



**ATAR DESIGN**

## **Recognition of Prior Learning**

**BSB41415  
Certificate IV in Work Health and  
Safety**

**Part Two – Candidates Manual**



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# SECTION 1

## Candidate Information

The documentation in this section is for the applicant, to provide them the necessary information about the RPL process and to complete the appropriate forms.



## What is Work, Health and Safety?

Workplace Health and Safety (WHS) is the discipline concerned with protecting the health and safety of all stakeholders in the workplace from exposure to hazards and risks resulting from work activities.

Consult Australia unequivocally supports the adoption of WHS laws, regulations, and codes of practices that deliver improved workplace health and safety outcomes throughout Australia for all stakeholders.

Of interest, Safe Work Australia's Code of Practice for Safe Design of Structures, and Code of Practice for Safe Design, Import, Manufacture and Supply of Plant. Both can be found at [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au).

Safety in design is about encompassing safe design principles in the conceptual and design phase of a design project that apply over the entire life cycle of that project. The opportunities to address WHS in the design and planning of construction works are considerable. In this early phase it is often possible to design out hazards or incorporate risk control measures that are compatible with the original design concept and with the engineering and functional requirements of a project.

The BSB41415 Certificate IV in Work Health and Safety requires 10 units of competency to be successfully completed to achieve the credential. Of these 12 units, five (5) are compulsory and a further five (5) are selected from a list of Elective units.

*“If you are doing these roles in your job, then don’t write off your skills – consider getting them recognised.”*



<b>RPL Document Checklist</b>		<input type="checkbox"/>
Application Form	<ul style="list-style-type: none"><li>• Must be complete and signed with a response in every section.</li></ul>	<input type="checkbox"/>
100 points ID	<ul style="list-style-type: none"><li>• Passport, Birth Certificate – 70 points</li><li>• Driver Licence – 40 points</li><li>• Medicare card, Credit Card – 25 points</li><li>• Certified by a JP or appropriate person (see page 37)</li></ul>	<input type="checkbox"/>
Resume	<ul style="list-style-type: none"><li>• Must describe work history and what was performed in the jobs plus personal details</li></ul>	<input type="checkbox"/>
White Card	<ul style="list-style-type: none"><li>• If the industry you are applying to demands it</li><li>• Certified by a JP or appropriate person (see page 37)</li></ul>	<input type="checkbox"/>
<b>Applicant Details</b>		
References and an Employment letter	<ul style="list-style-type: none"><li>• A minimum of Two (2) referee's details</li><li>• Employment letter must be from one (1) of these referees.</li><li>• Describing Duties Included &amp; Position Held</li></ul>	<input type="checkbox"/>
Payslips Or Tax return	<ul style="list-style-type: none"><li>• Payslips for six (6) months as a minimum</li><li>• Tax return – most recent returns</li></ul>	<input type="checkbox"/>
<b>Sole Trader / Sub – Contractor / Self - Employed</b>		
Reference letter from contractors/clients/stakeholders	<ul style="list-style-type: none"><li>• From people who you have done work for</li></ul>	<input type="checkbox"/>
Business name Registration	<ul style="list-style-type: none"><li>• Certified by a JP or appropriate person (see page 37)</li></ul>	<input type="checkbox"/>
Insurance	<ul style="list-style-type: none"><li>• Current</li><li>• Certified by a JP or appropriate person (see page 37)</li></ul>	<input type="checkbox"/>
Invoices to clients Or Contractors	<ul style="list-style-type: none"><li>• Copies</li></ul>	<input type="checkbox"/>
Receipts for materials purchased	<ul style="list-style-type: none"><li>• From your suppliers</li></ul>	<input type="checkbox"/>
<b>Photographs and Videos</b>		
Two (2) photos performing jobs	<ul style="list-style-type: none"><li>• For each unit of competency – different to the videos</li><li>• Information should be included on the reverse side of the photograph as to what the activity applies to and the Unit of Competency it refers too.</li></ul>	<input type="checkbox"/>
Videos performing jobs	<ul style="list-style-type: none"><li>• Four (4) different units of competency – minimum of one (1) minute each</li></ul>	<input type="checkbox"/>



## **SECTION 1**

# **Candidate Information and Application Forms**

This Section (completed by the candidate) provides the assessor with valid information that you, the applicant, has achieved skills and knowledge to proceed further with the application. A lack of valid information will result in a conclusion to the process. It is designed and advises you about the assessment process as well as containing required forms for you to complete. From the information provided by you on these forms, it will develop a portfolio of evidence to permit an assessor to gain a general understanding of the skills and experience you possess, as well as referee contacts.



