



**trainwest**  
safety institute

## ENQUIRY PACKAGE **WHS for Leaders**

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 2007.

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.**



## WHS for Leaders

**OVERVIEW:** This course aims to give those working within a supervisory role a greater understanding into the skills and knowledge required to contribute to identifying work health and safety hazards, assessing risks and developing, implementing and evaluating risk controls appropriate to own job role and work area. Along with the skills and knowledge required to implement and monitor the organisation's work health and safety policies, procedures and programs in the relevant work area in order to meet legislative requirements



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

- Supervisors
- Manager
- Leading hands
- superintendents



**ENTRY REQUIREMENTS:** There are no entry requirements.

### PATHWAY INFORMATION:

#### Pathways from this qualification

After completion of this course, students may undertake the remaining units to gain

- BSB41419 Certificate IV in Work Health and Safety

UNIT CODE	DESCRIPTION	DURATION
BSBWHS412	Assist with workplace compliance with WHS laws	Day 1
BSBWHS414	Contribute to WHS risk management	Day 2
BSBOPS403	Apply business risk management processes	



**DELIVERY STRUCTURE:** Face to face training for the WHS for Leaders course will be delivered over the first two days of Trainwest BSB41419 Certificate IV in Work Health and Safety course. Students can attend either the first day or both of the two days, depending on their needs and requirements.

**In-house training** This course 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 WHS for Leaders course is competency based. Student assessments are completed 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 meetings, audits and risk assessments

Assessment is to be completed after the face to face training.

### **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 current job roles and pre-existing skills and abilities. Students can submit 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.



## 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 course.

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 WHS for Leaders course 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 completion of individual units of competency participants will receive a Statement of Attainment with the units completed. This is a progression towards the BSB41419 Certificate IV in Work Health and Safety.

If students do not complete post course assessment requirements they will be issued with a non-accredited statement of attendance.



**INVESTMENT:**

Module Name	Duration	Cost
WHS for Leaders	2 days	\$ 750.00
WHS for Leaders	1 day	\$ 350.00
Self Directed Learning		\$ 600.00

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

## WHS for Leaders Course Calendar



2024 Course Dates	
 Course Dates	 Location
Monday 11 <sup>th</sup> to Tuesday 12 <sup>th</sup> November	Belmont
Monday 2 <sup>nd</sup> to Tuesday 3 <sup>rd</sup> December	Belmont



### LOCATION:

Trainwest Training Centre [154 Epsom Avenue Belmont WA 6104](https://www.trainwest.com.au/locations/belmont)

Course dates and locations are subject to change.

## WHS for Leaders Course Calendar



2025 Course Dates	
 Course Dates	 Location
Monday 6 <sup>th</sup> to Tuesday 7 <sup>th</sup> January	Belmont
Monday 3 <sup>rd</sup> to Tuesday 4 <sup>th</sup> February	Trainwest Training Centre Perth Airport
Tuesday 4 <sup>th</sup> to Wednesday 5 <sup>th</sup> March	Trainwest Training Centre Perth Airport
Monday 31 <sup>st</sup> March to Tuesday 1 <sup>st</sup> April	Trainwest Training Centre Perth Airport
Monday 28 <sup>th</sup> to Tuesday 29 <sup>th</sup> April	Trainwest Training Centre Perth Airport
Tuesday 3 <sup>rd</sup> to Wednesday 4 <sup>th</sup> June	Trainwest Training Centre Perth Airport
Monday 30 <sup>th</sup> June to Tuesday 1 <sup>st</sup> July	Trainwest Training Centre Perth Airport
Monday 28 <sup>th</sup> to Tuesday 29 <sup>th</sup> July	Trainwest Training Centre Perth Airport
Monday 1 <sup>st</sup> to Tuesday 2 <sup>nd</sup> September	Trainwest Training Centre Perth Airport
Tuesday 30 <sup>th</sup> September to Wednesday 1 <sup>st</sup> October	Trainwest Training Centre Perth Airport
Monday 3 <sup>rd</sup> to Tuesday 4 <sup>th</sup> November	Trainwest Training Centre Perth Airport
Monday 1 <sup>st</sup> to Tuesday 2 <sup>nd</sup> December	Trainwest Training Centre Perth Airport

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