

BSB41415 Certificate IV in Work Health and Safety

Course Information Sheet

About the course

This course is delivered and assessed by **Master Builders Association of Victoria (RTO no 3935)**.



This course aims to provide students with in-depth knowledge and understanding to implement and monitor workplace Occupational Health and Safety (OHS) policies, procedures and programs.

NOTE: Students undertaking study in Work Health and Safety (WHS) in Victoria should be aware that the State of Victoria is bound by the Victorian Occupational Health and Safety Act (Vic) 2004 and course content covered relates to this legislation. The terms OHS and WHS are equivalent and generally either can be used in the workplace. Students should be aware that other States and Territories in Australia operate under the National Model WHS Legislation and students working in the Health and Safety industry outside of the State of Victoria may need to familiarise themselves with these laws.

Topics covered include:

- Safety management systems
- Australian Safety Standards including 4801
- Compliance with Victorian OHS legislation
- Written and verbal communication techniques
- Influencing skills
- OHS monitoring, reviewing and reporting techniques
- Consultative arrangements and collaborative practices for safe work
- Investigative analysis
- OHS issue resolution

Learning outcomes

Students will have gained the skills and knowledge to:

- Maintain managerial and organisational level compliance with OHS legislation, codes and standards in the workplace.
- Use personal influencing skills such as collaboration, reflection and feedback to communicate the importance of OHS safety management systems.
- Research, develop, implement and monitor the strategies, plans and documentation required to establish a workplace-specific systematic safety management system.
- Explain and disseminate specific components of workplace safety management strategies to the appropriate organisational level.
- Review, investigate and evaluate the effectiveness of organisational safety management systems and use this information for reporting and continuous improvement activities.
- Instigate and review the identification of workplace hazards, risk assessment processes and the selection of appropriate risk controls.
- Provide technical advice and support in the resolution of OHS incidents.
- Implement an expert-derived emergency prevention and response procedure.

Who should study this course?

The BSB41415 Certificate IV in Work Health and Safety is recognised across all industries as an appropriate entry point for OHS practitioners seeking to further their careers in the OHS field. Therefore, this course is designed for personnel in dedicated occupational health and safety roles such as:

- Project managers
- OHS coordinators
- Compliance Officers
- Return to Work Coordinators or;
- OHS officers.

Master Builders entry requirements

It is a Master Builder's requirement for those wishing to undertake this course that they:

- are successful at a Language, Literacy and Numeracy (LLN) assessment & a Pre-Training Review
- have basic computer skills as this course is delivered partially online

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AND

- have CPCCOHS1001A Work safely in the construction industry (White Card), if working on a building and construction site prior to course commencement.

OR

- have CPCCWHS1001 Prepare to work safely in the construction industry

OR

- have completed a Red Card course (Pre-July 1 2008) or its equivalent

AND

- be currently working or have worked in the building and construction industry for at least 3 years

OR

- have completed a Certificate III in Work Health and Safety.

What you need to bring to class

You must bring pen and notebook to class.

In addition, you must bring **evidence of entitlement to study in Australia** to your first class (not necessary if you have already presented this to Master Builders).

- Photo ID

and ONE of the below:

- Original or certified copy of green Medicare Card OR
- Original or certified copy of Australian or New Zealand Passport OR
- Original or certified copy of Australian Birth Certificate OR
- Original or certified copy of Naturalisation document OR
- Original or certified copy of Visa or Immigration documentation.

Please note: You will not be able to attend the class until evidence of entitlement to study has been presented.

Learning support

Master Builders provides additional support to students who require assistance in completing their course assessments and requirements. A range of support services are available to students who experience literacy, digital literacy and numeracy difficulties.

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Master Builders encourages all individuals with disabilities to apply for training courses in accordance with the requirements of the Equal Opportunity Act (Vic) 2010 and related legislation. Master Builders further encourages individuals from all social, racial, cultural and educational backgrounds to apply.

