


<b>Title:</b> Learning and Assessment Strategy <b>Qualification:</b> BSB41407 Certificate IV of OHS <b>Client:</b> Various	
<b>Number -Revision:</b> TR035-03	<b>Page:</b> Page 1 of 8
<b>Authorised by:</b> Nanette Jones	<b>Date:</b> 10 June 2010

## CERTIFICATE IV OF OCCUPATIONAL HEALTH AND SAFETY LEARNING AND ASSESSMENT STRATEGY

### 1 WHY CHOOSE ACE HEALTH AND SAFETY SPECIALISTS FOR YOUR TRAINING?

ACE Health and Safety Specialists Pty Ltd delivers both on-site and off-site training and specialist advice to commercial clients. Our team works with you so you can develop skills to ably create excellent solutions for your organisation.

Enrol into the entire qualification and a one to one coaching session will be included to assist the participant to apply learning to the workplace (not available for individual unit of competency enrolment).

- Flexible Assessment Strategies that can be linked to workplace business objectives and professional development plans.
- Qualified and experienced trainers.
- Personalised study plans.
- Pay as you learn.
- Fully flexible delivery options to meet your needs:
  - Blended Self Paced Learning using hard or electronic copy materials provided by ACE and on-line resources at the following URL  
<http://bizline.docep.wa.gov.au/safetyline/students/certificates.cfm>;
  - Face to face - classes; and
  - Accelerated five day face to face learning programs conducted over three weeks:
    - Week One: Three days;
    - Week Two: No attendance;
    - Week Three: Two days.
- Career development support available; and
- Supportive learning environment.

### 2 WHAT IS THIS COURSE ABOUT- Qualification Descriptor

BSB41407 Certificate IV of Occupational Health and Safety reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others. This qualification would suit an OHS officer in a full-time dedicated role who works under the supervision of an OHS Coordinator or OHS Manager.

### 3 ACADEMIC AWARD

Certificate IV of Occupational Health and Safety (BSB41407)

### 4 HOW TO ENROL

Complete an enrolment form which is available from our office or the website: [www.acehealthandsafety.com.au](http://www.acehealthandsafety.com.au)


Once complete forward to us for processing:

E-mail: [enquiries@acehealthandsafety.com.au](mailto:enquiries@acehealthandsafety.com.au)

Fax: 61 8 9478 3688

Contact us on **61 8 9478 3688** if you require assistance or further information.

<b>Reference Document:</b> HSEQT Management System
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<b>Title:</b> Learning and Assessment Strategy	
<b>Qualification:</b> BSB41407 Certificate IV of OHS	
<b>Client:</b> Various	
<b>Number -Revision:</b> TR035-03	<b>Page:</b> Page 2 of 8
<b>Authorised by:</b> Nanette Jones	<b>Date:</b> 10 June 2010

## 5 QUALIFICATION RULES

You must complete 6 occupational health and safety units plus 3 elective units. The 3 elective units may be selected from the remaining occupational health and safety units, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, 1 unit may be selected from a Diploma qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level. Units selected from other Training Packages must not duplicate units selected from or available within the BSB07 Business Services Training Package.

We may not be able to offer electives other than those listed below or on our website. You may wish to discuss your elective unit selection with a Facilitator or the Director.

No.	Unit Code	Unit Title (select 9)	Core / Elective
1	BSBOHS401B	Contribute to the implementation of a systematic approach to managing OHS	Core / Elective
2	BSBOHS402B	Contribute to the implementation of the OHS consultation process	Core / Elective
3	BSBOHS403B	Identify hazards and assess OHS risks	Core / Elective
4	BSBOHS404B	Contribute to the implementation of strategies to control OHS risk	Core / Elective
5	BSBOHS405B	Contribute to the implementation of emergency procedures	Core
6	BSBOHS406B	Use equipment to conduct workplace monitoring	Core
7	BSBOHS408A	Assist with compliance with OHS and other relevant laws	Core
8	BSBINN301A	Promote innovation in a team environment	Elective
9	BSBOHS407A	Monitor a safe workplace	Elective

## 6 TARGET AUDIENCE

The expectant participants for this course are as follows:

- Employees from the Industry who have or are completing the OHS Representative course.
- Employees from industry who have OHS responsibilities as part of their role.
- Candidates who are working towards a career in Occupational Health and Safety.