## Acceptable Forms of Evidence

The basic application of the Recognition of Prior learning is the provision of acceptable evidence from you, the applicant. You are required to produce evidence that proves the claim for Competency in a Unit of Competency (UOC) or a complete qualification.

Acceptable Documents that may be available to provide the evidence include but are not limited to:

- Any industry licences
- Intensive CV or work history
- Certificates/results of assessment
- Certificates/results of assessment – interstate/overseas
- Certificates/results of assessment – universities
- Results/statement of attendance/certificates – vendor training courses, in-house courses, workshops, seminars, symposiums
- Photographs of work undertaken – with explanation of the activity being undertaken
- Diaries/task sheets/job sheets/log books
- Membership of relevant professional associations
- Hobbies/interests/special skills outside work
- References/letters from previous employers/supervisors
- Industry awards
- Any other documentation that may demonstrate industry experience

Applicants also need to provide contact details for two referees who can confirm their industry skills in context and over time.

To have skills formally recognised under the Australian Qualifications Framework, you must ensure the applicant's skills meet industry standards.



## Help

To have your skills and knowledge formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and difficulty and make the recognition process stress-free for you.

Here are some tips and hints for you:

1. Be prepared to talk about your job roles and your work history. Bring a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there;
2. Bring your position description and any performance appraisals you have from any Brick and Blocklaying environments that you have worked in;
3. Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goals to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces, so your skills can be validated?
4. Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skills level;
5. Collect any certificates from in-house training or formal training you have done in the past; and
6. You can speak with your training organisation about other ways you can show your skills in Brick and Blocklaying. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.





## The Process

### Step 1 – Provide information of your skills and experience

Read the RPL Guide for All Participants to begin to understand the process and what is required of you for the provision of evidence and activities you may be subjected too in the evidence gathering process.

Complete the attached forms and provide as much information of your previous experience in Brick and Blocklaying as you can. This is your first opportunity (and not the last) to provide proof of your variety of experience in the industry. Here you can supply examples of your work history.

Depending on the industry you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL as the Assessor will work with you during the RPL process.

You will also need to supply contact details of at least two (2) work referees who can confirm your skills in the industry. Each referee does not have to verify all the required skills you need but only the ones that you completed whilst in their employ. It is anticipated that with the provision of referee reports and contact details that all skills and knowledge will be provided from all of referees.

### Step 2 – Statutory Declaration

The final document in this manual is a Statutory Declaration that you are required to complete to validate the claims of the evidence provided.

### Step 3 – A Conversation with your Assessor

An assessor will review the information you have provided (usually with you) and begin to match up your skills to the units/subjects in the qualification. At this point, you will have the opportunity to discuss and identify your previous experience with the assessor who will understand your industry experience and conduct a competency conversation with you. You will be required to answer Brick and Blocklaying related questions to identify your current skills.

### Step 4 – A Practical demonstration of your skills

If it is required, the assessor will conduct a practical skills test at your workplace (if appropriate) or at another suitable venue. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focussed on skills that are required in the qualification. Your assessor will identify the skills that he/she will want you to demonstrate.

### Further Steps

After the process, your assessor will give you information about the skills that have been recognised and whether you have gained your desired outcome.

As an assessment process, RPL is designed to identify areas of competency and to recognise if an applicant has gaps in skills and knowledge against a UOC or the complete qualification. Not all applicants will have skill/knowledge gaps.

If an applicant has skills gaps, a pathway to complete training in the outstanding parts can be advised to assist the applicant to gain the full qualification. The advice provided will indicate the most appropriate method to fill the skills gap – research, training or additional practice.

This RTO does not provide Gap Training for this qualification or any of the listed Units of Competency.



