

my \*  
skills



BSB41419

# CERTIFICATE IV IN WORK HEALTH AND SAFETY

The only **accredited business leaders** certification in Australia that teaches the skills employers are looking for...



NATIONALLY RECOGNISED  
TRAINING

RTO ID #91037



Learn to **proactively manage risk** and land an exciting new job or career as a **WHS leader** with a company you're proud to work for.



BSB41419  
Certificate IV in Work  
Health and Safety

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# my\* skills

My Skills Australia believes deeply in a robust, holistic approach to the notion of being employable and we are proudly disrupting the way skills for the workforce are being taught.

We are a diverse team of thought leaders collaborating to create change with a strong focus on our social responsibility as educators.

## Skills Ecosystem

My Skills Australia skills ecosystem is based on Constructiveist theory whereby learning:

- Is a skill in itself
- Is built on over time
- Not taught in isolation
- Is proactive, encouraging social engagement, self-efficacy and hands on activities.

Centres on both Extrinsic and Intrinsic motivation

- **Extrinsic** - having an income to buy things, not relying on others, financial security
- **Intrinsic** - finding meaningful work, a sense of belonging in community, build a legacy and self-worth to pass onto family



# What you'll learn

BSB41419

## Certificate IV in Work Health and Safety

My Skills has designed and developed this certification in partnership with Australian entrepreneurs and business owners.

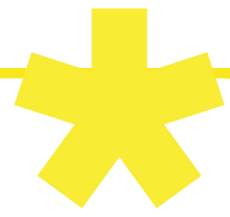
We know what employers are looking for.

As well as practical, technical Leadership styles, this course will also teach you vital workplace skills that will carry your career far beyond entry-level positions.



The new Certificate IV in Work Health and Safety from My Skills is the only **accredited** risk management certification in Australia that teaches the skills employers are looking for





# Occupational Health & Safety Skills

<b>BSBWHS415</b> Occupational Health and Safety	<b>Contribute to implementing WHS management systems</b> Applies to individuals with responsibilities for contributing to the implementation of an organisation's WHSMS as part of their work health and safety (WHS) responsibilities in a range of industry and workplace contexts.
BSBWHS414 Occupational Health and Safety	<b>Contribute to WHS risk management</b> Skills and knowledge required to contribute to WHS risk management, which includes the processes for identifying work health and safety (WHS) hazards and assessing and controlling the risk relating to those identified hazards. It involves contributing to the development, implementation and evaluation of risk controls according to legislative and organisational requirements.
<b>BSBWRT411</b> Work Practices Programmes	<b>Write complex documents</b> Applies to individuals who work in a range of business environments and are skilled in the creation of documents that are more complex than basic correspondence, memos and/or forms and that require review and analysis of a range of information sources.
<b>BSBWHS413</b> Occupational Health and Safety	<b>Contribute to implementation and maintenance of WHS consultation and participation processes</b> Skills and knowledge required to contribute to implementing and maintaining work health and safety (WHS) consultation and participation as prescribed in legislation. Contributing to communicating relevant information, identifying feedback opportunities, and improving consultation and participation.
<b>BSBSUS411</b> Business Management	<b>Implement and monitor environmentally sustainable work practices</b> Skills and knowledge required to analyse and implement improvements to the environmental sustainability of work practices and monitor their effectiveness.

# Management Skills



<p><b>BSBWHS431</b> Occupational Health and Safety</p>	<p><b>Develop processes and procedures for controlling hazardous chemicals in the workplace</b> Applies to those who work under supervision and use some discretion and judgement to respond to monitoring hazardous chemicals in the workplace. It applies to hazardous chemicals with the potential to harm human health, which may be solids, liquids or gases – pure substances or mixtures. When used in the workplace these substances often generate vapours, fumes, dusts and/or mists.</p>
<p>BSBWHS412 Occupational Health and Safety</p>	<p><b>Assist with workplace compliance with WHS laws</b> Skills and knowledge required to assist with establishing and maintaining workplace compliance with work health and safety (WHS) laws. It includes identifying applicable WHS laws, duties, rights and obligations, and the necessary actions to ensure WHS compliance in the workplace.</p>
<p><b>BSBWHS416</b> Occupational Health and Safety</p>	<p><b>Contribute to workplace incident response</b> Applies to those who contribute to workplace incident responses by undertaking a varied range of activities in a structured and familiar work environment as defined in written procedures</p>
<p>BSBWHS416 Occupational Health and Safety</p>	<p><b>Contribute to implementing WHS monitoring processes</b> Skills and knowledge required to contribute to monitoring a range of physical agents and conditions relating to work health and safety (WHS) in the workplace. It involves the use of a range of measuring devices to collect, interpret and report on workplace information and data in relation to those physical agents and conditions.</p>
<p><b>TLIF0009</b> Business Management</p>	<p><b>Ensure the safety of transport activities (Chain of Responsibility)</b> identifying features and applying chain of responsibility obligation in the Heavy Vehicle National Law (HVNL) or applicable state/territory law and regulations. It also includes identifying and reporting chain of responsibility risks.</p>
<p>TLID0020 Plant and Machine Operations</p>	<p><b>Shift materials safely using manual handling methods</b> Includes assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation in accordance with the plan. Work must be carried out in compliance with the relevant work health and safety (WHS)/occupational health and safety (OHS) regulations concerning the manual handling and movement of loads.</p>

