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recognised course

# BSB41419

## Certificate IV in Work Health and Safety

### Course Information

# BSB41419

## Certificate IV in Work Health and Safety

This course is nationally accredited by the Australian Government under the Australian Qualifications Framework (AQF).

### Why Study with LET Training?



NATIONALLY RECOGNISED  
TRAINING

**RTO No. 41179**

Contact LET Training  
Email: [enquire@lettraining.com.au](mailto:enquire@lettraining.com.au)  
Phone: 02 9633 3929



**Affordable**  
Competitive Course Price



**Adaptable**  
Study Anywhere at Any Time



**Approachable**  
Unlimited Trainer Support



**Acheivable**  
Fast Assessment Response

### Course Overview

#### **BSB41419** **Certificate IV in** **Work Health and** **Safety**

**Delivery mode:**  
**Online (Self-paced)**

This qualification will provide you the underpinning knowledge required to assist in managing WHS within the workplace. It is particularly suitable for people working in a work health and safety (WHS) role that may or may not work under supervision. They may provide leadership and guidance to others and have some limited responsibility for the output of others.

This course will help you to take that next step in your career, whether you will be directly involved in workplace safety, contributing to work health and safety systems in the workplace as a supervisor, or providing support to your company's WHS systems in general.

## Units of Study

This qualification is nationally recognised under the Australian Qualifications Framework (AQF).

To be awarded this qualification, you are required to complete **10 units of competency**. LET Training offers the following units:

### Core units (5):

- BSBWHS412 Assist with workplace compliance with WHS laws
- BSBWHS413 Contribute to implementation and maintenance of WHS consultation and participation processes
- BSBWHS414 Contribute to WHS risk management
- BSBWHS415 Contribute to implementing WHS management systems
- BSBWHS416 Contribute to workplace incident response

### Elective units (5):

- BSBWHS417 Assist with managing WHS implications of return to work
- BSBRES411 Analyse and present research information
- BSBWRT411 Write complex documents
- BSBLDR414 Lead team effectiveness
- BSBINS402 Coordinate workplace information systems

To find out more about the individual course units, check out the **Appendix – Course Unit Information** at the end of this document. If you wish to change any elective unit/s, please speak to one of our friendly course advisors.

## Entry and study requirements

### *You can enrol and start at any time!*

We are committed to seeing you through your course. To ensure you have the best chance of successfully completing your course, the following entry and study requirements apply.

- Current Year 12: Successful completion of Australian Year 12 or equivalent or the Australian Senior VCAL Certificate; or Non-Year 12: Completion of post-secondary studies; and
- Have at least 6 months' work experience; and
- Have access to a fully-functional computer loaded with a web browser, web camera and appropriate software applications to read PDF files and produce documents (using Microsoft Suite); and
- Have reliable internet access; and
- Have a valid email account and a telephone with a valid telephone number for learning and assessment communication, support session; and
- Participating in interactive assessment activities and interviews.

### Skills needed for study:

- **Language and literacy skills** at a level that enables you to read, interpret, communicate and apply a range of information and data, to write reports and other business documents for a variety of audiences, and to present and address issues.
- **Numeracy skills** at a level that enables you to plan and manage time, resources and budgets, to read and understand workplace figures, statistics and measurements, and to solve routine workplace and operational problems.
- **Technology skills** to conduct online research using a web browser and to use a variety of software applications to send emails with attachments, participate in web based communications, read PDF files, produce documents, analyse information and data.
- **Research skills** to be able to research information and data from a variety of sources.
- **Attention to details** to successfully complete all assessment tasks to the required published standard.

## How to study with LET Training?

### Online & Self-paced

- You can study at any time, any place, with maximum flexibility.

### Enrol at any time and start straight after enrolment!

- From the date of enrolment registration, **you have up to 12 months to complete this qualification**, but you may complete it in less time.
- We find our students complete this qualification with varying timeframes. It just depends on your life situation and time availability.

