



BSB41419

**CERTIFICATE IV in WORK HEALTH and
SAFETY**

Student Information

Introduction:

This qualification applies to individuals working in a work health and safety (WHS) role who provide a broad range of technical knowledge and skills, and have some limited responsibility for the output of others.

The qualification applies to those working as supervisors, WHS personnel, and workers in other WHS-related roles who manage risks effectively, apply relevant WHS laws, and contribute to WHS within the workplace in known or changing contexts with established parameters.

The following is a brief description of the ten units you will be trained in:

- **BSBWHS412 Assist with workplace compliance with WHS laws**
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. 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. The unit applies to those working in a broad range of WHS roles across all industries.
- **BSBWHS413 Contribute to implementation and maintenance of WHS consultation and participation processes**
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. It also covers contributing to communicating relevant information, identifying feedback opportunities, and improving consultation and participation. The unit applies to those working in a broad range of WHS roles across all industries.
- **BSBWHS414 Contribute to WHS risk management**
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. It involves contributing to the development, implementation and evaluation of risk controls according to legislative and organisational requirements. 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.
- **BSBWHS415 Contribute to implementing WHS management systems**
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. 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.
- **BSBWHS416 Contribute to workplace incident response**
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. 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. It applies to people who work in a broad range of WHS roles across all industries.
- **BSBWHS417 Assist with managing WHS implications of return to work**
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.

The unit applies to those in an organisation who assist with the WHS implications of return-to-work activities. 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.

- **BSBWHS418 Assist with managing WHS compliance of contractors**

This unit describes the skills and knowledge required to assist with managing the work health and safety (WHS) implications of using contractors. It involves identifying contractor duties, establishing organisational WHS compliance requirements associated with those duties, establishing and communicating the requirements expected of contractors, monitoring contractor compliance with WHS requirements, and implementing required responses to identified non-compliance.

The unit applies to those who work in a broad range of WHS roles across all industries in organisations that use contractors to supply services, including labour hire and temporary workers, cleaning, catering, security, maintenance, repairs, installations and alterations, and major contracts and projects, as relevant to the organisation. This includes casual and volunteer workers. It does not cover visitors, or outworkers or suppliers of goods, materials or products to workplaces.

- **BSBSTR402 Implement Continuous Improvement**

This unit describes the skills and knowledge required to implement continuous improvement of systems and processes of an organisation. It includes using systems and strategies to encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements.

- **BSBWRT411 Write complex documents**

This unit describes the skills and knowledge required to plan, draft and finalise complex documents. The unit applies to individuals who work in a range of business environments and are skilled in the creation of documents that are more complex than basic correspondence, memos and/or forms and that require review and analysis of a range of information sources.

- **BSBCMM411 Make presentations**

This unit covers the skills and knowledge required to prepare, deliver and review presentations for target audiences. This unit applies to individuals who may be expected to make presentations for a range of purposes, such as marketing, training and promotions. They contribute well developed communication skills in presenting a range of concepts and ideas.

Recognised Prior Learning: *How will skills recognition fit into the training program?*

The RPL process takes into account all relevant skills, knowledge and experience that you have regardless of the way you got them. This includes experience and training you have gained through paid work, volunteer work, and previous training and/or life experiences. Through the assessment process you may be able to gain a complete qualification or, if you have gaps in your knowledge, parts of a qualification which you can then complete with additional training.

Skills recognition and prior learning will be provided as part of the Certificate IV in Work Health and Safety training programme. An interview can be conducted to provide evidence for the recognition process.

How to apply for RPL: *Gather your documentation*

Gather all the documentation about your skills and experience that will assist the assessor with deciding if you have the skills and knowledge to gain RPL for either a unit or a full qualification. You will be required to answer some knowledge-based questions and if gaps in your evidence are identified practical activities will be required to demonstrate skills competency. The documentation you gather may include:

- General employment documents
- Resume
- Position description or job description
- Results of any assessments
- Details of in-house courses, training programs, orientation, induction
- References or letters from employers and or supervisors
- Workplace documents
- Diaries/task sheets
- Samples of documents that you have produced
- Emails/letters
- Occupational Health & Safety documentation
- Copies of presentations
- Photos (dated)

Course Timeline:

This course is delivered using either a mixed mode of delivery or on-line delivery. The mixed mode or blended delivery will involve two weeks of Face-to-Face classroom delivery followed by on-line self-paced delivery. The duration of this course will be dependent on the current skills, knowledge and prior learning of the student as well as any timeframes indicated by the employer (if any). Yanchep Institute anticipates that the average timeframe for the course will be twelve months.

