

BSB41412 Certificate IV in WHS

RPL Application

RPL (recognition of prior learning) is an assessment only pathway to a nationally recognised qualification. During the RPL assessment previously learnt skills and knowledge are assessed against current national standards. Candidates in this assessment process provide evidence that matches to the evidence requirements of the 10 units that make up the qualification.

Our RPL process starts with the candidate completing an RPL application.

- ❖ Please read the following information that identifies the evidence required for the units that you need to provide evidence for. Consider your current work experience in work health and safety and document the specific evidence that would show us that you are already competent against that unit. Please note you need to address each of the dot points listed.
- ❖ Please be specific with the evidence you would be able to provide. The assessor needs to get a clear picture of your current WH&S skills and knowledge.
- ❖ The first part of the RPL application is general information about your current WHS role. Please complete all sections.
- ❖ The second part lists the 10 units you need to provide evidence for. It lists the specific evidence requirements for each unit. This information has been taken from the evidence guides in each of the unit.
- ❖ On the following 2 pages you will find 2 examples, one effective and one ineffective. These examples are provided to give you some ideas on the level of detail you need to provide when completing this RPL application. The more you can tell us, the easier it will be for the assessor to determine if RPL would be a suitable pathway for you.

Effective Example of how to complete the Application – In this example the candidate has linked what they do directly to the unit requirements and lists evidence that they can provide that clearly links to the unit requirements. All dot points have been addressed. This would indicate that the candidate is suitable for the RPL pathway for this unit.

Unit and evidence requirements	What I do	What I can give you to prove it	Assessors Comments
BSBWHS404A - Contribute to WHS hazard identification, risk assessment and risk control			
<p>Evidence of the ability to</p> <p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • currency of WHS knowledge • contributing to the: <ul style="list-style-type: none"> • identification of a range of hazards • assessment of risks • development, implementation and evaluation of a range or combination of risk controls. 	<p><i>Provide up to date WHS information during team meetings, topics covered include Who is the PCBU?</i></p> <p><i>Conduct monthly hazard identification inspections</i></p> <p><i>Complete risk assessments</i></p> <p><i>Recommend risk controls</i></p> <p><i>Implement risk control after approval</i></p> <p><i>Contribute feedback to the review of risk controls.</i></p>	<p><i>Copies of team meeting minutes showing my contribution</i></p> <p><i>Copies of handouts provided to team on WHS Act 2011</i></p> <p><i>Completed paper work showing my role in completing 3 hazard identification inspection - includes my signature</i></p> <p><i>Completed paperwork showing the way I have assessed the risks and documenting my recommendations for risk control- includes my name and signature</i></p> <p><i>Action plans showing how I implemented risk controls</i></p> <p><i>Emails showing how I have provided feedback to the review process</i></p> <p><i>Third party verification of my active role in hazard identification, risk assessment and risk control implementation</i></p>	<p>Evidence will show current WHS knowledge being shared with team.</p> <p>Completed workplace documents will show the candidates contribution to the identification of hazards on a range of occasions – therefore illustrating identification of a range of hazards.</p> <p>Completed workplace documents will show active involvement in assessing risk and implementing risk control</p> <p>Third party will authenticate</p> <p>✓ suitable for RPL Pathway</p>

Ineffective Example of how to complete this Application - In this example the candidate is not matching what they do and the evidence they can provide to the actual unit requirement. All dot points are not addressed. This would indicate that the candidate is not suitable for an RPL pathway for this unit.

Unit and evidence requirements	What I do	What I can give you to prove It	Assessors Comments
BSBWHS404A Contribute to WHS hazard identification, risk assessment and risk control			
<p>Evidence of the ability to</p> <p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • currency of WHS knowledge • contributing to the: <ul style="list-style-type: none"> • identification of a range of hazards • assessment of risks • development, implementation and evaluation of a range or combination of risk controls. 	<p><i>I conduct a safety audit every month for my department</i></p>	<p><i>Copy of safety audit paperwork that I use</i></p> <p><i>Copy of WHS policy and procedure</i></p> <p><i>Copy of risk matrix</i></p>	<p>Evidence listed does not show that the candidate has currency of WHS knowledge.</p> <p>Evidence does not clearly show they candidate has contributed to the assessment of risk and the development, implementation and evaluation of a range or combination of risk controls. It seems they are doing one part of the process.</p> <p>Not Suitable for RPL pathway</p>

Certificate IV in Work Health and Safety RPL Only Application

Candidates Name		Office use only
Contact number		
Email address		
Current job title <small>Please attach your Role statement / Job description showing your WHS responsibilities</small>		
Current Employer		
Length of time in your current role		
Name, role and contact details of someone in your workplace that can act as a Third Party to verify your evidence		
Brief description of current WHS experience		

