

2018 COURSE ENROLMENT PLANNER

Certificate IV in Work Health and Safety (Online Delivery) - BSB41415



SWINBURNE
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TECHNOLOGY

The [Certificate IV in Work Health and Safety](#), a nationally recognised qualification, aims to provide students with an understanding of the skills required to administer various work health and safety functions. Students will learn to interpret WHS legislation in order to produce a legal framework, establish and maintain WHS quality systems, lead and induct WHS staff and contractors, respond to WHS incidents and claims and learn how to introduce environmentally sustainable practices to the workplace.

Unlike other training providers, at Swinburne Professional we believe in the holistic development of each person and therefore our qualifications have been structured to not only provide the technical skills required but also to develop the leadership and management capabilities of each person relevant to the level of study that they are engaged in.

Course Information
Intake: VET Sep Intake
Start date: 3 September 2018
Location: Hawthorn Campus
Duration: 6 to 10 months

Course Structure:
 The Certificate IV in Work Health and Safety requires ten (10) units to complete. This course is made up of five (5) core units and five (5) electives.

How to use your Course Planner

Refer to the below guide to help you work out the correct units to enrol into for each Teaching Period. The units in your planner are colour-coded to assist with mapping out your studies over the duration of your course

- Core Units**
A set of 5 compulsory units you **MUST** complete as part of your Course.
- Elective Units**
A structured set of 5 units specific to your Course.
- Clusters**
A sub-structured set of 2 or more units delivered together specific to your Course.

When enrolling online ensure that you select the correct year, 'All Study Periods' and 'All Locations' on the study plan view. See below for an example.

Enrol in units for

Enrolling into Clusters:

1. Select the Cluster by ticking the top box on the far right hand side of the Cluster

S CL-ITESSEN001 - IT Essentials 1 Cluster	Planned	2017, VE Block 10, Hawthorn, Classroom based	This is the only remaining availability for this unit this year.	<input type="checkbox"/>
More details				
E ICTSAS426 - Locate and troubleshoot ICT equipment, system and software faults	Planned	2017, VE Block 10, Hawthorn, Classroom based	This is the only remaining availability for this unit this year.	<input type="checkbox"/>
More details				
C BSBWHS304 - Participate effectively in WHS communication and consultation processes	Planned	2017, VE Block 10, Hawthorn, Classroom based	This is the only remaining availability for this unit this year.	<input type="checkbox"/>
More details				

2. The units will automatically tick and the Cluster and the units will become green

S CL-ITESSEN001 - IT Essentials 1 Cluster	Planned	2017, VE Block 10, Hawthorn, Classroom based	This is the only remaining availability for this unit this year.	<input checked="" type="checkbox"/>
More details				
E ICTSAS426 - Locate and troubleshoot ICT equipment, system and software faults	Planned	2017, VE Block 10, Hawthorn, Classroom based	This is the only remaining availability for this unit this year.	<input checked="" type="checkbox"/>
More details				
C BSBWHS304 - Participate effectively in WHS communication and consultation processes	Planned	2017, VE Block 10, Hawthorn, Classroom based	This is the only remaining availability for this unit this year.	<input checked="" type="checkbox"/>
More details				

3. Click the Enrol button



4. Click the Confirm Enrolment Button



5. Click the View Enrolment Button



6. Repeat Steps 1-5 for the four (4) clusters delivered in this course

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All four (4) clusters must be selected

Unit Code	Unit Title	Start Date	End Date	Teaching Period
CL-C4WHSLEG001	Establishing a WHS Legislative Framework Cluster	03/09/2018	02/12/2018	VE Sep Block
		29/10/2018	27/01/2019	VE Nov Block
		17/12/2018	17/03/2019	VE Dec Block
Units included in the Cluster	BSBWHS402 - Assist with compliance with WHS laws			
	BSBWHS404 - Contribute to WHS hazard identification, risk assessment and risk control			
CL-C4WHSQA001	Establishing and Maintaining WHS Quality Systems Cluster	10/09/2018	09/12/2018	VE Sep Block
		01/10/2018	23/12/2018	VE Oct Block
		19/11/2018	17/02/2019	VE Nov Block
Units included in the Cluster	BSBWHS403 - Contribute to implementing and maintaining WHS consultation and WHS processes			
	BSBWHS405 - Contribute to implementing and maintaining WHS management systems			
CL-C4LEADWHS001	Leading and Inducting for WHS Cluster	15/10/2018	13/01/2019	VE Oct Block
		15/10/2018	20/01/2019	VE Block 10
		10/12/2018	10/03/2019	VE Dec Block
Units included in the Cluster	BSBMGT401 - Show leadership in the workplace			
	TAEDEL301A - Provide work skill instruction			
	BSBWHS408 - Assist with effective WHS management of contractors			
CL-C4WHSINCI001	Responding to WHS Incidents and Claims Cluster	24/09/2018	23/12/2018	VE Sep Block
		12/11/2018	03/02/2019	VE Block 10
		26/11/2018	24/02/2019	VE Nov Block
Units included in the Cluster	BSBWHS406 - Assist with responding to incidents			
	BSBWHS407 - Assist with claims management, rehabilitation and return-to-work programs			

One elective (1) unit must be selected

Unit Code	Unit Title	Start Date	End Date	Teaching Period
BSBSUS401	Implement and monitor environmentally sustainable work practices	03/09/2018	02/12/2018	VE Sep Block
		05/11/2018	03/02/2019	VE Nov Block
		26/11/2018	10/02/2019	VE Dec Block

Units are subject to change and may not be timetabled every Teaching Period

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Useful Information

Practical placement

Is not a requirement of this course.

How do I enrol into units online?

For help on how to enrol in units on your Study Plan, please refer to our [online help guide](#).

When do my classes start?

Classes for units will commence in the week of 3 September 2018.

Can I study a unit not listed in this guide?

If you would like to speak with someone about selecting alternative units, please contact [Swinburne Professional](#) to make an appointment with a Learning Advisor.

How do I get recognition for my existing qualifications or experience?

Learn more about [Advanced Standing \(Academic Credit\)](#).

How will I be assessed?

You will be given a unit outline for each unit via our online learning system (Blackboard). Each unit outline explains what you will learn and how you will be assessed. Assessment methods may include: portfolios, reports, case studies, practical tasks, presentations and group work.

Do I need any special equipment?

No special equipment is required to undertake units within this course.

What happens if I stop studying before I complete my course?

If you do not intend to continue with your course, you must submit a [Withdrawal from Course application](#). If you stop studying before completing the course requirements, you can request to be issued with a [Statement of Attainment](#) that lists the units you have successfully completed.

Where can I find more information about being a Swinburne student?

Our [Current Students webpage](#) contains information about managing your course, financials, results, graduations, student support, student services, life on campus and additional learning opportunities

Where can I find more information about course costs/fees?

Our [Fees website](#) contains information on course fees, including a handy fees calculator, the types of Government assistance available, details on how to make a payment, payment due dates and more.

Pathways to future study

Pathways allow you to progress from one qualification to another where the first course is recognised as an entry requirement and/or provides advanced standing. You can take advantage of pathway arrangements from one Swinburne course to another or benefit from study completed at another institution. Pathway options may be subject to academic performance. Learn more about [pathways](#).

What if I have any other questions?

For further assistance please contact [Swinburne Professional](#)