

BSB41415
Certificate IV in Work Health and Safety

Information Pack



What safety risks are YOU walking into?

Become a skilled safety expert

OHS and WHS puts the wind up many small to medium enterprises. The thought of a visit from a WorkSafe Inspector causes many business managers sleepless nights. A commitment to safety is an attitude or aim that is essential to building a safety culture. However, proving you actually implement safety, is a different issue.

One of the few parts of the OHS legislation that is often missed is under Sec 22 of the Act:

Employers must employ or engage the services of a person suitably qualified in OHS to provide advice on the health and safety of their employees.

Hiring an OHS specialist is not always practical or possible for small to medium enterprises. The smartest way to meet Sec 22 is to have someone in your company qualified in OHS. If not you, then someone who has the interest to become the safety professional with your support and commitment.

Our BSB41415 Certificate IV in Work Health and Safety program will provide practical outcomes that will make you and your company compliant to the Legislation. You will walk away with a simple, practical, easy to implement and manage, compliant safety system that suits your business, as well as an in depth understanding and appreciation of safety in your business.

Want more information?

P: 03 5977 7173

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or [visit atar.design](https://atar.design)



ATAR DESIGN

RTO: 45112 ABN: 61 607 606 155



BSB41415 Certificate IV in Work Health and Safety

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.

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.

Units of competency

BSBMGT502	Manage people performance
BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBWHS402	Assist with compliance with WHS laws
BSBWHS403	Contribute to implementing and maintaining WHS consultation and 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
BSBWHS408	Assist with effective WHS management of contractors
BSBWHS409	Assist with workplace monitoring processes
BSBWHS410	Contribute to work-related health and safety measures and initiatives

Award

To be eligible for the award of the BSB41415 Certificate IV in Work health and Safety, Learners must successfully complete a total of 10 units made up of 5 core units and 5 electives.

Students who successfully complete this nationally recognised qualification will be awarded a certificate for: BSB41415 Certificate IV in Work health and Safety.

A Statement of Attainment will be issued for any unit of competency deemed competent if the full qualification is not completed. Awards will be generated after successful completion of this course and full payment and a verified USI has been received.

Duration

20 weeks, including 1 full day face-to-face session per month (9am – 5pm)

Delivery methods

- Face-to-face instruction
- Self-directed learning
- On the job practical
- Final assessment

Learning and employment pathway

Training pathway:

There are no formal training pathways for this qualification.

Employment pathway:

- Human Resources Assistant
- Payroll Officer
- Work Health and Safety (WHS) Systems Officer
- Service Quality System Support Analyst
- Work Health and Safety (WHS) Officer

And aligned with any other related industry sectors, such as:

- Construction
- Community services
- Transport and logistics
- Agriculture and horticulture
- Warehousing
- Business
- WHS consultancy

Source: <https://www.myskills.gov.au/courses/details?Code=BSB41415>

Entrance level

There are no formal entry requirements into the Certificate IV in Work Health and Safety however participants must meet the following criteria to enter into the program:

- Learners must have a minimum of 2 years' experience in a work relevant role, and have access to workplace health and safety within a workplace or work placement program in conjunction with this training
- Working 25 hours or more
- LLN levels – Entry at ACSF Level 4 (Core skills: Learning, Reading, Writing, Oral Communication, Numeracy)

How will I be assessed?

All units within the qualification have assessment tasks, with set due dates for completion. Each unit of competency will vary however the following methods can be used but are not limited to the below:

- Written/Verbal Questions
- Workplace Practical/Simulation Tasks
- Projects
- Workplace Observation
- Verbal Interview
- Third Party Report

Fees and charges

Tuition: \$1,695

Materials*: \$187.95 including GST

Administration Fee: \$200 including GST

*Materials include: Textbook, Handouts, Learner Activity Workbook, Learning Journal, Workplace Placement Workbook, Assessment Workbook

Rights and obligations

Refer to ATAR Design's Student Handbook. It is strongly recommended you read the Student Handbook before commencement of training.

Recognition of Prior Learning / Credit transfer

RPL and credit transfer apply for this course.

Recognition of Prior Learning (RPL)

An assessment process that assesses an individual's 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 qualification (Source: AQF)

If recognition applies, the student's overall duration will alter and a schedule of exemptions will be provided.

Credit transfer

If a Certificate or Statement of Results is produced and verified, a credit transfer process will be initiated by ATAR Design in relation to the units as per the training plan.

'Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched or equivalent units of competency.' (Source: AQF)

Your Learning Journey



- Course enrolment initiated by yourself or your employer
- Assessment of the workplace
- Training needs analysis if requested



- Information session is booked and pre-training requirements conducted
- Prior to the commencement of training; Induction/Information session:
 - Overview of course outline, course fees
 - Complete enrolment form
 - Pre-training review/entry level
 - Evidence of industry experience
 - LLN testing
 - Induction checklist



- Course confirmation
- Receive Training Plan
- Confirmation of Enrolment Letter sent if entry levels achieved



- Commence training and assessment:
- Complete all your training requirements
 - Complete all your assessments



- Complete training program and assessed as competent:
- Certificate awarded OR
 - Statement of Attainment if partial completion only achieved

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