This is a broad socio-economic group from both English and non-English speaking background and an educational level where high school may not have been completed to participants who hold supervisory roles and are competent English speakers.

### 6.1 Strategies to Ensure Adequate Access to Participation

The following strategies will be adopted to ensure a high level of successful outcomes for participants:

- Unit materials will be presented in easy to read language;
- Activities linked to duties in the workplace will be used to assess competence for each unit of competency;
- Supervisors and managers will be required to allocate work time for completion of assessment activities;
- Assessment 'tools' will use workplace documents participants are familiar with and will be using or have used in the past;
- Participants will be encouraged to work with a workplace coach/mentor so that they can assist each other throughout the course delivery period to complete assessments;
- Language support will be provided at additional cost if there is an indicated requirement;
- Face to Face delivery will be available on site if appropriate with off-site access to evening classes for shift workers;
- Assessor / Trainers may be available in the organisation to provide advise if required.

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<b>Title:</b> Learning and Assessment Strategy <b>Qualification:</b> BSB41407 Certificate IV of OHS <b>Client:</b> Various	
<b>Number -Revision:</b> TR035-03	<b>Page:</b> Page 3 of 8
<b>Authorised by:</b> Nanette Jones	<b>Date:</b> 10 June 2010

## 7 HOW THE COURSE IS MADE AVAILABLE?

The competencies will be available in self-paced, fully flexible delivery where participants may choose a delivery style that suits their needs. Courses will be offered as follows:

- Blended Self Paced Learning, using both hard and/or electronic copy materials provided by ACE and on-line resources at the following URL  
<http://bizline.docep.wa.gov.au/safetyline/students/certificates.cfm>;
- Hardcopy materials will consist of:
  - A Learning and Assessment strategy with a proposed schedule of learning and the assessment instructions for the Unit of Competency;
  - a Learning Guide with instructions on how to work through the materials to complete activities to develop an understanding of the material.
  - reading materials available on the web at the following URL  
<http://bizline.docep.wa.gov.au/safetyline/students/certificates.cfm>;

You may complete the Unit of Competency independently over a six week period and submit your assessment once completed to be assessed.

The Learning and Assessment strategy will provide you with instructions of how to work through the Learning Guide, which provides you with the information to assist you to understand the topic matter.

While you are working through the learning guide, you will need to start completing your assessment documents.

If you need support to work through the materials or complete your assessment, contact our office so that we can arrange for a facilitator to contact you.

### Face to face - evening classes:

Each Unit of Competency will be delivered in a Face to Face session which will be three hours of attendance and include a rest break mid-way.

Participants will be provided with the presentation PPT student handout and any materials required completing the activities for each session.

**Venue** of the sessions will be:

Venue: **ACE Health and Safety Specialists Training Room: 277 Great Eastern Highway BELMONT WA 6071.**

Day: **ACE Health and Safety Specialists Training Room: Thursday each week of the school term.**

Time: **ACE Health and Safety Specialists Training Room: 6pm – 9pm.**


Bookings are essential for face to face delivery sessions, and will run subject to minimum number of bookings. To book contact **ACE Health and Safety Specialists on 61 8 9478 3688**

### General Delivery Information:

All delivery modes are assessed by a combination of workplace and assigned activities as appropriate, including practical demonstration, theory assessment and assessment. Assessment agreement is self-paced; assessments are to be submitted as per the agreement. Clients will be expected to complete each unit of competency within 6 weeks of receipt of unit materials.

If you are enrolling in multiple units, an integrated assessment strategy will be developed in accordance with your Assessment agreement.

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<b>Title:</b> Learning and Assessment Strategy <b>Qualification:</b> BSB41407 Certificate IV of OHS <b>Client:</b> Various	
<b>Number -Revision:</b> TR035-03	<b>Page:</b> Page 4 of 8
<b>Authorised by:</b> Nanette Jones	<b>Date:</b> 10 June 2010

All clients booking to complete a qualification will be eligible for a **one to one coaching session** to identify strategies to implement concepts learnt during the course into the workplace. This will be conducted either in the workplace or via telephone. Coaching is available for individual units at additional cost. If this is required, contact our office for further assistance.

