

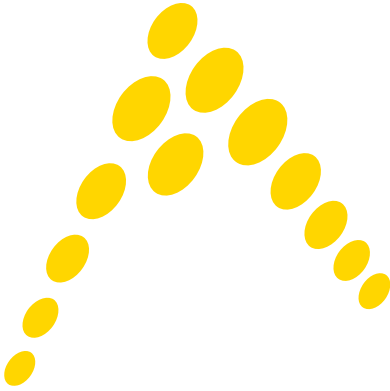
# AVELING

## Course Information

**BSB41419**

Certificate IV in Work Health and  
Safety

ACHIEVE MORE™



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# AVELING

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Information is correct at time of printing and subject to change without notice.  
Please visit [aveling.com.au](http://aveling.com.au) for our latest course information.

RTO: 50503

## Overview

<b><i>BSB41419 Certificate IV in Work Health and Safety</i></b>
<b>Cost:</b> \$ 2705 (GST free)
<b>Delivery:</b> Classroom – Jandakot

## The Aveling Approach

Aveling believes in an experiential and practical learning approach where you are able to apply what you learn as you go. This reinforces your learning and ensures you develop knowledge and skills that last when you go back to the workplace.

This course has been designed to provide you with the technical knowledge and skills needed to work effectively across a range of WHS contexts and provide leadership and guidance to others. This qualification will help you learn to identify and manage risks effectively, apply relevant WHS laws and contribute to WHS within your workplace.

This program will suit those whose roles are either exclusively focused on workplace health and safety or where WHS is part of a broader responsibility.

## Course Details

Aveling's *BSB41419 Certificate IV in Work Health and Safety* has three sessions, may be taken in any order however, we recommend you complete the **Compliance and WHS management systems** session first, but all three sessions must be successfully completed to achieve the qualification.

Classroom sessions take place at our purpose-built training facility in Jandakot between 8:00am and 4:00pm, You are required to arrive at our training facility by 7:45am for registration. You'll have time to grab a coffee or snack from our café and familiarise yourself with your learning environment prior to the class commencing.

With each classroom learning session, you will be provided with an assessment to complete in your own time. You will have two to three months to complete this assessment, see table in [Assessment](#) section below for further details.

### **Session 1 Compliance and WHS management systems**

Price \$ 1015 (GST free)

Days in class: 3 days

This course provides competencies to assist with implementing and managing compliance of WHS within the workplace.

#### ***BSBWHS412 Assist with workplace compliance with WHS laws***

Learn how to assist with establishing and maintaining workplace compliance with WHS laws, including identifying applicable WHS laws, duties, rights and obligations, and the necessary actions to ensure WHS compliance in the workplace.

#### ***BSBWHS415 Contribute to implementing WHS management systems***

Develop skills to contribute to the planning, implementation and monitoring of workplace health and safety management systems in line with organisational and legislative requirements.

#### ***BSBWHS418 Assist with managing WHS compliance of contractors***

Learn how to assist in monitoring and managing the work health and safety compliance of contractors, ensuring adherence to legislative and organisational requirements.

### **Session 2 Workplace risk and incident management**

Price \$ 675 (GST free)

Days in class: 2 days

This course focuses on the skills and knowledge of risk management, workplace incident response and planning, drafting and finalising documents according to workplace policies and procedures.

#### ***BSBWHS414 Contribute to WHS risk management***

Learn how to contribute to WHS risk management through the processes of identifying WHS hazards and assessing and controlling risks related to identified hazards.

***BSBWHS416 Contribute to workplace incident response***

Develop the skills to contribute to the planning, preparation and response to workplace incidents in accordance with WHS policies, procedures and legislative requirements.

***BSBWRT411 Write complex documents***

Learn how to place, develop, review and finalise complex documents, such as reports, proposals and business letters.

**Session 3 WHS processes and procedures**

Price \$ 1015 (GST free)

Days in class: 3 days

This course provides learners with the skills and knowledge to prepare to lead teams through WHS processes and procedures in the workplace.

***BSBWHS413 Contribute to implementation and maintenance of WHS consultation and participation processes***

Learn how to contribute to implementing and maintaining work health and safety consultation and participation as prescribed in the legislation. This includes contributing to communicating relevant information, identifying feedback opportunities and improving consultation and participation.

***BSBWHS431 Develop processes and procedures for controlling hazardous chemicals in the workplace***

Understand the skills and knowledge required to develop processes and procedures for controlling hazardous chemicals in the workplace and monitoring their effectiveness.

***BSBLDR411 Demonstrate leadership in the workplace***

Support your transition from team member to team leader by preparing to demonstrate leadership by identifying organisational requirements and qualities for positive management performance, aligning behaviour with organisational values, and modelling leadership behaviour.

