

## Professional Development for Group Training Staff Certificate IV in Work Health and Safety- BSB41415 Full Qualification

AEN is offering the Certificate IV in WHS to Group Training staff who are interested in gaining knowledge and skills in:

- Assisting with compliance with WHS laws
- Identifying hazards, assessing and controlling risks
- Monitoring workplace safety
- Managing consultation and participation processes
- Assisting with claims, rehabilitation and return-to-work programs

The course will be delivered by **Holmesglen Institute** through a combination of targeted workshops, on the job delivery, project based learning followed by one-on-one support through coaching and mentoring.

The program will be offered to staff who need to complete the entire qualification as well as to those who are interested in upgrading their old Cert IV in OHS and therefore understanding the legislative and practical changes that occurred in relation to health and safety.

### Course Structure

Core Units of Competency (UOC)	Elective Units of Competency
BSBWHS402 - Assist with compliance with WHS laws	BSBRSK401A - Identify risk and apply risk management processes
BSBWHS403 - Contribute to implementing and maintaining WHS consultation and participation processes	BSBWHS407 - Assist with claims management, rehabilitation and return-to-work programs
BSBWHS404 - Contribute to WHS hazard identification, risk assessment and risk control	PUAWER002B - Ensure workplace emergency prevention procedures, systems and processes are implemented
BSBWHS405 Contribute to implementing and maintaining WHS management systems	BSBRES401 - Analyse and present research information
BSBWHS406 Assist with responding to incidents	BSBWRT401 - Write complex documents

### Training Delivery Format

6 Units of Competence will be delivered in 5 classroom based workshops of 8 hours each.

4 Units of Competence will be trained and assessed at the student's worksite.

### Recognition of Prior Learning (RPL)

All students will be offered the opportunity to participate in a Recognition of Prior Learner process if they believe that they have suitable experience and knowledge to be assessed as competent in any UOC. The student will be required to provide the required evidence to determine suitability.

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### Classroom based workshops

The dates for the training are as follows (9am to 5 pm sessions):

23 Aug (Tue)	BSBWHS402 - Assist with compliance with WHS laws BSBWHS403 - Contribute to implementing and maintaining WHS consultation and participation processes (Clustered Delivery)
24 Aug (Wed)	BSBRES401 - Analyse and present research information
23 Sep (Fri)	BSBWHS405 - Contribute to implementing and maintaining WHS management systems
13 Oct (Thur)	BSBWHS407 Assist with claims management, rehabilitation and return-to-work
4 Nov (Fri)	BSBWRT401 - Write complex documents

### Assessments

Assessments will be a mixture of practical demonstration, written and theory assessments, oral, research projects and workplace tasks.

All competency units are assessed as **Off the Job** (assessment of knowledge through classroom assignment tasks), **On the Job** (assessment of skill demonstrated while on site) and **On line** (completion of assessment, projects, quizzes).

The completion of the course is expected to be 25 November 2016.

### Course fees

All students will be subject to the funding eligibility test. Generally, this means that a student who holds an equivalent or higher qualification (Cert IV) or has accessed funding for training on two previous occasions would not be eligible for funding.

However, the Victorian Government is currently offering funding to ineligible students through Victorian Training Guarantee (VTG) exemptions. Note: Only students residing in Victoria are eligible for VTG funding.

<b>Eligible students</b>	<b>\$900 pp + GST</b>
Non-eligible students (FFS)	\$3680 pp + GST

### Training Location

AEN Office; Level 3, 478 Albert Street, East Melbourne VIC 3002

**PLEASE NOTE:** The course will run only if there are a minimum of 10 students registered.

To register your interest please fill in the details below, making sure that all sections are completed and signed. **Registrations close on 29 July 2016.**

# Course Registration Form

BSB41415 - Certificate IV in Work Health and Safety – Full Qualification

NAME		
JOB TITLE		
COMPANY		
STREET ADDRESS		
STATE	POSTCODE	
PHONE		
EMAIL		

## AUTHORISATION

(MUST BE SIGNED BY A MANAGER OR SUPERVISOR)

NAME	
POSITION TITLE	
EMAIL	
SIGNATURE	
DATE	

Please email this form to [rozalia@aen.org.au](mailto:rozalia@aen.org.au) before 29 July 2016