Work Health and Safety
Online, distance, blended and face-to-face delivery modes

BSB41415 Certificate IV in Work Health and Safety (WHS)
Work Health and Safety

- **BSB41415 Certificate IV in Work Health and Safety (WHS)**
  This nationally recognised qualification will provide students with:
  - Application of the current Act, its regulations, Codes of Practice and Advisory Standards
  - An understanding of the skills required to recognise and evaluate health and safety hazards in the workplace
  - An understanding of the skills required to administer various occupational health and safety functions including planning, policy development and ethics.

**Course duration**
The Certificate IV in WHS can be completed within six to ten months, depending on the dates selected from the course timetable upon enrolment.

**Assignments submission**
The assignment submission dates chosen upon enrolment are compulsory.

Any submission extension must be requested in writing (via email) to the Course Coordinator.

**Assessment criteria**
Assessment is competency based.

The student’s performance is assessed on satisfactory completion of the required assignments (online delivery) and workshops assessment activities (face-to-face delivery).

**Students support**
Online and telephone support is available throughout the duration of the course. Students are encouraged to email all their academic enquiries directly to the trainers or the course coordinator.

One-on-one support is also available on request.

**Course delivery**
This program is available through:

**Online delivery:**
Students are required to complete the entire course through the Blackboard e-Learning System (system used by Swinburne University of Technology to provide online learning experiences, assessment tools and submission of assessment facilities to students). No on-campus classes/tutorials attendance is required for this delivery mode.

Each unit of competency requires the completion of 2 or 3 (Parts A, B & C) assessment activities, which need to be submitted by the submission dates selected upon enrolment.

- Part A – True /False quiz
- Part B – Short answer written assignment
- Part C – Workplace written project

**Face-to-face delivery:**
This delivery mode involves a series of workshops* to cover theory and coaching sessions addressing industry contexts. These workshops enable students to complete most of the required assessment activities during the workshops, in an accelerated mode, and within a simulated work environment.

This delivery also accommodates those students who do not have direct access to a workplace.

Students are required to attend four workshops (10 days) to be completed between six and ten months.

Short workplace assignments may be required upon completion of the workshops.

The face-to-face delivery sessions are offered Monday to Friday from 9.00am to 5.00pm, at the Melbourne CBD Campus**.

*For submission and workshops dates refer to the course timetable.
**Workshops information and venue details are emailed to students two to three weeks before each session.

**Minimum entry requirements**
- Appropriate level of literacy
- Basic understanding of maths and science
- Computer skills and access to a personal email address
  Students are expected to have enough computer skills to complete their studies. The provision of these skills is not included as part of the courses.
- Study skills
  Students must have study skills to enable them to undertake:
  - Reading and understanding of assessment requirements
  - Preparing, formatting and submitting assignments
  - Organising assignment requirements and meeting deadlines
- Access to a workplace and workplace information
  According to the OHS/WHS Business Services Training Package (www.training.gov.au), students are required to have access to a workplace (current, old or a host workplace) and workplace information, to complete assessment tasks.

**Specific entry requirements**
There are no entry requirements for the Certificate IV in WHS however the preferred pathways for candidates entering this qualification include:

- BSB30712 Certificate III in Work Health and Safety or other relevant Certificate III qualifications
- OR
  Vocational experience in work health and safety roles without a formal qualification.

Candidates are required to submit the following documents prior to enrolment, or along with their enrolment application:

- A copy of their current CV*
- A short cover letter stating why they want to apply for this qualification*

The course trainer will assess and advise their eligibility for the program.
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Course outline
The Certificate IV in WHS covers ten units of competency:

Online delivery:
- BSBWHS402 Assist with compliance with WHS laws
- BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes
- BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control
- BSBWHS405 Contribute to implementing and maintaining WHS management systems
- BSBWHS406 Assist with responding to incidents
- BSBWHS408 Assist with effective WHS management of contractors
- PUAWER002B Ensure workplace emergency prevention procedures, systems and processes are implemented
- BSBWHS407 Assist with claims management, rehabilitation and return-to-work programs
- BSBUS301 Implement and monitor environmentally sustainable work practices
- BSBWRT401 Write complex documents

Face-to-face delivery:
Module No. 1 – WHS Management Systems
- BSBWHS402 Assist with compliance with WHS laws
- BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes
- BSBWHS405 Contribute to implementing and maintaining WHS management systems