Course induction

Attendance at the course induction is a mandatory requirement. This is an important part which covers the following aspects of the course:

- course structure
- assessment requirements
- learning support
- required and recommended texts
- Learning Management System

You will receive your training manuals on the first day.

Course structure and duration

To achieve the BSB41415 Certificate IV in Work Health and Safety, participants must complete the 10 units listed below.

Delivery Mode: Blended

The course is delivered over a period of **30 weeks** and consists of:

- **10 face-to-face classroom;** day sessions or equivalent evening sessions.
- 20 (non attendance) weeks for students to research and complete all relevant assessment tasks for the completion of the course.

Upon successful completion of this course, student will be awarded a Certificate by **Master Builders Association of Victoria (RTO no 3935)** for the following units:

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No.	Units		
	Code	Title	Nominal Hours
1.	BSBRES401	Analyse and present research information	40
2.	BSBWRT401	Write complex documents	50
3.	BSBWHS402	Assist with compliance with WHS laws	40
4.	BSBWHS403	Contribute to implementing and maintaining WHS consultation and participation processes	40
5.	BSBWHS404	Contribute to WHS hazard identification, risk assessment and risk control	60
6.	BSBWHS405	Contribute to implementing and maintaining WHS management systems	50
7.	BSBPMG522	Undertake project work	60
8.	BSBWHS410	Contribute to work-related health and safety measures and initiatives	40
9.	BSBWHS406	Assist with responding to incidents	40
10.	BSBWHS408	Assist with effective WHS management of contractors	30
Total Nominal Hours			450

Assessment

Assessment activities may be a combination of knowledge tests, written assignments, case studies, workplace simulated scenarios, third party reports and assessor observations. All assessments will be contextualized to the OHS requirements appropriate to the building and construction workplace.

Assessments are submitted in electronic format through our Learning Management System. Training in use of this system will be provided on the first day of the course. Basic Microsoft Word skills are required to complete assessment tasks.

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Unique Student Identifier

From 1 January 2015, all students who undertake Nationally Recognised Training must have a Unique Student Identifier (USI). Your USI means all your training records and results will be in one place.

See more at: <http://www.mbavtraining.com.au/content/unique-student-identifier-usi/>

To get a USI, go to: <http://www.usi.gov.au/create-your-USI/Pages/default.aspx>

Funding options

This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. Master Builders encourages individuals with disability to access government subsidized training.

NOTE: Accessing the Skills First funding may affect your eligibility to access that fund again in the future.

Currently, if for some reason you wish to study another course at the same level, it is unlikely that you could access the Skills First entitlement for that training. Please think carefully about which course you choose to enrol in.

For up-to-date information please contact the Training Department on (03) 9411 4555.

Course fees

Please note the following fee categories:

Category	Fee
Skills First Subsidised# (Member & Non Member)	\$480 (\$1.06 per nominal hour)
Skills First Concession# (Member & Non Member)	\$96 (\$0.21 per nominal hour)
Master Builders Member	\$1,865
Master Builders Member + Incolink contributor *	\$210
Non-Member + Incolink contributor*	\$1,190
Non Member	\$2,925^
ALink Student Member	Not Applicable
Other Administrative Fees (only applicable to qualifications on Master Builders scope of registration)	
Transfers & Rescheduling	\$50 per unit or cluster
Additional Tutorials	\$140 per hour
Required Books	
Master Builders Member	\$217

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Non Member	\$262
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In relation to Funds paid by the Department of Education and Early Childhood Development under the Skills First Funding Contract, please refer to the **Statement of Fees** in the Master Builders Training Directory or available on the Training website www.mbavtraining.com.au.

* Eligible Incolink contributors are current Incolink financial members who pay into the Incolink Training Levy.

^ For Skills First subsidised students, includes approximate value of the contribution from the government towards the qualification.

PLEASE NOTE:

- The student tuition fees as published are subject to change given individual circumstances at enrolment.
- Skills First Subsidised Training is the same rate for both Members and Non Members.
- Skills First Concession rates are available to individuals who hold a health care card or pensioner card or Veterans Gold card and who meet all other eligibility requirements.

