

tafeSA



Government of  
South Australia

# BSB41419 CERTIFICATE IV IN WORK HEALTH AND SAFETY

## PRE-ENROLMENT INFORMATION

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## ABOUT THE QUALIFICATION

This qualification prepares individuals to undertake work health and safety roles. It addresses a broad range of skills and knowledge required to assist in the leadership and guidance of others to manage risk and comply with WHS systems and processes.

## EMPLOMENT OUTCOMES

Graduates of the Certificate IV in Work Health and Safety may gain employment as WHS coordinators, advisors, and facilitators.

## UNITS

To obtain the Certificate IV in Work Health and Safety (BSB41419), 10 units of competency must be completed as per the following packaging rules:

Total number of units = 10 (5 core units plus 5 elective unit).

Unit code	Unit description	Nominal hours
<b>CORE UNITS</b>		
BSBWHS412	Assist with workplace compliance with WHS laws	40
BSBWHS414	Contribute to WHS risk management	50
BSBWHS415	Contribute to implementing WHS management systems	50
BBSWHS416	Contribute to workplace incident response	40
BSBWHS413	Contribute to implementation and maintenance of WHS consultation and participation processes	40
<b>ELECTIVE UNITS</b>		
BSBWHS411	Implement and monitor WHS policies, procedures and programs	50
BSBWRT411	Write complex documents	50
BSBINS401	Analyse and present research information	40
BSBCMM411	Make presentations	30
BSBWHS418	Assist with managing WHS compliance of contractors	40

## DELIVERY

The Certificate IV in Work Health and Safety is delivered online. This program provides students with to learning materials, resources and assessments in the online environment. Assessments are a combination of online and practical tasks.

To complete each unit of competency you will be required to undertake your study and assessment within 8 weeks. Refer to the study information section for further information.

Key features of this program include:

- Eight-week study periods. Each intake will provide you with 8 weeks to complete the unit or units that you enrol into
- Ability to enrol in one unit or more than one unit at a time
- Four intakes per semester. You will have an opportunity to enrol into a new unit or units twice every term, except for Term 4, where only one intake will be provided
- Ability to complete the qualification within 12 months
- Facilitator support with the opportunity to attend live, online tutorials using Blackboard Collaborate
- Flexibility. With two intakes per term, and the option to enrol in one or more units, you will have flexibility to complete the qualification in a timeframe that suits you

## STUDY PLAN

The following offerings are available for each unit of competency. You may choose to enrol into one or more units within a term, depending on your availability.

<b>Term 1 and 3 Offerings</b>		
BSBWHS412	Assist with workplace compliance with WHS laws	8 Weeks
BSBWHS418	Assist with managing WHS compliance of contractors	8 Weeks
BSBWHS414	Contribute to WHS risk management	8 Weeks
<b>Term 2 and 4 Offerings</b>		
BSBWHS412	Assist with workplace compliance with WHS laws	8 Weeks
BSBWHS415	Contribute to implementing WHS management systems	8 Weeks
BBSWHS416	Contribute to workplace incident response	8 Weeks
BSBWHS413	Contribute to implementation and maintenance of WHS consultation and participation	8 Weeks
<b>Undertake at any time</b>		
BSBWRT411	Write complex documents	8 Weeks
<b>May be completed via RPL based on skills and knowledge developed through the previously completed units with the qualification, or available to study if required.</b>		
BSBWHS411	Implement and monitor WHS policies, procedures, and programs	
BSBINS401	Analyse and present research information	
BSBCMM411	Make presentations	

For completion within 12 months, please review the suggested study plan below:

Unit Code	Unit Title	Sequence Term 1 & 3	Sequence Term 2 & 4
<b>BSBWHS412</b>	Assist with workplace compliance with WHS laws	1	1
<b>BSBWHS418</b>	Assist with managing WHS compliance of contractors	3	3
<b>BBSWHS416</b>	Contribute to workplace incident response	2	2
<b>BSBWRT411</b>	Write complex documents	3	2
<b>BSBWHS415</b>	Contribute to implementing WHS management systems	3	3
<b>BSBWHS414</b>	Contribute to WHS risk management	2	2
<b>BSBWHS413</b>	Contribute to implementation and maintenance of WHS consultation and participation	1	1
<b>BSBWHS411</b>	Implement and monitor WHS policies, procedures, and programs	4 (via RPL)	4 (via RPL)
<b>BSBINS401</b>	Analyse and present research information	4 (via RPL)	4 (via RPL)
<b>BSBCMM411</b>	Make presentations	4 (via RPL)	4 (via RPL)

## HOURS OF STUDY

Students undertaking the Certificate IV in Work Health and Safety (BSB41419) are expected to undertake further study in addition to any structured facilitator contact time. Activities expected of students outside contact time include a combination of online readings, tutorials, research, practice activities and assessment projects.

Students are expected to spend approximately 10-12 hours per week, per unit of competency across the 8-week study period.

The actual time spent by each student is dependent on the individual and their prior knowledge and experience.

The term 'assessment hours' refers to the amount of time a typical student will need to allocate to the completion of the assessment activities. It does not include 'study time' which is the time required to read and comprehend the resources, or the time spent undertaking practice activities.

## RECOGNITION OF PRIOR LEARNING PATHWAY

Recognition of Prior Learning (RPL) assessment gives students the opportunity to have their existing skills, knowledge and industry relevant experience mapped to a nationally accredited Unit of Competency.

Students may have demonstrated competency through a combination of:

- Work experience
- Life experience
- Community involvement
- Non-accredited training

Students completing the assessment pathway can undertake RPL for a single unit or multiple units of competency, dependent on their skills and experience.

The RPL process occurs in four stages:

1. Check your suitability by undertaking a Competency Self-Assessment
2. Commence your Recognition of Prior Learning application by submitting an application form, paying the fees and collating the required evidence.
3. Present your Recognition of Prior Learning evidence. Schedule and attend an RPL appointment.
4. Your assessor will review and assess your evidence and inform you of RPL outcome.

Students wishing to undertake a Recognition of Prior Learning pathway should discuss this during the counselling process, at which point they will undertake a Learning Skills Check to ascertain suitability. RPL fees are payable prior to the RPL application being assessed.

## ASSESSMENTS

The qualification is presented in competency-based mode. A student's competency will be assessed at all levels according to the benchmarks of the unit/s of competency. Assessment methods include:

- Written questions
- Case studies
- Practical projects

You will require access to a workplace or a simulated workplace to undertake the practical assessment requirements of this qualification. In addition, you will also be required to interact and engage with a range of peers and stakeholders as part of the practical assessment requirements.

## COMPUTER REQUIREMENTS AND EQUIPMENT

To use TAFE SA's online learning environment, Learn, you will need the following:

Microsoft Word	Adobe Reader (or another PDF reader)
Microsoft Edge (internet browser)	A printer (optional)
QuickTime	Video camera, tablet or smart phone to record any required delivery sessions

## PRE-ENROLMENT INFORMATION

Please access the TAFE SA website at [www.tafesa.edu.au](http://www.tafesa.edu.au) to read information on the following topics:

<a href="#">POLICIES AND RESPONSIBILITIES</a>	<a href="#">SERVICES</a>
<a href="#">WITHDRAWAL AND REFUNDS</a>	<a href="#">COMPLAINT RESOLUTION</a>
<a href="#">PAYMENT OPTIONS</a>	

## ENQUIRIES

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