Recognition of Prior Learning (RPL) is available to all clients. RPL recognises skills and competency developed through work and life experiences.

In addition to RPL, ACE Health and Safety Specialists Pty Ltd recognises the AQF Qualifications and/ or Statements of Attainment issued by any other Registered Training Organisation.

- You are encouraged to contact us for assistance if required to complete your assessment, it is expected you will complete your assessment independently.
- Assessment Agreement – each participant has the option of proposing an alternative assessment strategy by completing an Assessment Agreement; this provides the opportunity to link assessments with the current activities being conducted in the workplace. See further information in the Assessment Agreement Section of this document.

## 8 QUALIFICATION PATHWAYS

There are no pre-requisite requirements for individual units of competency listed for this course.

An appropriate level of English language and literacy will be required to complete the course. If you require assistance with this, contact us to discuss.

Preferred pathways for candidates considering this qualification include:

- after achieving the BSB30707 Certificate III in Occupational Health and Safety or other relevant Certificate III qualification

OR

- providing evidence of competency in the majority of units required for the BSB30707 Certificate III in Occupational Health and Safety

OR

- with extensive vocational experience in occupational health and safety roles.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Health and Safety Representative;
- Health and Safety Committee Member; and
- Health and Safety Assistant.


## 9 ORGANISATIONAL PARTNER

To complete this Qualification, you will need access to a workplace. The manager may need to provide resources as follows to ensure you are able to meet the performance criteria:

- Access to Organisational OHS Documents;
- Access to supervisors and managers;
- Opportunities to present reports to management; and
- Other requirements as specified in the assessment.

The manager may need to provide someone in the workplace to view or critique your performance to provide a third party review and sign off appropriate documents. You will need to make an appointment with the relevant manager prior to commencing the Qualification to discuss the requirements. A letter for the Organisational

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<b>Title:</b> Learning and Assessment Strategy <b>Qualification:</b> BSB41407 Certificate IV of OHS <b>Client:</b> Various	
<b>Number -Revision:</b> TR035-03	<b>Page:</b> Page 5 of 8
<b>Authorised by:</b> Nanette Jones	<b>Date:</b> 10 June 2010

Manager to sign has been included in your unit information; this must be signed by both parties and returned to our office.

In addition, the manager may need to allow you to take photographs/videos of yourself completing tasks for verification purposes.

All information provided for assessments is confidential and will be returned to the participant.

## 10 FEES

Payment is expected within seven (7) days of invoicing, and will be required before course material is posted. No certificates will be issued until all borrowed materials are returned and payments received.

Fees are scheduled as follows:

- Enrolment into course with total cost of \$2610.00, payable per unit at a cost of \$290.00 per unit. One certificate of completion will be issued on completion of the course. The qualification must be completed within 12 months otherwise additional assessment fees will apply.
- Enrolment into individual units with a cost of \$300.00 per unit. One certificate of completion will be issued on completion of each unit.
- RPL \$240 per unit of competency. This is non-refundable if the RPL application is unsuccessful.

If an additional or replacement certificate is required, the cost of the certificate is \$30.00 plus postage and handling for each certificate issued.

## 11 CANCELLATION FEES / REFUNDS

A refund will only be offered on receipt of returned course materials within five working days of sending the unit material or if the Company cancels a course.

If a cancellation is received from the Client as specified above, a 75% credit will be given for the cost of units enrolled. If the Company cancels a course a full refund minus cost of any materials used will be forwarded to the Client (Training).

For cancellations / withdrawals received on or after five days of sending course material no refunds will be given.

## 12 QUALITY INDICATORS

As a RTO we endorse a program of continuous improvement and will offer all our clients and their employers the opportunity to participate in the AQTF 2007 Learner Questionnaire and AQTF 2007 Employer Questionnaire. We value the information provided to improve our service for our clients. Your participation in this program is appreciated.

## 13 NATIONALLY RECOGNISED QUALIFICATION

This qualification is a level 4 nationally recognised qualification under the Australian Qualifications Framework.


## 14 CONTACTS

We make every effort to ensure your query is answered in a timely manner and would expect that you should receive a reply within three working days. If not or the matter is more urgent, please indicate this in your query.

The contact hours for this business are 9am to 5pm Monday to Friday.

