

**BSB41415**

**Certificate IV in Work  
Health & 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 BSB41415 Certificate IV in Work Health & Safety completed via online delivery.

**This is your training and assessment plan.**

## BSB41415 Certificate IV in Work Health & 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

	<ul style="list-style-type: none"> <li>* Have a culture that is built entirely on customer care</li> <li>* Have a Work Placement Scheme that supports most qualifications</li> <li>* Have logbooks that record your work placement activities and supports your practical learning</li> <li>* Have available webinars which can be undertaken at any time as a recorded session or Live led by your trainer</li> </ul>
<p>The Need</p>	<p><b>General:</b> The known workers in any business often have an extensive amount of knowledge and skills without any formal qualifications. Safety Managers or Supervisors for years have looked after the legislative requirements and compliance and have often been promoted into these positions due to their technical skills. This qualification is aimed at those people with the skills and knowledge in order to support an educated framework for these roles.</p> <p><b>From an industry perspective:</b> Known or long term workers in any business are an integral part of the daily operation. Often known workers are responsible for many different areas in a business and gain an incredible amount of intellectual property throughout their employment. This knowledge often is taken for granted and they often miss the opportunity to gain a nationally accredited qualification unlike the new known workers and ensure their knowledge and skills is recognised so they too can add formal value and credibility to any business.</p> <p><b>From a potential participants’ perspective:</b> As new workers enter into any workforce the mature aged or known workers are often confronted with the opportunities their counterparts are offered, and as a result make reactive decisions which often lead to early retirement. This program provides them with the choice of being able to demonstrate their abilities through a recognition program and formalise their current knowledge and skills. It also provides an opportunity to up skill into a qualification that can provide a career path for them and longevity in the workforce.</p>
<p>Target Market</p>	<p><b>General:</b> Any other staff wishing to gain a nationally accredited qualification must be able to demonstrate a minimum of 3 years’ experience within this vocational framework. Typically you will hold or have been in a position as follows:</p> <ul style="list-style-type: none"> <li>• WHS representative, specialist or consultant</li> <li>• WHS or risk manager</li> <li>• Return to work coordinator or manager</li> <li>• Part of a WHS committee</li> <li>• A team leader role with WHS responsibilities</li> </ul>
<p>Entry requirements</p>	<p>Training Package: No entry requirements specified</p> <p>Wise Education Requirements: Participants must be able to fulfil the following specific requirements:</p> <ul style="list-style-type: none"> <li>• Pay your student qualification fee</li> <li>• Complete an enrolment form</li> </ul>

	<ul style="list-style-type: none"> <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: <b>Wise Education Group</b> <b>PO Box 6252 Alexandria NSW 2015</b></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 recognise participants (see target market) against their current skills and knowledge that they have gained over their employment. The following is a list of skills and knowledge they would expect to have:</p> <ul style="list-style-type: none"> <li>• Sound knowledge of Work Health &amp; Safety</li> <li>• Able to participate in an induction</li> <li>• Monitor procedures when storing chemicals or dangerous goods</li> <li>• Deliver and monitor a service to customers</li> <li>• Risk management</li> <li>• Compliance with policies, procedures and legislation</li> <li>• Identifying hazards and risks</li> <li>• Prepare workplace documentation</li> <li>• Participate in environmentally sustainable work practices</li> <li>• Manage a team in a WHS environment</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 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>Duration</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</p>

