

# **BSB51315**

## **Diploma of Work Health and Safety**



### **Qualification Outline**

### **Online**

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## The Purpose of the Qualification Outline

The purpose of this document is to provide a robust platform for the delivery and assessment of the BSB51315 Diploma of Work Health and Safety completed via online delivery.

## BSB51315 Diploma of Work Health and Safety

### About Wise Education Group

Wise Education is a national RTO delivering work based qualifications in partnership with local and national clients. We have been delivering in various sectors for over 7 years and hold a strong portfolio of participants.

Our products offerings include qualifications in the following industry sectors:

- Business
- Business Administration
- Sales
- Customer Engagement
- Work Health & Safety
- Hospitality
- Management
- Warehouse Operations
- Aged Care
- Child Care
- Disability Services
- Employment Services
- Education Support
- Volunteering Services
- Retail
- Record Keeping
- Marketing & Advertising
- Small Business Management
- Franchising
- Tourism & Events
- Accounting & Bookkeeping
- Project Management

### **As a Registered Training Organisation:**

- \* We provide flexible work based solutions for employers and staff
- \* Have a strong team of trainers expertise
- \* Have demonstrated knowledge in developing concepts for training regimes that reflect the industry needs
- \* Have a strong account management structure
- \* Have a sound internal working management system that ensures we commit to our promise
- \* Have a culture that is built entirely on customer care
- \* Have a Work Placement Scheme that supports most qualifications
- \* Have logbooks that record your work placement activities and supports your practical learning

	<p>* Have available webinars which can be undertaken at any time as a recorded session or Live led by your trainer</p>
<p>The Need</p>	<p><b>General:</b> There is a growing need for experienced, qualified managers, supervisors or safety specialists across all industries. As this is a highly regulated area in any business it is very important the staff reflect the required skills and knowledge. Businesses are required to work within the Australian standards or the state specific standards and it is the staff and the business' responsibility to ensure that these standards are compliant.</p> <p><b>From an industry perspective:</b> The safety regulations within any industry are an important part of business operations. Often many businesses focus on the operations of the business and can neglect the standards and best practice for ensuring a safe workplace. As a result it is vital that qualified and experienced supervisors are made responsible for this requirement so the industry can maintain high performance against work health &amp; safety. Where this is practiced, it will always lead to a positive result on the bottom line anyway.</p> <p><b>From potential participants' perspective:</b></p> <p>Staff irrespective of the industry they are in, require training in order to undertake their roles effectively. They require internal on the job training and monitoring with the view of a training plan so they can also determine their job readiness. Staffs also are looking to have these skills form part of a nationally recognised qualification so they can demonstrate their sound industry knowledge by way of an industry specific qualification. This strengthens their personal resume and provides a platform for determining their career path.</p>
<p>Target Market</p>	<p>This qualification is suitable for people who coordinate and maintain the work health and safety (WHS) program in an organisation. It reflects the role of practitioners who apply a substantial knowledge base and well-developed skills in a wide variety of WHS contexts.</p> <p>Job roles and titles may include:</p> <ul style="list-style-type: none"> <li>• Health and Safety Coordinator</li> <li>• Health and Safety Practitioner</li> <li>• Health and Safety Advisor</li> </ul>
<p>Entry requirements</p>	<p><u>Training Package requirements</u></p> <p>All core units in BSB41415 Certificate IV in Work Health and Safety or equivalent competencies:</p> <p>BSBWHS402 Assist with compliance with WHS laws</p> <p>BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes</p> <p>BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control</p> <p>BSBWHS405 Contribute to implementing and maintaining WHS management systems</p>

