



**trainwest**  
safety institute

ENQUIRY PACKAGE

## Statutory Position Training

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 *motivate* safety leaders to *engage* with workplace health and safety because they want to and *inspire* them to do safety differently.**



## Statutory Positions Training



**OVERVIEW:** Mine operators have a duty to 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.

This course will assist those appointed in statutory positions by giving them the knowledge and skills to be effective in their role whilst meeting the competency requirements to nominate for appointment. This course includes the risk management units for statutory positions [approved](#) by the regulator (r. 675ZZJ)

Main topics covered during the course include:

- WHS legislative framework
- Effective management and supervision
- Training needs analysis and development planning
- Communication, consultation and issues resolution
- Incident reporting
- Risk management (identification, assessment, control and review)



**RECOMMENDED FOR:** Workers being appointed into a Statutory Position including a site senior executive, exploration manager or Schedule 26 position.



**ENTRY REQUIREMENTS:** Students should be either currently employed or planning to gain employment in the primary and secondary industries, as leaders or supervisors.

Students must have a minimum of 2 years' experience carrying out supervisory and other leadership duties.



**DELIVERY STRUCTURE:** Face to face training is delivered over three days.

**SELF-PACED:** The Statutory Positions Training course can be completed through Self-Paced on Canvas.

UNIT CODE	DESCRIPTION	DURATION
BSBWHS411	Implement and monitor WHS policies, procedures and programs	3 Days
RIIRIS402E	Carry out the risk management process	

UNIT CODE	DESCRIPTION	DURATION
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## INHOUSE 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 via Microsoft Teams. Students require a computer with access to the internet and a microphone. For more information on this option, please speak with the Trainwest Student Support team.



## ASSESSMENT REQUIREMENTS

The Statutory Position Training 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 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, risk assessments and incident reporting

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 timeframe and is dependent 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.

## CANDIDATES ARE REQUIRED TO HAVE ACCESS TO COMPANY PROCEDURES:

- Risk Management
  - Communication and Consultation
  - Incident notification and response
  - Incident investigation
- (Either In Hard Copy or Electronic)



## SUPPORT PROVIDED

Trainwest provides ongoing support to students throughout the duration of the program via email and telephone. Each student has access to 2 x 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 all Statutory Position Training units.

RPL is an assessment-based pathway and is suitable for those who already have the skills and knowledge and do not wish to undergo further training.

For those considering RPL please speak with the Trainwest Student Support team to make an initial assessment of suitability and discuss the RPL process. If you are deemed suitable for RPL, you will be sent an invitation to Canvas to begin uploading your evidence.



## 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 a Statement of Attainment. The units of competency within this course are nationally recognised.



## INVESTMENT:

Module Name	Duration	Cost
AQF 4 - BSBWHS411 and RIIRIS402E	3 days	\$799
AQF 4 - BSBWHS411 and RIIRIS402E	Self-Paced	\$799
Personal coaching	2 hours	\$300

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



## Statutory Positions Training

2024 Course Dates	
 Course Dates	 Location
Monday 26 <sup>th</sup> to Wednesday 28 <sup>th</sup> August	Belmont
Monday 9 <sup>th</sup> to Wednesday 11 <sup>th</sup> September	Belmont
Monday 16 <sup>th</sup> to Wednesday 18 <sup>th</sup> September	Quest Ascot
Tuesday 24 <sup>th</sup> to Thursday 26 <sup>th</sup> September	Belmont
Monday 30 <sup>th</sup> September to Wednesday 2 <sup>nd</sup> October	Belmont
Wednesday 9 <sup>th</sup> to Friday 11 <sup>th</sup> October	Belmont
Wednesday 23 <sup>rd</sup> to Friday 25 <sup>th</sup> October	Belmont
Wednesday 30 <sup>th</sup> October to Friday 1 <sup>st</sup> November	Belmont
Monday 4 <sup>th</sup> to Wednesday 6 <sup>th</sup> November	Belmont
Monday 11 <sup>th</sup> to Wednesday 13 <sup>th</sup> November	Belmont
Monday 18 <sup>th</sup> to Wednesday 20 <sup>th</sup> November	Belmont
Tuesday 26 <sup>th</sup> to Thursday 28 <sup>th</sup> November	Belmont
Monday 2 <sup>nd</sup> to Wednesday 4 <sup>th</sup> December	Belmont
Monday 16 <sup>th</sup> to Wednesday 18 <sup>th</sup> December	Belmont



### LOCATION:

Trainwest Training Centre [154 Epsom Avenue Belmont WA 6104](#)

Course dates and locations are subject to change.