For a full **statement of fees** please contact 9411 4555 or email training@mbav.com.au.

Required texts

Copies of the below legislation are required for the BSB30715 Certificate III in Work Health and Safety:

- Occupational Health and Safety Act 2004#
- Occupational Health and Safety Regulations 2017#
- WHSA Management Guide, 5th Edition (*mandatory and will be used extensively throughout the course*).

#Digital copies may be downloaded for free from government websites. Hard copies may be purchased through the Master Builders shop. For a copy of the Publication Order Form please contact (03) 9411 4555 or email training@mbav.com.au.

Recognition of prior learning (RPL) or credit transfer

The Australian Qualifications Framework (AQF) is a comprehensive national policy framework that defines all qualifications recognised nationally in post-compulsory education within Australia. As a Registered Training Organisation (RTO) authorised to deliver training and issue qualifications under the AQF, Master Builders recognises AQF qualifications and Statements of Attainment issued by RTOs throughout Australia for qualifications and Units of Competency currently on its Scope of Registration.

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Recognition of prior learning (RPL) is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

An application for RPL or credit transfer can be submitted prior to the commencement of the course.

Alternatively, RPL and credit transfer procedures are also referred to during course induction (where there is a course induction) and students can apply for RPL or credit transfer after the first day of class. Timelines of the application and how it will affect attendance of classes while application is in progress will be organised between the applicant and a Training Department staff member. Please telephone the Training Department on 03 9411 4555 if you would like to discuss this further.

Units where credits may apply

Students who have successfully completed a BSB30715 Certificate III in Work Health and Safety may be eligible for a credit transfer of one unit of competency towards completion of the BSB41415 Certificate IV in Work Health and Safety. Unit that credit can be applied for is:

- BSBWHS406 – Assist with responding to incidents

As the Vocational Education and Training (VET) sector is focused on currency of study, students are strongly advised to commence study in the BSB41415 Certificate IV in Work Health and Safety within 12 months of completion of the BSB30715 Certificate III in Work Health and Safety. This does not apply to students who have completed the BSB30707 Certificate III in Occupational Health and Safety.

Further study opportunities

Study and career pathways

Possible career and tertiary study pathways to become an Occupational Health and Safety professional in the building and construction industry:

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Role Level	Positions	Types of qualifications required	Industry Experience Required
Early Career Roles	Health and Safety Officer WorkCover – Employee Health Officer Return to Work Coordinator Compliance and Safety Coordinator Occupational Health and Safety Coordinator	Certificate IV in OHS or WHS Diploma in OHS or WHS Advanced Diploma in OHS or WHS	2 – 4 years
Line Manager/ Middle Management	Occupational Health and Safety Manager Occupational Health and Safety Business Partner Occupational Health and Safety Specialist Health, Safety and Environment Officer Safety and Operations Officer Emergency Services Officer	Auditing Qualifications Bachelor in Occupational Health and Safety Bachelor in Health Sciences Bachelor in Human Resource Management Environmental or sustainability tertiary qualifications	7 - 10 Years
Senior Management	Corporate Health and Safety Manager Group Health, Safety and Environment Manager National Health, Safety and Environment Manager	Auditing Qualifications Bachelor of Occupational Health and Safety Bachelor of Health Sciences Bachelor of Human Resource Management Bachelor of Commerce Postgraduate qualifications Environmental or sustainability tertiary qualifications	Extensive

Exit opportunities

1. Students who successfully complete all required units/modules will receive their qualification and a transcript itemising all units successfully completed.

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2. Following receipt of written advice from the student (or trainer) that the student does not intend to complete the full qualification, the student will be issued with a Statement of Attainment listing all units/modules successfully completed.

NOTE: Some students may decide to exit the course for further foundational learning and content studies if a lack of work experience (years and type) is identified.

Master Builders training policies

<http://www.mbavtraining.com.au/content/policies-and-procedures/>

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