

BSB41415 Certificate IV in Work Health and Safety  
Training and Assessment Plan Program Guide  
for Trainers and Assessors

## SESSION PLAN

### PROGRAM OVERVIEW

Program title	BSB41415 Certificate IV in Work Health and Safety	
Cluster titles	Cluster 1 – Lead and manage teams Cluster 2 – Workplace monitoring Cluster 3 – Regulatory compliance and consultation Cluster 4 – Licencing, risk management and hazard control Cluster 5 – Workplace health and safety	
Training Plan	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
Duration	20 weeks	

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Learning Objective	<ul style="list-style-type: none"> <li>• Allocate work</li> <li>• Assess performance</li> <li>• Provide feedback</li> <li>• Manage follow up</li> <li>• Investigate current practices in relation to resource usage</li> <li>• Set targets for improvements</li> <li>• Implement performance improvement strategies</li> <li>• Monitor performance</li> <li>• Assist with determining the legal framework for WHS in the workplace</li> <li>• Assist with providing advice on WHS compliance</li> <li>• Assist with WHS legislation compliance measures</li> <li>• Identify individuals and parties involved in WHS consultation and participation processes</li> <li>• Contribute to WHS consultation and participation processes</li> <li>• Contribute to processes for communicating and sharing WHS information and data</li> <li>• Contribute to identifying and meeting training requirements for effective WHS consultation and participation</li> <li>• Contribute to improving WHS consultation and participation processes</li> <li>• Access information to identify hazards and assess and control risks</li> <li>• Contribute to compliance and workplace requirements</li> <li>• Contribute to workplace hazard identification</li> <li>• Contribute to WHS risk assessment</li> <li>• Contribute to the development, implementation and evaluation of risk control</li> <li>• Contribute to developing and promoting WHS policy</li> <li>• Contribute to WHSMS planning</li> <li>• Contribute to implementing the WHSMS plan</li> <li>• Contribute to evaluating WHS performance</li> <li>• Contribute to reviewing and improving the WHSMS</li> <li>• Assist with identifying legislative and other requirements</li> <li>• Assist with implementing initial incident response procedures</li> <li>• Assist with collecting WHS information and data relevant to an investigation</li> <li>• Assist incident investigations</li> <li>• Assist in implementing recommended measures and actions arising from investigations</li> <li>• Assist with identifying existing contractor WHS arrangements</li> <li>• Assist with evaluating contractor WHS arrangements and making improvements as required</li> <li>• Assist with selecting measuring devices</li> <li>• Assist with preparations to collect workplace information and data</li> <li>• Assist with collecting workplace information and data</li> <li>• Assist with documenting and evaluating results of monitoring</li> <li>• Contribute to scoping work-related health and safety measures and initiatives</li> <li>• Contribute to establishing work-related health and safety measures and initiatives</li> <li>• Contribute to ensuring work-related health and safety measures and initiatives comply with legislative requirements and obligations</li> <li>• Contribute to reviewing and evaluating work-related health and safety measures and initiatives</li> </ul>
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### PROGRAM OVERVIEW

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>
Delivery mode	<ul style="list-style-type: none"> <li>• Face to face instruction,</li> <li>• Self-directed learning,</li> <li>• Workplace supervised tasks,</li> <li>• Final assessment</li> </ul>

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
Cluster 1 – Lead and manage teams			
Face to face	Session 1, 2  BSBMGT502 Manage people performance  You will teach the Learner how to: <ul style="list-style-type: none"> <li>• Allocate work</li> <li>• Assess performance</li> <li>• Provide feedback</li> <li>• Manage follow up</li> </ul>	<ul style="list-style-type: none"> <li>• PowerPoint slides</li> <li>• PowerPoint handouts</li> <li>• Learner Activity Workbook</li> </ul>	2 x 4 hour sessions  M1: Week 1
Self-directed learning	Instruct the Learner to read the following: <ul style="list-style-type: none"> <li>• Learner Activity Workbook: BSBMGT502 Manage people performance</li> </ul> Have the Learner complete the activities in the: <ul style="list-style-type: none"> <li>• Learner Activity Workbook:               <ul style="list-style-type: none"> <li>– Learning Activities: 1.1 – 1.8, 2.1 – 2.4, 3.1 – 3.4, 4.1 – 4.5</li> <li>– Simulated Learning Activities: 1.1, 1.2</li> <li>– Self-Assessment Questionnaire 1 – 15</li> </ul> </li> </ul> The Learner must complete all tasks as listed above. The Learner needs to submit: <ul style="list-style-type: none"> <li>• Learner Activity Workbook</li> <li>• Learning Journal – you must ensure the Learner has completed the self-evaluation checklist</li> </ul> When the Learning Journal is complete, assess it for determination of readiness for assessment. Ensure you follow the Training and Assessment Plan below for details of due dates. If the Learner needs more time, follow the 'Extend the Training and Assessment Program Plan' process as outlined later in this document.	<ul style="list-style-type: none"> <li>• Self-paced learning tasks</li> <li>• Evidenced by:               <ul style="list-style-type: none"> <li>– Learner Activity Workbook</li> <li>– Learning Journal</li> </ul> </li> </ul>	12.5 hours per week  M1: Week 1, 2

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
Face to face	Session 3, 4  BSBWHS408 Assist with effective WHS management of contractors  You will teach the Learner how to: <ul style="list-style-type: none"> <li>• Assist with identifying existing contractor WHS arrangements</li> <li>• Assist with evaluating contractor WHS arrangements and making improvements as required</li> </ul>	<ul style="list-style-type: none"> <li>• PowerPoint slides</li> <li>• PowerPoint handouts</li> <li>• Learner Activity Workbook</li> <li>• Textbook: Work Health and Safety</li> <li>• Occupational Health and Safety Regulations 2017</li> <li>• OHS Regulations 2017: Summary of Changes</li> <li>• Summary of the Occupational Health and Safety Act 2004</li> </ul>	2 x 4 hour sessions  M1: Week 3

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
Self-directed learning	<p>Instruct the Learner to read the following:</p> <ul style="list-style-type: none"> <li>Learner Activity Workbook: BSBWHS408 Assist with effective WHS management of contractors</li> <li>Textbook: Work Health and Safety Chapter 4 – Managing Contractors</li> <li>Occupational Health and Safety Regulations 2017</li> <li>OHS Regulations 2017: Summary of Changes</li> <li>Summary of the Occupational Health and Safety Act 2004</li> </ul> <p>Have the Learner complete the activities in the:</p> <ul style="list-style-type: none"> <li>Learner Activity Workbook: <ul style="list-style-type: none"> <li>Learning Activities: 1.1 – 1.7, 2.1 – 2.10,</li> <li>Simulated Learning Activities: 1.1</li> <li>Self-Assessment Questionnaire 1 – 15</li> </ul> </li> </ul> <p>The Learner must complete all tasks as listed above. The Learner needs to submit:</p> <ul style="list-style-type: none"> <li>Learner Activity Workbook</li> <li>Learning Journal – you must ensure the Learner has completed the self-evaluation checklist</li> </ul> <p>When the Learning Journal is complete, assess it for determination of readiness for assessment. Ensure you follow the Training and Assessment Plan below for details of due dates. If the Learner needs more time, follow the 'Extend the Training and Assessment Program Plan' process as outlined later in this document.</p>	<ul style="list-style-type: none"> <li>Self-paced learning tasks</li> <li>Evidenced by: <ul style="list-style-type: none"> <li>Learner Activity Workbook</li> <li>Learning Journal</li> </ul> </li> </ul>	<p>12.5 hours per week</p> <p>M1: Week 3, 4</p>

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
On the job practical	<p>The Workplace Supervisor/Mentor must observe the Learner complete the following routine tasks:</p> <p>Routine tasks include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>Consult with relevant stakeholders to identify work requirements, performance standards and agreed performance indicators</li> <li>Develop work plans and allocate work to achieve outcomes efficiently and within organisational and legal requirements</li> <li>Monitor, evaluate and provide feedback on performance and provide coaching or training, as needed</li> <li>Reinforce excellence in performance through recognition and continuous feedback</li> <li>Seek assistance from human resources specialists where appropriate</li> <li>Keep records and documentation in accordance with the organisational performance management system.</li> <li>Assist with identifying existing contractor services including, labour hire and temporary workers, cleaning, catering, security, maintenance, repairs, installations and alterations and major contracts and projects as relevant to the organisation</li> <li>Access contracts for the identified services including formal contracts to supply services, documents related to the contracts and any undocumented understandings and agreements</li> <li>Assist in identifying contractor work health and safety (WHS) arrangements including actual contractor work processes, procedures and activities and organisational policies, procedures and systems</li> <li>Assist with evaluating contractor WHS arrangements for compliance and effectiveness in terms of: <ul style="list-style-type: none"> <li>WHS legislative requirements</li> <li>best practice</li> <li>workplace WHS information and data</li> </ul> </li> <li>Assist with identifying areas of contractor WHS arrangements that need improvement and in developing, implementing and evaluating improvements.</li> </ul>	<ul style="list-style-type: none"> <li>On the job practical supervised by Workplace Mentor</li> <li>Evidenced by Workplace Placement Workbook: <ul style="list-style-type: none"> <li>Part 1: Reflective Journal and Logbook</li> <li>Part 2: Third Party Report</li> </ul> </li> </ul>	<p>BSBMGT502 25 hours</p> <p>BSBWHS408 25 hours</p> <p>M1: Week 1, 2, 3, 4</p>



## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
	<p>The Learner needs to submit:</p> <ul style="list-style-type: none"> <li>The Learner must record their daily routine tasks in the Workplace Placement Workbook, Part 1: Reflective Journal and Logbook. These tasks are holistic. All tasks must be co-signed by the Workplace Supervisor/Mentor as agreed in the workplace agreement</li> <li>The Learner must have completed and recorded the required OTJP hours as indicated in the Training and Assessment Plan, for each unit of competency</li> <li>The Workplace Supervisor/Mentor must have completed the Workplace Placement Workbook, Part 2: Third Party Report.</li> <li>The Reflective Journal and Logbook and Third Party Report must be signed by the Learner and Workplace Supervisor/Mentor.</li> </ul> <p>You should assess the Workplace Placement Workbook, meet with the Supervisor/Mentor or phone to discuss the Learner's performance and make a determination of readiness for assessment.</p> <p>Ensure you follow the Training and Assessment Plan below for details of due dates etc.</p> <p>If the Learner needs more time, follow the 'Extend the Training and Assessment Program Plan' process as outlined later in this document.</p>		

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
Final Assessment	<p>The Learner must complete as instructed by you, the following:</p> <ul style="list-style-type: none"> <li>Assessment Workbook <ul style="list-style-type: none"> <li>Task 1: Written/Verbal Questions</li> <li>Task 2: Workplace Practical/Simulation Tasks</li> <li>Task 3: Projects</li> </ul> </li> <li>Workplace Placement Workbook <ul style="list-style-type: none"> <li>Part 3: Workplace Observation Report/Verbal Interview</li> </ul> </li> </ul> <p>Tasks have detailed instructions. When handing over the assessments you must go over the instructions with the Learner.</p> <p>Schedule in observation sessions with the Learner and the Workplace Supervisor within the allocated timeframe, as documented in the Training plan and schedule later in this document.</p>	<ul style="list-style-type: none"> <li>Evidenced by: <ul style="list-style-type: none"> <li>Assessment Workbook</li> <li>Workplace Placement Workbook: Part 3: Workplace Observation Report/ Verbal Interview</li> </ul> </li> </ul>	<p>BSBMGT502 10 hours</p> <p>BSBWHS408 10 hours</p> <p>M3: Week 3, 4</p>