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Unit and evidence requirements	What I do	What I can give you to prove It	Assessors Comments
<p><i>BSBRES401B</i></p> <p><i>Analyse and present research information</i></p> <p>.Evidence of the following is essential:</p> <ul style="list-style-type: none"> • presenting information and data • maintaining and handling data and documents systematically • analysing and interpreting data to support organisational activities • knowledge of research processes and strategies to identify new sources of information 			

Unit and evidence requirements	What I do	What I can give you to prove It	Assessors Comments
<p><i>BSBWHS401A</i></p> <p><i>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</i></p> <p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • applying organisational WHS management systems and procedures in the work team area • applying procedures for assessing and controlling risks to health and safety associated with those hazards, according to the hierarchy of control and as specified in commonwealth and state or territory WHS Acts, regulations and codes of practice • providing specific, clear and accurate information and advice on workplace hazards to work team • knowledge of legal responsibilities of managers, supervisors, PCBUs or their officers and workers in the workplace. 			

Unit and evidence requirements	What I do	What I can give you to prove it	Assessors Comments
<p><i>BSBWHS402A</i></p> <p><i>Assist with compliance with WHS laws</i></p> <p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • assisting with providing advice about the WHS legal and regulatory framework and other relevant legislation, either in an actual workplace, simulation exercise or scenario • assisting with the seeking of advice from appropriate sources • assisting with developing a range of products to provide advice on WHS legal compliance issues, such as a training needs analysis, talks, briefings, training sessions, guidance and advice, and paper or electronic materials • evidence of how these products were developed and used. 			

Unit and evidence requirements	What I do	What I can give you to prove It	Assessors Comments
<p><i>BSBWHS403A</i></p> <p><i>Contribute to implementing and maintaining WHS consultation and participation processes</i></p> <p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • making sure all individuals and parties are included in WHS consultation and participation processes • implementing a range of strategies to support their involvement in, and remove any barriers to, WHS consultation and participation processes • knowledge of relevant commonwealth and state or territory WHS Acts, regulations, codes of practice and standards. 			

Unit and evidence requirements	What I do	What I can give you to prove It	Assessors Comments
<p><i>BSBWHS404A</i></p> <p><i>Contribute to WHS hazard identification risk assessment and risk control</i></p> <p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • currency of WHS knowledge • contributing to the: <ul style="list-style-type: none"> • identification of a range of hazards • assessment of risks • development, implementation and evaluation of a range or combination of risk controls. 			

Unit and evidence requirements	What I do	What I can give you to prove It	Assessors Comments
<p><i>BSBWHS405A</i></p> <p><i>Contribute to implementing and maintaining WHS management systems</i></p> <p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • approaching WHS management in a systematic way • knowledge of the advantages and limitations of a WHSMS • knowledge of relevant commonwealth and state or territory WHS Acts, regulations, codes of practice and standards. 			

Unit and evidence requirements	What I do	What I can give you to prove It	Assessors Comments
<p><i>BSBWHS406A</i></p> <p><i>Assist with responding to incidents</i></p> <p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • following the hierarchy of control • attention to detail • thoroughness in completion of documentation • knowledge of relevant commonwealth and state or territory WHS Acts, regulations, codes of practice, standards and guidance material.. 			

Unit and evidence requirements	What I do	What I can give you to prove It	Assessors Comments
<p><i>BSBWHS410A</i></p> <p><i>Contribute to work-related health and safety measures and initiatives</i></p> <p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • clear understanding of the difference between specific legislative requirements and obligations under WHS legislation and voluntary health-promotion programs • liaising with people internal and external to the organisation involved in work-related health and safety measures and initiatives • understanding of relevant legal issues. 			

Unit and evidence requirements	What I do	What I can give you to prove It	Assessors Comments
<p>BSBWRT401A</p> <p>Write complex documents</p> <p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • production of documents • editing draft text to ensure accuracy and clarity of information • knowledge of enterprise style guide/house style. 			

Unit and evidence requirements	What I do	What I can give you to prove It	Assessors Comments
<p><i>PUAWER002B</i></p> <p><i>Ensure workplace emergency prevention procedures, systems and processes are implemented</i></p> <p>Assessment must confirm the ability to identify workplace emergency prevention procedures and to ensure these procedures are routinely implemented.</p> <p>Consistency in performance</p> <p>Competency should be demonstrated over time with a range of emergencies that could be expected in the workplace.</p>			