	<p>BSBWHS406 Assist with responding to incidents</p> <p><u>Wise Education Group requirements</u></p> <p>Participants must be able to fulfil the following specific requirements:</p> <ul style="list-style-type: none"> <li>• Be working in a part time or full time capacity</li> <li>• Pay your student qualification fee</li> <li>• Complete an enrolment form</li> <li>• Complete a language, literacy and numeracy test as part of the enrolment form</li> <li>• The enrolment form will be emailed and you must save it locally on your computer prior to completing the forms. They can be completed and filled in electronically or you can post directly to: <ul style="list-style-type: none"> <li><b>Wise Education Group</b></li> <li><b>PO Box 6252 Alexandria NSW 2015</b></li> </ul> </li> <li>• You will also be provided with a copy of the Qualification Outline and Participant Handbook.</li> </ul>
<p>Outcomes</p>	<p>This program has been designed to equip participants (see target market) with the skills and experience required to work within the roles mentioned. They will obtain the following skills and knowledge:</p> <ul style="list-style-type: none"> <li>• Raising relevant WHS issues in meetings and supporting others to do so</li> <li>• Using a range of communication media</li> <li>• Manage time effectively and deal with contingencies</li> <li>• Consult with individuals and parties to identify specific requirements for WHS consultation and participation</li> <li>• Monitor procedures when storing chemicals or dangerous goods</li> <li>• Compliance with policies, procedures and legislation</li> <li>• Identifying workplace hazards and risks</li> <li>• Risk management</li> <li>• Investigating WHS incidents in a systematic manner</li> <li>• Providing advice and support to individuals and parties during implementation of WHS policies</li> <li>• Participate in environmentally sustainable work practices</li> <li>• Appropriately skilled team members</li> <li>• Organisational policies and procedures are adhered to</li> <li>• Developed actions, interventions and measures to prevent re-occurrence of incidents</li> <li>• A risk control plan and evaluated risk controls</li> <li>• Identified the roles and responsibilities, and training needs required for implementation</li> </ul>
<p>Program overview</p>	<p>The delivery and assessment of this program is completely online. All modules are allocated to the Learning Management System. Participants will be allocated a 1 unit of competency at a time.</p>
<p>Delivery and Assessment</p>	<p>The theory components are the first part of the online experience. You will undertake each of your modules allowing up to 8 hours completing the module and at least 4 hours for assessment completion. The learning module and assessment can be carried out</p>

	<p>over time and we recommend scheduling at least one module with assessment per month.</p> <p>At the conclusion of the module you will complete your assessment in a writable pdf document. Refer to the assessment section for instructions.</p> <p>The modules are made up of 2 components:</p> <ul style="list-style-type: none"> <li>• Learning Content</li> <li>• The quiz, which are your assessment questions combined with My Project which are both free form text assessment.</li> <li>• You will also need to substantiate your assessment with responses to case studies or scenarios that have a workplace context</li> </ul> <p>You will flow to each component as you complete each section.</p>
<p><b>Duration</b></p>	<p>The theory components are the first part of the online experience. You will undertake each of your modules allowing up to 8 hours completing the module and at least 4 hours for assessment completion. The learning module and assessment can be carried out over time and we recommend scheduling at least one module with assessment per month.</p> <p>At the conclusion of the module you will complete your assessment in a writable pdf document. Refer to the assessment section for instructions.</p> <p>The modules are made up of 2 components:</p> <ul style="list-style-type: none"> <li>• Learning Content</li> <li>• The quiz, which are your assessment questions combined with My Project which are both free form text assessment.</li> <li>• You will also need to substantiate your assessment with responses to case studies or scenarios that have a workplace context</li> <li>• You will flow to each component as you complete each section.</li> </ul>
<p><b>Pre requisites</b></p>	<p>All core units in BSB41415 Certificate IV in Work Health and Safety or equivalent competencies:</p> <p>BSBWHS402 Assist with compliance with WHS laws</p> <p>BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes</p> <p>BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control</p> <p>BSBWHS405 Contribute to implementing and maintaining WHS management systems</p> <p>BSBWHS406 Assist with responding to incidents</p>
<p><b>Packaging</b></p>	<p>To complete this qualification participants must complete a total of 9 units of competency comprising:</p> <p>5 core units and 4 elective units which may be taken from the list below.</p>

## Units

Wise Education Group is able to deliver and assess the following units of competency. Units of competency will be selected to create a specialisation that is specific to the client.

Unit Code	Unit Title	Core/ Elective
BSBWHS502	Manage effective WHS consultation and participation processes	Core
BSBWHS503	Contribute to the systematic management of WHS risk	Core
BSBWHS504	Manage WHS hazards and risks	Core
BSBWHS505	Investigate WHS incidents	Core
BSBWHS506	Contribute to developing, implementing and maintaining WHS management systems	Core
BSBWHS507	Contribute to managing WHS information systems	Elective
BSBWHS510	Contribute to implementing emergency procedures	Elective
BSBWHS410	Contribute to work-related health and safety measures and initiatives	Elective
BSBMGT502	Manage people performance	Elective

## Delivery arrangements

The delivery of this qualification will be completely on the job or in the employment organisation and the Employer is responsible for ensuring that on the job training is undertaken in the workplace. Wise Education Group will support the off the job component and detailed below (Training Log) is the material provided to the Employer for this support. The delivery of this qualification will be completely online. Wise Education Group will support all participants by providing availability to an allocated Trainer/Assessor via phone or email support.

