



trainwest
safety institute

ENQUIRY PACKAGE

BSB41419 Certificate IV in Work Health and Safety

Thank you for considering Trainwest. At the heart of Trainwest success is the quality of training that is provided. The Trainwest team are highly skilled in their relevant areas and provide an engaging and enjoyable environment to promote a positive learning experience.

At Trainwest we place significant importance on organisations having quality safety personnel. We have been providing work health and safety training (WHS) solutions to businesses, corporate representatives and individuals in Perth and Western Australia since 2008.

Our Trainwest mission statement is:

**To engage, motivate and inspire our learners,
providing a high quality training and assessment
service to individuals and across industry.**



BSB41419 Certificate IV in Work Health and Safety

OVERVIEW: This qualification is suitable for people working in a work health and safety (WHS) role that may or may not work under supervision. They may provide leadership and guidance to others and have some limited responsibilities for the output of others. This qualification reflects the role of workers who apply a broad knowledge base and well developed skills in a wide variety of contexts and may include coordinators, advisors and facilitators. This course is completed over five (changing to eight) working days of face to face training. There are workplace assessments to be completed post course which you have up to 12 months to complete.



RECOMMENDED FOR: Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Health and Safety Coordinator
- Health and Safety Officer



ENTRY REQUIREMENTS: There are no pre-requisites for this qualification however preferred pathways include:

- BSB30719 Certificate III in Work Health and Safety or other relevant Certificate III qualifications
- Vocational experience in work health and safety roles without a formal qualification



DELIVERY STRUCTURE: Face to face training for the BSB41419 Certificate IV in Work Health and Safety is delivered over eight days.

UNIT CODE	DESCRIPTION	DURATION
BSBWHS412	Assist with compliance with WHS laws	8 days
BSBWRT411	Write complex documents	
BSBWHS414	Contribute to WHS risk management	
BSBOPS403	Apply business risk management processes	
BSBWHS413	Contribute to implementation and maintenance of WHS consultation and participation processes	
BSBWHS431	Develop processes and procedures for controlling hazardous chemicals in the workplace	
BSBWHS418	Assist with managing WHS compliance of contractors	
BSBWHS415	Contribute to implementing WHS management systems	
BSBWHS416	Contribute to workplace incident response	
BSBCMM411	Make presentations	

Upgrade course The Upgrade Course is for students who hold the BSB41415 Certificate IV in Work Health and Safety. It includes new and updated elective units required to achieve the BSB41419 Certificate IV in Work Health and Safety. This Upgrade Course is delivered in two sessions with post course assessments for completion. The Upgrade Course is delivered on days five and six of the course. Please share your certificate and transcript with Trainwest Student Support to identify your eligibility for this course.

In-house training This qualification can be customised to suit your organisation and delivered in a flexible format to suit your workplace requirements. Contact Trainwest for more information.

Video conferencing Students have the option of attending the face to face course or part of via video conferencing technology in the form of Microsoft Teams. Students require a computer with access to the internet. For more information on this option, please speak with the Trainwest Student Support team.



ASSESSMENT REQUIREMENTS

The BSB41419 Certificate IV in Work Health and Safety is competency based. You will have assessments to complete externally to the classroom which will provide evidence that you have understood the training and applied it to the workplace.

This requirement means that it is not possible to complete all of the assessment requirements during the face to face training.

ASSESSMENT METHODS

Students are required to complete assessment tasks for each module which typically include:

- Knowledge questions
- Practical tasks such as conducting audits, risk assessment and incident investigations

You will complete your assessments in Canvas. Canvas is a web-based learning management system that is used throughout the course. This is where you will have access to learning resources and project templates.

Canvas is also the platform you will use to complete knowledge questions and projects to submit for assessment.

ASSESSMENT TIMEFRAMES

Students have up to 12 months to submit their assessments. Please be aware this is a maximum time frame and is greatly dependant on your current job role and pre-existing skills and abilities. You can submit your assessments at any time after attending the face to face component. The actual time for completion varies between students.

REQUIRED RESOURCES

- Trainwest will provide a full set of learning and assessment materials to learners for all units of competency. Trainers will utilise detailed lesson plans and customised Power Point presentations.
- A laptop that enables you to access the internet via Wi-Fi is essential. Please note that Microsoft Office Suite is required to be installed.