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
	<p>Assessment conditions:</p> <p>BSBMGT502 Manage people performance Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:</p> <ul style="list-style-type: none"> <li>• Relevant legislation</li> <li>• Workplace documentation and resources</li> <li>• Case studies and, where possible, real situations</li> <li>• Interaction with others</li> </ul> <p>BSBWHS408 Assist with effective WHS management of contractors Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:</p> <ul style="list-style-type: none"> <li>• Relevant Acts, regulations, codes of practice, licensing requirements, standards</li> <li>• Relevant WHS data</li> <li>• Office equipment and resources</li> <li>• Case studies or, where possible, real situations</li> <li>• Interaction with others</li> </ul>		

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
Cluster 2 – Workplace monitoring			
Face to face	Session 5, 6  BSBSUS401 Implement and monitor environmentally sustainable work practices  You will teach the Learner how to: <ul style="list-style-type: none"> <li>• Investigate current practices in relation to resource usage</li> <li>• Set targets for improvements</li> <li>• Implement performance improvement strategies</li> <li>• Monitor performance</li> </ul>	<ul style="list-style-type: none"> <li>• PowerPoint slides</li> <li>• PowerPoint handouts</li> <li>• Learner Activity Workbook</li> <li>• Sustainability Toolkit – Offices</li> </ul>	2 x 4 hour sessions  M2: Week 1

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Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
Self-directed learning	<p>Instruct the Learner to read the following:</p> <ul style="list-style-type: none"> <li>Learner Activity Workbook: BSBSUS401 Implement and monitor environmentally sustainable work practices</li> <li>Sustainability Toolkit – Offices</li> </ul> <p>Have the Learner complete the activities in the:</p> <ul style="list-style-type: none"> <li>Learner Activity Workbook: <ul style="list-style-type: none"> <li>Learning Activities: 1.1 – 1.14, 2.1 – 2.6, 3.1 – 3.10, 4.1 – 4.10</li> <li>Simulated Learning Activities: 1.1</li> <li>Self-Assessment Questionnaire 1 – 16</li> </ul> </li> </ul> <p>The Learner must complete all tasks as listed above. The Learner needs to submit:</p> <ul style="list-style-type: none"> <li>Learner Activity Workbook</li> <li>Learning Journal – you must ensure the Learner has completed the self-evaluation checklist</li> </ul> <p>When the Learning Journal is complete, assess it for determination of readiness for assessment. Ensure you follow the Training and Assessment Plan below for details of due dates. If the Learner needs more time, follow the 'Extend the Training and Assessment Program Plan' process as outlined later in this document.</p>	<ul style="list-style-type: none"> <li>Self-paced learning tasks</li> <li>Evidenced by: <ul style="list-style-type: none"> <li>Learner Activity Workbook</li> <li>Learning Journal</li> </ul> </li> </ul>	<p>12.5 hours per week</p> <p>M2: Week 1, 2</p>

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
Face to face	Session 7, 8  BSBWHS409 Assist with workplace monitoring processes  You will teach the Learner how to: <ul style="list-style-type: none"> <li>• Assist with selecting measuring devices</li> <li>• Assist with preparations to collect workplace information and data</li> <li>• Assist with collecting workplace information and data</li> <li>• Assist with documenting and evaluating results of monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• PowerPoint slides</li> <li>• PowerPoint handouts</li> <li>• Learner Activity Workbook</li> <li>• Textbook: Work Health and Safety</li> <li>• Occupational Health and Safety Regulations 2017</li> <li>• Summary of the Occupational Health and Safety Act 2004</li> </ul>	2 x 4 hour sessions  M2: Week 3

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
Self-directed learning	<p>Instruct the Learner to read the following:</p> <ul style="list-style-type: none"> <li>Learner Activity Workbook: BSBWHS409 Assist with workplace monitoring processes</li> <li>Textbook: Work Health and Safety Chapter 9 – Health Monitoring</li> <li>Occupational Health and Safety Regulations 2017</li> <li>Summary of the Occupational Health and Safety Act 2004</li> </ul> <p>Have the Learner complete the activities in the:</p> <ul style="list-style-type: none"> <li>Learner Activity Workbook: <ul style="list-style-type: none"> <li>Learning Activities: 1.1 – 1.9, 2.1 – 2.5, 3.1 – 3.2, 4.1 – 4.7</li> <li>Simulated Learning Activities: 1.1</li> <li>Self-Assessment Questionnaire 1 – 11</li> </ul> </li> </ul> <p>The Learner must complete all tasks as listed above. The Learner needs to submit:</p> <ul style="list-style-type: none"> <li>Learner Activity Workbook</li> <li>Learning Journal – you must ensure the Learner has completed the self-evaluation checklist</li> </ul> <p>When the Learning Journal is complete, assess it for determination of readiness for assessment. Ensure you follow the Training and Assessment Plan below for details of due dates. If the Learner needs more time, follow the 'Extend the Training and Assessment Program Plan' process as outlined later in this document.</p>	<ul style="list-style-type: none"> <li>Self-paced learning tasks</li> <li>Evidenced by: <ul style="list-style-type: none"> <li>Learner Activity Workbook</li> <li>Learning Journal</li> </ul> </li> </ul>	<p>12.5 hours per week</p> <p>M2: Week 3, 4</p>

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
On the job practical	<p>The Workplace Supervisor/Mentor must observe the Learner complete the following routine tasks:</p> <p>Routine tasks include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>Analyse information from a range of sources to identify current procedures, practices and compliance requirements in relation to environmental and resource sustainability</li> <li>Consult and communicate with relevant stakeholders to seek input and encourage engagement with developing and implementing sustainability improvements, encourage feedback and suggestions and report on outcomes</li> <li>Plan and organise work group activities to: <ul style="list-style-type: none"> <li>Measure current resource usage</li> <li>Solve problems and generate ideas for improvements</li> <li>Evaluate and implement strategies to improve resource usage</li> <li>Plan, implement and integrate improvements into operations</li> <li>Meet environmental requirements</li> </ul> </li> <li>Apply continuous improvement approach to sustainability performance</li> <li>Apply change management techniques to support sustainability performance.</li> <li>Identifying regulatory requirements and standards that apply to monitoring of physical agents and/or conditions relevant to work health and safety (WHS)</li> <li>Identifying the context of measurements to be undertaken including: <ul style="list-style-type: none"> <li>Which physical agents and/or conditions will be measured and their characteristics</li> <li>Where the measurements will be taken</li> <li>Area or space available</li> <li>Movements of people and equipment, tasks or activities being undertaken, number of persons occupying area and other factors that may impact on the sampling or data-collection processes</li> <li>Physical features of equipment, such as emitting sources</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>On the job practical supervised by Workplace Mentor</li> <li>Evidenced by Workplace Placement Workbook: <ul style="list-style-type: none"> <li>Part 1: Reflective Journal and Logbook</li> <li>Part 2: Third Party Report</li> </ul> </li> </ul>	<p>BSBSUS401 25 hours</p> <p>BSBWHS409 25 hours</p> <p>M2: Week 1, 2, 3, 4</p>



## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
	<ul style="list-style-type: none"> <li>Preparing for and collecting workplace WHS data and information including: <ul style="list-style-type: none"> <li>Selecting and calibrating appropriate equipment and selecting appropriate scale</li> <li>Defining a sampling process and plan</li> <li>Performing tests</li> <li>Correct preparation, use, maintenance, cleaning storage and if required disposal of equipment</li> </ul> </li> <li>Consultation and communication with individuals and parties about the requirements, purpose and nature of the monitoring</li> <li>Interpreting and evaluating results of monitoring including calculations using appropriate units of measurement, logarithmic scales, decimals and order of magnitude relevant to making and interpreting measurements and measurement error</li> <li>Preparing and presenting clear and logical reports that are appropriate to purpose of report and the target audience</li> <li>Keeping records that meet regulatory requirements</li> <li>Seek expert advice, support and equipment as required.</li> <li>Ensure own safety during monitoring process.</li> </ul>		

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
	<p>The Learner needs to submit:</p> <ul style="list-style-type: none"> <li>The Learner must record their daily routine tasks in the Workplace Placement Workbook, Part 1: Reflective Journal and Logbook. These tasks are holistic. All tasks must be co-signed by the Workplace Supervisor/Mentor as agreed in the workplace agreement</li> <li>The Learner must have completed and recorded the required OTJP hours as indicated in the Training and Assessment Plan, for each unit of competency</li> <li>The Workplace Supervisor/Mentor must have completed the Workplace Placement Workbook, Part 2: Third Party Report.</li> <li>The Reflective Journal and Logbook and Third Party Report must be signed by the Learner and Workplace Supervisor/Mentor.</li> </ul> <p>You should assess the Workplace Placement Workbook, meet with the Supervisor/Mentor or phone to discuss the Learner's performance and make a determination of readiness for assessment.</p> <p>Ensure you follow the Training and Assessment Plan below for details of due dates etc.</p> <p>If the Learner needs more time, follow the 'Extend the Training and Assessment Program Plan' process as outlined later in this document.</p>		

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
Final Assessment	<p>The Learner must complete as instructed by you, the following:</p> <ul style="list-style-type: none"> <li>Assessment Workbook <ul style="list-style-type: none"> <li>Task 1: Written/Verbal Questions</li> <li>Task 2: Workplace Practical/Simulation Tasks</li> <li>Task 3: Projects</li> </ul> </li> <li>Workplace Placement Workbook <ul style="list-style-type: none"> <li>Part 3: Workplace Observation Report/Verbal Interview</li> </ul> </li> </ul> <p>Tasks have detailed instructions. When handing over the assessments you must go over the instructions with the Learner.</p> <p>Schedule in observation sessions with the Learner and the Workplace Supervisor within the allocated timeframe, as documented in the Training plan and schedule later in this document.</p>	<ul style="list-style-type: none"> <li>Evidenced by: <ul style="list-style-type: none"> <li>Assessment Workbook</li> <li>Workplace Placement Workbook: Part 3: Workplace Observation Report/ Verbal Interview</li> </ul> </li> </ul>	<p>BSBSUS401 10 hours</p> <p>BSBWHS409 10 hours</p> <p>M4: Week 1, 2</p>

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
	<p>Assessment conditions:</p> <p>BSBSUS401 Implement and monitor environmentally sustainable work practices Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the sustainability field of work and include access to:</p> <ul style="list-style-type: none"> <li>• Relevant legislation, regulations, standards and codes</li> <li>• Relevant workplace documentation and resources</li> <li>• Case studies or, where possible, real situations</li> <li>• Interaction with others.</li> </ul> <p>BSBWHS409 Assist with workplace monitoring processes Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:</p> <ul style="list-style-type: none"> <li>• Measuring devices and equipment</li> <li>• Office equipment and resources</li> <li>• Relevant Acts, regulations, codes of practice, licensing requirements, standards</li> <li>• Case studies and, where possible, real situations</li> <li>• Interaction with others.</li> </ul>		