<b>Telephone:</b>	61 8 9478 3688
<b>E-mail:</b>	<a href="mailto:enquiries@acehealthandsafety.com.au">enquiries@acehealthandsafety.com.au</a>

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<b>Title:</b> Learning and Assessment Strategy <b>Qualification:</b> BSB41407 Certificate IV of OHS <b>Client:</b> Various	
<b>Number -Revision:</b> TR035-03	<b>Page:</b> Page 6 of 8
<b>Authorised by:</b> Nanette Jones	<b>Date:</b> 10 June 2010


## 15 LEARNING AND ASSESSMENT STRATEGY

<b>RTO Details</b>	<p><b>Provider Number:</b> 52254</p> <p><b>Delivery period:</b> No set delivery periods, enrolment available throughout the year. The RTO has in place quality assurance procedures that ensure compliance with Quality ISO 9001 and AQTF Essential Standards for Registration 2007 requirements. For further information, download the Client (Training) Handbook from the web-site <a href="http://www.acehealthandsafety.com">www.acehealthandsafety.com</a></p>					
	<b>Industry Area</b> All	<b>Program Area</b> Occupational Health and Safety				
<b>Job Roles</b>	<p>Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:</p> <ul style="list-style-type: none"> <li>• Occupational Health and Safety Coordinator</li> <li>• Occupational Health and Safety Officer.</li> </ul>					
<b>Schedule</b>	ACE Health and Safety Specialists Pty Ltd will schedule public courses for the delivery of this qualification. Training for commercial clients is available on an 'as requested' basis.					
<b>Licensing / Regulatory Requirements</b>	No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.					
<b>Learning and assessment arrangements</b>	<p><b>Duration</b></p> <p>This is a self-paced, fully flexible course. It is expected that the qualification will be completed over a 12 month period. For face to face delivery, you may attend either a three hour evening seminar per unit enrolled or a 35 hour accelerated learning program over three weeks. All face to face delivery will be followed with self-paced assessment to be submitted as per assessment agreement.</p>					
	<p><b>Learning Support Strategies</b></p> <p>Should you require assistance to support your learning, do not hesitate to contact our office to discuss your needs and develop an appropriate study plan to meet your objectives. We can provide variation in your assessments, varied submission dates and learning counselling. We are happy to work in partnership with other providers such as interpreters to support your learning program. All other service providers will be provided by the client at their cost.</p> <p>Assessment may be varied in accordance with student needs and experience. An assessment agreement will be negotiated and documented with the assessor in consultation with the client and workplace, if appropriate, prior to commencement of the assessment.</p>					
	<p><b>Evidence Gathering</b></p> <p>A variety of methods will be used to gather evidence of competence. The table below identifies the techniques to be used.</p>					
	Key	PD	Practical demonstration	TA	Theory assessment (Test conditions)	WE
	A	Assignment – Theory / Research	TP	Third Party Review	SS	Self Selection as per assessment agreement

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Last printed 11/1/2010 8:26:00 PM

<b>Title:</b> Learning and Assessment Strategy <b>Qualification:</b> BSB41407 Certificate IV of OHS <b>Client:</b> Various	
<b>Number -Revision:</b> TR035-03	<b>Page:</b> Page 7 of 8
<b>Authorised by:</b> Nanette Jones	<b>Date:</b> 10 June 2010

