Certificate IV in Work Health and Safety

SPECIALISE IN WORK HEALTH AND SAFETY
- AND DRIVE SAFETY IMPROVEMENTS
About This Course

The Certificate IV in Work Health and Safety will advance your specialist safety knowledge and abilities across an impressive range of critical safety topics such as: risk management, WHS consultation and committees, managing safety incidents, monitoring safe work practices and sustaining safety information. This course suits safety officers and specialists.

The Certificate IV in Work Health and Safety demystifies the legislation and regulations into practical steps. This qualification provides a thorough examination of the current best practice in safety management.

Subject Choices

1 - 2 Electives are required (depending on subjects chosen)

- Compliance with Safety Laws
- Safety and Risk Management
- Managing Incidents
- Workplace Consultation & Committees
- Monitoring and Improving WHS Systems (E)
- Presentation Delivery (E)
- Implement Sustainability (E)
Key Course Facts

Start Date:
Start immediately

Duration:
Complete within 12 months

Delivery Options:
On-line/Correspondence

Group Training:
Workshops available

Course Fees: $4,400 All materials provided at no extra cost

The course fees may vary if you are a trainee or if the state that you reside in has a subsidised training opportunity. Refer to the tables below.

New Entrant Traineeship Fees for this Qualification:

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Existing Worker Traineeship Fees for this Qualification:

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School Based Traineeship Fees for this Qualification:

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Subsidised Training Options for this Qualification:

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* NSW fees depend on previous qualification levels
** Subject to eligibility and availability at the time of enrolment
Entry Requirements

Reading and Writing Skills
The course is an online correspondence course so you need to have average English reading and writing skills, or higher. As a guide - you should have completed Year 12 schooling, or have sound workplace written communication skills.

Spoken English Skills
Some components of this course have practical components where students will be required to demonstrate verbal communication skills as part of their assessments. Average English skills are necessary to complete these components successfully.

Numeracy Skills
Numeracy skills are required at an average level eg completion of Year 10 maths and the ability to use a calculator.

Computer and Internet
- Access to a Desktop Computer or Laptop
- Internet access with Internet Explorer 8+, Chrome or Firefox
- Microsoft Office 2010 Word and Subject specific Office products for chosen electives (ie Excel, Powerpoint, Publisher)

Other
- Ability to study and conduct assessments in a safe environment
## Core Subjects:

### Compliance with Safety Laws

This subject teaches the skills and knowledge required to assist with providing advice about the legislative duties, rights and obligations of individuals and parties prescribed in work health and safety (WHS) legislation.

**Unit(s):**

- BSBWHS402 - Assist with compliance with WHS laws

### Safety and Risk Management

This subject is focused on specialist WHS personnel to help them develop skills in hazard identification, risk assessment and developing a Risk Control Plan, as part of a larger safety management system.

**Unit(s):**

- BSBWHS404 - Contribute to WHS hazard identification, risk assessment and risk control
- BSBWHS405 - Contribute to implementing and maintaining WHS management systems

### Managing Incidents


**Unit(s):**

- BSBWHS406 - Assist with responding to incidents
- PUAWER002B - Ensure workplace emergency prevention procedures, systems and processes are implemented

### Workplace Consultation & Committees

WH&S culture, policies and procedures in relation to committees and consultation are the focus of this specialist safety qualification subject. There are practical activities covered such as: arranging the next WHS Committee meeting; preparing the Agenda and how to actively participate in the meeting itself. Preparing the meeting Minutes and identifying any items requiring action after the meeting are also key aspects.

**Unit(s):**

- BSBWHS403 - Contribute to implementing and maintaining WHS consultation and participation processes
- BSBADM405 - Organise meetings
Elective Subjects: 1 - 2 Electives are required (depending on subjects chosen)

Monitoring and Improving WHS Systems
This subject covers Total Quality Management and Continuous Improvement with a heavy Safety focus. The beginning of the subject covers the required skills required in setting up and maintaining quality systems. The subject then looks at Employee Assistance Programs and how to effectively implement them in the workplace.

Unit(s):
BSBMGT403 - Implement continuous improvement
BSBRES401 - Analyse and present research information
BSBWH509 - Assist with workplace monitoring processes

Presentation Delivery
In this subject you will learn to prepare a presentation including session planning and delivery skills. You will learn the importance of considering the target audience and dealing with questions, as well as preparing quality visual aids and content. Students are required to record an actual presentation they deliver and submit to the College for practical assessment and feedback.

Unit(s):
BSBCMM401 - Make a presentation

Implement Sustainability
Significant cost savings can be made by managing workplace technology in a sustainable way. This subject looks at ways to cost equipment replacement, consumables and maintenance, and how to apply "green" practices that benefit the business as well as the environment.

Unit(s):
BSBSUS401 - Implement and monitor environmentally sustainable work practices
BSBADM409 - Coordinate business resources
Service Guarantees

Quality Training Provider
ACCM was one of the first private training Colleges to be given official RTO registration status. 21 years later we have helped over 2,000 employers and 25,000 students achieve their career goals and have been recognised as a state finalist on the NSW Training Awards. We have a history of satisfied students and clients and repeat business. Our testimonials on our website are genuine and the type of feedback we receive daily. We are so confident that you will be pleased with the College service, that we guarantee it.

Speedy Paper-less Enrolment
Enrolment Applications are accepted 24/7 online. Be fully enrolled in your course in 7 minutes! For customised or employment based courses and traineeships contact us and we will send you a customised enrolment page by email.

Start Anytime - Immediate Enrolment
Within 30 minutes of being enrolled, your personal log-on details are emailed to you. This gives you access to course materials to commence your studies (via our on-line system WebClass).

Industry Expert Student Adviser
You will be allocated your own industry experienced Student Adviser. While they will personally manage your program; you will also benefit from the College team around them to provide expert assistance in all subject areas.

Prompt Results and Feedback
All assessments are promptly returned (via Webclass) with detailed feedback and encouragement. Our goal is to have them back to you in 2 weeks or less. In the meantime you can progress to your next subject.

Personal Contact for the Right Start
When you enrol your College Student Adviser will phone to welcome you to the course. Your Student Adviser will ensure that you understand the best way to progress in your course. They will also assist you with any questions you may have. They will be in regular touch with you at the start of your course to offer motivation, support and guidance. For employment based enrolments they will also make contact with supervisors during this time to address any questions they may have.

Pro-active Learner Support
The support won’t stop! Contact from your College Student Adviser will continue every month, based on the level of help you need. Of course, at any time you can call us to get help. Get immediate assistance over the phone and by email. If immediate assistance is unavailable for any reason, we will make sure a qualified Student Adviser is in contact with you no later than the next business day.

Quality Course Materials
Our step by step course materials have been written by industry experts specifically for the College. They will give you all of the relevant learner information you need to succeed in your course. The resources simplify industry jargon and concepts, give you industry insight and understanding, and focus on current real world business practices.

Employer Progress Updates
For employment based enrolments all supervisors will be emailed a monthly progress report showing the status of all learners. We understand that its essential to keep you up to date.