Course commencement dates are to be advised.

Enrolment Process

- The enrolment process is necessary so that Yanchep Institute can include your required information including your Unique Student Identifier number in the data that it is required to report about student participation and outcomes in Vocational Education and Training.
- Your completed enrolments form will be forwarded to the RTO Manager and once processed, your application status will be confirmed and communicated to you.

Fees and Refunds

A complete copy of Yanchep Institute's Fees Policy is available on request. Yanchep Institute (YI) will manage the process of collecting fees and providing refunds to Learners of nationally recognised training programs, including Recognition of Prior Learning in a manner that is fair and transparent and addresses the requirements of the Standards for Registered Training Organisations 2015. (Standard 5 Clause 5.3; Standard 7 Clause 7.3 and Schedule 6)

Refunds will be paid to Learners according to the following schedule:

- 100% refund should Yanchep Institute cancel the delivery of services
- 100% refund if withdrawal for any reason 48 hours prior to the delivery of services less \$100 administration fee
- Partial refund at the discretion of Yanchep Institute for withdrawal due to uncontrollable event (sickness, accident, serious family incident, etc) after the commencement of delivery of training. Evidence such as medical certificate may be required. An administration fee of \$100 will be deducted from any refund.
- If student transfers to another date, no loss of fees will apply.
- Pro rata refund for units not yet commenced for withdrawal for any reason other than those set out above
- Variations to these refund conditions may be made by the Chief Executive Manager where exceptional circumstances occur.

- All refunds are to be processed within 5 working days of the withdrawal advice using the same method for refund as was used for payment (i.e., cash to cash, eftpos to eftpos etc).

Resources

Students will be provided with login details on enrolment and prior to attending the Face-to-Face classes if studying via the blended mode of delivery, to enable them to access the on-line Learning Management System (LMS). They will be required to bring their own lap top to Face-to-Face classes to ensure access to the on-line Learner Guides and supporting Handouts and weblinks.

Assessments

Assessments will be conducted using a variety of methods. Such methods may include written Questions, Portfolios of Activities, Projects, Reports and Observations of Practical Demonstrations. Completed assessments and supporting documentation, videos, photos etc as required can be submitted via uploading to the LMS (preferred method) or emailed direct to the assessor.

Self-Assessment forms are to be completed and submitted by the student prior to attempting the assessments.

When submitting assessments on-line, authentication of learner's assessments will occur by:

- viewing active logged in learners and/or
- making unscheduled phone calls to on-line learners to discuss unit identified as being logged into and/or
- declaration as own work by learners when submitting assessment (statutory declaration)

The student may contact the Assessor via the LMS messaging system or email for clarifications **prior** to undertaking the Assessment. The Assessor will be expected to respond within 48 hours of initial enquiry.

Grievance Policy

While YI will work with you to ensure that your experience and outcomes meets your expectations, we understand that sometimes differences do occur that need to be resolved.

Students who feel aggrieved about any matter to do with their experience or services, or assessment outcomes should raise the concern with the RTO so that it can be addressed.

If you at any time have an issue, please discuss it with the Yanchep Institute and we will work with you to resolve it.

Alternatively, you may put your issues in writing so that they can be addressed in accordance with the RTO Complaints and Appeals Policy. A copy of our policy is available from the Trainer or RTO Manager.

Issues will be expected to be resolved within 60 days. If 60 days have passed and the issue is still unresolved, an external organisation will handle the complaints as outlined in the Complaints and Appeals Policy.

Student Responsibilities

- You are required to advise us if you are unable to meet any of your scheduled sessions.
- You must tell us if there is anything that you believe will affect your ability to safely participate in assessment activities or operate equipment, or if you require support to undertake your assessments.
- You must provide us with correct personnel details including your address.
- You must provide us with your USI.
- We request you treat our RTO staff and others associated with the RTO in a courteous and respectful manner.
- You must wear the required personal protective equipment (PPE) for all practical training.

- You must comply with all applicable regulations & legislation as advised by the RTO.
- You must inform Yanchep Institute of any bee allergies prior to commencing the course.