Module No. 2 – Risk Management
- BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control
- BSBWHS404 Contribute to work related health and safety measures and initiatives
- BSBRSK401 Identify risk and apply risk management processes

Module No. 3 – WHS Incident Management
- BSBWHS406 Assist with responding to incidents
- BSBWHS408 Assist with effective WHS management of contractors

Module No. 4 – Emergency Procedures
- BSBWHS407 Assist with claims management, rehabilitation and return-to-work programs
- BSBWHS510 Contribute to implementing emergency procedures

Study materials
Online delivery students will receive a study pack containing a Student Orientation Guide and details and instructions for using the Swinburne Learning Management System – Blackboard. All assessment materials and recommended readings will be available online through Blackboard.

Face-to-face delivery students will receive a study pack containing a Student Orientation Guide, and a resources CD with the recommended readings. Additional material will be provided during the workshops.

Government subsidised places
You may be eligible for the Victorian Government funding if you comply with the following requirements:
- an Australian citizen, permanent resident or special category visa holder
- living in Victoria for the duration of your course
- not already the holder of a qualification higher than the course you intend to enrol into
- are not already enrolled into two or more other government-subsidised courses. (This means that you can do no more than two government-subsidised courses at any one time).

For further information visit: swinburne.edu.au/student-administration/fees/tafe
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How to apply?

Enrolments are accepted any day of the year.
To enrol in this course you need to:

1. Complete and sign the following forms:
   - TAFE Enrolment (Parts A, B & C)
   - Timetable
   - Withdrawal & Refunds rules

   *If you wish to enrol as a part-time student, only select one or two modules from the timetable.

2. If you are eligible for the Victorian Government funding, you must include a Certified (Attested) copy of any of the following documents:
   - Australian Birth Certificate
   - Current Australian Passport
   - Current New Zealand Passport
   - Naturalisation Certificate
   - Temporary Protection Visa or Green Medicare card

   If you are under 20 years of age, and the documents mentioned above do not include a date of birth, you also need to provide a certified (attested) copy of any of the following documents:
   - Current driver licence
   - Proof of Age Card

3. If you are eligible for a concession rate, you must include a Certified (Attested) copy of your current concession card.

4. Post or email your complete enrolment application to:

   Swinburne University of Technology
   COHST Mail M71
   PO BOX 218
   Hawthorn, VIC 3122

   E-mail: cohst@swin.edu.au or
   mitazarobiceno@swin.edu.au

Payment methods

The courses fees can be paid in the following ways:

Tax Invoice
Students will be provided with a Tax Invoice for:
- Materials
- Amenities
- Tuition fees

Students will be required to pay all the fees by the payment dates shown in the invoice. Fees that are not paid by the Payment Due Date will incur a Late Payment Penalty as outlined in the Student Administration Ancillary Fees Policy:


Third party invoice
To issue a third party invoice, a payment authority from the employer is required. The document must include the following information:
- Amount to pay
- Full company name
- ABN
- Address
- Phone and fax numbers
- Contact name within the payments or finance area

For further information about how to pay for your fees visit: swinburne.edu.au/student-administration/fees/paying.html

Fees

For information about fees, please visit: swinburne.edu.au/studentoperations/fees/tafe

Concession rates

The Government offers a concession rate under specific circumstances.

Use the following tool to assess if you may be eligible for a Government concession rate:
Go to the TAFE Concession Eligibility Tool:

swinburne.edu.au/student-administration/fees/concession

There are no concession fees for Diplomas and above level courses.

Recognition of Prior Learning (RPL)

If you have professional experience in the OHS/WHS and/or Quality Auditing sectors and would like to apply for the recognition of prior learning (RPL), please visit


If you would like to arrange a face to face interview with one of our trainers to discuss your RPL possibilities, please contact the Course Coordinator directly at:

cohst@swin.edu.au

Job prospects

- OHS Coordinator
- OHS Officer

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FURTHER INFORMATION

Visit www.swinburne.edu.au/cohst
COHST telephone: 03 9214 8841
COHST email: cohst@swin.edu.au

CRICOS provider code 00111D
Training Organisation Identifier (TOID) 3059

The information contained in this brochure was correct at the time of publication, October 2014. The university reserves the right to alter or amend the material contained in this guide.