## Candidate Enrolment Form

### Personal Details

<b>Unique Student Identifier (USI)</b> (Refer to Page 6)					
<b>Surname</b>		<b>Given Name</b>			
<b>Home Address</b>					
<b>Suburb</b>		<b>State &amp; Postcode</b>			
<b>Telephone Number</b>		<b>Email Address</b>			
<b>Date of Birth</b>		<b>Male</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Female</b>

### Language and Cultural Diversity

<b>Country of Birth</b>		<b>Australian Citizenship</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	
<b>Are you of Australian Aboriginal or Torres Strait Islander origin?</b> (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)	<input type="checkbox"/>	<b>Yes</b>	<b>Aboriginal</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
	<input type="checkbox"/>	<b>No</b>	<b>Torres Strait Islander</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>How well do you speak English?</b>	<b>Very well</b>	<input type="checkbox"/>	<b>Not well</b>	<input type="checkbox"/>			
	<b>Well</b>	<input type="checkbox"/>	<b>Not at all</b>	<input type="checkbox"/>			
<b>Main language spoken at home if not English</b>							

### Disability

<b>Do you consider yourself to have a disability, impairment or long-term condition?</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	
<b>If YES, then please indicate the areas of disability, impairment or long-term condition (You may indicate more than one area.)</b>					
<b>Hearing/Deaf</b>	<input type="checkbox"/>	<b>Learning</b>	<input type="checkbox"/>	<b>Vision</b>	<input type="checkbox"/>
<b>Physical</b>	<input type="checkbox"/>	<b>Mental Illness</b>	<input type="checkbox"/>	<b>Medical Condition</b>	<input type="checkbox"/>
<b>Intellectual</b>	<input type="checkbox"/>	<b>Acquired Brain Impairment</b>	<input type="checkbox"/>	<b>Other</b>	<input type="checkbox"/>



Program History					
To get a job	<input type="checkbox"/>	To get a better job or promotion	<input type="checkbox"/>	To get into another course of study	<input type="checkbox"/>
To develop my existing business	<input type="checkbox"/>	It was a requirement of my job	<input type="checkbox"/>	For personal interest or self-development	<input type="checkbox"/>
To start my own business	<input type="checkbox"/>	I wanted extra skills for my job	<input type="checkbox"/>	Other reasons	<input type="checkbox"/>
To try for a different career	<input type="checkbox"/>				

Education		Previous Qualifications		Employment	
What is your highest COMPLETED school level? (Tick ONE box only.)		Have you SUCCESSFULLY completed any of the following qualifications?		Of the following categories, which BEST describes your current employment status? (Tick ONE box only.)	
Year 12 or equivalent	<input type="checkbox"/>	If YES, then tick ANY applicable boxes		Full-time employee	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	Bachelor's Degree or Higher Degree	<input type="checkbox"/>	Part-time employee	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	Advanced Diploma or Associate Degree	<input type="checkbox"/>	Self-employed - not employing others	<input type="checkbox"/>
Year 9 or equivalent	<input type="checkbox"/>	Diploma (or Associate Diploma)	<input type="checkbox"/>	Employer	<input type="checkbox"/>
Year 8 or below	<input type="checkbox"/>	Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/>	Employed - unpaid worker in a family business	<input type="checkbox"/>
Never attended school	<input type="checkbox"/>	Certificate III (or Trade Certificate)	<input type="checkbox"/>	Unemployed - seeking full-time work	<input type="checkbox"/>
In which YEAR did you complete that school level?	<input type="checkbox"/>	Certificate II	<input type="checkbox"/>	Unemployed - seeking part-time work	<input type="checkbox"/>
Are you still attending secondary school	<input type="checkbox"/>	Certificate I	<input type="checkbox"/>	Not employed - not seeking employment	<input type="checkbox"/>
		Certificates other than the above	<input type="checkbox"/>		

**Occupation You Are Requesting Recognition For**

BSB41415 Certificate IV in Work Health and Safety

**Maximum Duration**

3 months

**Fee Calculation****1<sup>st</sup> Payment to start****\$1,500.00****Completion Fee****\$1000**

No obligation is created on the RTO until an official receipt is issued.