	<p>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>																																							
Pre requisites	There are no unit level pre requisites that participants must complete to enter this program.																																							
Packaging	To complete this qualification participants must complete a total of 10 units of competency as set out in the Training package. This is to consist of 5 core units and 5 elective units which may be taken from the list below, 3 from Group A, 2 from Group B																																							
Units	<p>Wise Education Group is able to deliver and assess the following units of competency.</p> <table border="1" data-bbox="427 1037 1460 1921"> <thead> <tr> <th>Unit Code</th> <th>Unit Title</th> <th>Core/ Elective</th> </tr> </thead> <tbody> <tr> <td>BSBWHS402</td> <td>Assist with compliance with WHS laws</td> <td>C</td> </tr> <tr> <td>BSBWHS403</td> <td>Contribute to implementing and maintaining WHS consultation and participation processes</td> <td>C</td> </tr> <tr> <td>BSBWHS404</td> <td>Contribute to WHS hazard identification, risk assessment and risk control</td> <td>C</td> </tr> <tr> <td>BSBWHS405</td> <td>Contribute to implementing and maintaining WHS management systems</td> <td>C</td> </tr> <tr> <td>BSBWHS406</td> <td>Assist with responding to incidents</td> <td>C</td> </tr> <tr> <td>BSBWHS401</td> <td>Implement and monitor WHS policies and procedures and programs to meet legislative requirements</td> <td>E- Group B</td> </tr> <tr> <td>BSBSUS301</td> <td>Implement and monitor environment and sustainable work practices</td> <td>E- Group A</td> </tr> <tr> <td>BSBPMG522</td> <td>Undertake project work</td> <td>E- Group A</td> </tr> <tr> <td>BSBWHS409</td> <td>Assist with workplace monitoring procedures</td> <td>E- Group A</td> </tr> <tr> <td>BSBWRT401</td> <td>Write complex documents</td> <td>E Group B</td> </tr> <tr> <td>BSBINN301</td> <td>Promote innovation in a team environment</td> <td>E Group B</td> </tr> <tr> <td>BSBMGT401</td> <td>Show leadership in the workplace</td> <td>E Group B</td> </tr> </tbody> </table>	Unit Code	Unit Title	Core/ Elective	BSBWHS402	Assist with compliance with WHS laws	C	BSBWHS403	Contribute to implementing and maintaining WHS consultation and participation processes	C	BSBWHS404	Contribute to WHS hazard identification, risk assessment and risk control	C	BSBWHS405	Contribute to implementing and maintaining WHS management systems	C	BSBWHS406	Assist with responding to incidents	C	BSBWHS401	Implement and monitor WHS policies and procedures and programs to meet legislative requirements	E- Group B	BSBSUS301	Implement and monitor environment and sustainable work practices	E- Group A	BSBPMG522	Undertake project work	E- Group A	BSBWHS409	Assist with workplace monitoring procedures	E- Group A	BSBWRT401	Write complex documents	E Group B	BSBINN301	Promote innovation in a team environment	E Group B	BSBMGT401	Show leadership in the workplace	E Group B
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<b>Delivery arrangements</b>	<p>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.</p> <p>In each of the modules, learning activities are provided to ensure that the appropriate learning is being undertaken.</p> <p>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.</p> <p>In each of the learner’s guides, workplace activities are provided to ensure that the appropriate learning is being undertaken in the workplace.</p> <p>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.</p>																																			
<b>Sequencing</b>	<p>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.</p> <p>Your units of competency will be provided as follows</p> <table border="1" data-bbox="427 1227 1460 1973"> <thead> <tr> <th>Unit Code</th> <th>Unit Title</th> <th>Month</th> </tr> </thead> <tbody> <tr> <td>BSBWHS402</td> <td>Assist with compliance with WHS laws</td> <td>Month 1</td> </tr> <tr> <td>BSBWHS403</td> <td>Contribute to implementing and maintaining WHS consultation and participation processes</td> <td>Month 2</td> </tr> <tr> <td>BSBWHS404</td> <td>Contribute to WHS hazard identification, risk assessment and risk control</td> <td>Month 3</td> </tr> <tr> <td>BSBWHS405</td> <td>Contribute to implementing and maintaining WHS management systems</td> <td>Month 4</td> </tr> <tr> <td>BSBWHS406</td> <td>Assist with responding to incidents</td> <td>Month 5</td> </tr> <tr> <td>BSBWHS401</td> <td>Implement and monitor WHS policies and procedures and programs to meet legislative requirements</td> <td>Month 6-10</td> </tr> <tr> <td>BSBSUS301</td> <td>Implement and monitor environment and sustainable work practices</td> <td>Month 6-10</td> </tr> <tr> <td>BSBPMG522</td> <td>Undertake project work</td> <td>Month 6-10</td> </tr> <tr> <td>BSBWHS409</td> <td>Assist with workplace monitoring procedures</td> <td>Month 6-10</td> </tr> <tr> <td>BSBWRT401</td> <td>Write complex documents</td> <td>Month 6-10</td> </tr> </tbody> </table>			Unit Code	Unit Title	Month	BSBWHS402	Assist with compliance with WHS laws	Month 1	BSBWHS403	Contribute to implementing and maintaining WHS consultation and participation processes	Month 2	BSBWHS404	Contribute to WHS hazard identification, risk assessment and risk control	Month 3	BSBWHS405	Contribute to implementing and maintaining WHS management systems	Month 4	BSBWHS406	Assist with responding to incidents	Month 5	BSBWHS401	Implement and monitor WHS policies and procedures and programs to meet legislative requirements	Month 6-10	BSBSUS301	Implement and monitor environment and sustainable work practices	Month 6-10	BSBPMG522	Undertake project work	Month 6-10	BSBWHS409	Assist with workplace monitoring procedures	Month 6-10	BSBWRT401	Write complex documents	Month 6-10
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Work environment	Participants enrolled in this qualification are not required to have full access to a working environment. However your Trainer/ Assessor will work with you to identify local community organisations so you can fulfil volunteering activities to effectively support this program		
Assessment	<p>There are three forms of assessment:</p> <ol style="list-style-type: none"> <li>1. Questions which are free form text answers and also address the employability skill of problem solving</li> <li>2. A project which is scenario based and will require free form text responses</li> <li>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)</li> </ol> <p>When you have completed the content for your learning unit you will be presented with the following screen.</p>  <p>The participant can either click on the My Quiz or My Project section to gain access to their Quiz or Project</p> <p>For My Quiz</p> 		

