



trainwest
safety institute



WHS for Leaders

Lead the Way in Workplace Safety

Step into your leadership role with confidence.

WHS for Leaders equips you with the mindset and motivation to lead safety from the front.

Build the skills to support a culture of care, compliance and accountability – where safety isn't just a requirement, but a shared commitment.



NATIONALLY RECOGNISED
TRAINING



Course Overview

The **WHS for Leaders** course empowers supervisors, team leaders and managers with the essential knowledge and practical skills to implement and monitor work health and safety (WHS) practices in alignment with current legislation.

The course is designed to give those working within a supervisory role a greater understanding of the skills and knowledge necessary to contribute to implementing and monitoring organisational work health and safety policies, procedures and programs to meet legislative requirements.

This course includes three nationally recognised units of competency and is ideal for those looking to strengthen their leadership role in WHS.



Recommended For

This course is ideal for individuals in leadership, supervisory or coordination roles who have responsibility for supporting and promoting safe work practices. It is particularly suited to:

- **Team leaders and supervisors:** Strengthen your ability to manage WHS responsibilities and lead by example in creating a safe work environment.
- **Managers and coordinators:** Gain the tools to support organisational WHS systems and ensure compliance within teams and departments.
- **Emerging leaders:** Build foundational WHS leadership capabilities to step confidently into roles with greater responsibility.
- **Industry professionals:** Formalise WHS knowledge and contribute to workplace risk management and safety initiatives.

Career Pathways

Roles vary depending on the industry and sector, including positions such as:

- WHS Supervisor / Manager
- WHS Superintendent
- Leading Hand.

Education Pathways

Students may undertake a *Certificate IV in Work Health and Safety* or other related studies.



Course Structure

This course consists of three (3) units of competency:

BSBWHS412 Assist with workplace compliance with WHS laws

Assist with establishing and maintaining workplace compliance with work health and safety (WHS) laws.

BSBWHS414 Contribute to WHS risk management

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.

BSBOPS403 Apply business risk management processes

Identify business risks and to apply established risk management processes to a defined area of operations that are within the responsibilities and obligations of the work role.



Delivery Modes

Choose from a range of flexible delivery options:



Face-to-Face Classroom

Attend two (2) days of face-to-face training. Day 1 covers BSBWHS412 and Day 2 covers BSBWHS414 and BSBOPS403. Students can attend either the first day or both days, depending on their needs and requirements.



Virtual Classroom

Attend the face-to-face training through Microsoft Teams. The virtual classroom is ideal for students who prefer structured real-time sessions with Trainer guidance but are unable to attend the face-to-face classroom.



Self-Paced Learning

Self-directed students complete the course via our Canvas LMS and receive remote support over the telephone, email, and Microsoft Teams. Please speak with our Student Services Team for more information.



Inhouse Training

This course can be customised for group training. Delivery can be tailored to suit organisational requirements, with flexible delivery options in the workplace. Please speak with our Student Services Team for more information.



Assessment Requirements

To achieve competency, students are required to complete a range of assessment tasks that reflect real-world skills and knowledge relevant to the course. These include:

- Knowledge-based questions to test understanding
- Workplace projects applying learnings in a real-world context.

Students must meet all assessment criteria to be deemed competent.

Canvas LMS

Canvas is our online learning platform that provides students with 24/7 access to course materials, assessments, communication tools, and progress tracking. Students can view and download training resources, submit assessments, receive feedback from Trainers and Assessors, track key dates and progress, and participate in online discussions. Canvas helps students stay organised, connected and engaged throughout their learning journey.



Skills Recognition

Students may be eligible for recognition of prior learning or credit transfers, reducing the time and cost of their studies.

Recognition of Prior Learning

Recognition of prior learning (RPL) is an assessment process that acknowledges skills and knowledge acquired through formal, non-formal, or informal learning. This pathway allows students to gain recognition for competencies they have already developed, potentially leading to the awarding of a unit of competency or qualification without additional training.

To apply for RPL, please contact our Student Services Team. They will assess the student's suitability and discuss the process before sending an application kit.

Credit Transfers

Credit transfer allows students to receive recognition for equivalent units of competency they have successfully completed. This process ensures that students do not have to repeat training for units they already hold.

To apply for credit, students must provide evidence of the completed unit, which may include a qualification certificate or transcript, statement of attainment or USI transcript.



Course Duration

Students have up to 12 months to complete this course. The time frame for completion varies between students depending on their current job role and pre-existing skills and abilities.

Students can complete the course earlier or extend the duration for up to 18 months if required.



Course Outcome

Upon completion, students will receive a **Statement of Attainment** for all successfully completed units of competency.



Course Requirements

To be eligible for this course, students must meet the following course requirements:

Language, Literacy, Numeracy and Digital Skills

Students need the following level of language, literacy, numeracy and, where applicable, digital literacy skills appropriate for the course:

- **Reading:** Ability to read and interpret moderately complex texts such as organisational policies, WHS procedures, and legislative content relevant to workplace safety.
- **Writing:** Ability to produce structured workplace documents, including risk assessments, safety reports, and compliance records using appropriate vocabulary and grammar.
- **Communication:** Ability to participate in workplace discussions, consult with stakeholders, and clearly communicate safety responsibilities, incidents, or risk controls.
- **Numeracy:** Ability to interpret and apply numerical data in risk matrices, compliance records, or incident statistics to inform WHS decision-making.
- **Digital Literacy:** Ability to navigate digital systems such as learning management platforms, complete online assessments, and access digital WHS resources and legislation.

Students will complete an LLND assessment prior to enrolment to ensure the course is suitable.

Students Resources

Students need to have the following resources:

- Laptop with Wi-Fi capability, a USB port, and Microsoft Office
- Remote students attending the virtual classroom also require Microsoft Teams.



Student Support

At Trainwest, we support students throughout their learning journey, ensuring they can access the resources and guidance they need to succeed.

Support includes:

- **Trainer & Assessor Assistance:** Our experienced Trainers and Assessors provide guidance, feedback and support throughout the course.
- **Flexible Learning:** Learning materials, feedback, and assistance are accessible whether studying in person or remotely.
- **Post-Course Workshops:** Free [workshops](#) are available to help students complete their assessments.
- **Personal Coaching:** Access one-on-one support with a Trainer and Assessor, with the first two 30-minute sessions provided free of charge.
- **Wellbeing Support:** Wellbeing services and referral options are available to assist students in managing personal or study-related challenges during the course.



Course Fees

Tuition Fee: 2 days classroom	\$750
Tuition Fee: 1 day classroom	\$350
Tuition Fee: Self-Paced Learning	\$600
Personal Coaching (after first free hour, if required)	\$150 per hour



Next Step

Ready to apply?

Visit our website to view upcoming course dates and submit an enrolment application. Scan the QR code or [click here](#) to get started.

To ensure the course is suitable and that the necessary support can be provided, all applicants must complete a pre-enrolment assessment process.

Once an application has been reviewed, students will be invited to complete a Language, Literacy and Numeracy (LLN) assessment. A digital literacy assessment may also be required, depending on the course requirements and delivery mode.

These assessments help us confirm that the course aligns with the student's current skills and learning needs. After reviewing the results, our team will provide individualised advice on course suitability before finalising the enrolment.

Need more information?

Read our [Trainwest Student Handbook](#) for details on our course policies, student services, and other essential information.

Contact us and speak with our team. We're here to answer any questions and help you choose the right course for you.



Training Hours

8:30am to 4:00pm



Training Location

[Level 1, 23 Abbott Road, Perth Airport, WA 6105](#)

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Apply Now!

Contact Us



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