In each of the modules, learning activities are provided to ensure that the appropriate learning is being undertaken.

You will be required to complete at least one unit per month to remain on track within a 12 month period. Should you choose to fast track your duration you are able to complete the units at your own pace.

In each of the learner's guides, workplace activities are provided to ensure that the appropriate learning is being undertaken in the workplace.

A Training Log is also provided with outlined activities for the workplace against each unit of competency. All parties responsibilities for the on and off the job training is detailed in the Training Log.

## Sequencing

The training plan for each participant will reflect the sequencing of delivery. Where appropriate, Wise Education Group will also establish a schedule of events and document these in the Wise Education Group Trainer Schedule.

Unit Code	Unit Title	Month
BSBWHS502	Manage effective WHS consultation and participation processes	Month 1
BSBWHS503	Contribute to the systematic management of WHS risk	Month 2
BSBWHS504	Manage WHS hazards and risks	Month 3
BSBWHS505	Investigate WHS incidents	Month 4
BSBWHS506	Contribute to developing, implementing and maintaining WHS management systems	Month 5
BSBWHS507	Contribute to managing WHS information systems	Month 6
BSBWHS510	Contribute to implementing emergency procedures	Month 7
BSBWHS410	Contribute to work-related health and safety measures and initiatives	Month 8
BSBMGT502	Manage people performance	Month 9

**Work environment**

Participants enrolled in this qualification will have full access to a workplace, its facilities, stakeholders, equipment, resources and support.

**Assessment**

There are three forms of assessment:

1. Questions which are free form text answers and also address the employability skill of problem solving
2. A project which is scenario based and will require free form text responses
3. A scenario or role play context that will require you to implement your learnt skills and knowledge (this will be part of the my project)

When you have completed the content for your learning unit you will be presented with the following screen.



The participant can either click on the My Quiz or My Project section to gain access to their Quiz or Project

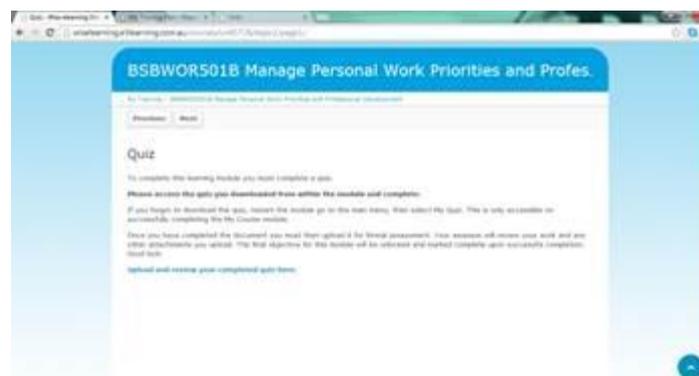
[For My Quiz](#)



Click on the assessment document to download and save to your computer.

Locate the file and complete the assessment by typing your answers in the space provided, then save the file and include your name as part of the file name to your computer.

Once completed log back onto the LMS and proceed into your unit of Competency to upload your content into the Quiz section



When you have completed the assessment and are ready to upload return to the Training screen and select the upload option.