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
Cluster 3 – Regulatory compliance and consultation			
Face to face	Session 9, 10  BSBWHS402 Assist with compliance with WHS laws  You will teach the Learner how to: <ul style="list-style-type: none"> <li>Assist with determining the legal framework for WHS in the workplace</li> <li>Assist with providing advice on WHS compliance</li> <li>Assist with WHS legislation compliance measures</li> </ul>	<ul style="list-style-type: none"> <li>PowerPoint slides</li> <li>PowerPoint handouts</li> <li>Learner Activity Workbook</li> <li>Textbook: Work Health and Safety</li> <li>Occupational Health and Safety Regulations 2017</li> <li>Summary of the Occupational Health and Safety Act 2004</li> </ul>	2 x 4 hour sessions  M3: Week 1

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
Self-directed learning	<p>Instruct the Learner to read the following:</p> <ul style="list-style-type: none"> <li>Learner Activity Workbook: BSBWHS402 Assist with compliance with WHS laws</li> <li>Textbook: Work Health and Safety Chapter 1 – The legislation framework</li> <li>Occupational Health and Safety Regulations 2017</li> <li>Summary of the Occupational Health and Safety Act 2004</li> </ul> <p>Have the Learner complete the activities in the:</p> <ul style="list-style-type: none"> <li>Learner Activity Workbook: <ul style="list-style-type: none"> <li>Learning Activities: 1.1 – 1.9, 2.1 – 2.4, 3.1 – 3.10</li> <li>Simulated Learning Activities: 1.1</li> <li>Self-Assessment Questionnaire 1 – 15</li> </ul> </li> </ul> <p>The Learner must complete all tasks as listed above. The Learner needs to submit:</p> <ul style="list-style-type: none"> <li>Learner Activity Workbook</li> <li>Learning Journal – you must ensure the Learner has completed the self-evaluation checklist</li> </ul> <p>When the Learning Journal is complete, assess it for determination of readiness for assessment. Ensure you follow the Training and Assessment Plan below for details of due dates. If the Learner needs more time, follow the 'Extend the Training and Assessment Program Plan' process as outlined later in this document.</p>	<ul style="list-style-type: none"> <li>Self-paced learning tasks</li> <li>Evidenced by: <ul style="list-style-type: none"> <li>Learner Activity Workbook</li> <li>Learning Journal</li> </ul> </li> </ul>	<p>12.5 hours per week</p> <p>M3: Week 1, 2</p>

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
Face to face	Session 11, 12  BSBWHS405 Contribute to implementing and maintaining WHS management systems  You will teach the Learner how to: <ul style="list-style-type: none"> <li>• Contribute to developing and promoting WHS policy</li> <li>• Contribute to WHSMS planning</li> <li>• Contribute to implementing the WHSMS plan</li> <li>• Contribute to evaluating WHS performance</li> <li>• Contribute to reviewing and improving the WHSMS</li> </ul>	<ul style="list-style-type: none"> <li>• PowerPoint slides</li> <li>• PowerPoint handouts</li> <li>• Learner Activity Workbook</li> <li>• Textbook: Work Health and Safety</li> <li>• Occupational Health and Safety Regulations 2017</li> <li>• Summary of the Occupational Health and Safety Act 2004</li> </ul>	2 x 4 hour sessions  M3: Week 3

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
Self-directed learning	<p>Instruct the Learner to read the following:</p> <ul style="list-style-type: none"> <li>Learner Activity Workbook: BSBWHS405 Contribute to implementing and maintaining WHS management systems</li> <li>Textbook: Work Health and Safety Chapter 5 – Develop and implement a compliant WHSMS</li> <li>Occupational Health and Safety Regulations 2017</li> <li>Summary of the Occupational Health and Safety Act 2004</li> </ul> <p>Have the Learner complete the activities in the:</p> <ul style="list-style-type: none"> <li>Learner Activity Workbook: <ul style="list-style-type: none"> <li>Learning Activities: 1.1 – 1.11, 2.1 – 2.20, 3.1 – 3.10, 4.1 – 4.4, 5.1 – 5.3</li> <li>Simulated Learning Activities: 1.1, 1.2</li> <li>Self-Assessment Questionnaire 1 – 18</li> </ul> </li> </ul> <p>The Learner must complete all tasks as listed above. The Learner needs to submit:</p> <ul style="list-style-type: none"> <li>Learner Activity Workbook</li> <li>Learning Journal – you must ensure the Learner has completed the self-evaluation checklist</li> </ul> <p>When the Learning Journal is complete, assess it for determination of readiness for assessment. Ensure you follow the Training and Assessment Plan below for details of due dates. If the Learner needs more time, follow the 'Extend the Training and Assessment Program Plan' process as outlined later in this document.</p>	<ul style="list-style-type: none"> <li>Self-paced learning tasks</li> <li>Evidenced by: <ul style="list-style-type: none"> <li>Learner Activity Workbook</li> <li>Learning Journal</li> </ul> </li> </ul>	<p>12.5 hours per week</p> <p>M3: Week 3, 4</p>



## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
On the job practical	<p>The Workplace Supervisor/Mentor must observe the Learner complete the following routine tasks:</p> <p>Routine tasks include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>Determining current work health and safety (WHS) legal requirements for the workplace</li> <li>Providing advice to parties and individuals about current WHS legal requirements for the workplace, including underpinning principles, legal duties, rights and obligations and WHS regulator functions and powers</li> <li>Assessing workplace compliance with WHS legislative requirements</li> <li>Determining the training needs of individuals and parties in relation to WHS requirements</li> <li>Developing and implementing workplace changes in order to achieve WHS legal compliance</li> <li>Developing work health and safety (WHS) policy</li> <li>Planning the Work Health and Safety management system (WHSMS) to incorporate return-to-work and injury management procedures and other elements relevant to the work area</li> <li>Communicating and explaining WHS policy and the WHSMS to others to facilitate their contribution in developing, implementing and evaluating the systems</li> <li>Implementing the plan</li> <li>Evaluating WHS performance and communicating the outcomes</li> <li>Reviewing and improving the WHSMS.</li> </ul>	<ul style="list-style-type: none"> <li>On the job practical supervised by Workplace Mentor</li> <li>Evidenced by Workplace Placement Workbook: <ul style="list-style-type: none"> <li>Part 1: Reflective Journal and Logbook</li> <li>Part 2: Third Party Report</li> </ul> </li> </ul>	<p>BSBWHS402 25 hours</p> <p>BSBWHS405 25 hours</p> <p>M3: Week 1, 2, 3, 4</p>

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
	<p>The Learner needs to submit:</p> <ul style="list-style-type: none"> <li>The Learner must record their daily routine tasks in the Workplace Placement Workbook, Part 1: Reflective Journal and Logbook. These tasks are holistic. All tasks must be co-signed by the Workplace Supervisor/Mentor as agreed in the workplace agreement</li> <li>The Learner must have completed and recorded the required OTJP hours as indicated in the Training and Assessment Plan, for each unit of competency</li> <li>The Workplace Supervisor/Mentor must have completed the Workplace Placement Workbook, Part 2: Third Party Report.</li> <li>The Reflective Journal and Logbook and Third Party Report must be signed by the Learner and Workplace Supervisor/Mentor.</li> </ul> <p>You should assess the Workplace Placement Workbook, meet with the Supervisor/Mentor or phone to discuss the Learner's performance and make a determination of readiness for assessment.</p> <p>Ensure you follow the Training and Assessment Plan below for details of due dates etc.</p> <p>If the Learner needs more time, follow the 'Extend the Training and Assessment Program Plan' process as outlined later in this document.</p>		

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
Final Assessment	<p>The Learner must complete as instructed by you, the following:</p> <ul style="list-style-type: none"> <li>Assessment Workbook <ul style="list-style-type: none"> <li>Task 1: Written/Verbal Questions</li> <li>Task 2: Workplace Practical/Simulation Tasks</li> <li>Task 3: Projects</li> </ul> </li> <li>Workplace Placement Workbook <ul style="list-style-type: none"> <li>Part 3: Workplace Observation Report/Verbal Interview</li> </ul> </li> </ul> <p>Tasks have detailed instructions. When handing over the assessments you must go over the instructions with the Learner.</p> <p>Schedule in observation sessions with the Learner and the Workplace Supervisor within the allocated timeframe, as documented in the Training plan and schedule later in this document.</p>	<ul style="list-style-type: none"> <li>Evidenced by: <ul style="list-style-type: none"> <li>Assessment Workbook</li> <li>Workplace Placement Workbook: Part 3: Workplace Observation Report/ Verbal Interview</li> </ul> </li> </ul>	<p>BSBWHS402 10 hours</p> <p>BSBWHS405 10 hours</p> <p>M4: Week 3, 4</p>

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
	<p>Assessment conditions:</p> <p>BSBWHS402 Assist with compliance with WHS laws Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:</p> <ul style="list-style-type: none"> <li>• Relevant Acts, regulations, codes of practice, standards and guidance material</li> <li>• Relevant workplace documentation</li> <li>• Reports from individuals and parties consulted in ensuring WHS compliance</li> <li>• Case studies and, where possible, real situations</li> <li>• Interaction with others</li> </ul> <p>BSBWHS405 Contribute to implementing and maintaining WHS management systems Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:</p> <ul style="list-style-type: none"> <li>• Office equipment and resources</li> <li>• Relevant Acts, regulations, codes of practice, standards and guidelines</li> <li>• Workplace WHS policies and procedures</li> </ul>		

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
Cluster 4 – Licencing, risk management and hazard control			
Face to face	Session 13, 14  BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control  You will teach the Learner how to: <ul style="list-style-type: none"> <li>• Access information to identify hazards and assess and control risks</li> <li>• Contribute to compliance and workplace requirements</li> <li>• Contribute to workplace hazard identification</li> <li>• Contribute to WHS risk assessment</li> <li>• Contribute to the development, implementation and evaluation of risk control</li> </ul>	<ul style="list-style-type: none"> <li>• PowerPoint slides</li> <li>• PowerPoint handouts</li> <li>• Learner Activity Workbook</li> <li>• Textbook: Work Health and Safety</li> <li>• Occupational Health and Safety Regulations 2017</li> <li>• Summary of the Occupational Health and Safety Act 2004</li> </ul>	2 x 4 hour sessions  M4: Week 1

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
Self-directed learning	<p>Instruct the Learner to read the following:</p> <ul style="list-style-type: none"> <li>Learner Activity Workbook: BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control</li> <li>Textbook: Work Health and Safety Chapter 6 – Identifying hazards</li> <li>Occupational Health and Safety Regulations 2017</li> <li>Summary of the Occupational Health and Safety Act 2004</li> </ul> <p>Have the Learner complete the activities in the:</p> <ul style="list-style-type: none"> <li>Learner Activity Workbook: <ul style="list-style-type: none"> <li>Learning Activities: 1.1 – 1.7, 2.1 – 2.9, 3.1 – 3.6, 4.1 – 4.10, 5.1 – 5.10</li> <li>Simulated Learning Activities: 1.1, 1.2</li> <li>Self-Assessment Questionnaire 1 – 17</li> </ul> </li> </ul> <p>The Learner must complete all tasks as listed above. The Learner needs to submit:</p> <ul style="list-style-type: none"> <li>Learner Activity Workbook</li> <li>Learning Journal – you must ensure the Learner has completed the self-evaluation checklist</li> </ul> <p>When the Learning Journal is complete, assess it for determination of readiness for assessment. Ensure you follow the Training and Assessment Plan below for details of due dates. If the Learner needs more time, follow the 'Extend the Training and Assessment Program Plan' process as outlined later in this document.</p>	<ul style="list-style-type: none"> <li>Self-paced learning tasks</li> <li>Evidenced by: <ul style="list-style-type: none"> <li>Learner Activity Workbook</li> <li>Learning Journal</li> </ul> </li> </ul>	<p>12.5 hours per week</p> <p>M4: Week 1, 2</p>