The RTO reserves the right to change the units within this training as required

# Resources



## Provided

- Learner Guide
- Class Activity Book
- Presentations (Powerpoint)
- Self-study guides
- Access to My Skills Australia Canvas Platform
- Student Assessment Pack
- Examples of products or services to be marketed
- Software for making a presentation
- Examples of relevant workplace documents including: marketing plans, policies/procedures, legislation & regulations, workplace documentation
- A software to view online videos & images e.g. Adobe Reader, Windows Media Player, Windows Photo Viewer etc (available as a download from the internet)

## Required

**(Student MUST provide)**

Students participating in this course MUST have access to:

- Devices including required hardware, internal hardware and peripheral components for installation and configuration, including:
  - A mobile smartphone
  - Tablet
  - Computer
- A digital video recording device and/or digital camera and associated software to save and upload video and image files (many mobile phones and smartphones include this technology)



# Facts & FAQs

## Course Structure, Duration & Delivery

This qualification is offered as online delivery designed to be completed in 6-12 months, and assessment delivery supported by online learning resources, tasks, and activities. Where required, platforms such as Zoom will be used to provide additional tutorial support. Assessments will be done via online submission.

Our trainers are selected for their industry experience, practical skills and knowledge, as well as passion for life, people and learning. Trainers employ innovative online training techniques that enable students to apply the knowledge they gain directly to their workplace.

## Entry Requirements

Participants must:

- Have completed Australian equivalent\* to Year 10
- Hold a relevant Study Visa
- Be 18 years or older
- Achieve competency in spoken and written English and the successful completion of a language, literacy and numeracy review

\*Equivalency can be demonstrated by one of the following: a qualification at Certificate III level or higher, OR two years of industry experience in a role that requires the use of written documentation and communication.

## Access Requirements

My Skills courses may be conducted via the Internet. You need access to a suitable computer or tablet device with a connection to the internet and an email address. You need to have access to a webcam and/or video recording device such as a mobile phone. Most home computers are suitable.

## Recognition of Prior Learning & Credit Transfer

My Skills is committed to the concept of lifelong learning i.e. the ability of a person to continually build on their own knowledge through formal and workplace learning throughout their lifetime.

My Skills is pleased to be able to offer Recognition of Prior Learning (RPL). Once your existing learning has been determined, you are on your way to increasing your knowledge without having to study what you already know again.

Credit Transfer is the recognition of learning achieved through formal education and training. Under the Australian VET Framework, qualifications and statements of attainment issued by any RTO must be accepted and recognised by all other RTOs. Credit Transfer allows a

student to be awarded a unit of competency based on successful completion of the unit which has been previously awarded.

## Assessment Criteria

Assessment methods include observation, oral questioning, written/knowledge tests, case study, portfolio of evidence, simulation, presentations and practical tasks.

## Payment Terms & Funding Options

\$100 deposit to be paid prior to course commencement. Weekly payment plans are available. Total course fee is \$6,070.

## Award

Upon successful completion, the student will be awarded a Certificate IV in Leadership and Management which is recognised under the Australian Qualifications Framework.

## Refunds & Cancellations

You don't have to decide today. We appreciate that you can only make a fully informed decision about whether this course is right for you once you experience it for yourself. If at any time during the course you feel that the knowledge and skills you are learning will not help you land a job that is more rewarding and fulfilling than your current position, you can withdraw at any time. We will issue you with a statement of attainment for the units you have fully completed so far and provide you with a refund for any uncompleted units.

Where refunds are approved, the refund payment must be paid to the student within 14 days from the time the student gave written notice to cancel their enrolment. Tuition refunds are to be paid via electronic funds transfer using the authorised bank account nominated by the student on the Refund Request Form.

## Student Guarantee

If for any reason My Skills is unable to fulfil its service agreement with a student, My Skills must issue a full refund for any services not provided. The basis for determining "services not provided" is to be based on the units of competency completed by the student which can be issued in a statement of attainment at the time the service is terminated.



Learn **risk management** and land an exciting new job or career as a **WHS leader** with a company you're proud to work for.

**APPLY NOW**

**myskillsaustralia.edu.au • 02 8814 8640**



## Contact Us

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