**Fees Collection**

The RTO will accept an initial payment of no more than \$1500 from each individual student prior to the commencement of the process. Following commencement, the RTO will require payment of additional fees at the completion of the process and prior to the issue of certification.

**Current Employment**

Are you currently employed?

☐ Yes☐ No

If Yes, in which occupation are you currently employed?

Who is your current employer?

**Armed Forces details (If Applicable)**

Branch of Service

Trade classification on discharge

**Refund policy**

The following refund policy will apply:

- ATAR Design will provide a refund to the Learner within 14 days of receipt of the 'Application for Refund form', prior to the commencement of the RPL process
- ATAR Design will make no refund of any fees if 'Application for refund form' is received after the commencement of the RPL process

**Disclaimer**

Students are requested to declare at their time of enrolment anything that might prevent them from satisfactorily progressing through the assessment program e.g. anything related to physical ability, cultural background or educational background. The RTO will not accept liability for any issue not declared at enrolment that has a potential to prevent satisfactory progress.

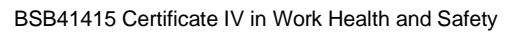


Further Training	
Have you undertaken any training courses related to the occupation applied for?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes	
What occupation were you trained in?	
Training completion Date (month, year)	
Country where you trained	
Name of course and institution (if applicable)	



(Add pages as required)

Is there any  
further  
information  
you wish to  
give in support  
of your  
application



## Unique Student Identifier

From 1 January 2015, we Institute of Training can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device.

**20. Enter your Unique Student identifier (if you already have one)**

Unique Student Identifier

[illegible]

*Unique Student Identifier*

Advice to RTOs: if you want to apply for USIs on behalf of your students (clients), please use the questions in the following section. Alternatively, a copy of the ID document can be obtained instead of recording this information.

Australian birth certificate: note that different details are required depending on the jurisdiction of issue. RTOs that wish to include the birth certificate option in their enrolment form should note the information items required set out at <https://www.usi.gov.au/about/forms-id/birth-certificate-australian>

Alternatively, they may wish not to include 'birth certificate' in their form.

Australian birth certificate: note that different details are required depending on the jurisdiction of issue. RTOs that wish to include the birth certificate option in their enrolment form should note the information items required set out at <https://www.usi.gov.au/about/forms-id/birth-certificate-australian>

Alternatively, they may wish not to include 'birth certificate' in their form.

Alternatively, they may wish not to include 'birth certificate' in their form.

**Additional Information for USI Application – only required if you do not already have a USI****Town/City of Birth***(please write the name of the Australian or overseas town or city where you were born)*

We will also need to verify your identity to create your USI.

**Please provide details for one of the forms of identity below.****Please ensure that the name written in ‘Personal Details’ section is the same as written in the document you provide below.****Australian Driver Licence**

State

Licence Number

**Medicare Card No**

Individual reference number (next to your name on Medicare card):

Card colour: (select which applies)

Green

☐

Expiry Date

(dd/mm/yyyy)

Yellow

☐

Blue

☐

Expiry Date

(dd/mm/yyyy)

**Australian Birth Certificate**

State/Territory

Australian Passport

Passport Number

Non-Australian Passport (with Australian Visa)

Passport Number

Country of Issue

Immicard

Immicard Number

Citizenship Certificate

Stock Number

Acquisition Date

(dd/mm/yyyy)

Certificate of Registration  
by Descent

Acquisition date

(dd/mm/yyyy)

In accordance with section 11 of the *Student Identifiers Act 2014*, Institute of Training will securely destroy personal information which we collect from individuals solely for applying for a USI on their behalf as soon as practicable after we have made the application, or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.





## Privacy Notice

Under the *Data Provision Requirements 2012*, The RTO is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by The RTO for statistical, regulatory and research purposes. The RTO may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.
- Personal information disclosed to NCVER may be used or disclosed for the following purposes:
  - Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
  - Facilitating statistics and research relating to education, including surveys;
  - Understanding how the VET market operates, for policy, workforce planning and consumer information; and
  - Administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

### Candidate Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student Signature ..... Date  
.....

**Application – Self Assessment Questionnaire****BSB41415 Certificate IV in Work Health and Safety****Applicant Name****Date**

For this self-assessment you are to consider your work history and comment on how often you use the skills and knowledge associated with the UOC listed. A complete explanation of the Skills and Knowledge requirements are listed in the RPL Guide for all Participants. This book is provided free of charge by this RTO.