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
Face to face	Session 15, 16  BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes  You will teach the Learner how to: <ul style="list-style-type: none"> <li>• Identify individuals and parties involved in WHS consultation and participation processes</li> <li>• Contribute to WHS consultation and participation processes</li> <li>• Contribute to processes for communicating and sharing WHS information and data</li> <li>• Contribute to identifying and meeting training requirements for effective WHS consultation and participation</li> <li>• Contribute to improving WHS consultation and participation processes</li> </ul>	<ul style="list-style-type: none"> <li>• PowerPoint slides</li> <li>• PowerPoint handouts</li> <li>• Learner Activity Workbook</li> <li>• Textbook: Work Health and Safety</li> <li>• Occupational Health and Safety Regulations 2017</li> <li>• Summary of the Occupational Health and Safety Act 2004</li> </ul>	2 x 4 hour sessions  M4: Week 3

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
Self-directed learning	<p>Instruct the Learner to read the following:</p> <ul style="list-style-type: none"> <li>Learner Activity Workbook: BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes</li> <li>Textbook: Work Health and Safety Chapter 8 – Consultation</li> <li>Occupational Health and Safety Regulations 2017</li> <li>Summary of the Occupational Health and Safety Act 2004</li> </ul> <p>Have the Learner complete the activities in the:</p> <ul style="list-style-type: none"> <li>Learner Activity Workbook: <ul style="list-style-type: none"> <li>Learning Activities: 1.1 – 1.4, 2.1 -2.8, 3.1 – 3.8, 4.1 – 4.4, 5.1 – 5.3</li> <li>Simulated Learning Activities: 1.1</li> <li>Self-Assessment Questionnaire 1 – 8</li> </ul> </li> </ul> <p>The Learner must complete all tasks as listed above. The Learner needs to submit:</p> <ul style="list-style-type: none"> <li>Learner Activity Workbook</li> <li>Learning Journal – you must ensure the Learner has completed the self-evaluation checklist</li> </ul> <p>When the Learning Journal is complete, assess it for determination of readiness for assessment. Ensure you follow the Training and Assessment Plan below for details of due dates. If the Learner needs more time, follow the 'Extend the Training and Assessment Program Plan' process as outlined later in this document.</p>	<ul style="list-style-type: none"> <li>Self-paced learning tasks</li> <li>Evidenced by: <ul style="list-style-type: none"> <li>Learner Activity Workbook</li> <li>Learning Journal</li> </ul> </li> </ul>	<p>12.5 hours per week</p> <p>M4: Week 3, 4</p>



## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
On the job practical	<p>The Workplace Supervisor/Mentor must observe the Learner complete the following routine tasks:</p> <p>Routine tasks include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>Identify and interpret information and data about work health and safety (WHS) requirements and apply it to the selection and application of techniques, tools and processes for hazard identification, risk assessment and risk control and the development of a risk control plan</li> <li>Contribute to documenting and evaluating risk management processes</li> <li>Communicate about WHS requirements and compliance with a range of people</li> <li>Comply with WHS requirements for hazard identification, risk assessment and risk control activities</li> <li>Identify WHS duty holders and their duties</li> <li>Explain clearly and accurately to individuals and parties the legal roles, duties, rights and responsibilities of self and others regarding work health and safety (WHS) consultation and participation processes</li> <li>Contribute, as appropriate to job role and work area, to: <ul style="list-style-type: none"> <li>Setting up and running WHS consultation and participation processes to ensure that relevant individuals and parties understand and can participate in the processes</li> <li>Identifying training needs to support the WHS consultation and participation processes and providing learning opportunities, coaching and mentoring as appropriate to needs</li> <li>Communicating information and data about WHS consultation and participation processes</li> <li>Identifying barriers to effective WHS consultation and participation and developing, implementing and evaluating measures to remove the barriers</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>On the job practical supervised by Workplace Mentor</li> <li>Evidenced by Workplace Placement Workbook: <ul style="list-style-type: none"> <li>Part 1: Reflective Journal and Logbook</li> <li>Part 2: Third Party Report</li> </ul> </li> </ul>	<p>BSBWHS404 25 hours</p> <p>BSBWHS403 25 hours</p> <p>M4: Week 1, 2, 3, 4</p>

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
	<p>The Learner needs to submit:</p> <ul style="list-style-type: none"> <li>The Learner must record their daily routine tasks in the Workplace Placement Workbook, Part 1: Reflective Journal and Logbook. These tasks are holistic. All tasks must be co-signed by the Workplace Supervisor/Mentor as agreed in the workplace agreement</li> <li>The Learner must have completed and recorded the required OTJP hours as indicated in the Training and Assessment Plan, for each unit of competency</li> <li>The Workplace Supervisor/Mentor must have completed the Workplace Placement Workbook, Part 2: Third Party Report.</li> <li>The Reflective Journal and Logbook and Third Party Report must be signed by the Learner and Workplace Supervisor/Mentor.</li> </ul> <p>You should assess the Workplace Placement Workbook, meet with the Supervisor/Mentor or phone to discuss the Learner's performance and make a determination of readiness for assessment.</p> <p>Ensure you follow the Training and Assessment Plan below for details of due dates etc.</p> <p>If the Learner needs more time, follow the 'Extend the Training and Assessment Program Plan' process as outlined later in this document.</p>		

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
Final Assessment	<p>The Learner must complete as instructed by you, the following:</p> <ul style="list-style-type: none"> <li>Assessment Workbook <ul style="list-style-type: none"> <li>Task 1: Written/Verbal Questions</li> <li>Task 2: Workplace Practical/Simulation Tasks</li> <li>Task 3: Projects</li> </ul> </li> <li>Workplace Placement Workbook <ul style="list-style-type: none"> <li>Part 3: Workplace Observation Report/Verbal Interview</li> </ul> </li> </ul> <p>Tasks have detailed instructions. When handing over the assessments you must go over the instructions with the Learner.</p> <p>Schedule in observation sessions with the Learner and the Workplace Supervisor within the allocated timeframe, as documented in the Training plan and schedule later in this document.</p>	<ul style="list-style-type: none"> <li>Evidenced by: <ul style="list-style-type: none"> <li>Assessment Workbook</li> <li>Workplace Placement Workbook: Part 3: Workplace Observation Report/ Verbal Interview</li> </ul> </li> </ul>	<p>BSBWHS404 10 hours</p> <p>BSBWHS403 10 hours</p> <p>M5: Week 1, 2</p>

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
	<p>Assessment conditions:</p> <p>BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:</p> <ul style="list-style-type: none"> <li>• Office equipment and resources</li> <li>• Relevant legislation, standards and guidelines</li> <li>• Relevant policies, procedures, processes and systems</li> <li>• Case studies and, where possible, real situations</li> <li>• Interaction with others</li> </ul> <p>BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:</p> <ul style="list-style-type: none"> <li>• Office equipment and resources</li> <li>• Relevant Acts, regulations, codes of practice, standards and guidelines</li> <li>• Workplace documentation and personnel</li> </ul>		

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
Cluster 5 – Workplace health and safety			
Face to face	Session 17, 18  BSBWHS406 Assist with responding to incidents  You will teach the Learner how to: <ul style="list-style-type: none"> <li>• Assist with identifying legislative and other requirements</li> <li>• Assist with implementing initial incident response procedures</li> <li>• Assist with collecting WHS information and data relevant to an investigation</li> <li>• Assist incident investigations</li> <li>• Assist in implementing recommended measures and actions arising from investigations</li> </ul>	<ul style="list-style-type: none"> <li>• PowerPoint slides</li> <li>• PowerPoint handouts</li> <li>• Learner Activity Workbook</li> <li>• Textbook: Work Health and Safety</li> <li>• Occupational Health and Safety Regulations 2017</li> <li>• Summary of the Occupational Health and Safety Act 2004</li> </ul>	2 x 4 hour sessions  M5: Week 1

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
Self-directed learning	<p>Instruct the Learner to read the following:</p> <ul style="list-style-type: none"> <li>Learner Activity Workbook: BSBWHS406 Assist with responding to incidents</li> <li>Textbook: Work Health and Safety Chapter 10 – Incident investigation</li> <li>Occupational Health and Safety Regulations 2017</li> <li>Summary of the Occupational Health and Safety Act 2004</li> </ul> <p>Have the Learner complete the activities in the:</p> <ul style="list-style-type: none"> <li>Learner Activity Workbook: <ul style="list-style-type: none"> <li>Learning Activities: 1.1 – 1.6, 2.1 – 2.7, 3.1 – 3.5, 4.1 – 4.11, 5.1 – 5.5</li> <li>Simulated Learning Activities: 1.1, 1.2</li> <li>Self-Assessment Questionnaire 1 – 12</li> </ul> </li> </ul> <p>The Learner must complete all tasks as listed above. The Learner needs to submit:</p> <ul style="list-style-type: none"> <li>Learner Activity Workbook</li> <li>Learning Journal – you must ensure the Learner has completed the self-evaluation checklist</li> </ul> <p>When the Learning Journal is complete, assess it for determination of readiness for assessment. Ensure you follow the Training and Assessment Plan below for details of due dates. If the Learner needs more time, follow the 'Extend the Training and Assessment Program Plan' process as outlined later in this document.</p>	<ul style="list-style-type: none"> <li>Self-paced learning tasks</li> <li>Evidenced by: <ul style="list-style-type: none"> <li>Learner Activity Workbook</li> <li>Learning Journal</li> </ul> </li> </ul>	<p>12.5 hours per week</p> <p>M5: Week 1, 2</p>

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
Face to face	Session 19, 20  BSBWHS410 Contribute to work-related health and safety measures and initiatives  You will teach the Learner how to: <ul style="list-style-type: none"> <li>• Contribute to scoping work-related health and safety measures and initiatives</li> <li>• Contribute to establishing work-related health and safety measures and initiatives</li> <li>• Contribute to ensuring work-related health and safety measures and initiatives comply with legislative requirements and obligations</li> <li>• Contribute to reviewing and evaluating work-related health and safety measures and initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• PowerPoint slides</li> <li>• PowerPoint handouts</li> <li>• Learner Activity Workbook</li> <li>• Occupational Health and Safety Regulations 2017</li> <li>• Summary of the Occupational Health and Safety Act 2004</li> </ul>	2 x 4 hour sessions  M5: Week 3