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.

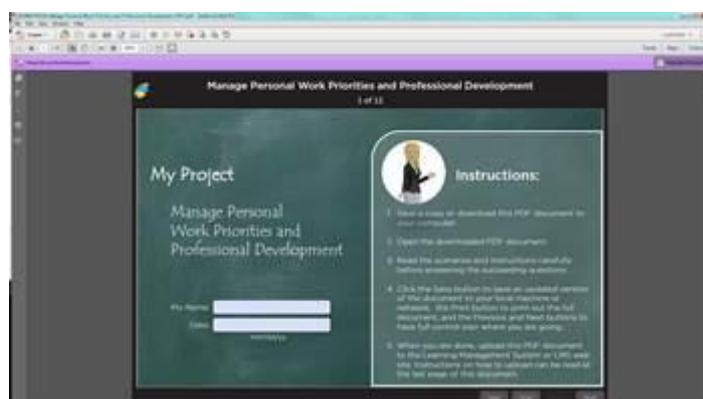
Once completed log back onto the LMS and proceed into your unit of Competency to upload your content into the Quiz section



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

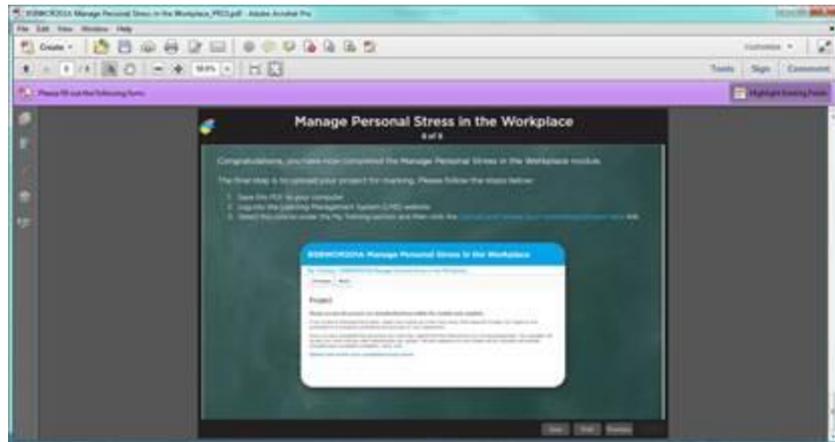


For My Project

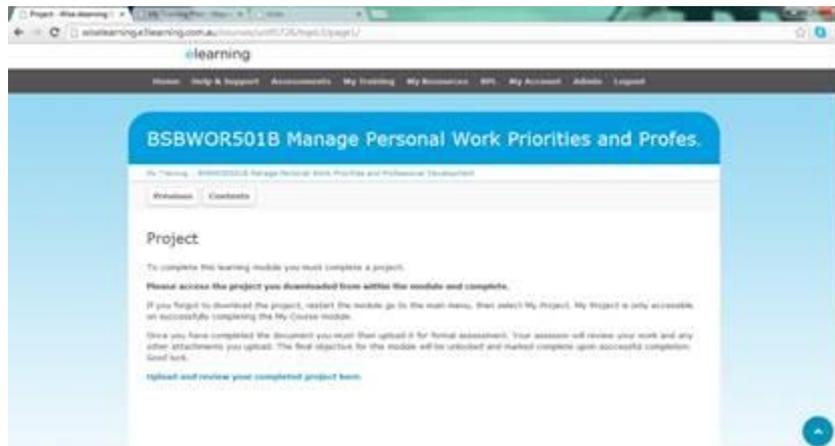


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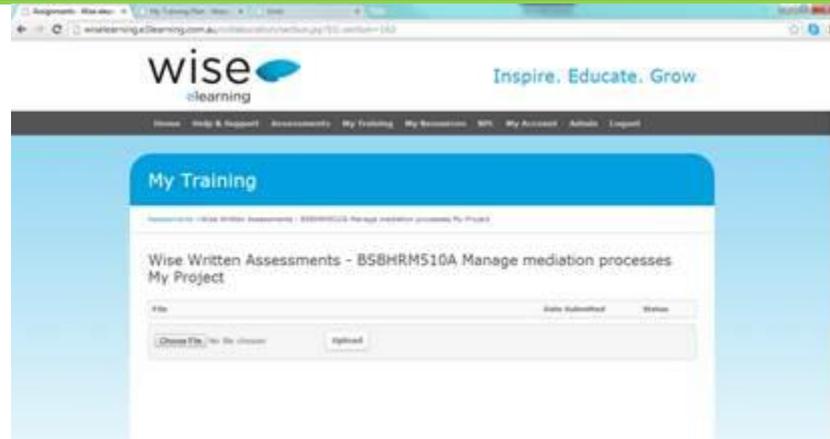
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When you have completed the assessment and are ready to upload return to the Training screen and select the upload option.



## RPL Guides

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 have been through a pre delivery validation process conducted by an industry and training and assessment expert from Wise Education Group and these are scheduled over a 5-year period. This process is 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 outcome of this process will be documented in the Wise Education Group management system.

Wise Education Group has a Risk Validation tool that identifies our risk areas and these areas are rated for purpose of action. The risk validation sheet also boasts a validation schedule.

## 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. The units of competency are in single unit format and also clustered specifically for clients.</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>• WTrainer Scheduling doc</li> <li>• Training Log</li> <li>• Wise Education Group Learners Guide</li> <li>• Wise Education Group 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 following qualifications:             <ul style="list-style-type: none"> <li>○ BSB41412 Certificate IV in Work Health or Safety (or equivalent or a level higher)</li> </ul> </li> <li>• Have worked as a Trainer/ Assessor professional within the last 12 months</li> <li>• Have worked in the Safety Environment/ Industry with a minimum of 3 years' experience</li> <li>• Hold membership or that of a related industry body</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> </ul>

- Have undertaken training and assessment professional development within the last 12 months.