Unit Code	Unit Title	I have performed these tasks			
		Frequently	Sometimes	Never	No. of years
<b>Core Units of Competency</b>					
BSBWHS402	Assist with compliance with WHS laws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BSBWHS403	Contribute to implementing and maintaining WHS consultation and participation processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BSBWHS404	Contribute to WHS hazard identification, risk assessment and risk control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BSBWHS405	Contribute to implementing and maintaining WHS management systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BSBWHS406	Assist with responding to incidents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Elective Units of Competency</b>					
BSBMGT502	Manage people performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BSBSUS401	Implement and monitor environmentally sustainable work practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BSBWHS408	Assist with effective WHS management of contractors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BSBWHS409	Assist with workplace monitoring processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BSBWHS410	Contribute to work-related health and safety measures and initiatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Applicant Signature</b>				<b>Date</b>	



Current Employment	
Are you currently employed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, in which occupation are you currently employed?	
Who is your current employer?	
Further Training	
Have you undertaken any training courses related to the occupation applied for?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes	
What occupation were you trained in?	
Training completion Date (month, year)	
Country where you trained	
Name of course and institution (if applicable)	

**Professional Referees** (relevant to work situation)

Name	
Position	
Organisation	
Phone Number	
Mobile Number	
Email Address	

Name	
Position	
Organisation	
Phone Number	
Mobile Number	
Email Address	

Name	
Position	
Organisation	
Phone Number	
Mobile Number	
Email Address	

Name	
Position	
Organisation	
Phone Number	
Mobile Number	
Email Address	



## Candidate Employment History Form

Name, Address and Phone number of Employers	Period of Employment (DD/MM/YYYY)		Position Held	Full Time Part-time Casual	Description of Major Duties
	From	To			
1.					
2.					
3.					
4.					
5.					



## SECTION 2

# Candidate Self-Assessment Evidence

This section is to provide visual and documentary evidence to validate claims of occupational currency as declared from the Application Self-Assessment Questionnaire from Section One including the capabilities and evidence of the applicant's abilities. It is suggested that the applicant should be included in any photographs to validate authenticity and each photograph is to be referenced to a UOC. Videos are to validate currency of skills. There is a requirement for a minimum of six (6) five (5) minute minimum videos of different processes for different UOC. Evidence for the provided table can be:

- Relevant Text Documents about previous work practices;
- Certificates gained from formal and Informal training;
- Workplace visit reports by the Assessor;
- Photographs; and
- Videos.

For each UOC for the qualification there is a requirement of a minimum of two (2) separate pieces of evidence. E.g. A relevant text document and a photograph identified a referenced to a UOC.



## Evidence Submitted by the Candidate

This section is for the candidate to demonstrate with evidence of knowledge and skills gained by any means available to them. Evidence must be able to provide proof of claims and must be entered on the list, given an evidence number and the same number entered on the supplied piece of evidence and then an explanation supplied on the following table.

Note: Only provide copies of evidence. NO ORIGINALS.

<b>Evidence</b> Add pages as required		
<b>Evidence must be numbered, and the activity is to be described and which Unit of Competency that you are providing evidence for.</b>		
<b>Evidence Number</b>	<b>Title of the Evidence</b>	<b>Support to which Unit of Competency</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		



Video 1		
Video 2		
Video 3		
Video 4		
Video 5		
Video 6		

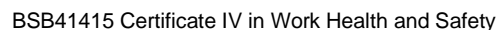




## SECTION 3

# Third Party Verification

This section is designed to be given to current employers, previous employers and/or referees to confirm the applicant's skills and experience in this qualification/occupation and when they were achieved. The referees should complete a word picture and return to you to confirm your judgement. It is suggested that this evidence may be able to be gathered in person during a workplace visit. This form of evidence can be sufficient when combined with Sections 2 and 3 to confirm competency and when the Competency Conversation (Part Three Section One) and the Challenge Tests (Part Four, Section One) may not be required to confirm competency.