***BSBWHS411 Implement and monitor WHS policies, procedures and programs***

Learn how to implement and monitor workplace health and safety policies, procedures and programs to ensure compliance and support a safe working environment.

## Entry Requirements

There are no specific pre-requisites for this course however, to ensure this course is suitable for you, we ask that you consider the below.

### Course requirements

Ideally you will be in a WHS Role or position with WHS responsibilities or be able to simulate it within your workplace.

It is a requirement that you bring a laptop or tablet with you to enable you to complete classroom learning and assessment.

### Certificate IV learner requirements

It is expected that learners applying to a Certificate IV level course meet the following requirement:

- over 18 years of age
- minimum of 11 yrs of schooling, Certificate III Qualification or equivalent work experience or schooling
- ability to access and use technology to create business documents such as correspondence, plans and reports
- professional working proficiency in English to be able to participate in work meetings, have conversations with clients and carry out most work functions requested of them. A person at this level will be able to work independently, use a range of complex text and analyse and complete complex tasks.

### Language Literacy, Numeracy and Digital skills (LLND) survey

If this is your first Aveling course, you will be required to complete a Language Literacy, Numeracy and Digital skills (LLND) survey to provide us with an understanding of your level of literacy and numeracy. A link to the LLND survey will be provided on your booking confirmation. Please complete this survey prior to attending your first day of training and advise Aveling of any additional support or assistance you may need.

Learners are required to have foundational to intermediate digital literacy skills, including the ability to navigate digital devices, use communication and collaboration tools and manage file and documents in an online environment with minimal to no guidance.

Based on the outcome of the survey, we may contact you to discuss options that will best suit your individual learning needs. If literacy support is required, additional costs may be incurred.

### Student visa holders

Sorry, this program is not available for international students holding a student visa. Aveling is not registered as a CRICOS provider therefore is unable to provide this training to anyone who holds an Australian Student Visa.

## How to enrol

Aveling offers each of the three sessions throughout the year. To achieve the qualification, you must successfully complete all the sessions. These sessions can be completed in any order however, we recommend you complete the **Compliance and WHS management systems** session first.

You can book and pay for the individual sessions, or plan ahead and book all of the sessions at once. We recommend that when you are selecting suitable dates for each of the three sessions, that you ensure you have enough time in between each session to complete the assessments from the previous session before starting the next one.

You can enrol by:

- clicking on 'Book Now' on our [BSB41419 Certificate IV in Work Health and Safety](#) webpage
- emailing [training@aveling.com.au](mailto:training@aveling.com.au)
- phoning +61 8 9379 9999

## What to bring?

- **photo ID** to confirm your identity at reception during check-in
- your **USI number** (see below)
- a **laptop or tablet** to enable you to complete classroom learning and activities. Please ensure your device is fully charged at the start of each day. It may not be possible to charge during class times, but you will have the opportunity to charge during breaks.

## What is included?

- comprehensive Learner Guide
- pens & notepad
- learner support
- on classroom learning days:
  - fully catered morning & afternoon tea
  - fully catered lunch
  - free flowing tea, coffee and filtered water
  - complimentary Wi-Fi.

## Unique Student Identifier (USI)

Please ensure you bring your USI number to Aveling for check-in on the first day of your course. AQF certification cannot be issued without a verified USI. Learners should obtain their USI prior to arriving at Aveling by applying online at <http://www.usi.gov.au/create-your-USI/Pages/default.aspx>. Further information on the USI can be obtained at [www.usi.gov.au](http://www.usi.gov.au).

## Recognition of Prior Learning (RPL)

RPL is a process that assesses your skills and knowledge (which may have been acquired through formal and informal learning) to determine if you meet the requirements for a unit of competency.

If you've already received training in a particular area, worked in a position that's enabled you to undertake industry relevant tasks, or simply been trained in-house through your organisation, you may be eligible to apply for RPL for a unit of competency.

Although it is not necessarily a quick or simple process, Aveling aims to provide applicants with a more flexible way of having their abilities, skills and knowledge assessed against the competencies in qualifications and nationally recognised units of competency.

For more information on RPL for one or more of the units in the *BSB41419 Certificate IV in Work Health and Safety*, please contact us on +61 8 9379 9999 or email [training@aveling.com.au](mailto:training@aveling.com.au).

## Fees and charges

All courses require payment to be made at time of booking. Payment is made for each session during the booking process. Companies may provide a purchase order number if prior approval has been granted by Aveling.

