

Workplace Agreement

BSB41415 Certificate IV in Work Health and Safety

WORKPLACE AGREEMENT TRAINING DETAILS

Student Name:

COURSE UNIT DETAILS

Unit / Course in / Qualification Code:

Unit / Course in / Qualification Title:

Start date of agreement:

Finish date of agreement:

ORGANISATION DETAILS

Organisation Name:

Telephone:

Email:

Address:

Suburb:

State:

Postcode:

MENTOR DETAILS

First Name:

Surname:

Telephone:

Mobile:

Email:

Address

Suburb

State

Postcode

TRAINER AND ASSESSOR DETAILS

First Name:

Surname:

Telephone:

Mobile:

Email:

RTO Address:

Suburb:

State:

Postcode:

INTRODUCTION TO THE AGREEMENT

Qualification overview	<p>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.</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.</p> <p>No licensing, legislative or certification requirements apply to this qualification at the time of publication.</p>	
RTO Head Office	Office location: 5/1065 Frankston-Flinders Road, Somerville VIC 3912	
Duration	The duration for this program is 20 weeks	
Units	Unit Code	Unit Title
	Cluster 1 – Lead and manage teams	
	BSBMGT502	Manage people performance
	BSBWHS408	Assist with effective WHS management of contractors
	Cluster 2 – Workplace monitoring	
	BSBSUS401	Implement and monitor environmentally sustainable work practices
	BSBWHS409	Assist with workplace monitoring processes
	Cluster 3 – Regulatory compliance and consultation	
	BSBWHS402	Assist with compliance with WHS laws
	BSBWHS405	Contribute to implementing and maintaining WHS management systems
	Cluster 4 – Licencing, risk management and hazard control	
	BSBWHS404	Contribute to WHS hazard identification, risk assessment and risk control
	BSBWHS403	Contribute to implementing and maintaining WHS consultation and participation processes
	Cluster 5 – Workplace health and safety	
	BSBWHS406	Assist with responding to incidents
	BSBWHS410	Contribute to work-related health and safety measures and initiatives
Contact us for your obligation free assessment	<p>P: (03) 5977 7173 E: info@atardesign.com.au or visit www.atardesign.com.au</p>	

INTRODUCTION TO THE AGREEMENT

Introduction to this agreement

We look forward to working with you. We invite open communication and we welcome your comments and feedback that will help us all to work together to ensure the achievement of quality outcomes for our students and your employees.

The purpose this agreement is to clarify the responsibilities of all parties to this workplace training and assessment agreement. The workplace safety, and the ability to provide the required resources and equipment for quality training and assessment purposes prior to the commencement of training and assessment. This agreement, provide some information about ATAR Design and discuss 'tips' for **guiding** and **supporting** students.

Workplace based training and assessment support team

The support team for the student includes:

- The Workplace Supervisor and/or Mentor;
- The RTO Trainer / Assessor
- ATAR Design CEO and RTO team

It is critical that we work together to ensure that the student has every opportunity to achieve the competency. The various roles of the support available to students are as follows:

Workplace Supervisor and/or Mentor:

- Supporting the student
- Arranging opportunities for workplace learning and practice

RTO Trainer / Assessor:

- Providing quality training the student
- Conducting assessment

Student:

- Learning team
- Other students or colleagues
- Shared learning

When to contact the RTO

- Enrolment
- Invoicing and payment
- Change of Workplace Supervisor and/or Mentor
- General administrative enquiries

When to contact the Trainer / Assessor

Any matter related to the student you are supporting

INTRODUCTION TO THE AGREEMENT

Pre-training review

A pre-training review will be conducted prior to commencement of training. A Trainer / Assessor will be allocated to conduct the pre-training information session.

The pre-training information session will include discussion of, but not limited to:

- The students work role and experience
- The possibility of Recognition of Prior Learning (RPL)/Credit Transfer
- Timeframes for completing units
- Training Agreement Schedule/Training Plan
- Suggestions for study
- Learning and assessment activities – Learning Journal, Learning Activity Workbook, Workplace Placement Workbook and Assessment Workbook
- Support available in the workplace; Workplace Supervisor and/or Mentor roles and responsibilities
- Any issues or concerns contact TME e.g. learning difficulties and strategies to provide support
- Assessment for suitability of the workplace
- Enrolment
- LLN testing
- Pre-training review

Delivery arrangements

Your student is studying on-the-job and his/her learning will be guided by a Student Learning Journal and Workplace Placement Workbook

Learning materials include:

- PowerPoints to develop the knowledge and skills for each unit of study.
- Text book to develop the knowledge and skills for each unit of study.
- Learner Activity Workbook to develop the knowledge and skills for each unit of study
- Workplace Placement Workbook to assist the student in applying the required knowledge and skills in his/her workplace. This is the part where you will be required to guide and support the learning of your student. Many of the learning activities require discussion and practical application with and support from the Workplace Supervisor and/or Mentor.