	C/E	Unit Titles	PD	A	TA	TP	WE	SS
	C/E	BSBOHS401B Contribute to the implementation of a systematic approach to managing OHS	✓	✓		✓		✓
	C/E	BSBOHS402B Contribute to the implementation of the OHS consultation process	✓	✓		✓	✓	✓
	C/E	BSBOHS403B Identify hazards and assess OHS risks	✓	✓		✓	✓	✓
	C/E	BSBOHS404B Contribute to the implementation of strategies to control OHS risk	✓	✓		✓	✓	✓
	C/E	BSBOHS405B Contribute to the implementation of emergency procedures	✓	✓		✓	✓	✓
	C/E	BSBOHS406B Use equipment to conduct workplace monitoring	✓	✓	✓			✓
	C/E	BSBOHS408A Assist with compliance with OHS and other relevant laws	✓	✓		✓	✓	✓
	C/E	BSBINN301A Promote innovation in a team environment	✓	✓		✓	✓	✓
	C/E	BSBOHS407A Monitor a safe workplace	✓	✓		✓	✓	✓
<b>Training and assessment staff</b>	<p><b>Qualifications of Trainers / Facilitators / Assessors</b> ACE Health and Safety Specialist facilitators are experts in their field, with significant industry experience in addition to formal qualifications. Each facilitator is verified by ACE Health and Safety quality assurance procedures, taking into account industry expertise, formal certification and training and assessment qualifications.</p> <p>Training and assessments will be conducted or supervised by qualified workplace trainers and assessors holding Cert IV in Training and Assessment or equivalent qualifications.</p>							
<b>Training Materials to be Provided by the Client (Training)</b>	<p>Each Participant will need to access additional materials at their own cost, as specified in each Unit Learning and Assessment Strategy. Examples of additional resources includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Text Books;</li> <li>• Access to electronic equipment for research and assessment purposes; and</li> <li>• Access to a workplace or simulated environment.</li> </ul>							
<b>Resources provided by the Company</b>	<p>Resources required for the delivery of this qualification will include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Suitable training venue conducive to learning with adequate lighting and ventilation, suitable chairs and tables;</li> <li>• Trainee's materials;</li> <li>• Multimedia equipment relevant to program (where applicable); and</li> <li>• Copies of Acts, Regulations, Codes of Practice, Guidance Notes and other relevant materials.</li> </ul> <p>If the facilities and equipment supplied is not adequate, suitable or in an unsafe condition the trainer has the authority to halt the course until alternate arrangements can be made.</p>							
<b>Pathways</b>	<p>After achieving the BSB41407 Certificate IV of Occupational Health and Safety, the individual may pursue a relevant Diploma or University Qualification. You may discuss the options available with your facilitator or the Director.</p>							

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<b>Qualification:</b> BSB41407 Certificate IV of OHS	
<b>Client:</b> Various	
<b>Number -Revision:</b> TR035-03	<b>Page:</b> Page 8 of 8
<b>Authorised by:</b> Nanette Jones	<b>Date:</b> 10 June 2010

## 16 Units of Competency Descriptions

BSBOHS401B: Contribute to the implementation of a systematic approach to managing OHS	This unit describes the performance outcomes, skills and knowledge required to effectively contribute to the application of a systematic approach to managing occupational health and safety (OHS) to ensure that the workplace is, as far as is practicable, safe and without risks to the health of employees and others.
BSBOHS402B: Contribute to the implementation of the OHS consultation process	This unit describes the performance outcomes, skills and knowledge required to contribute to the promotion of consultative arrangements in the workplace by communicating, influencing and consulting as part of a systematic approach to managing occupational health and safety (OHS).
BSBOHS403B: Identify hazards and assess OHS risks	This unit describes the performance outcomes, skills and knowledge required to identify hazards and to assess occupational health and safety (OHS) risks in the workplace.
BSBOHS404B: Contribute to the implementation of strategies to control OHS risk	This unit describes the performance outcomes, skills and knowledge required to contribute to the implementation of strategies to control occupational health and safety (OHS) risks.
BSBOHS405B: Contribute to the implementation of emergency procedures	This unit describes the performance outcomes, skills and knowledge required to contribute to the implementation of planning and response procedures for emergencies.
BSBOHS406B: Use equipment to conduct workplace monitoring	This unit describes the performance outcomes, skills and knowledge required to accurately use equipment to contribute to the monitoring of agents and/or conditions in the workplace including, but not be limited to noise, vibration, light, fibres, dusts, fumes, mists, heat and humidity, radiation, and biological agents such as insects, mites and bacteria.
BSBOHS407A: Monitor a safe workplace	This unit describes the performance outcomes, skills and knowledge required to implement and monitor the organisation's occupational health and safety (OHS) policies, procedures and programs in the relevant work area to meet legislative requirements.
BSBOHS408A: Assist with compliance with OHS and other relevant laws	This unit describes the performance outcomes required to apply an understanding of the legal and regulatory framework of OHS in order to provide advice regarding the OHS legislative responsibilities of an OHS practitioner, company director, manager, supervisor and employee.
BSBINN301A: Promote innovation in a team environment	This unit describes the performance outcomes, skills and knowledge required to be an effective and pro active member of an innovative team.

*Enjoy your learning journey!*

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