trainwest
safety institute

Statutory Positions Training

Equip Your Statutory Role with Confidence and Compliance

Step into your statutory position with the knowledge and capability to meet legislative and operational responsibilities.

This course is designed to support individuals appointed to statutory roles – ensuring they understand their obligations under relevant workplace health and safety and mining legislation.

Build confidence, competence, and compliance in your role through practical, role-specific training.

NATIONALLY RECOGNISED TRAINING

Course Overview

The **Statutory Positions Training** course is designed to assist those appointed in Statutory Positions in the WA mining industry by providing the knowledge and skills to be effective while meeting the competency requirements to nominate for appointment.

Mine operators must establish and implement a mine safety management system (r.621) and include the management and supervisory structure for WHS at the mine (r.622). The mine safety management system requires the details and responsibilities of persons performing statutory management and supervisory positions.

The course includes the health and safety risk management units required for those appointed to statutory positions, approved for their suitability by the Mining Competence Advisory Committee.

Recommended For

This course is recommended for individuals working in supervisory or statutory positions in the resources, mining, and quarrying sectors who are responsible for managing work health and safety risks.

It is particularly relevant for those undertaking statutory WHS roles such as:

- Underground Supervisors (coal and non-coal)
- Statutory Supervisors
- Restricted Quarry Managers
- Mine Air Quality Officers
- Noise Officers
- Electrical Supervisors
- Other supervisory or regulatory roles requiring competence in WHS risk management.

Career Pathways
Completion of this course supports career progression into statutory and leadership positions across the resources and infrastructure industries. It equips participants with the skills needed to demonstrate compliance with statutory WHS obligations, supervise teams effectively, and apply structured risk management processes in complex environments.

Education Pathways
Students may undertake a *Certificate IV in Work Health and Safety*, *Diploma of Work Health and Safety*, *Diploma of Leadership and Management*, or pursue further specialisation training.

Those who wish to be appointed in Statutory Positions requiring AQF5 risk management unit must also attain *RIIRIS501E Implement and maintain management systems to control risk*.

Course Structure

Under *Work Health and Safety (Mines) Regulations 2022* [r. 675ZZJ(1)], the regulator has approved the following health and safety risk management units for appointment to statutory positions, following approval of their suitability:

BSBWHS411 Implement and monitor WHS policies, procedures and programs

Implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.

RIIRIS402E Carry out the risk management process

Carry out risk management processes, including planning, identifying hazards and assessing risk, and developing and implementing risk controls.

Students will learn how to:

- Apply WHS legislative framework to guide risk management activities
- Facilitate and supervise risk assessment exercises effectively
- Conduct training needs analysis and support development planning for those involved
- Identify hazards, assess risks, and implement controls using the hierarchy of controls
- Communicate and consult with stakeholders, resolving issues as required
- Report incidents and escalate unacceptable risks for advice and clarification
- Review and audit outcomes, ensuring compliance and recommending improvements
- Prepare and maintain written risk assessment documentation and reports.

Delivery Modes

Choose from a range of flexible delivery options:

Face-to-Face Classroom

Attend three (3) days of face-to-face training, 8:30am to 4:00pm, and complete assessments via Canvas LMS. Classroom training is delivered at our Trainwest Training Centre at the Perth Airport.

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
- Practical tasks (conducting meetings, audits, risk assessments and incident reporting)
- 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 Transfer

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

The course is delivered over three (3) days face-to-face training.

The course is delivered over three (3) days and includes all training and assessment requirements.

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.

Course Requirements

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

Prerequisites
Students need to be working or have experience in the mining sector.

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 skills** to locate, interpret and analyse legislation, codes, standards, policies and procedures and other WHS information and data
- **Literacy skills** to create agendas, take minutes, write reports, complete risk assessments and incident reports using suitable industry language
- **Oral communication skills** to provide information and ask questions using structure and language suitable for audience and the listening techniques to obtain feedback from others and confirm understanding
- **Numeracy skills** to calculate frequency, severity and incidence rates and interpret figures, percentages and exposure standards.
- **Digital literacy skills** to access course materials, communicate with trainers, and complete online assessments where applicable. This includes the ability to use navigate folders and files, research WHS topics, process simple word documents, and use Canvas LMS.

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

Student Resources
Students need to have the following resources:

- Laptop with Wi-Fi capability, a USB port, and Microsoft Office
- Microsoft Teams for remote support is recommended.

Course Outcome

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

Student Support

Trainwest supports students throughout their learning journey, ensuring they have access to the resources and guidance they need to succeed.

Support includes:

- **Language, Literacy, Numeracy and Digital Literacy**: Where LLND support is identified, individual support plans are developed which may include additional time, simplified language resources, or trainer-guided reading support.
- **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.
- **Support 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. The Australian Counselling Service (ACS) provides our students with free, confidential counselling support designed to assist with study-related stress, anxiety, motivation, life changes, and general wellbeing.

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Course Fees

Tuition Fee	$849
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, Numeracy and Digital literacy (LLND) assessment.

This assessment helps 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

📞 1300 938 411

✉ admin@trainwest.com.au

🌐 trainwest.com.au

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