**Other resources**

Wise Education Group provides additional resources to support the delivery.

These include:

- Custom built in-house programs that address specific soft skills development
- PowerPoint presentations
- Online webinars
- Review of training plans quarterly
- Regular email and phone support
- Live Chat
- Skype meetings

**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/ Assessor
BSBWHS402	Assist with compliance with WHS laws	Steve Roberts
BSBWHS403	Contribute to implementing and maintaining WHS consultation and participation processes	Steve Roberts
BSBWHS404	Contribute to WHS hazard identification, risk assessment and risk control	Steve Roberts
BSBWHS405	Contribute to implementing and maintaining WHS management systems	Steve Roberts
BSBWHS406	Assist with responding to incidents	Steve Roberts
BSBWHS401	Implement and monitor WHS policies and procedures and programs to meet legislative requirements	Steve Roberts
BSBSUS301	Implement and monitor environment and sustainable work practices	Steve Roberts
BSBPMG522	Undertake project work	Steve Roberts
BSBWHS409	Assist with workplace monitoring procedures	Steve Roberts
BSBWRT401	Write complex documents	Steve Roberts
BSBINN301	Promote innovation in a team environment	Steve Roberts
BSBMGT401	Show leadership in the workplace	Steve Roberts
BSBMGT403	Implement continuous improvement	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	<p>Upon successful completion of this qualification, participants are able to continue their learning journey into:</p> <p>Diploma of Leadership and Management BSB51915 or Diploma of Work Health &amp; Safety BSB51315</p>
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	<p><b>Learning Support</b> – LLN support (through initial analysis (LLN form) and feedback then follow up support where necessary); disability support services</p> <p>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</p> <p><b>Student Support</b> – Wise Account Manager and Wise Trainer</p> <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>
Participant & Client Satisfaction	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.
Your Commitment	<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

Online Training Communication Process