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
Self-directed learning	<p>Instruct the Learner to read the following:</p> <ul style="list-style-type: none"> <li>Learner Activity Workbook: BSBWHS410 Contribute to work-related health and safety measures and initiatives</li> <li>Occupational Health and Safety Regulations 2017</li> <li>Summary of the Occupational Health and Safety Act 2004</li> </ul> <p>Have the Learner complete the activities in the:</p> <ul style="list-style-type: none"> <li>Learner Activity Workbook: <ul style="list-style-type: none"> <li>Learning Activities: 1.1 – 1.6, 2.1 – 2.4, 3.1 – 3.3, 4.1 4.4</li> <li>Simulated Learning Activities: 1.1</li> <li>Self-Assessment Questionnaire 1 – 8</li> </ul> </li> </ul> <p>The Learner must complete all tasks as listed above. The Learner needs to submit:</p> <ul style="list-style-type: none"> <li>Learner Activity Workbook</li> <li>Learning Journal – you must ensure the Learner has completed the self-evaluation checklist</li> </ul> <p>When the Learning Journal is complete, assess it for determination of readiness for assessment. Ensure you follow the Training and Assessment Plan below for details of due dates. If the Learner needs more time, follow the 'Extend the Training and Assessment Program Plan' process as outlined later in this document.</p>	<ul style="list-style-type: none"> <li>Self-paced learning tasks</li> <li>Evidenced by: <ul style="list-style-type: none"> <li>Learner Activity Workbook</li> <li>Learning Journal</li> </ul> </li> </ul>	<p>12.5 hours per week</p> <p>M5: Week 3, 4</p>



## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
On the job practical	<p>The Workplace Supervisor/Mentor must observe the Learner complete the following routine tasks:</p> <p>Routine tasks include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>Identifying Work Health and Safety (WHS) legislative and organisational requirements and duty holders in relation to responding to WHS incidents</li> <li>Communicating relevant WHS requirements clearly and accurately to individuals and parties</li> <li>Providing first aid according to workplace procedures and processes</li> <li>Reporting, notifying and documenting incidents, and meeting legislative requirements</li> <li>Obtaining information about incidents using appropriate data collection techniques</li> <li>Investigating incidents and communicating and implementing recommendations from investigations</li> <li>Contribute to scoping, establishing, reviewing and evaluating work health and safety (WHS) measures and initiatives to: <ul style="list-style-type: none"> <li>Address specific legislative requirements and obligations</li> <li>Support non-statutory health promotion programs</li> </ul> </li> <li>Contribute to ensuring work-related health and safety measures and initiatives comply with legislative requirements and obligations</li> <li>Liaise with relevant people internal and external to the organisation.</li> </ul>	<ul style="list-style-type: none"> <li>On the job practical supervised by Workplace Mentor</li> <li>Evidenced by Workplace Placement Workbook: <ul style="list-style-type: none"> <li>Part 1: Reflective Journal and Logbook</li> <li>Part 2: Third Party Report</li> </ul> </li> </ul>	<p>BSBWHS406 25 hours</p> <p>BSBWHS410 25 hours</p> <p>M5: Week 1, 2, 3, 4</p>

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
	<p>The Learner needs to submit:</p> <ul style="list-style-type: none"> <li>The Learner must record their daily routine tasks in the Workplace Placement Workbook, Part 1: Reflective Journal and Logbook. These tasks are holistic. All tasks must be co-signed by the Workplace Supervisor/Mentor as agreed in the workplace agreement</li> <li>The Learner must have completed and recorded the required OTJP hours as indicated in the Training and Assessment Plan, for each unit of competency</li> <li>The Workplace Supervisor/Mentor must have completed the Workplace Placement Workbook, Part 2: Third Party Report.</li> <li>The Reflective Journal and Logbook and Third Party Report must be signed by the Learner and Workplace Supervisor/Mentor.</li> </ul> <p>You should assess the Workplace Placement Workbook, meet with the Supervisor/Mentor or phone to discuss the Learner's performance and make a determination of readiness for assessment.</p> <p>Ensure you follow the Training and Assessment Plan below for details of due dates etc.</p> <p>If the Learner needs more time, follow the 'Extend the Training and Assessment Program Plan' process as outlined later in this document.</p>		

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
Final Assessment	<p>The Learner must complete as instructed by you, the following:</p> <ul style="list-style-type: none"> <li>Assessment Workbook <ul style="list-style-type: none"> <li>Task 1: Written/Verbal Questions</li> <li>Task 2: Workplace Practical/Simulation Tasks</li> <li>Task 3: Projects</li> </ul> </li> <li>Workplace Placement Workbook <ul style="list-style-type: none"> <li>Part 3: Workplace Observation Report/Verbal Interview</li> </ul> </li> </ul> <p>Tasks have detailed instructions. When handing over the assessments you must go over the instructions with the Learner.</p> <p>Schedule in observation sessions with the Learner and the Workplace Supervisor within the allocated timeframe, as documented in the Training plan and schedule later in this document.</p>	<ul style="list-style-type: none"> <li>Evidenced by: <ul style="list-style-type: none"> <li>Assessment Workbook</li> <li>Workplace Placement Workbook: Part 3: Workplace Observation Report/ Verbal Interview</li> </ul> </li> </ul>	<p>BSBWHS406 10 hours</p> <p>BSBWHS410 10 hours</p> <p>M5: Week 3, 4</p>

## TRAINING AND ASSESSMENT PROGRAM PLAN

Sequence Category	Topics/Content What you are going to cover?	Methods of delivery How you are going to cover it?	Time Timeframe
	<p>Assessment conditions:</p> <p>BSBWHS406 Assist with responding to incidents Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:</p> <ul style="list-style-type: none"> <li>• Organisational policies, standard operating procedures, procedures and plans</li> <li>• Relevant Acts, regulations, codes of practice, licensing requirements, standards</li> <li>• Relevant WHS data</li> <li>• Office equipment and resources</li> <li>• Interaction with others</li> </ul> <p>BSBWHS410 Contribute to work-related health and safety measures and initiatives Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:</p> <ul style="list-style-type: none"> <li>• Workplace policies and procedures</li> <li>• Relevant legislation, regulations, standards and guidelines</li> <li>• Information and resources about factors impacting on the health and safety of workers, and work-related health and safety measures and initiatives</li> <li>• Relevant WHS documentation and records</li> <li>• Case studies and, where possible, real situations</li> <li>• Interaction with others</li> </ul>		

## UNIT DESCRIPTIONS

Note: No licensing, legislative or certification requirements apply to the following units at the time of publication

Unit code	Unit title	Unit description and application
BSBMGT502	Manage people performance	<p>This unit describes the skills and knowledge required to manage the performance of staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management.</p> <p>It applies to individuals who manage people. It covers work allocation and the methods to review performance, reward excellence and provide feedback where there is a need for improvement.</p> <p>The unit makes the link between performance management and performance development, and reinforces both functions as a key requirement for effective managers.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
BSBWHS408	Assist with effective WHS management of contractors	<p>This unit describes the skills and knowledge required to assist with the work health and safety (WHS) management of contractors. The WHS management of contractors has a strong focus on compliance with WHS organisational and legislative requirements.</p> <p>This unit applies to individuals who either work in organisations that are supplied with services by contractors or work in organisations that supply such services. It is only concerned with the supply of on-site services to workplaces. It does not cover outworkers or contractors who supply goods, materials or products to workplaces.</p> <p>The unit applies to people who work in a broad range of WHS roles across all industries.</p> <p>NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>

## UNIT DESCRIPTIONS

Note: No licensing, legislative or certification requirements apply to the following units at the time of publication

Unit code	Unit title	Unit description and application
BSBSUS401	Implement and monitor environmentally sustainable work practices	<p>This unit describes the skills and knowledge required to effectively analyse the workplace in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness.</p> <p>It applies to individuals with responsibility for a specific area of work or who lead a work group or team and addresses the knowledge, processes and techniques necessary to implement and monitor environmentally sustainable work practices, including the development of processes and tools.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
BSBWHS409	Assist with workplace monitoring processes	<p>This unit describes the skills and knowledge required to assist with monitoring a range of physical agents and conditions relevant to work health and safety (WHS).</p> <p>It applies to individuals working in a broad range of WHS roles across all industries who assist with using a range of measuring devices to collect, interpret, evaluate and report on workplace information and data in relation to physical agents and conditions.</p> <p>It does not extend to hazard identification, risk assessment or developing control measures based on the outcomes of monitoring, which are covered in BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control.</p> <p>NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>

## UNIT DESCRIPTIONS

Note: No licensing, legislative or certification requirements apply to the following units at the time of publication

Unit code	Unit title	Unit description and application
BSBWHS402	Assist with compliance with WHS laws	<p>This unit describes the skills and knowledge required to assist with providing advice about the legislative duties, rights and obligations of individuals and parties prescribed in work health and safety (WHS) legislation. It includes identification of WHS legislation, duties, rights and obligations and the necessary actions to ensure compliance in the workplace.</p> <p>This unit applies to individuals who assist with providing advice about the legislative duties, rights and obligations of individuals and parties prescribed in WHS laws as part of a systematic approach to managing WHS. This unit applies to people who work in a broad range of WHS roles across all industries.</p> <p>NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
BSBWHS403	Contribute to implementing and maintaining WHS consultation and participation processes	<p>This unit describes the skills and knowledge required to contribute to setting up, running and improving work health and safety (WHS) consultation and participation processes that are prescribed in legislation. It also covers contributing to communicating relevant information identifying and delivering related training and improving the consultation and participation processes.</p> <p>This unit applies to individuals whose job role includes contributing to implementing and maintaining WHS consultation and participation processes in their work area and job role.</p> <p>This unit applies to people who work in a broad range of WHS roles across all industries.</p> <p>NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>

## UNIT DESCRIPTIONS

Note: No licensing, legislative or certification requirements apply to the following units at the time of publication

Unit code	Unit title	Unit description and application
BSBWHS404	Contribute to WHS hazard identification, risk assessment and risk control	<p>This unit describes the skills and knowledge required to contribute to the processes of identifying work health and safety (WHS) hazards, assessing WHS risks, and developing, implementing and evaluating risk controls according to legislative and organisational requirements.</p> <p>It applies to individuals who contribute to WHS risk management processes in their work role in a range of industry and workplace contexts.</p> <p>NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.</p>
BSBWHS405	Contribute to implementing and maintaining WHS management systems	<p>This unit describes the skills and knowledge required to contribute to the implementation and maintenance of a Work Health and Safety management system (WHSMS) as it applies to own work area and job role.</p> <p>It applies to individuals with responsibilities for contributing to an organisation's WHSMS as part of their work health and safety (WHS) responsibilities in a range of industry and workplace contexts.</p> <p>NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>



## UNIT DESCRIPTIONS

Note: No licensing, legislative or certification requirements apply to the following units at the time of publication

Unit code	Unit title	Unit description and application
BSBWHS406	Assist with responding to incidents	<p>This unit describes the skills and knowledge required to assist with actions and activities performed in response to work health and safety (WHS) incidents which includes accidents.</p> <p>It applies to individuals who work under supervision and use some discretion and judgement to respond to incidents within their level of responsibility.</p> <p>The unit applies to people who work in a broad range of WHS roles across all industries.</p> <p>NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the National Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.</p>
BSBWHS410	Contribute to work-related health and safety measures and initiatives	<p>This unit describes the skills and knowledge required to manage the identification, review, development, implementation and evaluation of effective participation and consultation processes as an integral part of managing work health and safety (WHS).</p> <p>It applies to individuals with responsibility for enabling people to be consulted about, and to participate in, WHS management and decision making across the organisation. These individuals will work in a range of WHS roles across all industries and apply a substantial knowledge base and well developed skills in a wide variety of WHS contexts.</p> <p>NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>

## COURSE INFORMATION – UNITS AND NOMINAL HOURS- VOLUME OF LEARNING

<b>Delivery mode Legend</b>	F2F	Face to Face instruction	SDL	Self-directed learning	OTJP	On the job practical	FA	Final assessment
<b>Other descriptors</b>	C	Core unit	E E/A E/B	Elective unit Elective Group A Elective Group B	VOL	Volume of learning	NOM	Nominal hours

