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# Section 1: Meeting VET sector requirements

Training organisations have a range of requirements that they must meet in developing and implementing quality training and assessment strategies and practices for course programs. As a trainer, you also have a range of requirements that must be considered when implementing programs for your specific group of learners.

## 1.1 How Aspire's resources assist in meeting requirements

The following section outlines a range of VET sector requirements and how Aspire's resources may assist you and your training organisation in implementing a quality learning experience.

VET sector requirement	Aspire's approach
<b>Australian Qualifications Framework</b> The Australian Qualifications Framework is the national policy for regulated qualifications in the Australian education and training system. The AQF incorporates the quality assured qualifications from each education and training sector into a single comprehensive national qualifications framework. You and your training organisation must be aware of the requirements of the relevant AQF qualification or course requirements, from the endorsed training package, as you implement course delivery.	Aspire's learning resources, practice tasks and learning checkpoints have been pitched at a level suitable for the unit of competency and the qualifications for which it is relevant, based on the specifications in the Australian Qualifications Framework (AQF) (Second edition, January 2013). For more information regarding these specifications, and to download the Australian Qualifications Framework, visit the AQF website at: <a href="http://www.aqf.edu.au">www.aqf.edu.au</a> .
<b>Volume of learning</b> When developing training and assessment strategies for this unit and the qualification for which it is relevant, you and your training organisation must take into account the volume of learning requirements as defined by the Australian Qualifications Framework. An explanation of volume of learning can be accessed at: <a href="http://www.aqf.edu.au/wp-content/uploads/2013/06/Volume-of-Learning-Explanation.pdf">www.aqf.edu.au/wp-content/uploads/2013/06/Volume-of-Learning-Explanation.pdf</a>	The sample delivery plans provided in section 3.2 include suggested time allocations. You may need to adjust these allocations when planning delivery in the context of a whole qualification to meet volume of learning requirements and learner needs.

## Section 2: Unit of competency information

### 2.1 Unit of competency

#### BSBWHS302 Apply knowledge of WHS legislation in the workplace

##### Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

##### Application

This unit describes the skills and knowledge required to understand and comply with work health and safety (WHS) Acts, regulations and codes of practice in the workplace.

This unit applies to individuals who contribute to actions to achieve compliance with WHS legislation as part of their WHS responsibilities, which are in addition to their main duties.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the National Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

##### Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

## 2.2 Unit of competency assessment requirements

### Assessment Requirements for BSBWHS302 Apply knowledge of WHS legislation in the workplace

#### Modification History

Release	Comments
Version 1	This version first released with BSB Business Services Training Package Version 1.0.

<b>Performance evidence</b>	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"><li>• identify and apply work health and safety (WHS) legislative requirements applicable to the workplace, occupation and industry, including keeping up to date with legislation and relevant publications</li><li>• identify and act on non-compliances with WHS legislation</li><li>• identify duty holders</li><li>• communicate WHS information to others</li><li>• refer issues of non-compliance to responsible persons or authorities and seek advice from appropriate sources.</li></ul> <p>Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.</p>
<b>Knowledge evidence</b>	<p>To complete the unit requirements safely and effectively, the individual must:</p> <ul style="list-style-type: none"><li>• explain the WHS legislative duties of self and others including limits on own expertise</li><li>• outline the key organisational WHS policies, procedures, processes and systems</li><li>• outline the key requirements in relevant commonwealth and state or territory WHS Acts, regulations, codes of practice, standards and guidance material, and other relevant publications</li><li>• identify obligations and duties for consultation and who must be consulted</li><li>• identify people who could be accessed for help</li><li>• identify the consequences of non-compliance</li><li>• explain ways to get information about compliance with legislation.</li></ul>

## 3.2 Delivery plans

The following sample delivery plans can be used to deliver *BSBWHS302 Apply knowledge of WHS legislation in the workplace*. These plans, including the time allocations, are suggestions only. You may need to add to them, change them or substitute your own activities according to the interest level, experience of the learners and the specific situation. Remember, it is your responsibility as the trainer to use the most appropriate strategies for your learners.

The delivery plans have been developed for use in a face-to-face delivery environment. However, certain features of the delivery plans can be adapted to be used for individual/online learners, particularly for those parts of the learning content that necessitate some form of group interaction or communication.

Topic 1: Determine the legal framework for WHS in the workplace	
<b>Suggested time allocation:</b> 12 hours <b>Suggested resources:</b> <ul style="list-style-type: none"> <li>Recommended reading</li> <li>Slide presentation software</li> </ul>	Slide nos: 2–11
Recommended reading	Terminology checklist
Aspire learner guide <i>BSBWHS302 Apply knowledge of WHS legislation in the workplace</i> , Release 1 Topic 1: Determine the legal framework for WHS in the workplace	<ul style="list-style-type: none"> <li>Work health and safety (WHS)</li> <li>WHS Act</li> <li>Harmonisation</li> <li>Regulation</li> <li>Australian standards</li> <li>Industry standards</li> <li>International standards</li> <li>Guidance material</li> <li>Dangerous goods</li> <li>Environmental protection</li> <li>Equal employment opportunity and anti-discrimination law</li> <li>Industrial relations law</li> <li>Privacy laws</li> <li>Workers compensation</li> <li>Policy</li> <li>Procedure</li> <li>PCBU</li> <li>Reasonably practicable</li> <li>Duty of care</li> <li>Health and safety committee (HSC)</li> <li>Health and safety representative (HSR)</li> <li>Induction training</li> <li>Task-specific training</li> <li>Standard operating procedures (SOPs)</li> <li>Noncompliance</li> </ul>

