



NPN: 30831

**BSB30715 Certificate III in Work Health and
Safety**

**BSB41415 Certificate IV in Work Health and
Safety**

BSB51315 Diploma of Work Health and Safety

**BSB60615 Advanced Diploma of Work Health
and Safety**

RPL HANDBOOK

2015

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Note that templates for the forms and editable versions of the competency maps are available on the CD or by request via email.

SECTION A

General Information

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning

Recognition assessment recognises that students are not a 'clean slate' when they enrol for a new course. They may already completed studies or had considerable working and life experience that prove that they are already competent against some of the competency standards for a course or training program.

The process of RPL (RCC) acknowledges skills, knowledge and attributes acquired through:

- formal training;
- life experience;
- work and business experience (formal and informal training).

(RCC) judges the level of abilities you have against the competency outcomes) of the qualifications. It is judged by a combination of methods, including documentary evidence, challenge testing (practical demonstrations and/or completion of assessments from study modules) and/or on-the-job assessments where this is relevant.

You also have to comply with four basic principles. In order to be valid, your evidence must also be:

- Valid: (the evidence must match the requirements of all components of a unit)
- Authentic: (you must be able to prove that it belongs to you and nobody else)
- Current: (it must be valid against the industry standards currently in place and prove currency or of professional knowledge and practice)
- Sufficient: (it must provide enough evidence for an objective judgement of competence to be made)

In the manual that follows you will find:

- Lists of all units (core and elective) for each qualification
- Schedules of pre-determined credit transfer from prior (07) versions of the qualifications, provided that currency of practice and ongoing professional development can be proved

Matrices to assist you to gather appropriate evidence to support your case are provided on the CD that accompanies this manual or by email upon request if you are accessing this manual via the web site.

A Drop Box can be provided to enable you to send us large documents without the bandwidth restrictions of using email for document transfer.

Note that while these only list competencies to the Element Level, you should access the units on www.training.gov.au and read the Performance Criteria as your assessor may hold a **competency conversation** with you to determine your skills in applying concepts and principles of workplace health and safety in your specific industry and job role.

Please also read the notes that follow on National Recognition and Credit Transfer as these will determine what you may produce to gain status into units without the need for a full RPL assessment of a particular unit.

Note that copies of qualifications, statements of results and other certification must be witnessed by a JP unless we sight the originals. Do not send in originals by mail. Scanned copies of documents are acceptable.

National Recognition

This is the automatic status given for Units of Competency attained with any RTO that are identical to Units listed for your current qualification. This does not require you to undertake a Recognition Assessment.

Our enrolment forms include the option of identifying and including units which you have already completed within your new program (CT).

We need to see a copy of your qualifications (**certified as a true copy by a JP**) so that we may list your achievements on the student database.

Credit Transfer

Some credit transfers from prior qualifications are identified in the mapping guides, but these must be supported by evidence of currency of practice at the appropriate AQF level and evidence of ongoing professional development activities undertaken.

Other credit transfers are granted on a basis of equivalency as determined by mapping. A credit transfer (CT) application requires us to make a judgment between broadly equivalent (but not identical) Units or modules from accredited courses against the Units on our scope of Registration. Once this determination is made, it applies to all subsequent applications involving these Units or Modules. If we have previously made such a judgment, this will automatically apply to your application and a pre-determined administrative fee will apply.

The basis for granting recognition (status)

Where you can prove your competency levels, you may be given status in various components of the course. This may be against:

- a full Unit of Competency
- a Training Program component, such as a practical workshop which forms part, but not all of the requirement for a Unit
- required knowledge and skills components (such as the theory or basic skills you need in order to understand the concepts and skills in the Unit).

However, 'gaps' between your evidence (documentary or otherwise) and the standards may be identified. Where these occur, you will be counselled on how you may make up the 'missing' pieces.

Some of the options for this are:

- complete the assignments and assessments for study modules to prove that you do know the work
- undergo a challenge test to prove that you can do the work
- attend workshops and seminars to gain a refresher on your skills
- negotiate a modified training program to fill in the 'gaps' in your learning and skills.

COMPETENCIES IN THESE QUALIFICATIONS

BSB30715 Certificate III in Work Health and Safety

There are 10 units in this qualification

CORE UNITS All five must be achieved.

Unit Code	Unit Title
BSBWHS302	Apply knowledge of WHS legislation in the workplace
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control
BSBWHS304	Participate effectively in WHS communication and consultation processes=
BSBWHS305	Contribute to WHS issue resolution
PUAWER001B	Identify, prevent and report potential workplace emergency situations

ELECTIVE UNITS 5 electives must be selected and at least 3 must be chosen from this list.

Up to 2 may be from any currently endorsed Training Package or accredited course at the same qualification level, or if not listed below, 1 elective unit may be selected from a Certificate II and 1 elective unit from a Certificate IV.

Unit Code	Unit Title
BSBCMM201	Communicate in the workplace
BSBDIV301	Work effectively with diversity
BSBINM301	Organise workplace information
BSBINN201	Contribute to workplace innovation
BSBLDR402	Lead effective workplace relationships
BSBLDR403	Lead team effectiveness
BSBSUS301	Implement and monitor environmentally sustainable work practices
BSBWHS406	Assist with responding to incidents
BSBWOR301	Organise personal work priorities and development
BSBWRT301	Write simple documents
CPPWMT3044A	Identify wastes and hazards
HLTAID003	Provide first aid
HLTAID005	Provide first aid in remote situation
PUAWER004B	Respond to workplace emergencies

BSB41415 Certificate IV in Work Health and Safety

There are 10 units in this qualification

CORE UNITS All 5 must be achieved.

Unit Code	Unit Title
BSBWHS402	Assist with compliance with WHS laws
BSBWHS403	Contribute to implementing and maintaining WHS consultation and participation processes
BSBWHS404	Contribute to WHS hazard identification, risk assessment and risk control
BSBWHS405	Contribute to implementing and maintaining WHS management systems
BSBWHS406	BSBWHS406A Assist with responding to incidents

GROUP A ELECTIVE UNITS *At least 3 must be chosen from this list.*

Unit Code	Unit Title
BSBCMM401	Make a presentation
BSBPMG522	Undertake project work
BSBRES401	Analyse and present research information
BSBSUS301	Implement and monitor environmentally sustainable work practices
BSBWHS407	Assist with claims management, rehabilitation and return-to-work programs
BSBWHS408	Assist with effective WHS management of contractors
BSBWHS409	Assist with workplace monitoring processes
BSBWHS410	Contribute to work-related health and safety measures and initiatives
PUAWER002B	Ensure workplace emergency prevention procedures, systems and processes are implemented

GROUP B ELECTIVE UNITS *2 units may be chosen from this list*

BSBINN301	Promote innovation in a team environment
BSBMGT401	Show leadership in the workplace
BSBMGT403	Implement continuous improvement
BSBWRT401	Write complex documents
TAEASS301B	Contribute to assessment
TAEDEL301A	Provide work skill instruction

BSB51315 Diploma of Work Health and Safety

There are 9 units in this qualification

ENTRY REQUIREMENTS: All core units in BSB41402 or equivalent

- BSBWHS402 Assist with compliance with WHS laws
- BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes
- BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control
- BSBWHS405 Contribute to implementing and maintaining WHS management systems
- BSBWHS406 Assist with responding to incidents

CORE UNITS All 5 must be achieved.

Unit Code	Unit Title
BSBWHS502	Manage effective WHS consultation and participation processes
BSBWHS503	Contribute to the systematic management of WHS risk
BSBWHS504	Manage WHS risks
BSBWHS505	Investigate WHS incidents
BSBWHS506	Manage hazards in the work environment

GROUP A ELECTIVE UNITS *At least 3 must be chosen from this list.*

Unit Code	Unit Title
BSBHRM509	Manage rehabilitation or return to work programs
BSBWHS410	Contribute to work-related health and safety measures and initiatives
BSBWHS507	Contribute to managing WHS information systems
BSBWHS508	Manage WHS hazards associated with plant
BSBWHS509	Facilitate the development and use of hazard-management tools
CHCFAM504C	Respond to and contain critical incidents
BSBWHS510A	Contribute to implementing emergency procedures

GROUP B ELECTIVE UNITS *1 may be chosen from this list, or as specified in the qualifications framework, unless four units are chosen from Group A*

BSBINN601	Manage organisational change
BSBMGT502B	Manage people performance
BSBMGT516	Facilitate continuous improvement
BSBSUS501	Develop workplace policy and procedures for sustainability
TAEDEL401	Plan, organise and deliver group based learning

BSB60615 Advanced Diploma of Work Health and Safety

There are 8 units in this qualification

ENTRY REQUIREMENTS: All core units in BSB51312 Diploma of Work Health and Safety or equivalent competencies:

- BSBWHS502 Manage effective WHS consultation and participation processes
- BSBWHS503 Contribute to the systematic management of WHS risk
- BSBWHS504 Manage WHS risks
- BSBWHS505 Investigate WHS incidents
- BSBWHS506 Contribute to developing, implementing and maintaining WHS management

CORE UNITS All 5 must be achieved.

Unit Code	Unit Title
BSBWHS601	Apply legislative frameworks for WHS
BSBWHS602	Facilitate WHS activities
BSBWHS603	Implement WHS risk management
BSBWHS604	Evaluate the WHS performance of organisations
BSBWHS605	Develop, implement and maintain WHS management systems

ELECTIVE UNITS *3 must be chosen from this list.*

Your electives may also be selected from either a Diploma or an Advanced Diploma qualification from any Training Package as relevant to WHS management.

Unit Code	Unit Title
BSBWHS606	Conduct a WHS audit
BSBWHS607	Apply ergonomics to manage WHS hazards and risks
BSBWHS608	Assist with applying occupational hygiene to manage WHS hazards and risks
BSBWHS609	Advise on the application of safe design principles to control WHS risks
BSBINN601	Manage organisational change
BSBMGT608	Manage innovation and continuous improvement
BSBMGT616	Develop and implement strategic plans

ALTERNATIVE ELECTIVE UNIT

BSBSUS501	Develop workplace policy and procedures for sustainability
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Transitioning from OHS to WHS Qualifications: Progression from Cert. IV through to Adv. Dip.

Both in transitioning and in initial entry RPL applications for the Diploma and Advanced Diploma, the core units of the prior level of qualification must be attained first, either by training or RPL.

In other words, any credit transfers that might apply from transition from OHS to WHS **cannot be granted** until the prior qualification core units have been attained.

Therefore, if applying for an Advanced Diploma, you will also have to apply for RPL/Gap training for **both the Cert IV core units and the Diploma Core Units**. You will then be charged for the appropriate fee for those levels.

This progression cannot be avoided other than if you have attained the mandatory pre-requisite WHS units from prior learning and apply for national recognition (full credit), in which case the credit transfer is instantaneous and gratis when enrolling in the higher level qualification.

Please also note the pre-requisites and equivalencies as shown on your Critical Evidence sheets. These will guide you as to the provision of additional evidence.

Note that in transition and progression it is imperative to show evidence of attainment of learning about the new WHS legislation and regulations and demonstrate how you have applied this in your industry and workplace.

No OHS to WHS credit transfers will be granted without this essential knowledge component being satisfied.

Units Deemed as Equivalent

The three tables below outline the units deemed as equivalent, for which you can obtain credit in the WHS qualification.

OHS units are on the left hand side (e.g. BSBOHS) and equivalent WHS units are on the right hand side (e.g. BSBWHS).

Certificate III

OHS Qualification Certificate III in Occupational Health and Safety – BSB30707 (9 Units in qualification)	WHS Qualification Certificate IV in Work Health and Safety – BSB30712 (10 Units in qualification)
National Code - Unit Name	National Code - Unit Name
BSBOHS301B - Apply knowledge of OHS legislation in the workplace	BSBWHS302A Apply knowledge of WHS legislation in the workplace/ BSBWHS302 Apply knowledge of WHS legislation in the workplace
No equivalence	BSBWHS303A Participate in WHS hazard identification, risk assessment and risk control// BSBWHS303A Participate in WHS hazard identification, risk assessment and risk control
BSBOHS302B Participate effectively in OHS communication and consultative processes.	BSBWHS304A Participate effectively in WHS communication and consultation processes/ BSBWHS304A Participate effectively in WHS communication and consultation processes
BSBOHS305B Contribute to OHS issue resolution	BSBWHS305A Contribute to WHS issue resolution/ BSBWHS305 Contribute to WHS issue resolution
BSBCM311B Maintain workplace safety.	BSBWHS301A Maintain workplace safety/ BSBWHS301 Maintain workplace safety
No equivalence	BSBWHS406A Assist with responding to incidents/ BSBWHS406 Assist with responding to incidents

Certificate IV

<p align="center">OHS Qualification Certificate IV of Occupational Health and Safety – BSB41407 (9 Units in qualification)</p>	<p align="center">WHS Qualification Certificate IV in Work Health and Safety - BSB41412 (10 Units in qualification)</p>
<p align="center">National Code - Unit Name</p>	<p align="center">National Code - Unit Name</p>
<p>BSBOHS408A - Assist with compliance with OHS and other relevant laws.</p>	<p>BSBWHS402A - Assist with compliance with WHS laws./ BSBWHS402 - Assist with compliance with WHS laws.</p>
<p>BSBOHS402B - Contribute to the implementation of the OHS consultation process.</p>	<p>BSBWHS403A - Contribute to implementing and maintaining WHS consultation and participation processes./ BSBWHS403 - Contribute to implementing and maintaining WHS consultation and participation processes.</p>
<p>BSBRES401A - Analyse and present research information.</p>	<p>BSBRES401A - Analyse and present research information/ BSBRES401 - Analyse and present research information.</p>
<p align="center">No equivalence</p>	<p>BSBWHS404A - Contribute to WHS hazard identification, risk assessment and risk control./ BSBWHS404 - Contribute to WHS hazard identification, risk assessment and risk control.</p>
<p>BSBOHS406C - Use equipment to conduct workplace monitoring.</p>	<p>BSBWHS409A - Assist with workplace monitoring processes/ BSBWHS409 - Assist with workplace monitoring processes.</p>
<p align="center">No equivalence</p>	<p>BSBWHS405A - Contribute to implementing and maintaining WHS management systems./ BSBWHS405A - Contribute to implementing and maintaining WHS management systems.</p>
<p align="center">No equivalence</p>	<p>BSBWHS408A - Assist with effective WHS management of contractors./ BSBWHS408 - Assist with effective WHS management of contractors.</p>
<p>BSBOHS405B - Contribute to the implementation of emergency procedures.</p>	<p>BSBWHS510A - Contribute to implementing emergency procedures/ BSBWHS510 - Contribute to implementing emergency procedures.</p>
<p align="center">No equivalence</p>	<p>BSBWHS406A - Assist with responding to incidents./ BSBWHS406 - Assist with responding to incidents..</p>
<p align="center">No equivalence</p>	<p>BSBWHS407A - Assist with claims management, rehabilitation and return-to-work programs./ BSBWHS407A - Assist with claims management, rehabilitation and return-to-work programs.</p>

Diploma

OHS Qualification Diploma of Occupational Health and Safety – BSB51307 (8 Units in qualification)	WHS Qualification Diploma of Work Health and Safety - BSB51312 (9 Units in qualification)
National Code - Unit Name	National Code - Unit Name
BSBOHS503B Assist in the design and development of OHS participative arrangements.	BSBWHS502A - Manage effective WHS consultation and participation processes.
BSBOHS504B - Apply principles of OHS risk management.	BSBWHS503A - Contribute to the systematic management of WHS risk.
Replaces but is not equivalent to BSBOHS505C Manage hazards in the work environment AND BSBOHS507B Facilitate the application of principles of occupational health to control OHS risk.	BSBWHS504A - Manage WHS hazards and risks.
BSBOHS508B - Participate in the investigation of incidents.	BSBWHS505A - Investigate WHS incidents.
Replaces but is not equivalent to BSBOHS501B Participate in the coordination and maintenance of a systematic approach to managing OHS.	BSBWHS506A - Contribute to developing, implementing and maintaining WHS management systems.
Replaces but is not equivalent to BSBOHS502B Participate in the management of the OHS information and data systems.	BSBWHS507A - Contribute to managing WHS information systems.
BSBOHS506B - Monitor and facilitate the management of hazards associated with plant.	BSBWHS508A - Manage WHS hazards associated with plant.
Replaces but not equivalent to BSBOHS405B - Contribute to the implementation of emergency procedures	BSBWHS510A - Contribute to implementing emergency procedures.

Advanced Diploma

OHS Qualification Advanced Diploma of Occupational Health and Safety – BSB60607 (8 Units in qualification)	WHS Qualification Advanced Diploma of Work Health and Safety - BSB60612 (8 Units in qualification)
National Code - Unit Name	National Code - Unit Name
No equivalence	BSBWHS601A - Apply legislative frameworks for WHS./ BSBWHS601 - Apply legislative frameworks for WHS.
No equivalence	BSBWHS602A - Facilitate WHS activities/ BSBWHS602 - Facilitate WHS activities..
No equivalence	BSBWHS603A - Implement WHS risk management./ BSBWHS603 - Implement WHS risk management.
No equivalence	BSBWHS604A - Evaluate the WHS performance of organisations./ BSBWHS604 - Evaluate the WHS performance of organisations.
BSBOHS601B - Develop a systematic approach to managing OHS.	BSBWHS605A - Develop, implement and maintain WHS management systems./ BSBWHS605 - Develop, implement and maintain WHS management systems.
BSBOHS608B - Conduct an OHS audit.	BSBWHS606A - Conduct a WHS audit/ BSBWHS606 - Conduct a WHS audit.
BSBOHS604B - Apply ergonomic principles to control OHS risk.	BSBWHS607A - Apply ergonomics to manage WHS hazards and risks./ BSBWHS607A - Apply ergonomics to manage WHS hazards and risks.
BSBOHS605B - Apply occupational hygiene principles to control OHS risk	BSBWHS608A - Assist with applying occupational hygiene to manage WHS hazards and risks/ BSBWHS608A - Assist with applying occupational hygiene to manage WHS hazards and risks..

TIPS AND HINTS TO HELP YOU PREPARE FOR RECOGNITION

To have skills formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

Here are some tips and hints for you:

1. Be prepared to talk about your job roles and your work history. Bring a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there.
2. Bring your position description and any performance appraisals you have from any training and assessment centres you have worked in.
3. Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goal to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?
4. Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skill level.
5. Collect any certificates from in-house training or formal training you have done in the past.
6. Bring examples of work you have completed: program plans; learning resources and assessments designed; training evaluations conducted.
7. You can speak with your training organisation about other ways you can show your skills in the vocational training and education industry. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace documents (as long as they don't show client details) or other relevant documents.

We also need to see evidence that you have maintained Professional Development to show you have maintained your professional education and development:

- Documented attendance in industry workshops, seminars or webinars;
- The completion of other relevant qualifications/units of competency
- The updating or currency of vocational skills
- Additional industry experience/activities.

Examples of what we are looking for in Professional Development is;

- What have you done to maintain and enhance your professional knowledge since previous qualification(s)
- What research or activities have you undertaken to keep yourself up to date with legislative changes and new industry guidelines and regulations?

STEPS IN THE RPL PROCESS

Step 1 – Provide information of your skills and experience

Complete the attached forms and provide as much information of your previous experience in the training and assessment or VET industry as you can. This is your first opportunity (and not the last) to provide proof of your variety of experience in the industry. Here you can supply examples of your work history which could include:

- ♦ brief CV or work history
- ♦ certificates/results of assessment
- ♦ results/statement of attendance/ certificates – in house courses
- ♦ results/statement of attendance/ certificates – workshops, seminars, symposiums, etc
- ♦ results/statements of attendance/ certificates –e.g. first aid, surf life saving
- ♦ industry awards
- ♦ membership of relevant professional associations
- ♦ quality system documents
- ♦ safety documentation – job instructions, JSAs etc.
- ♦ minutes of meetings where leadership and teamwork are evident
- ♦ diaries/task sheets/job sheets/log books
- ♦ any other documentation that may demonstrate industry experience (list)

You will also need to supply contact details of one or two work referees who can confirm your skills in the industry.

Step 2 – Conversation with Assessor

An assessor will review the information you have provided (usually with you) and begin to match up your skills to the units/subjects in the qualification. At this point, you will have the opportunity to discuss and identify your previous experience with the assessor who will understand your industry experience and conduct a competency conversation with you. You will be required to answer training and assessment related questions to identify your current skills. For distance learners, this can be conducted by telephone, email or Skype.

Step 3 – Practical demonstration of your skills

The assessor may conduct a practical skills test at your workplace (if appropriate) or at another suitable venue if this is necessary to provide evidence in cases where you cannot provide suitable documentary evidence. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focussed on skills that are required in the qualification. Your assessor will identify the skills that he/she will want you to demonstrate. Distance learners may provide this evidence via digital video or audio content by negotiation.

Further steps

After the assessment, your assessor will give you information about the skills that have been recognised and whether you have gained the full qualification. If you do have skill gaps, these may be addressed through flexible training.