

Certificate IV in OHS (BSB41407A)

Page 1 of 4

Progress your career as an OHS professional

The Certificate IV in Occupational Health and Safety is nationally recognised training that will provide you with practical skills and knowledge to work in Occupational Health and Safety. You will learn how to contribute to the management of OHS in the workplace, identify and mitigate risks, and apply a systematic approach to OHS.

Who is this course for?

This course is ideal if you are currently working in an OHS role (such as OHS Officer, OHS Coordinator or OHS Committee member) and you are seeking to expand, or achieve formal recognition of your existing skills and knowledge.

It is also relevant if you have some responsibility for OHS in the workplace or if you wish to pursue a career in OHS.

Course content includes

There are nine units to complete the Certificate IV in OHS.

Six core units (these units are mandatory):

| | |
|------------|---|
| BSBOHS401B | Contribute to the implementation of a systematic approach to managing OHS |
| BSBOHS402B | Contribute to the implementation of the OHS consultation process |
| BSBOHS403B | Identify hazards and assess OHS risks |
| BSBOHS404B | Contribute to the implementation of strategies to control OHS risk |
| BSBOHS408A | Assist with compliance with OHS and other relevant laws |
| BSBOHS405B | Contribute to the implementation of emergency procedures |

Three elective units:

| | |
|------------|---|
| BSBOHS407A | Monitor a safe workplace |
| BSBRSK401A | Identify risk and apply risk management processes |
| BSBOHS307B | Participate in OHS investigations |

The following units are available for corporate groups, or by RPL:

| | |
|------------|--|
| BSBRES401A | Analyse and present research information |
| BSBCMM401A | Make a presentation |

Career Opportunities

The Certificate IV in Occupational Health and Safety is usually the minimum requirement for those who want to start and grow a career in OHS. After completing this qualification, you will be able to work as a health and safety practitioner, responsible for the health and safety functions within a workplace.

Certificate IV in OHS (BSB41407A)

The employability skills developed through this qualification are:

- Communication
- Teamwork
- Problem Solving
- Initiative and Enterprise
- Planning and Organising
- Self-management
- Learning
- Technology

How is course content covered?

Lessons are covered via online learning. You have the freedom to study at your own pace (within a maximum of 12 months) from home, work or anywhere. Our experienced team of OHS professionals will make contact with you, and will be there to support you along the way.

If you prefer to learn with books we would forward workbooks and study material to you and you would undertake individual reading, structured learning activities and assessments. This option includes ongoing telephone support.

Formal class room training is available for corporate groups. Please contact us for further information on how PeopleSafe Australia's training can be tailored to your workplace.

How long does it take to complete the course?

The duration will vary according to the delivery method and chosen core and elective units.

Online and distance learning may be completed at your convenience within 12 months of commencement. Allow approximately 15 – 25 nominal hours per unit.

The face to face delivery duration is six days, plus approximately five to ten days completing assessment tasks.

Where are courses delivered?

This qualification is delivered via online learning, distance learning or on site for corporate groups.

Entry requirements

There are no specific pre-requisites or co-requisites for the Certificate IV in OH&S, however sound language, literacy and numeracy skills are required. Access to a computer with broadband internet access is required for online learning. Distance learning students will benefit from access to a computer and the internet for research and typing of assignments

Recognition of Prior Learning (RPL)

If you feel you already have expertise or have completed study in any of the course units, you can apply to have these skills recognised through our RPL process.

Certificate IV in OHS (BSB41407A)

Page 3 of 4

How are participants assessed?

Assessment is undertaken via a range of methods including short answer quizzes, case studies, activities and discussion. There are also on-the-job projects and workplace based assignments.

Qualification

Each course participant who successfully completes all nine units of competency will be issued with the qualification: Certificate IV in OHS (BSB41407).

A Statement of Attainment for each unit successfully completed will be issued to participants who partially complete the course.

How much does it cost?

Online and Distance Learning: \$2500 (GST exempt) for nine units

Individual Units: \$350 (GST exempt)

Corporate Group Training: Please contact us for a quote.

Online and distance learning course fees include:

- All course notes and learning material.
- Email and phone support throughout the course.
- Nationally Accredited Qualification – Certificate IV in OHS on successful completion.
- Assessment. All PeopleSafe Australia trainers and assessors:
 - Have a Certificate IV in Training and Assessment (TAA40104 or TAE40110).
 - Have extensive training and assessment experience.
 - Are qualified in their discipline.
 - Have a history of working in the OH&S industry.
 - Have participated in a course induction giving them a sound understanding of the complete curriculum and all training services policies & procedures.
 - Are supervised by a customer service manager.

Why PeopleSafe Australia?

PeopleSafe Australia is a Registered Training Organisation (RTO Provider Number 91596). Our courses have been evaluated by industry representatives to guarantee that they meet the highest standards and are relevant to the workplace. We are committed to providing quality OHS training and assessment services with:

- Courses delivered and assessed by experienced trainers with real life OHS experience.
- Flexible learning.
- Quality resources.
- Competitive prices.
- Excellent support.
- Personalised service.

Certificate IV in OHS (BSB41407A)

Page 4 of 4

How can I enrol?

To enrol, please view the terms and conditions in the Participants Handbook, complete the registration form and email, mail or fax it to us. Payment can be made by credit card, cheque or money order. Please contact us if alternative payment methods are needed.

Special Needs

PeopleSafe Australia caters where possible for any special needs. Please advise us on application or before enrolling.

Refunds and transfers

A receipt will be issued for fees paid. All fees paid in advance will be held during the course and made available should a refund be required.

All requests for cancellations or transfers must be made in writing to PeopleSafe Australia prior to commencement of the course.

- A full refund will be made where Peoplesafe Australia cancels the course.
- Distance learning courses - If a participant withdraws within one month of dispatch of course materials, PeopleSafe Australia will refund 25% of the course fee. If participants are paying on a per unit basis, refunds are not applicable. Participants can transfer enrolment between people prior to dispatch of course materials, and a transfer fee of 15% of the course fee will apply.
- PeopleSafe Australia will consider a full/part refund or transfer where a participant meets with a serious misadventure and cannot continue their enrolment.
- Corporate Group Training – Postponement of a course within 5 working days of a course commencing will incur an administrative fee of 50% of the course fee. Any cancellation of a course 10 working days prior to commencement will incur a customisation fee equivalent to 100% of the nominal daily training rate for customising the course.

Refunds cannot be issued for change of mind, non attendance or not finishing a course.