The student will be responsible for working through the learning materials and learning activities. It is a good idea to schedule a fixed time each week if possible to catch up with the student to check on progress and to assist with the learning activities; it is easier to break an appointment than to make one! The length of each session will advise prior to commencement of training and assessment but on occasions may vary depending on the learning activities and the skills and experience of the student. Regular sessions will help to motivate the student and keep him/her accountable for completing the required tasks.

INTRODUCTION TO THE AGREEMENT

Delivery arrangements

The Workplace Supervisor and/or Mentor works with the ATAR Design Trainer / Assessor to ensure the student is able to successfully transfer knowledge into competent practice. Sometimes it may be appropriate and necessary for the Workplace Supervisor and/or Mentor to arrange for another member of staff with specific knowledge and expertise to help and support the student. The student's Trainer / Assessor should be contacted if there are any questions or concerns regarding training or assessment.

A readiness for assessment analysis must take place prior to assessment. If the student is not ready an application to extend the training and assessment plan is required to be completed

Assessment arrangements

Assessment tasks which the student is required to complete and submit to ATAR Design for assessment. The Workplace Supervisor and/or Mentor will be required ensure the workplace log book is completed prior to assessment.

Multiple students

In some instances, one Workplace Supervisor and/or Mentor may be required to Mentor two or more students. This would be an ideal situation to:

1. Form your students into a learning support team/community of practice. The team could meet together to complete the learning activities and to discuss aspects of their learning and work.
2. Discuss strategies to support group learning with the Trainer / Assessor.

WORKPLACE SUPERVISOR AND/OR MENTOR ROLES AND RESPONSIBILITIES STATEMENT

Role	<p>In the ATAR Design program, the Workplace Supervisor and/or Mentor's main role is to guide and support the student in ensuring that they are able to undertake the required tasks and job competencies over a range of situations as outlined in the learning and assessment materials.</p> <p>The Workplace Supervisor and/or Mentor will work directly with the ATAR Design Trainer / Assessor to provide opportunities and guidance for students to be able to undertake assessment in the required timeframe.</p>
Responsibilities include:	<ol style="list-style-type: none"> 1. Completing the Initial interview with the Trainer / Assessor 2. Negotiating with your Supervisor or Head of Department to determine a reallocation of tasks to include mentoring a student. 3. Working with the student and Trainer / Assessor to develop expectations and training plans for each unit of study in accordance with the agreed Training Agreement Schedule/Training Plan. 4. Signing the students Training Agreement Schedule/Training Plan and returning to ATAR Design 5. Ensuring that the student is allocated study time to complete assessment tasks as required. 6. Supporting and guiding the student in the workplace through coordinating appropriate work experiences, debriefing learning opportunities and assisting with access to resources. 7. Arranging regular meetings with the student to: <ul style="list-style-type: none"> • Discuss progress and barriers to learning • Debrief the student and reach mutual agreement on future actions • Provide feedback – however the student is responsible for their own work and may sometimes choose not to incorporate your suggestions • Identify areas for further development • Provide positive and constructive feedback. 8. Liaising with the student's supervisor (if different from the WP Mentor) to check progress in application of skills and knowledge on the job and identify further learning opportunities. 9. Liaising with the allocated Trainer / Assessor to discuss issues of concern in regard to the student's learning.

Declaration – Please ensure that the Roles and Responsibilities statement is signed and dated before commencement of training.

I have read and understood the roles and responsibilities of a Workplace Supervisor and/or Mentor and confirm that I have sufficient experience and years of service to act as a workplace supervisor/mentor.

Workplace Supervisor and/or Mentor Signature		Date	
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TRAINER / ASSESSOR'S ROLES AND RESPONSIBILITIES STATEMENT