Assessment is to be completed after the face to face training. The volume of learning of a Certificate IV qualification is typically is typically six months to two years.



SUPPORT PROVIDED

Trainwest provides ongoing support to students throughout the duration of the program via email and telephone. We also offer post course support workshops at no additional charge which will provide students with the opportunity to have time away from the workplace to work on assessments with support from the Trainwest Trainer and Assessor. Each student has access to 30 minutes one on one coaching free of charge. Additional one on one coaching is available at an hourly rate for those who need it.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is available for this qualification.

RPL is an assessment based pathway and is suitable for those who already have the skills and knowledge in one or more of the areas which make up the BSB41419 Certificate IV in Work Health and Safety and do not wish to undergo further training. For those considering RPL please speak with the Trainwest Student Support team. The Student Support Team will make an initial assessment of suitability and discuss the RPL process before sending an application kit.



NATIONAL RECOGNITION

Trainwest recognises qualifications and statements of attainment issued by other Registered Training Organisations and under the Australian Qualifications Framework. If you have previously completed any nationally accredited training, please include your certificates and transcripts with your enrolment application for credit review.

CERTIFICATION: Upon successful completion participants will receive the BSB41419 Certificate IV in Work Health and Safety. Upon completion of individual units of competency, participants will receive a Statement of Attainment which is a progression towards the BSB41419 Certificate IV in Work Health and Safety. This is a nationally recognised qualification.



INVESTMENT:

Module Name	Duration	Cost
Face to Face training – New Students	8 days	\$2500
Face to Face training – Returning Trainwest Students	8 days*	\$2350
Face to Face training – Upgrade Course	2 days	\$ 600
Self-directed learning		\$ 2000
Recognition of Prior Learning (RPL)		\$ 1600
Personal coaching	2 hours	\$300

*Attendance requirement may vary depending on existing units held

PAYMENT PLAN

All clients have access to Trainwest's interest free payment plan, terms and conditions apply. The standard payment amounts are:

- \$ 500.00 Payable prior to course commencement
- \$ 250.00 Payable on a fortnightly basis

Payments are accepted via direct debit or credit card

Please refer to the Student Information Handbook for more information on Trainwest policies and procedures including fees, charges and refund policy.



BSB41419 Certificate IV in Work Health and Safety Course Calendar

2024 Course Dates	
 Course Dates	 Location
Monday 6 th to Friday 10 th May, Monday 13 th to Wednesday 15 th May	Belmont
Tuesday 4 th to Friday 7 th June, Monday 10 th to Thursday 13 th June	Belmont
Monday 15 th to Friday 19 th July, Monday 22 nd to Wednesday 24 th July	Belmont
Monday 12 th to Friday 16 th August, Monday 19 th to Wednesday 21 st August	Belmont
Tuesday 17 th to Friday 20 th September, Tuesday 24 th to Friday 27 th September	Belmont
Monday 21 st to Friday 25 th October, Monday 28 th to Wednesday 30 th October	Belmont
Monday 11 th to Friday 15 th November, Monday 18 th to Wednesday 20 th November	Belmont
Monday 2 nd to Friday 6 th December, Monday 9 th to Wednesday 11 th December	Belmont

Course dates and locations are subject to change

LOCATION: All training is delivered at
Trainwest Training Centre [154 Epsom Avenue Belmont WA 6104](https://www.trainwest.com.au)



BSB41419 Certificate IV in Work Health and Safety Upgrade Course Calendar

2024 Course Dates	
 Course Dates	 Location
Friday 10 th and Monday 13 th May	Belmont
Monday 10 th and Tuesday 11 th June	Belmont
Friday 19 th and Monday 22 nd July	Belmont
Friday 16 th and Monday 19 th August	Belmont
Tuesday 24 th and Wednesday 25 th September	Belmont
Friday 25 th and Monday 28 th October	Belmont
Friday 15 th and Monday 18 th November	Belmont
Friday 6 th and Monday 9 th December	Belmont

Course dates and locations are subject to change

LOCATION:

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