Learning Journal
Cluster 1 – Lead and manage teams
BSB41415 Certificate IV in Work Health and Safety

Learner name: _____

This Workbook incorporates the following units:

BSBWHS408 Assist with effective WHS management of contractors
BSBMGT502 Manage people performance

Contents

Units of competency

BSBWHS408	Assist with effective WHS management of contractors
BSBMGT502	Manage people performance

Overview/Competency demonstration
This Workbook covers the following units of competency:

BSBWHS408 Assist with effective WHS management of contractors
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.

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.

The unit applies to people who work in a broad range of WHS roles across all industries.

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.

To demonstrate your competency in this unit you will need to provide evidence of your ability to:

Assist with identifying existing contractor WHS arrangements

- ✓ Apply knowledge of workplace to identify services supplied by contractors
- ✓ Access contracts and other relevant contract documentation, information and data
- ✓ Identify content relevant to contractor WHS arrangements
- ✓ Assist with identifying workplace policies, procedures, processes, systems, practices and activities relevant to contractor WHS arrangements

Assist with evaluating contractor WHS arrangements and making improvements as required

- ✓ Apply knowledge of WHS legislation to assist with determining if contracts and workplace policies, procedures, processes, systems, practices and activities comply with WHS legislative requirements
- ✓ Apply knowledge of best practice and workplace WHS information and data to assist with evaluating effectiveness of contractor WHS arrangements
- ✓ Assist with identifying areas of contractor WHS arrangements needing improvement
- ✓ Assist with developing, implementing and evaluating improvements to contractor WHS arrangements

Prerequisite units: Nil

https://training.gov.au/Training/Details/BSBWHS408

BSBMGT502 Manage people performance

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.

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.

The unit makes the link between performance management and performance development, and reinforces both functions as a key requirement for effective managers.

To demonstrate your competency in this unit you will need to provide evidence of your ability to:

Allocate work

- ✓ Consult relevant groups and individuals on work to be allocated and resources available
- ✓ Develop work plans in accordance with operational plans
- ✓ Allocate work in a way that is efficient, cost effective and outcome focussed
- ✓ Confirm performance standards, Code of Conduct and work outputs with relevant teams and individuals
- ✓ Develop and agree performance indicators with relevant staff prior to commencement of work
- ✓ Conduct risk analysis in accordance with the organisational risk management plan and legal requirements

Assess performance

- ✓ Design performance management and review processes to ensure consistency with organisational objectives and policies
- ✓ Train participants in the performance management and review process
- ✓ Conduct performance management in accordance with organisational protocols and time lines
- ✓ Monitor and evaluate performance on a continuous basis

Provide feedback

- ✓ Provide informal feedback to staff on a regular basis
- ✓ Advise relevant people where there is poor performance and take necessary actions
- ✓ Provide on-the-job coaching when necessary to improve performance and to confirm excellence in performance
- ✓ Document performance in accordance with the organisational performance management system
- ✓ Conduct formal structured feedback sessions as necessary and in accordance with organisational policy

Manage follow up

- ✓ Write and agree on performance improvement and development plans in accordance with organisational policies
- ✓ Seek assistance from human resources specialists, where appropriate
- ✓ Reinforce excellence in performance through recognition and continuous feedback
- ✓ Monitor and coach individuals with poor performance
- ✓ Provide support services where necessary
- ✓ Counsel individuals who continue to perform below expectations and implement the disciplinary process if necessary
- ✓ Terminate staff in accordance with legal and organisational requirements where serious misconduct occurs or ongoing poor-performance continues

Prerequisite units: Nil

https://training.gov.au/Training/Details/BSBMGT502

Learner Instructions

What you need to do – refer to your Training Plan for submission due dates.

- Read the required text (Learner Activity Workbook, PowerPoints and training notes and all other learning resources provided by your Trainer during training sessions)
- Add to items left blank in the "Reading materials/weblinks/further reading" section of the document provided in the latter pages at the instruction of your trainer for any further learning materials applicable/used during the training session (could be you tube videos links and supporting materials or support text books recommended during training or items used for extra support that you have found helpful to your learning)
- Add to items left blank in the "Learning Activities "section of the document provided in the latter pages at the instruction of your trainer for any further learning materials applicable/used during the training session (could be you tube videos links and supporting materials given to you by your trainer, or items used for extra support that you have found helpful to your learning)
- Complete the checklist (Part 1) in this document as you complete the required revision tasks
- Complete the self-evaluation checklist (Part 2). Do you need further support?
- This journal allows you to record the progress towards the competencies required for the awarding of this unit of competency
- Your Trainer/Assessor will confirm the due date of this Learning Journal which will take place as per the Training Plan provided
- The required hours per unit for self-directed learning (theory) has been noted on your Training Plan
- When you have finished, email or send your Learning Journal to your Trainer/Assessor for review
- Your Trainer will provide you with feedback on your progress to support your training journey at your pre-assessment interview
- If you need assistance at any stage of your training please talk to your trainer by phone, email, or in person (appointment required)

Part 1: Revision checklist
Complete knowledge revision activities using the following Learning resources.

