

## Certificate IV in WHS (BSB41415)

### Advance your career as a WHS professional

The Certificate IV in Work Health and Safety is nationally recognised training that will provide you with practical skills and knowledge to work in the field of safety. You will learn how to contribute to the management of safety, ensure compliance with WHS legislation, identify and mitigate risks, and apply a systematic approach to WHS.

#### Who is this course for?

This course is ideal if you are currently working in a WHS role (such as WHS Officer, WHS Coordinator or WHS 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 WHS in the workplace or if you wish to pursue a career in WHS.

#### Course content includes ten units

Five core units (these units are mandatory):

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

Five elective units:

BSBWHS408	Assist with effective WHS Management of contractors
PUAWER002B	Ensure Workplace Emergency Prevention Procedures, Systems & Processes are implemented
BSBWHS409	Assist with workplace monitoring processes
BSBCMM401	Make a presentation
BSBWRT401	Write complex documents

\*Other units may be substituted. Please contact us for further information.

#### Career Opportunities

The Certificate IV in Work Health and Safety is usually the minimum requirement for those who want to start and grow a career in WHS. 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. This course also provides training for people who wish to become managers or supervisors with health and safety responsibilities.

#### 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 WHS professionals will make contact with you, and will be there to support you along the way.

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.

## Certificate IV in WHS (BSB41415)

### 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 – 20 nominal hours per unit.

The face to face delivery duration is six days, plus approximately 4 to 6 days completing assessment tasks.

### 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.

### Entry requirements

There are no specific pre-requisites or co-requisites for the Certificate IV in WHS, however sound language, literacy and numeracy skills are required. Access to a computer with broadband internet access is needed for online learning. Distance and online learning students will benefit from access to a computer and the internet for research and completion of on-line learning and assessment activities.

### How are participants assessed?

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

### Qualification

Participants who successfully complete all 10 units of competency will be issued with the qualification: Certificate IV in Work Health and Safety (BSB41415).

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: \$3000 for ten units.

This fee is charged in three instalments. The initial commencement fee is \$1500. Following payment instalments are \$1000 and \$500.

Recognition of Prior Learning: \$2500 for ten units.

Individual Units: \$400.

Corporate Group Training: Please contact us for a quote.

### NSW Government Smart and Skilled Funding

The Certificate IV in Work Health and Safety is subsidised by the NSW Government. (Available from 1 Jan 2017).

Student contribution (if participant's first qualification) is \$1580 per person.

Student contribution (if participant's second qualification) is \$1850 per person

Please refer to the Smart & Skilled Website <https://smartandskilled.nsw.gov.au/> and type in BSB41415 to check your eligibility and fees.

## Certificate IV in WHS (BSB41415)

A reduced fee will apply for RPL participants. We can provide a quote (Via NSW Government Smart and Skilled) for RPL, after you have completed an application for funding entitlement.

The enrolment process if you are applying for Smart and Skilled funding is:

1. Pre-enrolment Information: We provide course information to you, including refunds, fees, RPL, consumer protection, USI process, discontinued training.
2. Eligibility and fee structure: We check your eligibility for subsidised training and supply fee information.
3. Enrolment Application: Student completes enrolment process, consent form and supplies USI (or creates USI).
4. Smart and Skilled notification: Peoplesafe Australia submits your application through the Smart and Skilled portal. Your Final Quote is supplied to you.
5. Enrolment notification: We notify you of your enrolment and schedule.

### Course fees: What is included?

Course fees include:

- ✓ All course notes and learning material.
- ✓ Email and phone support throughout the course.
- ✓ Nationally Accredited Qualification – Certificate IV in WHS on successful completion.
- ✓ Assessment. All PeopleSafe Australia trainers and assessors:
  - Have at least a Diploma in Training and Assessment.
  - Have extensive training and assessment experience.
  - Are qualified in their discipline.
  - Have a strong and recent history of working in the Health and Safety industry.

### 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 WHS training and assessment services with:

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

### How can I enrol?

To enrol, please contact us for an application form. Payment can be made by direct transfer, credit card, cheque or Paypal.

### Special Needs

## Certificate IV in WHS (BSB41415)

Page 4 of 4

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.
- PeopleSafe Australia will refund/credit any fees paid, without incurring an administration fee, if you provide written notice at least 10 working days prior to course commencement.
- If you wish to withdraw at any time during a course, please provide written notice including your reasons. You will be issued a record of results for UOCs completed. Refunds cannot be issued for change of mind, non-attendance or not finishing a course.
- Corporate Group Training – Postponement of a course within five working days of a course commencing will incur an administrative fee of 50% of the total course fee. Any cancellation of a course 10 working days prior to commencement will incur a fee equivalent to 100% of the total course fee. Refunds cannot be issued for change of mind, non-attendance, or not finishing a course.