Role	The role of the Trainer / Assessor is to provide training and learning to the student throughout their study and to conduct training and assessment on behalf of ATAR Design
Responsibilities include:	<ol style="list-style-type: none"> 1. Advising ATAR Design of case load capacity. 2. Conducting an Initial interview with the student and Workplace Supervisor and/or Mentor within agreed timeframe and negotiating the Training Agreement Schedule/Training Plan. 3. Advising students and the Workplace Supervisor and/or Mentor of contact schedule and details including arranging a backup contact. 4. Conducting assessment in line with ASQA, Training Package and ATAR Design requirements including arranging and conducting RPL interviews and direct observation of practical performance. 5. Submitting assessment reports, which should include positive and constructive feedback to students, in accordance with ATAR Design procedures and timeframes. 6. Monitoring student progress in accordance with the Training Agreement Schedule/Training Plan and in partnership with the Workplace Supervisor and/or Mentor. 7. Participating and contributing to development and reviewing of learning materials and assessment tools. 8. Participating in assessment validation activities. 9. Keeping up to date with Training Package and requirements for unit/s delivered and assessed 10. Adhering to the Code of Practice for Trainer / Assessors and ATAR Design Code of Practice. 11. Representing and promoting ATAR Design in a positive way to students and the profession. 12. Maintaining currency of industry knowledge and experience through participation in professional development, networking, research and industry experience programs 13. Maintaining currency in all areas of personal vocational competence in training and/or assessment practice. 14. Providing up to date CV, contact details and certified copies of professional documents upon request or as they become available.

Declaration – Please ensure that the Roles and Responsibilities statement is signed & dated before commencement of training.

I have read and understood the roles and responsibilities of a Trainer / Assessor.

Trainer / Assessor Signature		Date	
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RTO ROLES AND RESPONSIBILITIES STATEMENT

Role	ATAR Design role is to manage the program, support students, employ Trainer / Assessors and issue the qualification
Responsibilities include:	<ol style="list-style-type: none"> 1. Enrolling students and handling enquiries. 2. Recruiting Trainer / Assessors. 3. Negotiating, preparing and managing contracts for Trainer / Assessors. 4. Monitoring the workload and performance of Trainer / Assessors in accordance with ATAR Design Policy and procedures. 5. Developing Training Agreement Schedule/Training Plan templates for completion by the Trainer / Assessor in consultation with the student and employer (as appropriate). 6. Providing Training and Induction for Workplace Supervisor and/or Mentor. 7. Printing and distributing Learning and Assessment Materials. 8. Administering return of student assessments and results. 9. Maintaining accurate and up to date database and files which include assessment results, certification register and assessment reports. 10. Monitoring student progress in liaison with Trainer / Assessors 11. Issuing certificates and statements of attainment in accordance with AQF and ASQA requirements. 12. Conducting induction for Trainer / Assessors. 13. Liaising with employers, industry groups, and other stakeholders. 14. Maintaining ASQA registration of the units of competencies 15. Ensuring compliance with AQF, ASQA and other regulatory requirements. 16. Conducting assessment validation. 17. Marketing and promoting the program. 18. Program evaluation

Declaration – Please ensure that the Roles and Responsibilities statement is signed & dated before commencement of training.

I have read and understood the roles and responsibilities of ATAR Design requirements.

ATAR Design Representative
Signature

Date

STUDENT EMPLOYEE ROLES AND RESPONSIBILITIES

Role	The student role is to participate in the program effectively in accordance with the training plan provided and instructions provided by my workplace mentor, trainer and assessor an ATAR Design representatives.
Responsibilities include:	<ol style="list-style-type: none"> 1. Reporting to work on time and completing your scheduled shift. 2. Working your schedule as agreed upon when hired, which may include working the days surrounding or during study and assessment weeks, breaks, and holidays/vacations. 3. Asking permission (in a timely manner) from your supervisor for planned or unexpected absences. Tardiness and unexcused or excessive absences are grounds for disciplinary action or dismissal from the job. 4. Following organisation rules concerning appropriate dress, use of workplace equipment and supplies, use of phones and computers, etc. 5. Completing job duties as assigned and requested, and not conducting personal business (homework, email, texting, phone calls, web use, etc.) unless first approved by your supervisor. 6. Complete your workplace logbook on a daily basis. 7. Signing your workplace log book, and confirming your supervisor's signature 8. Treating your co-workers and supervisors with respect and consideration 9. Acts in a professional and courteous way and respects the rights of other people in the workplace 10. Follows the policies and procedures of the workplace 11. Pro-actively seeks to develop skills and knowledge during the training and assessment program 12. Completes student workbook and workplace log book or other documentation required by the ATAR design 13. Participates in a de-brief with the employer and ATAR Design

Declaration – Please ensure that the Roles and Responsibilities statement is signed & dated before commencement of training.

I have read and understood the roles and responsibilities of student requirements.

