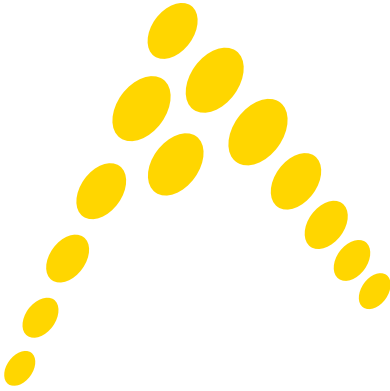


# AVELING

Course Information

## **BSBWHS411 and BSBWHS414** Statutory Supervisor Course

ACHIEVE MORE™



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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>Statutory Supervisor course</i></b>
<b>Cost:</b> \$ 995 (GST free)
<b>Delivery:</b> Classroom

## Statutory Supervisor

A Statutory Supervisor is a person appointed to the statutory position set out in the WA WHS (Mines) Regulations 2022 for a place at a mine.

In line with the Work Health Safety Act (2020) and the Work Health Safety (Mines) Regulations 2022, all mining operations are required to have a working Mine Safety Management System (MSMS), and within that system, clearly defined duty holders within statutory positions; the Statutory Supervisor (SS) is one of those positions.

Statutory Supervisors must be appointed for each of the following places at a mine for which a levy is payable under the Mines Safety and Inspection Act 1994.

- a laboratory
- a processing plant
- a quarry
- a workshop
- each place where the mine operator considers it necessary to have a statutory supervisor to reduce the risks to health and safety associated with the mining operations.

This statutory position effectively replaces the previous "Appointed Person Section 44" position.

## The Aveling Approach

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

This classroom course with workplace assessments has been designed to provide you with the knowledge and skills you need as a Statutory Supervisor. You will learn how to implement strategies to manage your responsibilities through consultation and collaboration and providing education and advice to your work team.

## Course Details

Aveling's Statutory Supervisor course is delivered over three (3) consecutive days in the classroom, followed by workplace assessments.

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 **three (3)** months to complete this assessment, see table in [Assessment](#) section below for further details.

Price \$ 995 (GST free)

Days in class: 3 days

This course provides learners with the essential Work Health and Safety (WHS) and risk management knowledge, skills and national units of competency required for Statutory Supervisors in the Western Australian mining industry. As a Statutory Supervisor you will oversee elevated levels of risk within your work area. This course ensures you receive a comprehensive and well-rounded knowledge base, directly relevant to the role and responsibilities of supervisors in the mining sector.

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

Learn the skills, knowledge and outcomes required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in order to meet legislative requirements.

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

Learn how to contribute to WHS risk management through processes of identifying WHS hazards and assessing and controlling the risk relating to those identified hazards according to legislative and organisational requirements.

## Entry Requirements

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

### Course requirements

- In order to complete the required workplace assessments for this course, **you will need** access to a workplace with existing WHS policies and procedures
- A Statutory Supervisor **must** have a minimum of 2-years' experience as a supervisor or worker in a similar operation or industry that the mine is engaged in
- **Pass a legislation exam** for Statutory Supervisors. This is managed by the Department of Local Government, Industry Regulation and Safety (LGIRS) and **not completed during the three days at Aveling** – [more information on this is outlined on the LGIRS website](#)
- Bring a **laptop or tablet** with you to enable you to complete classroom learning and activities
- You must attend the session over three (3) consecutive days.

### AQF Level 4

If it is expected that learners applying to complete a AQF Level 4 course meet the following requirements:

- 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 stakeholders 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 significant 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 sessions throughout the year.

You can enrol by:

- clicking on 'Book Now' on our [Statutory Supervisor Course](#) 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** (for more information on USI 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

## Option to bring or purchase at Aveling

As this course focuses on WHS legislation (Act and Regulation) and **you need to reference this throughout the course**, you can purchase a hard copy of the WHS Act 2020 and the WHS (Mines) Regulations (2022) on arrival at Aveling. The cost to purchase these is \$82.50 (inc. GST).

## 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).

## 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 can be sent electronically (and is free of charge).

## Assessment

The assessment is designed to assess your understanding of the skills and knowledge needed to address the key requirements for the units of competency and in the workplace.

The assessment includes knowledge questions, work products and questions, a work area project and a workplace observation report (completed by your manager or supervisor). The questions enable you to provide evidence of your understanding of the knowledge requirements of the units of competency, while the work product and questions, and work area project assessments provide an opportunity for you to demonstrate your practical skills in the workplace. A Workplace Observation report completed by your manager or supervisor is 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	Work products & questions	Workplace project	Observation report
<b>Assessments due 3 months after the last day of the training</b>				
<i>BSBWHS411 Implement and monitor WHS policies, procedures and programs</i>	✓	✓	✓	✓
<i>BSBWHS414 Contribute to WHS risk management</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 Training course you are enrolled in.

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

Call +61 8 9379 9999 to book a learner support session.

## General information

For further information about Aveling, available products and services or our policies please see our [website](#) and learner handbook or you can give us a call on +61 8 9 379 9999.