

**SG LEARNING & DEVELOPMENT**  
PROVIDING A SOLID  
GROUNDING FOR  
YOUR FUTURE

# Certificate IV in Work Health and Safety – BSB41419



Effective management of work health and safety continues to challenge employers and health and safety practitioners. Work place issues are more complex, statutory requirements are more exacting and penalties for non-compliance continues to significantly impact on the bottom line. Increasingly, employers are recognising the value of having trained personnel to monitor safety processes and influence employees to maintain a healthy and safe work culture.

Our Certificate IV in Work Health and Safety graduates are able to apply to their workplaces skills and knowledge in the principles, practice and techniques of:

- Assisting compliance with current legislative requirements
- Contributing to a systematic approach to WH&S consultation and management
- Identifying, assessing and controlling workplace hazards
- Contributing to risk assessment and responsible continuous improvement practices
- Responding appropriately to workplace incidents.

This Certificate is for those who have a degree of responsibility for the health and safety of others in the workplace or for those looking to gain entry into a health and safety management role. While there are no entry requirements for the Certificate program, it is recommended that participants have access to a workplace to apply principles and practices within a work context.



## Learning & Assessment Strategy

Every program is tailored to suit the group or individual, and we consult to ensure the integration of organisational strategic objectives, as well as team and individual performance outcomes. Our strategy takes a performance improvement focus that can be applied for immediate effect. It may include all, or some of the following:

- Attendance at workshops/coaching sessions
- SG Virtual Learning Centre
- 360 Degree Feedback Analysis
- Hogan Leadership and Safety Inventories (additional cost)
- Self Evaluation- Personality/Behavioural Profiling
- Setting professional developmental goals
- Conducting research, analysing and presenting information
- Evaluating work processes and best practice
- Planning and implementing a work based quality audit project
- Reflecting on work applied experiences to highlight opportunities to further refine skills, knowledge and application.

Students are provided with a current textbook and course materials to assist them with their learning. Our facilitators/assessors are both qualified and experienced in Work Health and Safety Management practices, which enables them to take a hands on coaching approach throughout the program.

## SG Virtual Learning Centre

Our Virtual Learning Centre offers students and their workplace sponsor/manager an online coaching facility throughout the course of the program. Extra learning resources, discussion forums and the ability for managers to remain connected with progress enables program outcomes to be maximised on the job, ensuring a better return on investment for both the student and their organisation.

This qualification can also be completed completely on line in our VLC. This is not an “off the rack” e-learning activity where students have to read and answer questions on their own. Ours is a facilitated on line coaching experience with everyday access to both your learning and assessment materials and your coach. Call us for a demonstration of our approach.



**SG Learning  
& Development**



*Offering a  
customised program  
that brings 'real'  
results for you and  
your work place.*

## Delivery/Assessment Options

- Group Training/Coaching
- Facilitated On Line Learning – SG Virtual Learning Centre – work with your own coach
- RPL

A **Blended** workshop/online Learning option is available and may be discussed at the initial consultation.

## Our Value

- Full Group training option includes up to 10 workshops
- Qualified experienced facilitators/coaches for full group training, fully online and blended delivery options
- Delivery and assessment strategies contextualised so you can apply skills immediately to maximise your return on investment
- Text, learning resources and VLC access included

### Note:

Fees do not include venue hire, travel & accommodation or associated expenses.

*Information in this brochure applies as at the issue date 30 October 2020.*

*SG Learning & Development reserves the right to refuse any application if we believe we do not have the appropriate resources, or cannot provide the required service to the client.*

## Contact

For registration or further information about our services please contact:

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## Certificate IV in Work Health & Safety – BSB41419

### Course Requirements

Successful completion of 10 units is required to achieve the Certificate IV in Work Health and Safety. Our program includes:

#### Core units

- BSBWHS412 Assist with workplace compliance with WHS laws
- BSBWHS413 Contribute to implementation and maintenance WHS consultation and participation processes
- BSBWHS414 Contribute to WHS risk management
- BSBWHS415 Contribute to implementing WHS management systems
- BSBWHS416 Contribute to workplace incident response

#### Group A Elective units (select 3 from this list)

- BSBWHS418 Assist with managing WHS compliance of contractors
- BSBWHS419 Contribute to implementing WHS monitoring processes
- BSBWRT411 Write complex documents
- BSBINS401 Analyse and present research information
- BSBWHS431 Develop processes and procedures for controlling hazardous chemicals in the workplace

#### Group B Elective units (select 2 from this list)

- BSBCMM411 Make presentations
- BSBSTR401 Promote innovation in team environments
- BSBLDR411 Demonstrate leadership in the workplace
- BSBSTR402 Implement continuous improvement

Note: other units from other packages may be available. Please call to discuss your specific requirements.

## Delivery & Assessment Strategy

We can provide group training, individual coaching, and online options in our delivery and assessment approach to enable qualifications to be gained in a way that will suit the workflow of the organisation, and the work/life balance of the participants. Our Virtual Learning Centre enables participants, managers and dedicated and qualified coaches to be in daily contact to enable a co-ordinated approach to solving problems on the job.

### Group Training (minimum of 5 participants)

Candidates attend up to 10 x 1 day workshops (dependant on numbers and experience of participants) that are highly interactive and include group activities, individual exercises and practical discussions that will address key aspects of WHS.

### Coaching

Where group training isn't appropriate, we offer coaching of individuals or small groups (1-4 participants). The time involved and course structure will be customised to suit the group/individual.

### Facilitated On Line Learning – SG Virtual Learning Centre

Our Virtual Learning Centre offers candidates an online coaching option for all or some of the units in their course. It enables them to participate in discussion forums with their coach, and complete assessment activities that are designed to break down assignments into manageable sized chunks. This option can be discussed at the initial consultation, and can be tailored to suit both groups working together, and individuals working on their own.

### Time Frame

The course usually takes 12-24 months to complete for a student who is working full time. The schedule can be adapted to suit individuals depending on previous experience, the amount of time the candidate has to achieve required competencies, and taking into consideration work/life balance and organisational priorities.

### Recognition of Prior Learning (RPL)

SG offers RPL to experienced candidates and provides a comprehensive package that their RPL coach will use to guide them through the RPL process.

### Assessment

Our focus is the application and integration of competencies on the job, so that our students have the opportunity to practice key skills with the guidance of their coach and in collaboration with their workplace sponsor/manager. Therefore assessment is practical and will include:

- written/oral questioning, and group exercises/discussions
- self assessment and workplace activities
- workplace reviews and research.