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.

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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
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Self-Paced
RIIRIS402E	Carry out the risk management process	

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 of 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 4th to Wednesday 6th November	Belmont
Monday 11th to Wednesday 13th November	Belmont
Monday 18th to Wednesday 20th November	Belmont
EXTRA COURSE: Monday 18th to Wednesday 20th November	Belmont
Tuesday 26th to Thursday 28th November	Belmont
Monday 2nd to Wednesday 4th December	Belmont
EXTRA COURSE: Monday 9th to Wednesday 11th December	Belmont
Monday 16th to Wednesday 18th December	Belmont

LOCATION:
Trainwest Training Centre 154 Epsom Avenue Belmont WA 6104

Course dates and locations are subject to change.

Statutory Positions Training

2025 Course Dates	
Course Dates	**Location**
Monday 6th to Wednesday 8th January	Belmont
Monday 13th to Wednesday 15th January	Belmont
Tuesday 21st to Thursday 23rd January	Belmont
Tuesday 28st to Thursday 30th January	Belmont
Tuesday 4th to Thursday 6th February	Trainwest Training Centre Perth Airport
Tuesday 11th to Thursday 13th February	Trainwest Training Centre Perth Airport
Monday 17th to Wednesday 19th February	Trainwest Training Centre Perth Airport
Tuesday 25th to Thursday 27th February	Trainwest Training Centre Perth Airport
Tuesday 4th to Thursday 6th March	Trainwest Training Centre Perth Airport
Wednesday 12th to Friday 14th March	Trainwest Training Centre Perth Airport
Tuesday 18th to Thursday 20th March	Trainwest Training Centre Perth Airport
Tuesday 25th to Thursday 27th March	Trainwest Training Centre Perth Airport
Tuesday 1st to Thursday 3rd April	Trainwest Training Centre Perth Airport
Tuesday 8th to Thursday 10th April	Trainwest Training Centre Perth Airport
Monday 14th to Wednesday 16th April	Trainwest Training Centre Perth Airport
Tuesday 22nd to Thursday 24th April	Trainwest Training Centre Perth Airport
Tuesday 29th April to Thursday 1st May	Trainwest Training Centre Perth Airport
Tuesday 6th to Thursday 8th May	Trainwest Training Centre Perth Airport

Statutory Positions Training

2025 Course Dates	
📅 **Course Dates**	📍 **Location**
Monday 12th to Wednesday 14th May	Trainwest Training Centre Perth Airport
Tuesday 20th to Thursday 22nd May	Trainwest Training Centre Perth Airport
Tuesday 3rd to Thursday 5th June	Trainwest Training Centre Perth Airport
Tuesday 10th to Thursday 12th June	Trainwest Training Centre Perth Airport
Monday 16th to Wednesday 18th June	Trainwest Training Centre Perth Airport
Tuesday 24th to Thursday 26th June	Trainwest Training Centre Perth Airport
Tuesday 1st to Thursday 3rd July	Trainwest Training Centre Perth Airport
Monday 7th to Wednesday 9th July	Trainwest Training Centre Perth Airport
Tuesday 15th to Thursday 17th July	Trainwest Training Centre Perth Airport
Monday 21st to Wednesday 23rd July	Trainwest Training Centre Perth Airport
Tuesday 29th to Thursday 31st July	Trainwest Training Centre Perth Airport
Monday 4th to Wednesday 6th August	Trainwest Training Centre Perth Airport
Monday 11th to Wednesday 13th August	Trainwest Training Centre Perth Airport
Monday 18th to Wednesday 20th August	Trainwest Training Centre Perth Airport
Monday 25th to Wednesday 27th August	Trainwest Training Centre Perth Airport
Tuesday 2nd to Thursday 4th September	Trainwest Training Centre Perth Airport
Monday 8th to Wednesday 10th September	Trainwest Training Centre Perth Airport
Tuesday 16th to Thursday 18th September	Trainwest Training Centre Perth Airport

Statutory Positions Training

2025 Course Dates	
Course Dates	**Location**
Monday 22nd to Wednesday 24th September	Trainwest Training Centre Perth Airport
Tuesday 30th September to Thursday 2nd October	Trainwest Training Centre Perth Airport
Tuesday 7th to Thursday 9th October	Trainwest Training Centre Perth Airport
Monday 13th to Wednesday 15th October	Trainwest Training Centre Perth Airport
Tuesday 21st to Thursday 23rd October	Trainwest Training Centre Perth Airport
Tuesday 28th to Thursday 30th October	Trainwest Training Centre Perth Airport
Tuesday 4th to Thursday 6th November	Trainwest Training Centre Perth Airport
Monday 10th to Wednesday 12th November	Trainwest Training Centre Perth Airport
Tuesday 18th to Thursday 20th November	Trainwest Training Centre Perth Airport
Tuesday 25th to Thursday 27th November	Trainwest Training Centre Perth Airport
Monday 1st to Wednesday 3rd December	Trainwest Training Centre Perth Airport
Tuesday 9th to Thursday 11th December	Trainwest Training Centre Perth Airport
Tuesday 16th to Thursday 18th December	Trainwest Training Centre Perth Airport
Monday 22nd to Wednesday 24th December	Trainwest Training Centre Perth Airport

LOCATION:

Trainwest Training Centre 154 Epsom Avenue Belmont WA 6104

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