- All cancellations or variations to course bookings must be received in writing by emailing [training@aveling.com.au](mailto:training@aveling.com.au) within the timeframes specified in the [Cancellation and Refund Policy](#).
- Non-attendance at any public course will incur an administration cost equivalent to the full course cost.
- An alternate person may be substituted prior to the commencement of the course at no additional cost.
- There is no refund to learners who are deemed 'Not Yet Competent' after the assessment.
- Please refer to Aveling's [Cancellation and Refund Policy](#) for cancellation information for specific courses and locations.
- As a learner, you have the right to a refund for services not provided. Aveling reserves the right to cancel any course. Should this occur, the payee is entitled to a full refund or re-schedule of training (if available) at no extra charge. Aveling will not be liable for any claims arising from course cancellation.
- Should Aveling be unable to provide a course or agreed service for any reason, or have to terminate the arrangement early, a refund of fees paid for services not provided will be given to the learner by Aveling. Learners who have already been assessed as competent for some units will be issued a Statement of Attainment for these units and the costs of issuing the Statement(s), including training, assessment and administration fees, will be deducted from the refund total.
- No certification will be issued until relevant fees and charges have been paid in full.
- Re-issuing of transcripts is free of charge is sent electronically.



# Assessment

The assessment is designed to assess your understanding of the skills and knowledge needed to address the key requirements for the qualification and in a workplace. This course includes in-class activities and workplace assessments designed to solidify your classroom learning. You will complete assessments based on simulated case study scenarios after each classroom session.

This course includes knowledge questions and workplace assessments for each unit. The questions enable you to provide evidence of your understanding of the knowledge requirements of the associated units of competency, while the workplace assessments provide an opportunity for you to demonstrate your practical skills in a variety of scenarios within the workplace. Workplace Observer reports completed by your manager or supervisor are to be completed as part of your assessment submission. Aveling Assessors use the information provided in the report together with your other submission items to make an informed assessment of your competence in the units. Aveling Assessors may contact your observer if further evidence is required to deem competence or for verification purposes.

While the timing will vary for each individual learner, we estimate that you will need to spend 5-10 hours per week to complete the assessments between the classroom session.

The below table indicates which assessment methods are used for each unit of competency included in the qualification.

Units of competency	Knowledge questions	Workplace assessment
<b>Session 1 Compliance and WHS management systems</b>		
Assessments due 2 months after the last day of the session		
<i>BSBWHS412 Assist with workplace compliance with WHS laws</i>	✓	✓
<i>BSBWHS415 Contribute to implementing WHS management systems</i>	✓	✓
<i>BSBWHS418 Assist with managing WHS compliance of contractors</i>	✓	✓
<b>Session 2 Workplace risk and incident management</b>		
Assessments due 2 months after the last day of the session		
<i>BSBWHS414 Contribute to WHS risk management</i>	✓	✓
<i>BSBWHS416 Contribute to workplace incident response</i>	✓	✓
<i>BSBWRT411 Write complex documents</i>	✓	✓
<b>Session 3 WHS processes and procedures</b>		
Assessments due 3 months after the last day of the session		
<i>BSBWHS413 Contribute to implementation and maintenance of WHS consultation and participation processes</i>	✓	✓
<i>BSBWHS431 Develop processes and procedures for controlling hazardous chemicals in the workplace</i>	✓	✓

<i>BSBLDR411 Demonstrate leadership in the workplace</i>	✓	✓
<i>BSBWHS411 Implement and monitor WHS policies, procedures and programs</i>	✓	✓

## Assessment attempts

You will have three attempts to achieve competency. Failure to submit by the due date counts as an attempt.

If your first assessment attempt is not satisfactory you may be contacted by your assessor for minor clarifications, or you may receive an email from our assessment team detailing the further work that is needed.

You will only be required to resubmit the part(s) of your assessment that your assessor marked as unsatisfactory. Please contact your assessor to clarify any additional evidence requirements, the feedback provided or to request additional support.

You will be advised of the due date to submit your reassessment / additional evidence at this time. Failure to submit by the advised due date will count as an attempt.

If after three attempts, you are deemed as 'Not Yet Competent', further training may be required.

## Learner support

If you are experiencing any challenges that may impact your learning or progress, we encourage you to contact Aveling as early as possible. Whether you need additional support, are facing personal or study-related difficulties, or wish to discuss circumstances that may affect your training, our team is here to help. We encourage you to disclose any support needs so we can work with you to explore reasonable solutions and assist your learning experience to be positive and successful.

Aveling provides two-hour group support workshops facilitated by an Aveling trainer and assessor, run regularly at our Jandakot venue. Three (3) support workshop sessions are included for free with each Nationally Recognised course you are enrolled in.

Additional support can be arranged, if needed, at a cost of \$120 per hour.

Places on each session are limited so bookings are essential. Call +61 8 9379 9999 to book your place.

## General information

For further information about Aveling, available products and services or our policies please see our [website](#) and learner handbook.