### Payment Plans

- Weekly, Fortnightly, Monthly or pay the full course upfront, simply tick one that suits you the best.

### No minimum or structured timeframe but effective time management!

- You can complete the course as quickly as you choose.
- We find students that are genuinely motivated to progress through the course, can complete the full course in less than 12 months.
- On average it may take you 40-50 hours to complete a unit of competency. However this will be influenced by your experience, time availability and work rate.

## Assessments

Upon enrolment, you will be provided with detailed assessment task specifications and activities specific to the relevant unit of competency (via the Learning Management System). For example, you may be required to:

- Complete projects and/or portfolios of evidence;
- Answer a series of knowledge-based short answer questions;
- Participate in interviews and/or interactive activities in a simulated business environment.

You will be required to submit your evidence for evaluation to the assessor, who will continue to maintain contact with you during the assessment decision-making process. You will also be provided with opportunities to adjust and resubmit your assessments based on the assessor's feedback.

## Learning Support

**You are well supported throughout your course, so you won't feel alone!**

LET Training strives in many ways to support you in your learning. This includes:

Providing resources and services accessible to our online and recorded webinars and support resources published on LET Training website Learning Support page; and

Unlimited opportunities to discuss your course work on a one-on-one basis with a specialist trainer between **Monday to Friday, 9am to 5pm (NSW Business Days and Time)** via:

- Telephone
- Email
- Webbased applications (e.g. Skype, Zoom, Microsoft Teams).

## Career Opportunities

Successful completion of Certificate IV in Work Health and Safety can qualify you for a range of roles and positions, including:

- |                                    |                                  |
|------------------------------------|----------------------------------|
| ▪ Health and Safety Representative | ▪ WHS Representative             |
| ▪ Safety Officer                   | ▪ Human Resource Officer/Manager |
| ▪ WHS/Safety Advisor               | ▪ Safety Compliance Officer      |
| ▪ WHS/OHS Officer                  | ▪ Community Safety Officer       |
| ▪ Work Health and Safety Auditor   | ▪ Fire Safety Auditor            |
| ▪ Health And Safety Officer        | ▪ WHS/OHS Coordinator            |

## Recognition of prior learning (RPL)

For those currently working in an administrative and office management position, with over 5 years working experience, ask our friendly course consultants about Recognition of Prior Learning (RPL) eligibility. One of our expert trainers will develop a tailored training plan for you based on your existing role and experience.

## Study pathways

### Will previous study and experience count?

LET Training recognises Recognition of Prior Learning (RPL) which considers the knowledge and skills you have already gained through your previous education and work history, attributing this to your enrolled qualification course. This may be through formal or informal training and can result in credits towards your qualification. More information can be found in the LET Training Student Handbook.

### Future education pathways

After successfully completing Certificate IV in Work Health and Safety, you may like to enrol in LET Training's Certificate IV in Leadership and Management or Diploma of business for further potential career opportunities.

## Enrol with LET Training

LET Training offers a range of Business, Leadership and Management, Human Resources, WHS and administration qualification courses.

### For further information or to enrol, contact us via:



[www.lettraining.com.au](http://www.lettraining.com.au)



(02) 9633 3929



[enquire@lettraining.com.au](mailto:enquire@lettraining.com.au)