### Course outline

Unit code	Unit title	C/E	NOM	VOL	Delivery mode	F2F	SDL	OTJP	FA
Cluster 1 – Lead and manage teams									
BSBMGT502	Manage people performance	E	70	68	Workplace F2F/OTJP/SDL/FA	8	25	25	10
BSBWHS408	Assist with effective WHS management of contractors	E	30	68	Workplace F2F/OTJP/SDL/FA	8	25	25	10
Cluster 2 – Workplace monitoring									
BSBSUS401	Implement and monitor environmentally sustainable work practices	E/A	40	68	Workplace F2F/OTJP/SDL/FA	8	25	25	10
BSBWHS409	Assist with workplace monitoring processes	E/A	40	68	Workplace F2F/OTJP/SDL/FA	8	25	25	10
Cluster 3 – Regulatory compliance and consultation									
BSBWHS402	Assist with compliance with WHS laws	C	40	68	Workplace F2F/OTJP/SDL/FA	8	25	25	10
BSBWHS405	Contribute to implementing and maintaining WHS management systems	C	50	68	Workplace F2F/OTJP/SDL/FA	8	25	25	10
Cluster 4 – Licencing, risk management and hazard control									
BSBWHS404	Contribute to WHS hazard identification, risk assessment and risk control	C	60	68	Workplace F2F/OTJP/SDL/FA	8	25	25	10
BSBWHS403	Contribute to implementing and maintaining WHS consultation and participation processes	C	40	68	Workplace F2F/OTJP/SDL/FA	8	25	25	10

## COURSE INFORMATION – UNITS AND NOMINAL HOURS- VOLUME OF LEARNING

### Cluster 5 – Workplace health and safety

BSBWHS406	Assist with responding to incidents	C	40	68	Workplace F2F/OTJP/SDL/FA	8	25	25	10
BSBWHS410	Contribute to work-related health and safety measures and initiatives	E/A	40	68	Workplace F2F/OTJP/SDL/FA	8	25	25	10
			450	672	Total hours	80	250	250	100
Volume of learning	Hours:	680	Months:	5	Weeks:	20			

## TRAINING AND ASSESSMENT PLAN/SCHEDULE

Unit code	Unit title	Description	F2F	SDL	OTJP	FA
Cluster 1 – Lead and manage teams						
BSBMGT502	Manage people performance	M1: Week 1 to M3: Week 4	M1: Week 1	M1: Week 1, 2	M1: Week 1, 2	M3: Week 3, 4
BSBWHS408	Assist with effective WHS management of contractors		M1: Week 3	M1: Week 3, 4	M1: Week 3, 4	
Cluster 2 – Workplace monitoring						
BSBSUS401	Implement and monitor environmentally sustainable work practices	M2: Week 1 to M4: Week 2	M2: Week 1	M2: Week 1, 2	M2: Week 1, 2	M4: Week 1, 2
BSBWHS409	Assist with workplace monitoring processes		M2: Week 3	M2: Week 3, 4	M2: Week 3, 4	
Cluster 3 – Regulatory compliance and consultation						
BSBWHS402	Assist with compliance with WHS laws	M3: Week 1 to M4: Week 4	M3: Week 1	M3: Week 1, 2	M3: Week 1, 2	M4: Week 3, 4
BSBWHS405	Contribute to implementing and maintaining WHS management systems		M3: Week 3	M3: Week 3, 4	M3: Week 3, 4	
Cluster 4 – Licencing, risk management and hazard control						
BSBWHS404	Contribute to WHS hazard identification, risk assessment and risk control	M4: Week 1 to M5: Week 2	M4: Week 1	M4: Week 1, 2	M4: Week 1, 2	M5: Week 1, 2
BSBWHS403	Contribute to implementing and maintaining WHS consultation and participation processes		M4: Week 3	M4: Week 3, 4	M4: Week 3, 4	
Cluster 5 – Workplace health and safety						
BSBWHS406	Assist with responding to incidents	M5: Week 1 to M5: Week 4	M5: Week 1	M5: Week 1, 2	M5: Week 1, 2	M5: Week 3, 4
BSBWHS410	Contribute to work-related health and safety measures and initiatives		M5: Week 3	M5: Week 3, 4	M5: Week 3, 4	

## LEARNING PROGRAM RESOURCES

### TEXTBOOKS AND OTHER RESOURCES

Item	Title	Edition	Author	Reference /ISBN
Item 1	Work health and safety	Edition 1	Michael Stoll Caroline McGill James Ritchie	ISBN: 1743077467, 9781743077467 <a href="https://books.google.com.au/books/about/Work_Health_and_Safety.html?id=xo9BmwEACAAJ">https://books.google.com.au/books/about/Work_Health_and_Safety.html?id=xo9BmwEACAAJ</a>
Item 2	Occupational Health and Safety Regulations 2017	2017	Regulator	<a href="http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/93eb987ebadd283dca256e92000e4069/05C39981B52D9E0FCA25810E0021D052/\$FILE/17-022sra%20authorised.pdf">http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/93eb987ebadd283dca256e92000e4069/05C39981B52D9E0FCA25810E0021D052/\$FILE/17-022sra%20authorised.pdf</a>
Item 3	OHS Regulations 2017: Summary of Changes	2017	Regulator	<a href="https://www.worksafe.vic.gov.au/_data/assets/pdf_file/0011/207659/ISBN-OHS-regulations-summary-of-changes-2017-07.pdf">https://www.worksafe.vic.gov.au/_data/assets/pdf_file/0011/207659/ISBN-OHS-regulations-summary-of-changes-2017-07.pdf</a>
Item 4	Summary of the Occupational Health and Safety Act 2004	2004	Regulator	<a href="http://squiz.worksafe.vic.gov.au/_data/assets/pdf_file/0019/210349/ISBN-A-summary-of-Occupational-Health-and-Safety-Act-2004-a-handbook-for-workplaces-2005-06.pdf">http://squiz.worksafe.vic.gov.au/_data/assets/pdf_file/0019/210349/ISBN-A-summary-of-Occupational-Health-and-Safety-Act-2004-a-handbook-for-workplaces-2005-06.pdf</a>
Item 5	Sustainability Toolkit – Offices	2009	NSW Business Chamber	<a href="http://www.businesschamber.com.au/NSWBC/media/Misc/Policy%20Documents/Sustainability-Toolkit-Offices.pdf">http://www.businesschamber.com.au/NSWBC/media/Misc/Policy%20Documents/Sustainability-Toolkit-Offices.pdf</a>

## LEARNING RESOURCES

The resources listed below will be available for Trainers/Assessors and Learners. All policies and procedures are available to staff and are provided at induction together with the Staff Handbook. All documents are held on Dropbox and SMS as applicable. All our RTO policies and procedures related to learners, are available to learners in the Student Handbook.

Unit code	Unit title	PowerPoint slides	Learner Activity Workbook	Textbook chapter	Reflective Journal and Logbook	Learning Journal
BSBMGT502	Manage people performance	✓	✓	N/A	✓	✓
BSBWHS408	Assist with effective WHS management of contractors	✓	✓	Item 1: Chapter 4 – Managing Contractors, Item 2, Item 3, Item 4	✓	✓
BSBSUS401	Implement and monitor environmentally sustainable work practices	✓	✓	Item 2, Item 4, Item 5	✓	✓
BSBWHS409	Assist with workplace monitoring processes	✓	✓	Item 1: Chapter 9 – Health Monitoring, Item 2, Item 4	✓	✓
BSBWHS402	Assist with compliance with WHS laws	✓	✓	Chapter 1 – The legislation framework Item 2, Item 4	✓	✓
BSBWHS403	Contribute to implementing and maintaining WHS consultation and participation processes	✓	✓	Chapter 8 – Consultation Item 2, Item 4	✓	✓

## LEARNING RESOURCES

BSBWHS404	Contribute to WHS hazard identification, risk assessment and risk control	✓	✓	Item 1: Chapter 6 – Identifying hazards Item 2, Item 4	✓	✓
BSBWHS405	Contribute to implementing and maintaining WHS management systems	✓	✓	Item 1: Chapter 5 – Develop and implement a compliant WHSMS Item 2, Item 4	✓	✓
BSBWHS406	Assist with responding to incidents	✓	✓	Item 1: Chapter 10 – Incident investigation, Item 2, Item 4 and Safety Act 2004	✓	✓
BSBWHS410	Contribute to work-related health and safety measures and initiatives	✓	✓	Item 2, Item 4	✓	✓

## ASSESSMENT RESOURCE CONDITIONS

Unit code	Unit title	Required resources
BSBMGT502	Manage people performance	<ul style="list-style-type: none"> <li>• Relevant legislation, regulation, standards, and codes</li> <li>• Relevant workplace systems, documentation, and resources</li> <li>• Case studies and, where possible, real situations</li> <li>• Interaction with others.</li> <li>• ATAR Learner Activity Workbook</li> <li>• ATAR Learning Journal</li> <li>• ATAR Assessment Workbook</li> <li>• ATAR Workplace Placement Workbook</li> <li>• Fair work Framework</li> <li>• Access to internet/computer</li> </ul>
BSBWHS408	Assist with effective WHS management of contractors	<ul style="list-style-type: none"> <li>• Relevant legislation, regulation, standards, and codes</li> <li>• Relevant workplace systems, documentation, and resources</li> <li>• Case studies and, where possible, real situations</li> <li>• Interaction with others.</li> <li>• ATAR Learner Activity Workbook</li> <li>• ATAR Learning Journal</li> <li>• ATAR Assessment Workbook</li> <li>• ATAR Workplace Placement Workbook</li> <li>• Occupational Health and Safety Regulations 2017 Framework</li> <li>• Summary of the Occupational Health and Safety Act 2004</li> <li>• ISBN: 1743077467, 9781743077467 Chapter 4</li> <li>• Access to internet/computer</li> </ul>
BSBSUS401	Implement and monitor environmentally sustainable work practices	<ul style="list-style-type: none"> <li>• Relevant legislation, regulation, standards, and codes</li> <li>• Relevant workplace systems, documentation, and resources</li> <li>• Case studies and, where possible, real situations</li> <li>• Interaction with others.</li> <li>• ATAR Learner Activity Workbook</li> <li>• ATAR Learning Journal</li> <li>• ATAR Assessment Workbook</li> <li>• ATAR Workplace Placement Workbook</li> <li>• Occupational Health and Safety Regulations 2017 Framework</li> <li>• Summary of the Occupational Health and Safety Act 2004</li> <li>• Access to internet/computer</li> </ul>
BSBWHS409	Assist with workplace monitoring processes	<ul style="list-style-type: none"> <li>• Relevant legislation, regulation, standards, and codes</li> <li>• Relevant workplace systems, documentation, and resources</li> <li>• Case studies and, where possible, real situations</li> <li>• Interaction with others.</li> <li>• ATAR Learner Activity Workbook</li> <li>• ATAR Learning Journal</li> <li>• ATAR Assessment Workbook</li> <li>• ATAR Workplace Placement Workbook</li> <li>• Occupational Health and Safety Regulations 2017 Framework</li> <li>• Summary of the Occupational Health and Safety Act 2004</li> <li>• ISBN: 1743077467, 9781743077467 Chapter 9</li> <li>• Access to internet/computer</li> </ul>