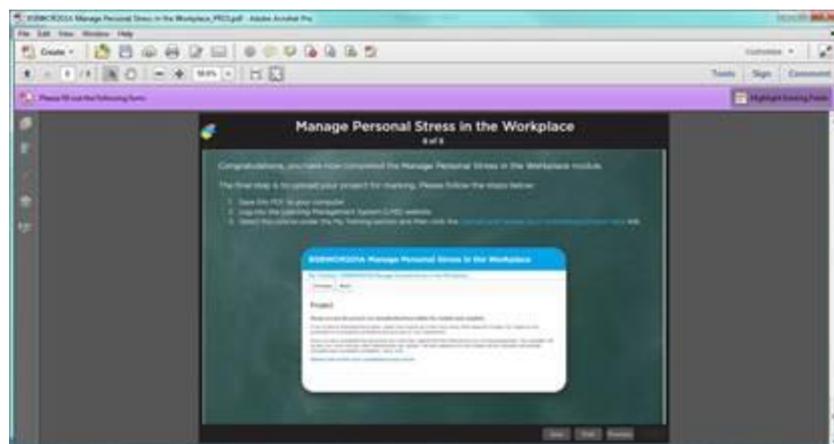


For My Project

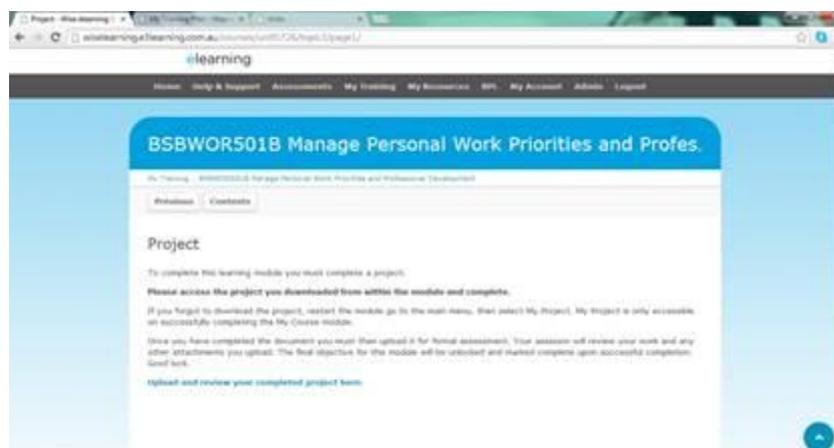


Click on the assessment document to download and save to your computer.

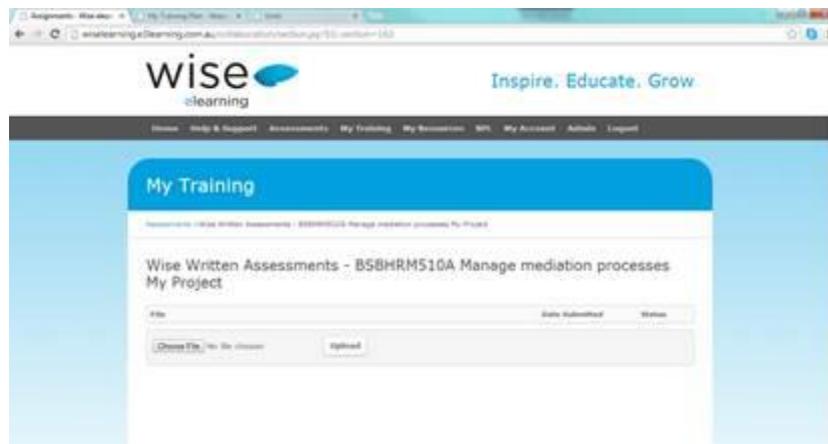
Locate the file and complete the assessment by typing your answers in the space provided, then save the file and include your name as part of the file name to your computer.



Once completed log back onto the LMS and proceed into your unit of Competency to upload your content into the Quiz section



When you have completed the assessment and are ready to upload return to the Training screen and select the upload option.



RPL

All participants will be provided with the opportunity to undertake recognition of prior learning. They have the opportunity to apply for this process at enrolment and they will then be provided with the following information:

- RPL Application Kit
- RPL Evidence Guide

Wise Education Group also provides the Trainer/Assessors with a support guide to RPL.

Validation

**Pre implementation**

The assessment materials developed for each module have been through a pre delivery validation process conducted by an industry and training and assessment expert from Wise Education Group. This process was a quality check to ensure that the assessments to be used met training package and industry requirements, ensured that the assessment was at the right level, and that appropriate and sufficient evidence would be gathered to inform assessor decisions regarding participant competency.

The outcomes of the assessment validation process were recorded in the Wise Education Group Validation Action Plan template.

Documents generated during this process included mapping documents showing the relationship between each cluster and the tools used to gather assessment evidence, updated assessment tools, and the records of assessment validation.

**Post implementation**

After a module has been delivered and assessed Wise Education Group will validate each set of assessment tools in line with the approach set out in the NQC Guide to Assessment Validation and Moderation. The outcomes of this process will be documented in the Wise Education Group management system.

Resources

To adequately support the delivery of the qualification, Wise Education Group will provide requested documentation and handouts to participants in order for them to complete an appropriate assessment.