## Appendix – Course Unit Information

### BSB41419 Certificate IV in Work Health and Safety

Unit of competency	Applications
<b>BSBWHS412</b> <b>Assist with workplace compliance with WHS laws</b>	<p>This unit describes the skills and knowledge required to assist with establishing and maintaining workplace compliance with work health and safety (WHS) laws. It includes identifying applicable WHS laws, duties, rights and obligations, and the necessary actions to ensure WHS compliance in the workplace.</p> <p>It also includes assisting with providing advice about the legislative duties, rights and obligations of individuals and parties prescribed in WHS laws and those of WHS regulators.</p> <p>The unit applies to those working in a broad range of WHS roles across all industries.</p>
<b>BSBWHS413</b> <b>Contribute to implementation and maintenance of WHS consultation and participation processes</b>	<p>This unit describes the skills and knowledge required to contribute to implementing and maintaining work health and safety (WHS) consultation and participation as prescribed in legislation.</p> <p>It also covers contributing to communicating relevant information, identifying feedback opportunities, and improving consultation and participation.</p> <p>The unit applies to those working in a broad range of WHS roles across all industries.</p>
<b>BSBWHS414</b> <b>Contribute to WHS risk management</b>	<p>This unit describes the skills and knowledge required to contribute to WHS risk management, which includes the processes for identifying work health and safety (WHS) hazards and assessing and controlling the risk relating to those identified hazards.</p> <p>It involves contributing to the development, implementation and evaluation of risk controls according to legislative and organisational requirements.</p> <p>The unit applies to those working in a broad range of roles across all industries. WHS hazard identification and risk control processes are those defined in written workplace procedures.</p>
<b>BSBWHS415</b> <b>Contribute to implementing WHS management systems</b>	<p>This unit describes the skills and knowledge required to contribute to implementing a plan for a work health and safety management system (WHSMS) that applies to own role.</p> <p>The unit applies to individuals with responsibilities for contributing to the implementation of an organisation's WHSMS as part of their work health and safety (WHS) responsibilities in a range of industry and workplace contexts.</p>
<b>BSBWHS416</b> <b>Contribute to workplace incident response</b>	<p>This unit describes the skills and knowledge required to assist with actions and activities performed in response to workplace incidents according to work health and safety (WHS) legislative and organisational requirements.</p> <p>The unit applies to those who contribute to workplace incident responses by undertaking a varied range of activities in a structured and familiar work environment as defined in written procedures.</p> <p>It applies to people who work in a broad range of WHS roles across all industries.</p>

<b>BSBWHS417</b> <b>Assist with managing WHS implications of return to work</b>	<p>This unit describes the skills and knowledge required to assist with managing the WHS implications of activities that facilitate an injured worker's return to work. It involves identifying those with roles, duties, rights and responsibilities for return-to-work, as well as assisting in preparing, implementing and evaluating the return to work.</p> <p>The unit applies to those in an organisation who assist with the WHS implications of return-to-work activities.</p> <p>In many organisations, this role will be performed alongside others from within the organisation or external parties, including those working in human resources, workers' compensation, workplace rehabilitation, other professional and administrative capacities, and other roles relating to return to work.</p>
<b>BSBRES411</b> <b>Analyse and present research information</b>	<p>This unit describes the skills and knowledge required to gather, organise, analyse and present workplace information using available systems. This includes identifying research requirements and sources of information, applying information to a set of facts, evaluating the quality of the information, and preparing and producing reports.</p> <p>It applies to individuals who are required to apply their broad knowledge of the work environment to analysis and research tasks, evaluate information from a variety of sources and apply solutions to a range of unpredictable problems.</p>
<b>BSBWRT411</b> <b>Write complex documents</b>	<p>This unit describes the skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity.</p> <p>It applies to individuals who work in a range of business environments and are skilled in the creation of reports, information and general promotion documents that are more complex than basic correspondence, memos or forms and that require review and analysis of a range of information sources.</p>
<b>BSBLDR414</b> <b>Lead team effectiveness</b>	<p>This unit describes the skills, knowledge and outcomes required to lead the performance of a team and to develop team cohesion.</p> <p>The unit applies team leaders, supervisors and new emerging managers who have an important leadership role in the development of efficient and effective work teams. Leaders at this level also provide leadership for the team and bridge the gap between the management of the organisation and the team members. As such they must 'manage up' as well as manage their team/s.</p>
<b>BSBINS402</b> <b>Coordinate workplace information systems</b>	<p>This unit describes the skills and knowledge required to implement and review workplace information systems. It involves identification, collection, initial analysis and use of information.</p> <p>The applies to individuals whose work will normally be carried out within methods and procedures which require planning and evaluation, leadership and guidance of others, and some discretion and judgement.</p>