## ASSESSMENT RESOURCE CONDITIONS

Unit code	Unit title	Required resources
BSBWHS402	Assist with compliance with WHS laws	<ul style="list-style-type: none"> <li>• Workplace documentation including previous quality audit reports, checklists, risk management plans and audit plans.</li> <li>• Relevant legislation, regulation, standards, and codes</li> <li>• Relevant workplace systems, documentation, and resources</li> <li>• Case studies and, where possible, real situations</li> <li>• Interaction with others.</li> <li>• ATAR Learner Activity Workbook</li> <li>• ATAR Learning Journal</li> <li>• ATAR Assessment Workbook</li> <li>• ATAR Workplace Placement Workbook</li> <li>• Occupational Health and Safety Regulations 2017 Framework</li> <li>• Summary of the Occupational Health and Safety Act 2004</li> <li>• ISBN: 1743077467, 9781743077467 Chapter 1</li> <li>• Access to internet/computer</li> </ul>
BSBWHS403	Contribute to implementing and maintaining WHS consultation and participation processes	<ul style="list-style-type: none"> <li>• Workplace documentation including previous quality audit reports, checklists, risk management plans and audit plans.</li> <li>• Relevant legislation, regulation, standards, and codes</li> <li>• Relevant workplace systems, documentation, and resources</li> <li>• Case studies and, where possible, real situations</li> <li>• Interaction with others.</li> <li>• ATAR Learner Activity Workbook</li> <li>• ATAR Learning Journal</li> <li>• ATAR Assessment Workbook</li> <li>• ATAR Workplace Placement Workbook</li> <li>• Occupational Health and Safety Regulations 2017 Framework</li> <li>• Summary of the Occupational Health and Safety Act 2004</li> <li>• ISBN: 1743077467, 9781743077467 Chapter 8</li> <li>• Access to internet/computer</li> </ul>
BSBWHS404	Contribute to WHS hazard identification, risk assessment and risk control	<ul style="list-style-type: none"> <li>• Relevant legislation, regulation, standards, and codes</li> <li>• Relevant workplace systems, documentation, and resources</li> <li>• Case studies and, where possible, real situations</li> <li>• Interaction with others.</li> <li>• ATAR Learner Activity Workbook</li> <li>• ATAR Learning Journal</li> <li>• ATAR Assessment Workbook</li> <li>• ATAR Workplace Placement Workbook</li> <li>• Occupational Health and Safety Regulations 2017 Framework</li> <li>• Summary of the Occupational Health and Safety Act 2004</li> <li>• ISBN: 1743077467, 9781743077467 Chapter 6</li> <li>• Access to internet/computer</li> </ul>

## ASSESSMENT RESOURCE CONDITIONS

Unit code	Unit title	Required resources
BSBWHS405	Contribute to implementing and maintaining WHS management systems	<ul style="list-style-type: none"> <li>• Workplace documentation including quality audit reports, checklists, risk management plans and audit plans.</li> <li>• Relevant legislation, regulation, standards, and codes</li> <li>• Relevant workplace systems, documentation, and resources</li> <li>• Case studies and, where possible, real situations</li> <li>• Interaction with others.</li> <li>• ATAR Learner Activity Workbook</li> <li>• ATAR Learning Journal</li> <li>• ATAR Assessment Workbook</li> <li>• ATAR Workplace Placement Workbook</li> <li>• Occupational Health and Safety Regulations 2017 Framework</li> <li>• Summary of the Occupational Health and Safety Act 2004</li> <li>• ISBN: 1743077467, 9781743077467 Chapter 5</li> <li>• Access to internet/computer</li> </ul>
BSBWHS406	Assist with responding to incidents	<ul style="list-style-type: none"> <li>• Relevant legislation, regulation, standards, and codes</li> <li>• Relevant workplace systems, documentation, and resources</li> <li>• Case studies and, where possible, real situations</li> <li>• Interaction with others.</li> <li>• ATAR Learner Activity Workbook</li> <li>• ATAR Learning Journal</li> <li>• ATAR Assessment Workbook</li> <li>• ATAR Workplace Placement Workbook</li> <li>• Occupational Health and Safety Regulations 2017 Framework</li> <li>• Summary of the Occupational Health and Safety Act 2004</li> <li>• ISBN: 1743077467, 9781743077467 Chapter 10</li> <li>• Access to internet/computer</li> </ul>
BSBWHS410	Contribute to work-related health and safety measures and initiatives	<ul style="list-style-type: none"> <li>• Relevant legislation, regulation, standards, and codes</li> <li>• Relevant workplace systems, documentation, and resources</li> <li>• Case studies and, where possible, real situations</li> <li>• Interaction with others.</li> <li>• ATAR Learner Activity Workbook</li> <li>• ATAR Learning Journal</li> <li>• ATAR Assessment Workbook</li> <li>• ATAR Workplace Placement Workbook</li> <li>• Occupational Health and Safety Regulations 2017 Framework</li> <li>• Summary of the Occupational Health and Safety Act 2004</li> <li>• Access to internet/computer</li> </ul>

## ASSESSMENT PROGRAM RESOURCES AND ASSESSMENT PLAN

Unit outcomes	All assessment tasks outlined per unit of competency must be deemed satisfactory to receive a competent out come
	Assessment tasks are grouped. A range of tasks are made up of the following methods:

### Assessment legend

Method	Code	Description
Written/Verbal Questions	WQ	These consist of short answer questions, multiple choice and true or false questions, which require the Learner to provide a considered written response.
Workplace Practical/ Simulation Tasks	SIM	The Assessor will observe the Learner undertaking a specified task and/or role play. The Learner is required to complete relevant industry specific documentation as part of the task. Evidence is also recorded in an observation checklist which contains benchmarks and decision-making rules.
Projects	PR	The application of theory and practice such as: case study, action research, experiment, impact studies, planning for a complex professional task, field work etc.
Observations	O	The Workplace Observation Report/Verbal Interview allows for the Assessor to assess a Learner's actual work performance over a period of time.
Verbal Interview	V	Questions asked by the Assessor in conjunction with the Workplace Observation task to verify the validity of the Assessment question
Third Party Report	T	The Third Party Report allows for a supervisor/mentor to provide feedback on the practical tasks performed by the Learner, in the workplace.

## ASSESSMENT PLAN

Unit code	Unit title	Task 1	Task 2	Task 3	Workplace Placement Workbook
BSBMGT502	Manage people performance	WQ	SIM	PR	T/O/V
BSBWHS408	Assist with effective WHS management of contractors	WQ	SIM	PR	T/O/V
BSBSUS401	Implement and monitor environmentally sustainable work practices	WQ	SIM	PR	T/O/V
BSBWHS409	Assist with workplace monitoring processes	WQ	SIM	PR	T/O/V
BSBWHS402	Assist with compliance with WHS laws	WQ	SIM	PR	T/O/V
BSBWHS403	Contribute to implementing and maintaining WHS consultation and participation processes	WQ	SIM	PR	T/O/V
BSBWHS404	Contribute to WHS hazard identification, risk assessment and risk control	WQ	SIM	PR	T/O/V
BSBWHS405	Contribute to implementing and maintaining WHS management systems	WQ	SIM	PR	T/O/V
BSBWHS406	Assist with responding to incidents	WQ	SIM	PR	T/O/V
BSBWHS410	Contribute to work-related health and safety measures and initiatives	WQ	SIM	PR	T/O/V

## YOUR TRAINING AND ASSESSMENT PROGRAM RATIONALE FOR BSB41415 CERTIFICATE IV IN WORK HEALTH AND SAFETY

The volume of learning allocated to this Certificate IV is 680, given the complexities and target group of the qualification a duration to consider OTJP has been considered at 20 Weeks

Volume of learning Source: <https://www.aqf.edu.au/sites/aqf/files/volume-of-learning-explanation-v2-2014.pdf>

Volume of learning Table: <https://www.asqa.gov.au/standards/chapter-4/clauses-1.1-1.4-and-2.2>

These activities include:

Face to face instructional session – theory (classroom learning), supported by:

- PowerPoint slides/PowerPoint handouts
- Learner Activity Workbook
- Supported literature (note: supplementary learning resources are listed later in this document)

Self-directed learning supported by:

- Learning Journal
- Learner Activity Workbook
- Supported literature (note: supplementary learning resources are listed later in this document)

On the job practical, supported by:

- Workplace Placement Workbook – Part 1: Reflective Journal and Logbook
- Workplace Placement Workbook – Part 2: Third Party Report

Final assessment, incorporating:

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

Final assessment tasks are supported by:

- Assessment Workbook
- Workplace Placement Workbook – Part 3: Workplace Observation Report/Verbal Interview

### Duration – Reduction of the training program or Extension of the training program

#### To reduce the duration of the training and assessment plan

The duration may be reduced for an individual learner if credit towards the qualification is given in the form of recognition of prior learning or credit transfer. The underlying principle of Nationally Recognised Training is that a student does not have to repeat training and assessment that has already been undertaken

#### To extend the duration of the training and assessment plan

Instructions for notice to extend the training contract are noted in the record of assessment document for each unit of competency and the assessor guide instructions labelled 'WHAT YOU NEED TO DO BEFORE ASSESSMENT – ARE YOU READY FOR ASSESSMENT?' If a student requires an extension as they are not ready for assessment, the procedure on the following page should be adhered to.

## YOUR TRAINING AND ASSESSMENT PROGRAM RATIONALE FOR BSB41415 CERTIFICATE IV IN WORK HEALTH AND SAFETY

### Readiness for assessment – How it works

- When you have completed all your learning requirements after the period defined in your training plan 'self-directed learning' theory (Learning Journal) and on the job practical tasks (Workplace Logbook), you must contact your trainer/assessor to make arrangements to review your readiness for assessment at your workplace.
- Your 'readiness for assessment review' must be booked in with your assessor by the proposed assessment date as stated on your training plan.
- At the site visit your Trainer/assessor will review your Learning Journal, and finalise the Workplace Logbook. To do this your trainer/assessor will determine if you have sufficient knowledge and skills to commence assessment. This may be in the form of, but not limited to:
  - Self-assessment checklist located prior to each assessment task located in the assessment document
  - Discussion around knowledge of the unit of competency
  - Discussions with your workplace supervisor regarding acquired skills
  - Any other activity the assessor thinks is required
- If the trainer/assessor determines you are ready for assessment the trainer/assessor will hand over the final assessment tools for this unit of competency. Your trainer/assessor will discuss the expectations and requirements for assessment and have an informal chat with the workplace mentor and seek agreeance.
- The trainer/assessor will also do a final check of the workplace to ensure the workplace has the required equipment and resources to conduct the assessment as agreed prior to commencement of training. If there are issues or unforeseen circumstances arise i.e. insufficient resources or equipment due to changes made in the organisation, then arrangements will be required to be made before assessment can commence. This will delay the duration of your qualification and an extension to your training plan will be made until such time this issue can be sorted. Note: No more than 7 - 14 days extension will be granted
- If there are no concerns raised by the trainer/assessor and all parties are in agreeance, the assessment will commence. Any observations required to be undertaken will be organised in advance with the workplace mentor and yourself for agreed dates and times that will not impact the workplace daily operations
- If you are deemed by the trainer/assessor as not ready for assessment or alternatively you feel you are not ready for assessment, your trainer/assessor will identify the gaps and will allocate extra tasks and support requirements to meet your needs and arrange a suitable date for your rescheduled 'ready for assessment review'. Your training plan will be manually adjusted accordingly.
- If for any unforeseen circumstance that arises prior to the readiness for assessment review which impacts on a training schedule, the student must notify the trainer/assessor to make the necessary arrangements prior to the proposed assessment date on the training plan. If for whatever reason the student does not notify the trainer/assessor of cancellation and reschedule of 'readiness for assessment interview, and the trainer/assessor shows up to conduct the review then this will be deemed as one attempt.