<p><b>Facilities and Equipment</b></p>	<p>Access to a workplace with the following facilities &amp; equipment:</p> <ul style="list-style-type: none"> <li>• Relevant legislation, standards and guidelines, e.g. Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks</li> <li>• Technology required to be used in the workplace, such as WHS management systems</li> <li>• Documentation pertaining to WHS</li> <li>• Other workplace documentation such as case studies</li> <li>• Real situations (where possible)</li> <li>• Office equipment and resources</li> <li>• WHS policies, procedures, handbook</li> </ul>
<p><b>Trainer Materials</b></p>	<p>The following documents have been developed which describe the delivery and assessment of the qualification.</p> <ul style="list-style-type: none"> <li>• Wise Education Group Trainer Scheduling doc</li> <li>• Learners Guide with Facilitator notes for activities</li> <li>• Assessment Kit</li> <li>• Assessors Marking Guide</li> <li>• Mapping Guide</li> </ul> <p>For more information on the delivery and assessment materials to be used by the trainer please refer to the central register: Wise Education Group Curriculum Resource and Development Plan.</p>
<p><b>Student Materials</b></p>	<p>The following documents have been developed which describe the delivery and assessment of the qualification. The units of competency are in single unit format and also clustered specifically for retail clients.</p> <ul style="list-style-type: none"> <li>• Wise Education Group Trainer Scheduling doc</li> <li>• Training Log</li> <li>• Learners Guide</li> <li>• Assessment Kit</li> </ul>
<p><b>Trainer requirements</b></p>	<p>To deliver this program Wise Education Group requires its trainers and assessors to:</p> <ul style="list-style-type: none"> <li>• Hold a TAE40110 Certificate IV in Training and Assessment</li> <li>• Hold the qualification BSB51315 Diploma of Work Health and Safety (or equivalent or a level higher)</li> <li>• Have worked as a Trainer/Assessor professional within the last 12 months</li> <li>• Have worked in a sales position with a minimum of 3 years' experience</li> <li>• Hold membership or that of a related industry body (updates from the Business Skills Industry)</li> <li>• Have participated in specific professional development within the last 12 months; and</li> <li>• Maintain their Industry Currency at least annually by attending 'Return to Industry' programs as set out in professional development plan</li> <li>• Have undertaken training and assessment professional development within the last 12 months.</li> </ul>

**Trainer Allocation**

Wise Education Group will allocate a single Trainer where appropriate to a client site. Where single or multiple trainers are required, we have set out the Trainer responsible for undertaking the units of competency as below:

Unit Code	Unit Title	Trainer
BSBWHS502	Manage effective WHS consultation and participation processes	Steve Roberts
BSBWHS503	Contribute to the systematic management of WHS risk	Steve Roberts
BSBWHS504	Manage WHS hazards and risks	Steve Roberts
BSBWHS505	Investigate WHS incidents	Steve Roberts
BSBWHS506	Contribute to developing, implementing and maintaining WHS management systems	Steve Roberts
BSBWHS507	Contribute to managing WHS information systems	Steve Roberts
BSBWHS510	Contribute to implementing emergency procedures	Steve Roberts
BSBWHS410	Contribute to work-related health and safety measures and initiatives	Steve Roberts
BSBMGT502	Manage people performance	Steve Roberts

**Employability skills**

Employability skills are embedded in Training Package units of competency. Employability Skills Summaries record how the employability skills are covered in every nationally endorsed qualification (source <http://www.training.gov.au>). Refer to the training package qualification framework for this qualification’s employability skills summary.

**Pathways**

Upon successful completion of this qualification, participants are able to continue their learning journey into:  
BSB60615 Advanced Diploma of Work Health and Safety

**Access & Equity**

Principles, practices and legislative requirements relating to equity, access, anti-discrimination and social justice will be addressed in all aspects of the implementation of the Learning and Assessment Strategies. Needs will be identified prior to students’ commencing programs. Customised delivery and assessment strategies, including reasonable adjustment to meet client needs.

**Support Services**

**Learning Support** – LLN support (through initial analysis (LLN form) and feedback then follow up support where necessary); disability support services

We are also able to coordinate face to face sessions or distance learning if the online environment is not conducive to your style of learning. Please advise your Trainer/ Assessor if you require changes to your delivery format

**Student Support** – Wise Account Manager and Wise Trainer

	<p><b>Online Communication Strategy</b> (see appendix at back of document) This is our commitment to maintaining your engagement and supporting you through the online modules within a 12 month period.</p>
<p><b>Participant &amp; Client Satisfaction</b></p>	<p>Wise Education Group will periodically conduct random surveys with participants and provide this feedback to stakeholders. At regular management meetings, Wise Education Group will analyse the feedback and implement any corrective actions.</p>
<p><b>Your Commitment</b></p>	<ul style="list-style-type: none"> <li>• Actively participate in your modules</li> <li>• Liaise with your Trainer/Assessor to receive adequate support</li> <li>• Complete your models and assessment in a timely manner</li> </ul>

Appendix A