(Date)

To whom it may concern,

Re:

skills in/as

(insert applicant name)

(insert industry/job title)

I certify that the above-named person has:

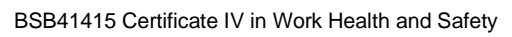
worked at \_\_\_\_\_ for a period of \_\_\_\_\_ years.

They regularly undertook the following activities within the workplace since commencing employment with the organisation:

➔ *Further Information about each Unit of Competency (UOC) is available in the RPL Guide for All Participants for this qualification that can be provided to you by the RTO or its assessor. Comments about what the applicant did with you matching the UOC is requested. It is not necessary to comment of each UOC if the applicant did not participate in the specific activity. It is suggested that the frequency and quality of the applicant's work is included in your response.*

**Provide comments about the employee, their performance and frequency of work**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



<b>Signature</b>
<b>Print Name</b>
<b>Position &amp; Organisation Name</b>
<b>Telephone</b>

## Referee Testimonial

(Date)

To whom it may concern,

Re:

skills in/as

*(insert applicant name)*

(insert industry/job title)

I certify that the above-named person has:

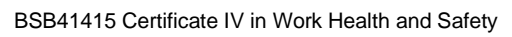
worked at ..... for a period of ..... years.

They regularly undertook the following activities within the workplace since commencing employment with the organisation:

→ Further Information about each Unit of Competency (UOC) is available in the RPL Guide for All Participants for this qualification that can be provided to you by the RTO or its assessor. Comments about what the applicant did with you matching the UOC is requested. It is not necessary to comment of each UOC if the applicant did not participate in the specific activity. It is suggested that the frequency and quality of the applicant's work is included in your response.

**Provide comments about the employee, their performance and frequency of work**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



<b>Signature</b>
<b>Print Name</b>
<b>Position &amp; Organisation Name</b>
<b>Telephone</b>



Commonwealth of Australia  
**STATUTORY DECLARATION**  
Statutory Declarations Act 1959

1 Insert the name, address and occupation of person making the declaration

I,<sup>1</sup>

make the following declaration under the Statutory Declarations Act 1959:

2 Set out matter declared to in numbered paragraphs

<sup>2</sup> do solemnly declare that I have ..... years' experience in Work Health and Safety and all the documents provided with this RPL application are genuine and reflection of my own work experience. I have performed all tasks competently in all the following units of competency:

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
BSBMGT502	Manage people performance
BSBSUS401	Implement and monitor environmentally sustainable work practices
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

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959, and I believe that the statements in this declaration are true in every particular.

3 Signature of person making the declaration  
4 Place  
5 Day  
6 Month and year

Declared at <sup>4</sup> on <sup>5</sup> of <sup>6</sup>

7 Signature of person before whom the declaration is made (see over)

Before me,  
<sup>7</sup>

8 Full name, qualification and address of person before whom the declaration is made (in printed letters)

<sup>8</sup>

A statutory declaration under the Statutory Declarations Act 1959 may be made before –

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the Statutory Declarations Act 1959.

Note 2 Chapter 2 of the Criminal Code applies to all offences against the Statutory Declarations Act 1959 — see section 5A of the Statutory Declarations Act 1959.



- 1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

- 2) a person who is enrolled on the role of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

- 3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955) Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court Commissioner for Affidavits Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is: (a) in a country or place outside Australia; and  
(b) authorised under paragraph 3 (d) of the Consular Fees Act 1955; and  
(c) exercising his or her function in that place

Employee of the Commonwealth who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (c) of the Consular Fees Act 1955; and

(c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service Holder of a statutory office not specified in another item in this list Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student Member of the Association of Taxation and Management Accountants Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

a) an officer; or

b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or

c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

(a) the Parliament of the Commonwealth; or

(b) the Parliament of a State; or

(c) a Territory legislature; or

(d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961

Notary public



Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

- (a) the Commonwealth or a Commonwealth authority; or (b) a State or Territory or a State or Territory authority; or (c) a local government authority; with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

- (a) the Commonwealth or a Commonwealth authority; or
- (b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution.