



**Master
Builders
Association**
New South Wales

BSB41415

Certificate IV in Work Health and Safety

IN CLASS TRAINING AND ASSESSMENT

COURSE BROCHURE



BSB41415 CERTIFICATE IV IN WORK HEALTH AND SAFETY

IN CLASS TRAINING AND ASSESSMENT

Master Builders Association of NSW (Master Builders) is a Registered Training Organisation offering nationally recognised qualifications and courses across New South Wales which meets nationally industry standards. Pathways to qualifications include full training and assessment, assessment towards Recognition of Prior Learning (RPL), gap training and Continuous Professional Development (CPD). Master Builders Education Centre in Baulkham Hills offers training facilities that meet industry specifications so that skills gained reflect building industry needs.

This course brochure will inform and guide you through Master Builders in class training and assessment program for *BSB41415 Certificate IV in Work Health and Safety*, from application through to certification.

If your application to enrol is successful, you will have the opportunity to participate in training and assessment towards this qualification.

OVERVIEW

The *BSB41415 Certificate IV in Work Health and Safety* in class training and assessment program is designed for people working in a Work Health and Safety (WHS) role who are responsible for the management and supervision of safe work practices on construction sites and projects.

ENTRY REQUIREMENTS

Master Builders applies the following entry requirements:

- You have more than two (2) years' experience in a work health and safety related role (experience must be within the last ten (10) years)
- You have a valid White Card (general construction induction card)
- You able to provide the details of two (2) referees that have worked with you for 12 months or more and can confirm your work history / experience (Referees must be a current licenced builder, construction manager or site foreman)
- You are able to answer at least 65% of the technical industry questions correctly during your application process
- You are currently working on active construction projects

Where this program is subsidised by NSW Government, fees can only be confirmed once we have received your application. To be eligible, you must also meet the following Smart and Skilled eligibility criteria:

- You are at least 15 years old
- You live or work in NSW
- You are an Australian citizen or permanent resident or a humanitarian visa holder, or a New Zealand citizen
- You are no longer attending school

Participants will require sufficient language, literacy and numeracy skills to be able to engage in the assessment and to perform workplace tasks such as reading and interpreting legislation, interpreting building plans and specifications and recording work outcomes. If you require assistance please contact us to discuss the options available to you.

PROGRAM DESCRIPTION

BSB41415 Certificate IV in Work Health and Safety requires assessment of units of competency for those who are responsible for the management and supervision of safe work practices on construction sites and projects.

REQUIRED PARTICIPANT RESOURCES

You are required to bring:

- ID, including your Driver's Licence and Medicare Card
- A valid White Card

Master Builders will provide all course materials/tools to enable you to complete this program.



APPLICATION

- You complete and submit the online application form and answer questions about your previous work history and experience, provide two referees to confirm your work history and experience, as well as answer a series of technical industry based questions
- We will email you:
 - Participant Handbook
 - Course Brochure
- We review your application and determine if you are suitable
- We email you the outcome of your application
- If you are invited to enrol, you will receive this via email

ENROLMENT

- You complete and submit the online enrolment form
- You provide us with your USI number
- You upload certified copies of your identification
- You provide payment for the enrolment fee
- We will email confirmation of your enrolment, including your confirmed fees and class schedule

IN CLASS TRAINING AND ASSESSMENT

- You will be required to attend classroom training sessions according to the class schedule provided
- You will undertake and complete written and practical assessment tasks for each module in the program
- If assessed as competent in all units of competency, you will progress to the Master Builders certification process for BSB41415 Certificate IV in Work Health and Safety
- *Further training and assessments will be advised on an individual basis through a plan provided by your assessor if required and may require attendance at additional classroom training sessions*

CERTIFICATION

- The Master Builders RTO Quality team checks your assessments and evidence submitted through Panel Review processes
- If the Master Builders RTO Quality team is satisfied with your portfolio of evidence, you will be awarded the BSB41415 Certificate IV in Work Health and Safety
- If the Master Builders RTO Quality team is not satisfied with your assessments and portfolio of evidence and has determined that more evidence is required, you will be contacted by Master Builders to provide further evidence

PROGRAM STRUCTURE

The program is designed to be delivered in four modules over 10 classroom days within a six (6) month period. Additional reading and assessment activities are required to be completed online outside of classroom time. This program is held at one or more of Master Builders' training centres across NSW.

There are four modules for this program as described below including the units of competency applicable to each module.

You are required to attend all classes and complete all assessments within twelve (12) months of your first classroom date.

Module: WHS Management Systems

The WHS Management Systems module provides participants with the skills and knowledge to develop and review workplace health and safety management systems, policies and procedures, ensuring these meet legislative, regulatory and industry standards and requirements.

The units of competency included in this module are:

CODE	UNITS OF COMPETENCY	DURATION	CORE / ELECTIVE
BSBWHS402	Assist with compliance with WHS laws	2 days	Core
BSBWHS405	Contribute to implementing and maintaining WHS management systems		Core

Module: Hazards, Risks and Incidents

The Hazards, Risks and Incidents module addresses the processes surrounding the identification of hazards and their associated risks, with further guidance on effective responses to hazard and risk management.

The units of competency included in this module are:

CODE	UNITS OF COMPETENCY	DURATION	CORE / ELECTIVE
BSBWHS404	Contribute to WHS hazard identification, risk assessment and risk control	2 days	Core
BSBWHS406	Assist with responding to incidents		Core
BSBMGT403	Implement continuous improvement		Elective

Module: WHS and Personnel

The WHS and Personnel module aims to teach participants effective supervision and management processes and principles, including consultation, contractor management and the provision of training and education for personnel.

The units of competency included in this module are:

CODE	UNITS OF COMPETENCY	DURATION	CORE / ELECTIVE
BSBWHS403	Contribute to implementing and maintaining WHS consultation and participation processes	2 days	Core
BSBWHS408	Assist with effective WHS management of contractors		Elective
BSBWHS410	Contribute to work-related health and safety measures and initiatives		Elective

Module: Workplace Safety Documentation

The Workplace Safety Documentation module guides participants on the preparation of workplace formal documentation, including reports, graphics and the analysis of information gained through research.

The units of competency included in this module are:

CODE	UNITS OF COMPETENCY	DURATION	CORE / ELECTIVE
BSBRES401	Analyse and present research information	2 days	Elective
BSBWRT401	Write complex documents		Elective

HOW WILL I BE ASSESSED?

Master Builders provides structured knowledge questions, written project based tasks and practical tasks to be performed.

At the end of the program, your trainer/assessor will provide you with a result with one of the following outcomes:

1. If you are assessed as competent in all units of competency, you will progress to the Master Builders certification process for the BSB41415 Certificate IV in Work Health and Safety.
2. If you are assessed as 'not yet competent' in any of the units of competency, you will be provided with an individual plan for gap training and / or further assessment. In this plan, you will be advised what further action to take before you can proceed to be re-assessed.

KNOWLEDGE QUESTIONS

Knowledge questions consist of a bank of questions designed to be answered comprehensively. You will be required to complete the questions during each module as specified in your Participant Assessment Tool and submit them to your assessor for review and assessment.

WRITTEN PROJECT BASED TASKS

The written project based tasks require you to develop project and business safety management documentation and resources. These tasks are based on project documents and related processes to be undertaken during the management of the construction projects.

You will be required to complete these tasks during each module as specified in your Participant Assessment Tool and submit them to your assessor for review and assessment.

PRACTICAL OBSERVATIONS

Your assessor will explain each task as specified in your Participant Assessment Tool, and require you to demonstrate your performance of each task whilst they observe. While you are performing the task the assessor will make notes on your performance and will provide you with feedback and the result of their assessment.

TRAINING QUALITY AND CERTIFICATION

Master Builders is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality and delivery of training and assessment and will be the organisation issuing an AQF certificate or statement of attainment to participants.

FEES

This program may be subsidised by the NSW Government Smart and Skilled initiative. If you are eligible for the government subsidy, your student fee will be determined by NSW Government.

Smart and Skilled prices are subject to funding availability, fees and funding will be confirmed prior to enrolment.

A general guide to fees for this qualification pathway is as follows:

If you do not hold a previous qualification	from \$1,580.00*
If you do hold a previous qualification	from \$1,850.00*
If you are not eligible for NSW Government subsidies	\$2,750.00 (member rate) / \$3,000.00 (non-member rate)

**Student fees may decrease if you are awarded Recognition of Prior Learning in any unit/s of competency and are no longer required to undertake classroom or distance based training and assessment for these unit/s of competency.*

Payment of a \$1,000.00 enrolment fee is required upon enrolment, and remaining fees are due one month after program commencement. All participant fees are GST exempt. Upon successful enrolment, Master Builders will confirm your fee for this program.

Visit www.smartandskilled.nsw.gov.au to learn more about the Smart and Skilled program.

According to the Standards for RTOs 2015, at no stage will Master Builders charge more than \$1,500.00 in advance of services being provided.

APPLICATION PROCESS

Once you have read through this course brochure in detail and have established that you will be able to meet the entry requirements then you are ready to apply.

1. Read and understand the Course Brochure and Participant Handbook
2. Complete the online application form on the Master Builders website course page
- * Master Builders will verify your work history by contacting your referees
- * You will receive email advice regarding the outcome of your application
3. Review pre-enrolment documents, including fee structure, Participant Handbook and Scheduled Program
4. Gather certified copies of identification that can be uploaded online - Medicare Card, White Card, Drivers Licence
5. Obtain your USI (if you don't already have one)
6. Complete the online enrolment form and provide payment for the enrolment fee
7. Once your enrolment is confirmed, you will receive a confirmation email and details of your class schedule

CONTACT DETAILS

To discuss this course or any of the course requirements in more detail, please do not hesitate to call or email us through the contact details on our website.

WHY MASTER BUILDERS?

- ✓ **Quality** - we care about our industry
 - ✓ **Recognition** - we are respected by the industry
 - ✓ **Affordability** - we offer cost-effective courses
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FOR MORE INFORMATION

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 -  www.skillassessment.com.au
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