Note: you have one other attempt to be reviewed for 'readiness for assessment'.

## YOUR TRAINING AND ASSESSMENT PROGRAM RATIONALE FOR BSB41415 CERTIFICATE IV IN WORK HEALTH AND SAFETY

After the first attempt:

- Your assessor at the next scheduled attempt will then determine if you can progress to assessment and if so assessments will be provided and the above processes will be followed.
- If after the second attempt your trainer/assessor feels you are not ready for assessment and all reasonable attempts have been made, then the following course of action may occur.
- A 'Notice to extend the training contract' form must be completed by all parties and signed by all parties: student/employer/trainer/assessor
- The 'Notice to extend the training contract' must be handed over to the trainer assessor to give to the RTO Manager, within 24 hours of signing the form.
- The Training Manager will assess the notice and consider an extension to the training contract or alternatively they may reject the request dependent on the circumstances
- A decision will be reached and you will be notified of the decision within 7 days of signing the 'Training and Assessment Plan' form

### **If your application is rejected you may be:**

- Withdrawn from your qualification, and therefore re enrolled at a more suitable time
- Communication will be provided via phone/email or phone/letter advising of the decision and the action to be taken

### **If your application is approved:**

- If the 'Notice to extend the training and assessment plan' is approved and an extension is granted communication will be provided via phone/email or phone/letter with an amended training plan and new proposed dates
- Your employer, trainer/assessor will also be notified accordingly
- Training and assessment will continue and the training contract will be extended.

Note you have only one extension request per unit of competency. Students must be aware that decisions to grant approval will be made on a case by case basis. A 'notice to extend a training and assessment plan' must be completed and approved, the training plan amendments made before training and assessment can resume.

Source documents: Form: 'Notice to extend the training and assessment plan'

## TRAINING AND ASSESSMENT PLAN FOR BSB41415 CERTIFICATE IV IN WORK HEALTH AND SAFETY

### TRAINING PLAN LEGEND

Modes of delivery		Delivery Methods		Outcome		Methods of Assessment	
Classroom Based	CB	Face to Face – classroom only	F2F	Competent	C	Written/Verbal Questions	WQ
Distance Education	DE	Blended Learning Classroom –F2F, work placement, SDL simulated	BLC	Not yet Competent	NYC	Workplace Practical/ Simulation Tasks	SIM
On the job	OTJ	Blended Learning Workplace – F2F, SDL, workplace tasks	BLW	Recognition of prior learning	RPL	Projects	PR
Online	OL	E-Learning	EL	Credit transfer	CT	Observations	O
		On the job practical – Workplace only – supported by workplace mentor	OTJP			Verbal Interview	V
		Self-directed learning	SDL			Third Party Report	T
		Final assessment	FA				



## TRAINING AND ASSESSMENT PLAN FOR BSB41415 CERTIFICATE IV IN WORK HEALTH AND SAFETY

### TRAINING AND ASSESSMENT PLAN

Unit Code	Unit Title	Nom hours / Volume of learning	Core / Elective	Mode of delivery	Proposed F2F start week	Actual F2F start to end date	SDL/OTJP Proposed start week	SDL/OTJP Actual start to end date	Trainer and Assessor	Proposed FA start week	Actual FA start to end date	Outcome	Assessment methods
Cluster 1 – Lead and manage teams													
BSBMGT502	Manage people performance	N 70 V 68	/E	BLW FA	M1: Week 1 F2F 8 hrs	_____ to _____	M1: Week 1 SDL 25 hrs	_____ to _____		M3: Week 3 FA 20 hrs	_____ to _____		WQ SIM PR O/V/T
							M1: Week 1 OTJP 25 hrs	_____ to _____					

## TRAINING AND ASSESSMENT PLAN FOR BSB41415 CERTIFICATE IV IN WORK HEALTH AND SAFETY

### TRAINING AND ASSESSMENT PLAN

Unit Code	Unit Title	Nom hours / Volume of learning	Core / Elective	Mode of delivery	Proposed F2F start week	Actual F2F start to end date	SDL/OTJP Proposed start week	SDL/OTJP Actual start to end date	Trainer and Assessor	Proposed FA start week	Actual FA start to end date	Outcome	Assessment methods
BSBWHS408	Assist with effective WHS management of contractors	N 30 V 68	E/A	BLW FA	M1: Week 3  F2F 8 hrs	_____ to _____	M1: Week 3  SDL 25 hrs  M1: Week 3  OTJP 25 hrs	_____ to _____  _____ to _____			_____ to _____		

Cluster 2 – Workplace monitoring

## TRAINING AND ASSESSMENT PLAN FOR BSB41415 CERTIFICATE IV IN WORK HEALTH AND SAFETY

### TRAINING AND ASSESSMENT PLAN

Unit Code	Unit Title	Nom hours / Volume of learning	Core / Elective	Mode of delivery	Proposed F2F start week	Actual F2F start to end date	SDL/OTJP Proposed start week	SDL/OTJP Actual start to end date	Trainer and Assessor	Proposed FA start week	Actual FA start to end date	Outcome	Assessment methods
BSBSUS401	Implement and monitor environmentally sustainable work practices	N 40 V 64	E/A	BLW FA	M2: Week 1  F2F 8 hrs	_____ to _____	M2: Week 1  SDL 25 hrs  M2: Week 1  OTJP 25 hrs	_____ to _____  _____ to _____		M4: Week 1  FA 20 hrs	_____ to _____		WQ SIM PR O/V/T

## TRAINING AND ASSESSMENT PLAN FOR BSB41415 CERTIFICATE IV IN WORK HEALTH AND SAFETY

### TRAINING AND ASSESSMENT PLAN

Unit Code	Unit Title	Nom hours / Volume of learning	Core / Elective	Mode of delivery	Proposed F2F start week	Actual F2F start to end date	SDL/OTJP Proposed start week	SDL/OTJP Actual start to end date	Trainer and Assessor	Proposed FA start week	Actual FA start to end date	Outcome	Assessment methods
BSBWHS409	Assist with workplace monitoring processes	N 40 V 64	E/A	BLW FA	M2: Week 3  F2F 8 hrs	_____ to _____	M2: Week 3  SDL 25 hrs  M2: Week 3  OTJP 25 hrs	_____ to _____  _____ to _____			_____ to _____		

Cluster 3 – Regulatory compliance and consultation

## TRAINING AND ASSESSMENT PLAN FOR BSB41415 CERTIFICATE IV IN WORK HEALTH AND SAFETY

### TRAINING AND ASSESSMENT PLAN

Unit Code	Unit Title	Nom hours / Volume of learning	Core / Elective	Mode of delivery	Proposed F2F start week	Actual F2F start to end date	SDL/OTJP Proposed start week	SDL/OTJP Actual start to end date	Trainer and Assessor	Proposed FA start week	Actual FA start to end date	Outcome	Assessment methods
BSBWHS402	Assist with compliance with WHS laws	N 40 V 68	C	BLW FA	M3: Week 1  F2F 8 hrs	_____ to _____	M3: Week 1  SDL 25 hrs  M3: Week 1  OTJP 25 hrs	_____ to _____  _____ to _____		M4: Week 3  FA 20 hrs	_____ to _____		WQ SIM PR O/V/T

## TRAINING AND ASSESSMENT PLAN FOR BSB41415 CERTIFICATE IV IN WORK HEALTH AND SAFETY

### TRAINING AND ASSESSMENT PLAN

Unit Code	Unit Title	Nom hours / Volume of learning	Core / Elective	Mode of delivery	Proposed F2F start week	Actual F2F start to end date	SDL/OTJP Proposed start week	SDL/OTJP Actual start to end date	Trainer and Assessor	Proposed FA start week	Actual FA start to end date	Outcome	Assessment methods
BSBWHS405	Contribute to implementing and maintaining WHS management systems	N 50 V 68	C	BLW FA	M3: Week 3  F2F 8 hrs	_____ to _____	M3: Week 3  SDL 25 hrs  M3: Week 3  OTJP 25 hrs	_____ to _____  _____ to _____			_____ to _____		

Cluster 4 – Licencing, risk management and hazard control

## TRAINING AND ASSESSMENT PLAN FOR BSB41415 CERTIFICATE IV IN WORK HEALTH AND SAFETY

### TRAINING AND ASSESSMENT PLAN

Unit Code	Unit Title	Nom hours / Volume of learning	Core / Elective	Mode of delivery	Proposed F2F start week	Actual F2F start to end date	SDL/OTJP Proposed start week	SDL/OTJP Actual start to end date	Trainer and Assessor	Proposed FA start week	Actual FA start to end date	Outcome	Assessment methods
BSBWHS404	Contribute to WHS hazard identification, risk assessment and risk control	N 60 V 68	C	BLW FA	M4: Week 1  F2F 8 hrs	_____ to _____	M4: Week 1  SDL 25 hrs  M4: Week 1  OTJP 25 hrs	_____ to _____  _____ to _____		M5: Week 1  FA 20 hrs	_____ to _____		WQ SIM PR O/V/T

## TRAINING AND ASSESSMENT PLAN FOR BSB41415 CERTIFICATE IV IN WORK HEALTH AND SAFETY

### TRAINING AND ASSESSMENT PLAN

Unit Code	Unit Title	Nom hours / Volume of learning	Core / Elective	Mode of delivery	Proposed F2F start week	Actual F2F start to end date	SDL/OTJP Proposed start week	SDL/OTJP Actual start to end date	Trainer and Assessor	Proposed FA start week	Actual FA start to end date	Outcome	Assessment methods
BSBWHS403	Contribute to implementing and maintaining WHS consultation and participation processes	N 40 V 68	C	BLW FA	M4: Week 3  F2F 8 hrs	 to  	M4: Week 3  SDL 25 hrs  M4: Week 3  OTJP 25 hrs	 to  to  			 to  		

Cluster 5 – Workplace health and safety



## TRAINING AND ASSESSMENT PLAN FOR BSB41415 CERTIFICATE IV IN WORK HEALTH AND SAFETY

### TRAINING AND ASSESSMENT PLAN

Unit Code	Unit Title	Nom hours / Volume of learning	Core / Elective	Mode of delivery	Proposed F2F start week	Actual F2F start to end date	SDL/OTJP Proposed start week	SDL/OTJP Actual start to end date	Trainer and Assessor	Proposed FA start week	Actual FA start to end date	Outcome	Assessment methods
BSBWHS406	Assist with responding to incidents	N 40 V 68	C	BLW FA	M5: Week 1 F2F 8 hrs	_____ to _____	M5: Week 1 SDL 25 hrs M5: Week 1 OTJP 25 hrs	_____ to _____ _____ to _____		M5: Week 3 FA 20 hrs	_____ to _____		WQ SIM PR O/V/T
BSBWHS410	Contribute to work-related health and safety measures and initiatives	N 40 V 68	E/A	BLW FA	M5: Week 3 F2F 8 hrs	_____ to _____	M5: Week 3 SDL 25 hrs M5: Week 3 OTJP 25 hrs	_____ to _____ _____ to _____			_____ to _____		



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