Yanchep Institute Responsibilities

Our responsibilities to you require us to assist you in all reasonable ways to obtain the nationally recognised training program in which you enrol. In doing this we will:

- ensure that our environments are safe and relevant for the program needs
- that you are provided with information that explains the assessments you will participate in and the outcomes of these assessments
- ensure we meet the obligations of the services that are included in your enrolment form
- provide you with advanced notice of any changes to the services to be provided.
- respect the privacy of information you provide us

Privacy Policy

Yanchep Institute RTO 52780 (“YI”, “we”, “our”, “us”) is committed to protecting your privacy and ensuring the confidentiality of the personal information we collect. As an Australian Registered Training Organisation (RTO), we comply with Australian Privacy Laws and all applicable regulations governing the collection, use, and management of personal data.

Yanchep Institute RTO 52780 values the confidentiality of all personal information entrusted to us. We only collect and retain personal data that is essential for the effective operation of Yanchep Institute as a Registered Training Organisation (RTO) or as required by law.

Access to personal information is strictly limited to authorised personnel with a clear business need. All personnel with access to personal information must:

- Use the data solely for its intended purpose.
- Maintain strict confidentiality.
- Never share personal information within or outside the RTO without proper authorisation.

For funded students will always be informed that we may disclose personal data for statistical, regulatory, or research purposes as required by funding and compliance obligations.

Information We Collect

We may collect the following types of personal information:

- Full name, address, and date of birth.
- Contact details, including phone number and email address.
- Employment and academic records.
- Financial details related to course enrolments and funding.
- Information required for government reporting and compliance.

Personal information is collected directly from individuals or from authorised third parties, such as funding bodies or government agencies, where applicable.

How We Use Your Information

Yanchep Institute collects and uses personal information to:

- Deliver high-quality training and education services.

Created: Oct 2022 Updated/Reviewed: Dec 2024	Ver 1.2	6	
M:\RTO Business Documents\Course Development\BSB41419 Cert IV in WHS\Enrolment Pack\BSB41419 Student Info Handout (Ver 1.1).docx			RTO No 52780

- Ensure compliance with regulatory and legal requirements.
- Maintain accurate records for students and employees.
- Communicate with students, employees, and other stakeholders.

We will never disclose your personal information without your consent, except where required by law or regulation.

Procedure for Disclosure

To ensure your privacy, YI follows a strict procedure before disclosing personal information:

1. Obtain written authorisation for disclosure from the CEO.
2. Contact the client to request and obtain written consent.
3. Provide the requested information only if steps 1 and 2 have been completed.

Proof of Identity

Individuals seeking access to their personal information must provide the following proof of identity:

- Full name.
- Current address.
- Date of birth.

Requests for access to personal information can be submitted to the Training Manager, info@yanchepinstitute.com.au.

Data Security

Yanchep Institute employs robust technical and administrative measures to protect personal information from unauthorised access, disclosure, alteration, or destruction. Access is limited to authorised personnel with a legitimate business purpose.

Your Rights

Under Australian privacy laws, you have the right to:

- Access your personal information.
- Request corrections to your information if it is inaccurate or incomplete.
- Withdraw consent for data collection or usage, subject to legal or regulatory requirements.

If you wish to exercise your rights or have concerns about how we manage your personal information, please contact us at:

Yanchep Institute

Suite 6, 128 Yanchep Beach Road, Yanchep WA 6035
 Email: info@yanchepinstitute.com.au
 Phone: 08 9544 3901

Changes to this Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or legal obligations. The updated policy will be posted on our website, and the effective date will be noted at the top.

Freedom of information. As per Freedom of Information Act.

Language, literacy and numeracy evaluation and support

Created: Oct 2022 Updated/Reviewed: Dec 2024	Ver 1.2	7	
M:\RTO Business Documents\Course Development\BSB41419 Cert IV in WHS\Enrolment Pack\BSB41419 Student Info Handout (Ver 1.1).docx			RTO No 52780

A language, literacy and numeracy training needs analysis must be attempted by the learner prior to commencement to enable learning needs to be assessed. Learners must only complete what they are able (this is not a test). Any learning needs identified will be addressed by the trainer/assessor and suitable strategies put in place to assist the learner.

Learner support

Yanchep Institute is mindful that some learners may experience difficulty with aspects of certain course material. Flexible learning strategies will be employed to accommodate individual differences. Where a learner still feels he or she is not coping, they should approach the Trainer/Assessor concerned and every reasonable effort will be made to assist. This may involve seeking the assistance of another agency and extra fees may apply.

GOOD LUCK and ENJOY THE COURSE!

Created: Oct 2022 Updated/Reviewed: Dec 2024	Ver 1.2	8	
M:\RTO Business Documents\Course Development\BSB41419 Cert IV in WHS\Enrolment Pack\BSB41419 Student Info Handout (Ver 1.1).docx			RTO No 52780