Reading material/weblinks/further reading				
Learning references	**Title**	**Edition**	**Author**	**Reference link/ISBN**
Item 1	Learner Activity Workbook: BSBWHS408 Assist with effective WHS management of contractors	V1	N/A	N/A
Item 2	Learner Activity Workbook: BSBMGT502 Manage people performance	V1	N/A	N/A
Item 3	PowerPoint Slides: BSBWHS408 Assist with effective WHS management of contractors	V1	N/A	N/A
Item 4	PowerPoint Slides: BSBMGT502 Manage people performance	V1	N/A	N/A
Item 5				
Item 6				

Learning Activities		
Workbook reference	**Title**	**Activity Description**
Item 1	Learning Activity questions	
Item 2	Simulated Learning Activities	
Item 3	Self-Assessment Questionnaire	
Item 4		
Item 5		
Item 6		
Trainer Declaration	I have discussed and explained the structured reading and learning activities required to be completed by the Learner as part of their learning journey and progress to readiness for assessment	☐ Yes ☐ No

Record of Learning
Learner to complete – refer to your Training Plan for the self-directed learning required hours.

	Date	Start time	Finish time	Hours spent undertaking learning	Cumulative total	Description of Learning tasks completed	Learner signature	Assessor initial
1								
2								
3								
4								
5								
6								

	Date	Start time	Finish time	Hours spent undertaking learning	Cumulative total	Description of Learning tasks completed	Learner signature	Assessor initial
7								
8								
9								
10								
11								
12								
13								

	Date	Start time	Finish time	Hours spent undertaking learning	Cumulative total	Description of Learning tasks completed	Learner signature	Assessor initial
14								
15								
16								
17								
18								
19								
20								

Part 2: Self-evaluation checklist

After completing the revision activities, I understand how to:	Tick if Yes		Tick if No	
• Describe the nature and range of the contexts, situations and arrangements where contractor services are supplied to the organisation	☐	Yes	☐	No
• Outline contractor WHS arrangements with reference to the relevant commonwealth and state or territory WHS Acts, regulations, codes of practice and standards	☐	Yes	☐	No
• Outline organisational WHS policies, procedures, processes and systems that are relevant to contractor services	☐	Yes	☐	No
• List the duties, rights and obligations of individuals and parties as specified in relevant WHS legislation with regard to the supply of services to workplaces by contractors	☐	Yes	☐	No
• Detail best practice in WHS management of contractors with regard to policies, procedures, processes, systems, methods and arrangements	☐	Yes	☐	No
• Identify internal and external sources of information and data that are relevant to contractor WHS arrangements and how to access them.	☐	Yes	☐	No
• Outline relevant legislative and regulatory requirements	☐	Yes	☐	No
• Outline relevant awards and certified agreements	☐	Yes	☐	No
• Explain performance measurement systems utilised within the organisation	☐	Yes	☐	No
• Explain unlawful dismissal rules and due process	☐	Yes	☐	No
• Describe staff development options and information.	☐	Yes	☐	No

Learner feedback

If you have ticked 'No' to any of the above, please discuss with your Trainer what further support you require prior to assessment

Please detail below:

Record of Learning Participation
Units of competency

BSBWHS408	Assist with effective WHS management of contractors
BSBMGT502	Manage people performance

This learning task prepares you for assessment. It is important to your learning journey to complete all learning tasks.

Learning Requirements (Assessor to tick appropriate box)	Satisfactory	Date	More evidence	Date
Learner Activity Workbook reviewed	☐		☐	
PowerPoint slides reviewed	☐		☐	
Learning Activities completed	☐		☐	
Simulated Learning Activities completed	☐		☐	
Self-Assessment Questionnaire	☐		☐	
Is the Learner ready for assessment?	☐		☐	
Did the Learner complete the required hours to a satisfactory learning commitment identified in the Training Plan?	☐		☐	
Context detail (Assessor to record)				

Attempt 1	____/____/____	Attempt 2	____/____/____	Attempt 3	____/____/____

Appeals: If you receive a Not Satisfactory result you have the right to appeal. You have three assessment attempts.

Assessor feedback to learner: The Assessor must write full feedback to the learner that is constructive and not generic.

Learner Name:			
Learner Signature:		Date:	____/____/____
Assessor Name:			
Assessor Signature:		Date:	____/____/____