### 3.3 Learning mapping

*BSBWHS302 Apply knowledge of WHS legislation in the workplace, Release 1*

Unit of competency	Content	Practice tasks	Learning checkpoint
<b>Element 1: Determine the legal framework for WHS in the workplace</b>			
1.1 Identify and access current WHS legislation and related documentation relevant to the workplace, occupation and industry	1A Identify and access current WHS legislation and related documentation	1	LC 1: Part A 1
1.2 Apply knowledge of the relationship between WHS Acts, regulations and codes of practice to assist in identifying WHS legislative requirements in the workplace	1B Apply knowledge of the relationship between WHS Acts, regulations and codes of practice	2	LC 1: Part A 2 Part B 1, 2, 3
1.3 Identify duty holders	1C Identify duty holders	3	LC 1: Part A 3 Part B 1, 2, 3
1.4 Identify legal obligations and duties for who to consult with regarding training of workers and health and safety representatives	1D Identify legal obligations for consulting and training workers and health and safety representatives	4	LC 1: Part A 4, 5 Part B 1, 2, 3
1.5 Identify consequences of non-compliance with WHS Acts, regulations, codes of practice, standards and organisational WHS policies, procedures, processes and systems	1E Identify the consequences of noncompliance with WHS legislation, policies and procedures	5	LC 1: Part A 6
<b>Element 2: Contribute to activity that reflects WHS legislative requirements</b>			
2.1 Contribute to monitoring compliance with legislation	2A Contribute to monitoring legislative compliance	6	LC 2: Part A 1
2.2 Contribute to ensuring that workplace complies with legislation	2B Contribute to ensuring legislative compliance	7	LC 2: Part A 2 Part B

## Final assessment tasks and recommended options

The final assessment provided in Aspire's print learner guide or online resource includes an overview that is laid out as follows (or similar):

To demonstrate your competency using this final assessment you must successfully complete three assessment tasks.

<b>Complete the following task</b>	Part A – Questioning You will demonstrate a sound knowledge of the unit requirements in your responses.
<b>Select and complete one of the following</b>	Part B – Project: Applying WHS requirements at BizOps Enterprises You will demonstrate your skills and knowledge by completing a project using a case study or simulated environment. OR Part C – Project: Applying WHS requirements at work You will demonstrate your skills and knowledge by completing a project in your workplace.
<b>Select and complete one of the following</b>	Part D – Observation Your work performance will be documented while being observed by an assessor. OR Part E – Third-party report Your work performance will be documented using a third-party report completed by a relevant supervisor.

## Negotiating assessment tasks

It is critical that candidates understand the assessment tasks and expectations of their performance, as well as any options that may be available. Aspire's learner guides include a range of options for assessment (as outlined), depending on the unit being assessed and the characteristics of the candidate.

For example, a candidate completing assessment in a workplace (their own or via a work placement) may rely on a third-party report assessment. However, candidates completing assessment after a workshop-based program may require assessor observations in a simulated workplace task.

Candidates may also typically have the option of a verbal interview with their assessor or a written assessment (written questions) to demonstrate their knowledge of the unit being assessed. It should be noted that, even where only a written assessment option is provided, assessors may undertake this assessment in a verbal interview mode if suitable for the unit content, as a reasonable adjustment strategy.

## 4.3 Assessment mapping

*BSBWHS302 Apply knowledge of WHS legislation in the workplace, Release 1*

Unit of competency	Part A – Questioning	Part B – Project: Scenario	Part C – Project: At work	Part D – Observation	Part E – Third-party report
Element 1: Determine the legal framework for WHS in the workplace					
1.1 Identify and access current WHS legislation and related documentation relevant to the workplace, occupation and industry	Q1				
1.2 Apply knowledge of the relationship between WHS Acts, regulations and codes of practice to assist in identifying WHS legislative requirements in the workplace	Q2				
1.3 Identify duty holders	Q5, Q6				
1.4 Identify legal obligations and duties for who to consult with regarding training of workers and health and safety representatives		P2	P2		
1.5 Identify consequences of non-compliance with WHS Acts, regulations, codes of practice, standards and organisational WHS policies, procedures, processes and systems	Q7, Q8				
Element 2: Contribute to activity that reflects WHS legislative requirements					
2.1 Contribute to monitoring compliance with legislation		P3	P3		



## 4.5 Completing the record of outcome

Once all required assessment tasks and options have been completed satisfactorily by the candidate, the final assessment record of outcome form must be completed.

This must be submitted to your training organisation's records administration as soon as possible after the final assessment tasks are completed and marked. An example is provided here.

### Record of outcome

<b>Training organisation name:</b>		
<b>Candidate name:</b>		
<b>Unit code and title:</b>	BSBWHS302 Apply knowledge of WHS legislation in the workplace, Release 1	
<b>Assessor name:</b>		
<b>Assessor email:</b>		
<b>Assessor phone number:</b>		
<b>Assessment tasks:</b>		<b>Satisfactorily completed</b>
Part A – Questioning		<input type="checkbox"/>
<input type="checkbox"/> Part B – Project: Applying WHS requirements at BizOps Enterprises OR <input type="checkbox"/> Part C – Project: Applying WHS requirements at BizOps Enterprises		<input type="checkbox"/>
<input type="checkbox"/> Part D – Observation OR <input type="checkbox"/> Part E – Third-party report		<input type="checkbox"/>