmaceutical instructions.</p> <p>Further detailed information can be obtained from the “Australian Core Skills Framework” - a copy of this document is available by clicking on the link <a href="http://www.allenstraining.com.au/f.ashx/downloads/ACSFsummaryfinaltoprint2.pdf">http://www.allenstraining.com.au/f.ashx/downloads/ACSFsummaryfinaltoprint2.pdf</a></p>
<p><b>Pre-requisites</b></p>	<p>Nil- Preferred pathways for candidates entering this qualification include:</p> <ul style="list-style-type: none"> <li>• BSB30712 Certificate III in Work Health and Safety or other relevant Certificate III qualifications</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• vocational experience in work health and safety roles without a formal qualification.</li> </ul>
<p><b>Validation with Industry</b></p>	<p>The course structure and assessment materials are developed in consultation with Industry to ensure the course outcomes meet industry expectations. <b>Industry</b> means the bodies that have a stake in the training, assessment and client services provided by RTOs.</p>
<p><b>Student rights</b></p>	<p>A detailed description in the student agreement concerning your rights and responsibilities is available on our website. This important information should be read prior to the course. An example of some of the information that is contained in this document include our refund policy, complaints procedures, who to talk to concerning issues raised during the class, assessments information and guarantees.</p>
<p><b>How does legislation affect my training?</b></p>	<p>This course follows WHS act and regulations.</p>
<p><b>Target Audience</b></p>	<p><b>Existing workers in this industry</b> who may require additional WHS information.</p>
<p><b>Is there any recognition of my prior learning or experiences (RPL) or recognition of my current competencies?</b></p>	<p><b>Recognition of Prior Learning (RPL)</b> means an assessment process that assesses an individual’s formal, non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a VET qualification.<sup>1</sup></p> <p>If you have completed courses in a related field you may be able to take advantage of a facility called “RPL” or “Recognition of Prior Learning”. This means that account may be taken of related qualifications, even if they are issued by another Registered Training Organisation, to satisfy some or all of the course requirements. Evidence considered for assessment is the RPL Application Form plus a wide range of supporting evidence. If further evidence is required then this is negotiated with the candidate. The process may include a further interview, written assignment, workplace assessment, and collection of other material.</p> <p><b>The outcome may be that we can:</b></p> <ol style="list-style-type: none"> <li>1. Provide the qualification based on the material supplied.</li> <li>2. Provide the qualification subject to some form of assessment, but without classroom attendance.</li> <li>3. Provide partial recognition of units of the course and thereby reduce the classroom and assessment process leading to course completion.</li> </ol> <p>Fees will be charged for the RPL service and will be discussed when you approach Allen’s Training to determine the requirements that will need to be supplied.</p>
<p><b>Course fees</b></p>	<p>This course may be delivered by way of partnership arrangements with your trainer. The course fee will be paid direct to the trainer (the partner organisation). This course is usually arranged by the employer of a workgroup and the employer can be invoiced for the training. If the employer does not arrange the training, or the employer does not agree to fund the training, training fees must be paid by the individual students direct to the trainer. All partners will be required to meet minimum resource and facility requirements and course fees are available at the time of enrolment.</p>

<b>Refund Policy</b>	A detailed explanation of our refund policy is contained in the “Student Written Agreement”
<b>Location of the training</b>	The training required by the target group requires training either at the employer’s workplace so that they can develop skills consistent with their job description in their own employment practice, at a simulated workplace or in a classroom. A flexible learning strategy incorporating On line learning programs may be utilised where appropriate. This information will be made available at the time of enrolment.
<b>Identifying Special Needs</b>	Person(s) participating in training may have special needs. Where these needs are identified through the enrolment process the trainer will explore the options available to them to support the learner through the training program. Candidates with special needs may include those with language, literacy and/or numeracy problems, disabilities, and anxious or inexperienced candidates.
<b>Support services</b>	Assistance is always available by email <a href="mailto:jim@allenstraining.com.au">jim@allenstraining.com.au</a> or phoning the office 0248228066. Ask for Jim to discuss the levels of assistance available.  Client Support services are also listed in the “Student Agreement”
<b>Reasonable adjustment</b>	<p><b>Reasonable adjustment</b> means adjustments that can be made to the way in which evidence of candidate performance can be collected. Whilst reasonable adjustments can be made in terms of the way in which evidence of performance is gathered, the evidence criteria for making competent/not yet competent decisions (and/or awarding grades) should not be altered in any way. That is, the standards expected should be the same irrespective of the group and/or individual being assessed; otherwise comparability of standards will be compromised.<sup>2</sup></p> <p>As an example, If a person with a disability meets essential entry requirements, the RTO must make changes or "reasonable adjustments" necessary for that person to perform their course-work.</p> <p>In most situations, the student with a disability will be able to tell the RTO what he or she needs to be able to study. If necessary, the RTO should also seek advice from disability areas within government departments or organisations that represent or provide services to people with a disability.</p> <p><u>Adjustments may include:</u></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Modifying educational premises. For example, making ramps, modifying toilets and ensuring that classes are in rooms accessible to the person with a disability.</li> <li><input checked="" type="checkbox"/> Modifying or providing equipment. For example, lowering lab benches, enlarging computer screens, providing specific computer software or an audio loop system.</li> <li><input checked="" type="checkbox"/> Changing assessment procedures. For example, allowing for alternative examination methods such as oral exams, or allowing additional time for someone else to write an exam for a person with a disability.</li> <li><input checked="" type="checkbox"/> Changing course delivery. For example, providing study notes or research materials in different formats or providing a sign language interpreter for a deaf person.”</li> </ul>
<b>Infrastructure requirements</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> All staff involved in the delivery and assessment of this unit, have direct access to the current version of the relevant training package, including the appropriate units of competency, assessment guidelines and qualification structure. See internal Intranet access</li> <li><input checked="" type="checkbox"/> All staff involved in delivering the program have access to trainer, assessor and candidate support materials relevant to their areas of delivery and assessment</li> <li><input checked="" type="checkbox"/> All staff will have access to continuing training. A conference day is held for all staff, with extra training sessions available on request should the need arise</li> <li><input checked="" type="checkbox"/> The RTO has access to staff and training/assessment resources to meet the requirements of candidates with special needs and has an assessment process that is capable of supporting reasonable adjustment procedures</li> <li><input checked="" type="checkbox"/> All participants will have a learning resource supplied to them</li> <li><input checked="" type="checkbox"/> Fully equipped training room (should include but not be limited to: whiteboard, computer for power point presentations, VCR/DVD player) must be available for each course. We have reviewed the equipment required to conduct this course</li> </ul>