Students Signature		Date	
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RESOURCES REQUIREMENTS CHECKLIST

Prior to training and assessment, we are required to ensure the student will have access to specific resources at your workplace. Our ATAR design representative or trainer and assessor will conduct an assessment of the workplace for suitability of conduct of training and assessment services to be provided for the diploma of quality auditing

Unit code	Unit title	Required resources
BSBMGT502	Manage people performance	<ul style="list-style-type: none"> • Relevant legislation • Workplace documentation and resources • Case studies and, where possible, real situations • Interaction with others
BSBWHS408	Assist with effective WHS management of contractors	<ul style="list-style-type: none"> • Relevant Acts, regulations, codes of practice, licensing requirements, standards • Relevant WHS data • Office equipment and resources • Case studies or, where possible, real situations • Interaction with others
BSBSUS401	Implement and monitor environmentally sustainable work practices	<ul style="list-style-type: none"> • Relevant legislation, regulations, standards and codes • Relevant workplace documentation and resources • Case studies or, where possible, real situations • Interaction with others.
BSBWHS409	Assist with workplace monitoring processes	<ul style="list-style-type: none"> • Measuring devices and equipment • Office equipment and resources • Relevant Acts, regulations, codes of practice, licensing requirements, standards • Case studies and, where possible, real situations • Interaction with others.
BSBWHS402	Assist with compliance with WHS laws	<ul style="list-style-type: none"> • Relevant Acts, regulations, codes of practice, standards and guidance material • Relevant workplace documentation • Reports from individuals and parties consulted in ensuring WHS compliance • Case studies and, where possible, real situations • Interaction with others

RESOURCES REQUIREMENTS CHECKLIST

Prior to training and assessment, we are required to ensure the student will have access to specific resources at your workplace. Our ATAR design representative or trainer and assessor will conduct an assessment of the workplace for suitability of conduct of training and assessment services to be provided for the diploma of quality auditing

Unit code	Unit title	Required resources
BSBWHS403	Contribute to implementing and maintaining WHS consultation and participation processes	<ul style="list-style-type: none"> Office equipment and resources Relevant Acts, regulations, codes of practice, standards and guidelines Workplace WHS policies and procedures
BSBWHS404	Contribute to WHS hazard identification, risk assessment and risk control	<ul style="list-style-type: none"> Office equipment and resources Relevant legislation, standards and guidelines Relevant policies, procedures, processes and systems Case studies and, where possible, real situations Interaction with others
BSBWHS405	Contribute to implementing and maintaining WHS management systems	<ul style="list-style-type: none"> Office equipment and resources Relevant Acts, regulations, codes of practice, standards and guidelines Workplace documentation and personnel
BSBWHS406	Assist with responding to incidents	<ul style="list-style-type: none"> Organisational policies, standard operating procedures, procedures and plans Relevant Acts, regulations, codes of practice, licensing requirements, standards Relevant WHS data Office equipment and resources Interaction with others
BSBWHS410	Contribute to work-related health and safety measures and initiatives	<ul style="list-style-type: none"> Workplace policies and procedures Relevant legislation, regulations, standards and guidelines Information and resources about factors impacting on the health and safety of workers, and work-related health and safety measures and initiatives Relevant WHS documentation and records Case studies and, where possible, real situations Interaction with others

Declaration

I, _____ (name) as, the _____ (role) confirm that the above site is available for use to the named student and contains the above equipment and resources.

I confirm I hold the aforementioned qualifications and skills.

Supervisor Contact Name			
Supervisor Contact Number			
Supervisor Signature		Date	

Office Use

Workplace Site Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	
Name of Authorising Person		Position	
Authorised Signature			

OHS CHECKLIST

ATAR Design has a duty of care to all students and all ATAR Design staff involved in the quality training and assessment services to ensure services are conducted in a safe environment. Our assessor will complete the checklist prior to the commencement of training and assessment

OHS CRITERIA	Yes	No	N/A
Extinguishers are in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire exit signs are in working order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exit doors are not blocked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency plan is displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No broken plugs, sockets or switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No temporary leads on the floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is adequate illumination in working areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency lighting is operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No oil or grease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walkways are clearly marked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walkways are clear of obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear of rubbish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tools are stored properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate work height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No sharp edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SDS for all chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SDS Register is available and up to date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All chemicals are stored in accordance with the SDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All employees are aware of location of first aid kits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floors are not obstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floors are free from grease, oil, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WHS Manual available to workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency evacuation plan displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OHS CHECKLIST

Customer service environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will the student be assigned appropriate supervision throughout the training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complaint handling procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage facilities and containers for hot and cold storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First aid kit and manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand towel dispenser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separate hand basin and soap dispenser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detergents and disinfectants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Garbage bins and bags	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designated storage areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suitable storage shelves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting and transporting equipment such as trolleys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency evacuation plan displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Declaration

I, _____ (name) as, the _____ (role) confirm that the above site is safe to conduct training and assessment services.

Office Use

Workplace Site Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	
Name of Authorising Person		Position	
Authorised Signature			



ATAR | DESIGN