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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
Australian Qualifications Framework 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: www.aqf.edu.au.
Volume of learning 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: www.aqf.edu.au/wp-content/uploads/2013/06/Volume-of-Learning-Explanation.pdf	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

BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Modification History

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

Application

This unit describes the skills and knowledge required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.

It applies to individuals with supervisory responsibilities for implementing and monitoring the organisation's WHS policies, procedures and programs in a work area. These individuals have a broad knowledge of WHS policies and contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They provide supervision and guidance to others and have limited responsibility for the output of others.

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 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 or certification requirements apply to this unit at the time of publication.

2.2 Unit of competency assessment requirements

Assessment requirements for BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Modification History

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

Performance evidence	Evidence of the ability to:
	• explain clearly and accurately to work team the relevant work health and safety (WHS) information including:
	– WHS legislative and organisational requirements
	– identified hazards and outcomes of risk assessment and control
	• ensure that the team has access to information about WHS policies, procedures and programs in appropriate structure and language
	• implement and monitor procedures according to organisational and legislative WHS requirements including:
	– consultation and communications to enable team members to participate in managing WHS risks and hazards
	– identifying WHS training needs and providing learning opportunities, coaching and mentoring as appropriate to needs
	– identifying, reporting and taking action on WHS hazards and risks
	– identifying and reporting inadequacies in existing risk controls and monitoring outcomes to ensure a prompt organisational response
	– reporting on the cost of WHS training
	– keeping WHS records
	– analysing aggregate WHS data to identify hazards and monitor risk control procedures in work area.
	Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

3.2 Delivery plans

The following sample delivery plans can be used to deliver *BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements*. 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: Provide WHS information to the work team	
Suggested time allocation: **Suggested resources**: • Recommended reading • Slide presentation software	**Slide nos**: 2–12
Recommended reading	**Terminology checklist**
Aspire learner guide *BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements*, Release 1 Topic 1: Provide WHS information to the work team	• WHS legislation • WHS regulations • Codes of practice • Workplace health and safety authorities • Hazards • Risk assessment
Suggested training strategies	
• Commence facilitation of this unit of competency by introducing learners to the Aspire learner guide for *BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements*. The appendices of the learner guide provide details of the elements, performance criteria and performance and knowledge evidence that are required to demonstrate competence in this unit. You may wish to discuss recognition of prior learning processes with learners at this stage.	
• Discuss with learners the importance of identifying the foundation skills that they develop as they progress through this unit. The preliminary pages of the learner guide include useful information regarding the foundation skills relevant for this unit.	
• Encourage learners to develop a personal glossary to record any terms that are new to them. They should record a definition and use the term in the correct context. The personal glossary could be included in a portfolio of evidence for assessment.	

3.3 Learning mapping

BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements, Release 1

Unit of competency	Content	Practice tasks	Learning checkpoint
Element 1: Provide information to the work team about WHS policies and procedures	Topic 1: Provide WHS information to the work team	n/a	n/a
1.1 Accurately explain to the work team relevant provisions of WHS Acts, regulations and codes of practice	1A Explain WHS legislation and codes of practice to the work team	1	LC 1: Part A 1 Part B 1, 2, 3
1.2 Provide information about the organisation's WHS policies, procedures and programs, and ensure it is readily accessible to, and understandable by the work team	1B Provide accessible organisational WHS information	2	LC 1: Part A 2, 3 Part B 4
1.3 Regularly provide and clearly explain to the work team information about identified hazards and the outcomes of risk assessment and control	1C Inform the work team of identified hazards and outcomes of risk assessment	3	LC 1: Part A 2, 3 Part B 5
Element 2: Implement and monitor participation arrangements for managing WHS	Element 2: Manage staff participation in WHS issues	n/a	n/a
2.1 Communicate to workplace parties the importance of effective consultation mechanisms in managing health and safety risks in the workplace	2A Explain the importance of consultation	4	LC 2: Part A 1, 2 Part B 1, 2, 3, 4 Part C 1, 2, 3
2.2 Apply consultation procedures to facilitate participation of the work team in managing work area hazards	2B Apply consultation procedures to engage the work team in hazard management	5	LC 2: Part A 1, 2 Part B 1, 2, 3, 4 Part C 1, 2, 3

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.

Complete the following task	Part A – Questioning You will demonstrate a sound knowledge of the unit requirements in your responses.
Select and complete one of the following	Part B – Project: Implementing and monitoring 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: Implementing and monitoring WHS requirements at work You will demonstrate your skills and knowledge by completing a project in your workplace.
Select and complete one of the following	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

BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements, 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: Provide information to the work team about WHS policies and procedures					
1.1 Accurately explain to the work team relevant provisions of WHS Acts, regulations and codes of practice	Q1, Q2, Q3				
1.2 Provide information about the organisation's WHS policies, procedures and programs, and ensure it is readily accessible to, and understandable by the work team	Q4, Q5				
1.3 Regularly provide and clearly explain to the work team information about identified hazards and the outcomes of risk assessment and control	Q6, Q7				
Element 2: Implement and monitor participation arrangements for managing WHS					
2.1 Communicate to workplace parties the importance of effective consultation mechanisms in managing health and safety risks in the workplace				O5	O5
2.2 Apply consultation procedures to facilitate participation of the work team in managing work area hazards				O6	O6
2.3 Promptly deal with issues raised through consultation, according to organisational consultation procedures and WHS legislative and regulatory requirements				O8	O8

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

Training organisation name:		
Candidate name:		
Unit code and title:	*BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements*, Release 1	
Assessor name:		
Assessor email:		
Assessor phone number:		

Assessment tasks:		**Satisfactorily completed**
	Part A – Questioning	❑
	Part B – Project: Implementing and monitoring WHS requirements at BizOps Enterprises OR ❑ Part C – Project: Implementing and monitoring WHS requirements at work	❑
	❑ Part D – Observation OR ❑ Part E – Third-party report	❑