



START LEARNING

Kickstart your career with a nationally
recognised course

BSB41415

Certificate IV in Work Health and Safety

Course Information



BSB41415 Certificate IV in Work Health and Safety

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

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.

Why Study with LET Training?

Affordable Qualification Courses

Flexible & Accessible Learning

Knowledgeable Trainers

Friendly & Helpful Support

Fast Assessment Response

The average course completion time-frame

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.

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** - simply tick one that suits you the best; or pay the full course fee upfront.
- **No minimum course timeframe** - you can complete the course as quickly as you choose.

The Learning supports

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

You'll have access and discuss your course work on a one-on-one basis with a specialist trainer via:

- Telephone
- Email
- Skype

Available between Monday to Friday 9am to 5pm (Sydney time).

Accreditation

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):

- BSBWHS402 Assist with compliance with WHS laws
- BSBWHS403 Contribute to implementing & maintaining WHS consultation & 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

Elective units (5):

- BSBWHS407 Assist with claims management, rehabilitation, and return-to-work programs
- BSBRES411 Analyse and present research information
- BSBPMG522 Undertake project work
- BSBINN301 Promote innovation in a team environment
- BSBWRT401 Write complex documents

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 or at least 6 months' work experience; and
- Have access to a fully-functional computer/smart device loaded with a web browser and appropriate software applications to read PDF files and produce documents
- Have reliable internet access
- Have a valid email account for learning and assessment communication
- Have a telephone valid telephone number for learning and assessment communication, support and interviews
- Successfully completed all assessment tasks to the required published standard.

Skills needed for studying:

- **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 e-mails with attachments, read PDF files, produce documents, analyse information and data.
- The ability to research information and data from a variety of sources.

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 with your assessor.

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.

Career opportunities

Successful completion of BSB41415 Certificate IV in Work Health and Safety can qualify you for a range of roles and positions, including:

- Supervisor/ Coordinator
- Team Leader
- Office Manager
- Work Health and Safety Advisor
- Work Health and Safety Coordinator
- Safety Officer
- Safety Manager

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 BSB41415 Certificate IV in Work Health and Safety, you may like to enrol in a Diploma in Work Health and Safety.

Contact LET Training

LET Training offers a range of business, management, WHS and administration qualification courses.

For further information or to enrol, contact us via:



www.lettraining.com.au



(02) 9633 3929 or (02) 9633 4582



enquire@lettraining.com.au



Suite 3, Level 1, 154 Marsden Street, Parramatta NSW 2150

Appendix – Course Unit Information

BSB41415 Certificate IV in Work Health and Safety

Unit of competency	Applications
BSBWHS402 Assist with compliance with WHS laws	<p>This unit describes the skills and knowledge required to assist with providing advice about the legislative duties, rights and obligations of individuals and parties prescribed in work health and safety (WHS) legislation. It includes identification of WHS legislation, duties, rights and obligations and the necessary actions to ensure compliance in the workplace.</p> <p>This unit applies to individuals who assist with providing advice about the legislative duties, rights and obligations of individuals and parties prescribed in WHS laws as part of a systematic approach to managing WHS. This unit applies to people who work in a broad range of WHS roles across all industries.</p>
BSBWHS403 Contribute to implementing & maintaining WHS consultation & participation processes	<p>This unit describes the skills and knowledge required to contribute to setting up, running and improving work health and safety (WHS) consultation and participation processes that are prescribed in legislation. It also covers contributing to communicating relevant information identifying and delivering related training and improving the consultation and participation processes.</p> <p>This unit applies to individuals whose job role includes contributing to implementing and maintaining WHS consultation and participation processes in their work area and job role. This unit applies to people who work in a broad range of WHS roles across all industries.</p>
BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control	<p>This unit describes the skills and knowledge required to contribute to the processes of identifying work health and safety (WHS) hazards, assessing WHS risks, and developing, implementing and evaluating risk controls according to legislative and organisational requirements.</p> <p>It applies to individuals who contribute to WHS risk management processes in their work role in a range of industry and workplace contexts.</p>
BSBWHS405 Contribute to implementing and maintaining WHS management systems	<p>This unit describes the skills and knowledge required to contribute to the implementation and maintenance of a Work Health and Safety management system (WHSMS) as it applies to own work area and job role.</p> <p>It applies to individuals with responsibilities for contributing to an organisation's WHSMS as part of their work health and safety (WHS) responsibilities in a range of industry and workplace contexts.</p>
BSBWHS406 Assist with responding to incidents Assist with responding to incidents	<p>This unit describes the skills and knowledge required to assist with actions and activities performed in response to work health and safety (WHS) incidents which includes accidents. It applies to individuals who work under supervision and use some discretion and judgement to respond to incidents within their level of responsibility.</p> <p>The unit applies to people who work in a broad range of WHS roles across all industries.</p>
BSBWHS407 Assist with claims management, rehabilitation and return-to-work programs	<p>This unit describes the performance outcomes, skills and knowledge required to assist with the management of workers' compensation claims, rehabilitation and return-to-work programs.</p> <p>It applies to individuals who assist with claims management, rehabilitation and return-to-work programs.</p> <p>Note that the unit does not in any way address the process of treating the worker for their injury or illness, as this is the task of health and rehabilitation professionals. Instead, the unit focuses on assisting with managing claims and ensuring that the organisation supports the worker through return-to-work programs.</p>

<p>BSBINN301</p> <p>Promote innovation in a team environment</p>	<p>This unit describes the skills and knowledge required to be an effective and proactive member of an innovative team.</p> <p>It applies to individuals who play a proactive role in demonstrating, encouraging or supporting innovation in a team environment. The individual may be a team participant or a team leader. Teams may be formal or informal and may comprise a range of personnel.</p>
<p>BSBPMG522</p> <p>Undertake project work</p>	<p>This unit describes the skills and knowledge required to undertake a straightforward project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.</p> <p>This unit applies to individuals who play a significant role in ensuring a project meets timelines, quality standards, budgetary limits and other requirements set for the project.</p> <p>The unit does not apply to specialist project managers. For specialist project managers, the other units of competency in the project management field (BSBPMG) will be applicable.</p>
<p>BSBRES4011</p> <p>Analyse and present research information</p>	<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>
<p>BSBWRT401</p> <p>Write complex documents</p>	<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>