<sup>2</sup> Standards for NVR Registered Training Organisations 2011

<b>Assessments methods explained</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Written paper.</li> <li><input checked="" type="checkbox"/> Group activities and questioning</li> <li><input checked="" type="checkbox"/> Third Party/ supervisor reports</li> <li><input checked="" type="checkbox"/> Video evidence, report writing, analysis of reports</li> </ul> <p>Based on a combination of the written paper, progressive group activities and practical demonstrations/skills assessments, your Trainer/assessor will determine whether you have acquired the competencies required for the unit</p> <p>Oral questioning throughout the course</p>
<b>Summative assessment</b>	A summative assessment occurs at the end of the training and assesses a whole of course approach a measure of accountability or what has been learnt after the learning process has taken place e.g. formal test or final practical assessment
<b>Formative assessment</b>	Formative assessments occurs during the course when content is being taught and learned and should continue throughout the period of learning and is not meant to assign competency
<b>Evidence required to demonstrate competency in this unit</b>	This unit is most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions. Competence should be demonstrated working individually and, where appropriate, as part of a team
<b>Assessing the evidence</b>	<p>Assess the evidence gathered against the unit of competency being assessed. Each learner requires:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Student Enrolment and Assessment Record (records the final assessment result)</li> </ul>
<b>Employability Skills</b>	The following table contains a summary of the employability skills required by industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.
<b>Foundation skills</b>	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>-communicating and explaining measurement and evaluation to others and facilitating their contributions</li> <li>-communicating and explaining the work health and safety management system (WHSMS) plan to others in relation to their roles and responsibilities, and facilitating their contribution to implementation of the plan</li> </ul> <p><b>Teamwork</b></p> <ul style="list-style-type: none"> <li>-assisting investigators and providing relevant information during investigations</li> <li>-assisting with obtaining information from those involved regarding actions and events leading up to, or occurring during or after an incident</li> </ul> <p><b>Problem-solving</b></p> <ul style="list-style-type: none"> <li>-applying knowledge of risk assessment to contribute to the selection of risk-assessment techniques, tools and processes for common hazards</li> <li>-contributing to the identification and assessment of barriers to the implementation and effectiveness of work health and safety (WHS) consultation and participation processes</li> </ul> <p><b>Initiative and enterprise</b></p> <ul style="list-style-type: none"> <li>-contacting responsible persons and relevant authorities when required</li> <li>-establishing and building relationships</li> </ul> <p><b>Planning and organising</b></p> <ul style="list-style-type: none"> <li>-contributing to setting up and running WHS consultation and participation processes</li> <li>-sequencing tasks, meeting timelines and running efficient and effective meetings</li> </ul> <p><b>Self-management</b></p> <ul style="list-style-type: none"> <li>-applying WHS policy to own and others' work areas and job roles</li> <li>-contributing to the implementation of the WHS policy as it applies to own work area and job role</li> </ul> <p><b>Learning</b></p> <ul style="list-style-type: none"> <li>-identifying training requirements necessary for effective WHS consultation and participation processes</li> <li>-providing training to meet legal and other requirements</li> </ul> <p><b>Technology</b></p> <ul style="list-style-type: none"> <li>-contributing to measurement and evaluation as it applies to own work area and job role</li> <li>-using a range of software and communication media</li> </ul>