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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
<p>Australian Qualifications Framework</p> <p>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.</p> <p>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.</p>	<p>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.</p>
<p>Volume of learning</p> <p>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</p>	<p>Aspire ensures that each unit of competency is covered completely and in depth in both the learning content and the assessment. This approach will help you meet volume of learning requirements as you develop your training and assessment strategies.</p>

Section 2: Unit of competency information

2.1 Unit of competency

HLTWHS004 Manage work health and safety

Modification history

Release	Comments
Release 2	Updated: <ul style="list-style-type: none">• assessor requirements statement• foundation skills lead in statement• licensing statement• modification history to reflect 2012 standards Equivalent outcome.
Release 1	This version was released in <i>HLT Health Training Package release 1.0</i> and meets the requirements of the 2012 Standards for Training Packages. Updated to include relevant content from HLTWHS401A. Revised scope of unit to reflect requirements of managers and/or persons conducting a business or undertaking (PCBUs).

Application

This unit describes the skills and knowledge required to establish, maintain and evaluate work health and safety (WHS) policies, procedures and programs in the relevant work area, according to WHS legislative requirements.

This unit applies to workers who have responsibility for WHS as part of their role, including workers with obligations under WHS legislation, persons conducting a business or undertaking (PCBUs), or their officers (as defined by relevant legislation).

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

2.2 Unit of competency assessment requirements

Assessment Requirements for HLTWHS004 Manage work health and safety

Modification History

Release	Comments
Release 2	<p>Updated:</p> <ul style="list-style-type: none"> • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards <p>Equivalent outcome.</p>
Release 1	<p>This version was released in HLT Health Training Package release 1.0 and meets the requirements of the 2012 Standards for Training Packages.</p> <p>Updated to include relevant content from HLTWHS401A. Revised scope of unit to reflect requirements of managers and/or persons conducting a business or undertaking (PCBUs).</p>

Performance Evidence	<p>The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.</p> <p>There must be demonstrated evidence that the candidate has completed the following tasks at least once in line with state/territory WHS regulations, relevant codes of practice and workplace procedures:</p> <ul style="list-style-type: none"> • conducted a workplace risk assessment and recorded the results, including: <ul style="list-style-type: none"> – identification of hazards and potential hazards – risk assessment – evaluation of policy/procedure in line with state/territory legislation and industry guidelines – development of risk controls and measures • conducted the following consultative activities with at least two workers: <ul style="list-style-type: none"> – information session about workplace policies and procedures, including demonstration of personal protective equipment (PPE) where required for the job role – consultative discussion regarding outcomes of a workplace risk assessment, including risk controls and measures developed as part of the risk assessment process
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3.2 Learning mapping

HLTWHS004 Manage work health and safety, Release 2

Unit of competency	Content	Practice tasks	Learning checkpoint
Element 1: Establish work health and safety practices	Topic 1: Establish work health and safety practices	n/a	n/a
1.1 Access and interpret legislation, regulations, code of conduct and workplace policies and procedures for WHS	1A Access and interpret WHS legislation, regulations, code of conduct and workplace policies and procedures	1	LC1: Part A 1–7 Part B 1, 2, 3, 4, 5
1.2 Develop procedures for ongoing hazard identification, and assessment and control of associated risks	1B Develop procedures for hazard identification, assessment and risk control	2	LC1: Part B 5–11
1.3 Ensure risk controls and hazard-specific procedures are consistent with the hierarchy of control and are monitored to support compliance with legislative and regulatory requirements	1C Monitor risk controls and hazard-specific procedures to support legislative and regulatory compliance	3	LC1: Part B 10, 11, 12
1.4 Identify requirements for expert WHS advice, and request this advice as required	1D Identify requirements for expert WHS advice, and request as required	4	LC1: Part B 13
Element 2: Facilitate consultation, cooperation and communication	Topic 2: Facilitate consultation, cooperation and communication	n/a	n/a
2.1 Develop and provide consultative WHS activities to provide advice in relation to work health and safety issues	2A Develop and provide activities to provide WHS advice	5	LC2: Part A 2, 5 Part B 1, 2, 3, 4
2.2 Monitor processes for ensuring that workers have an opportunity to contribute feedback on health and safety issues	2B Monitor processes for ensuring that workers can contribute feedback on WHS issues	6	LC2: Part B 1–6, 8

Final assessment tasks

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 four assessment tasks.

<p>Complete the following task</p>	<ul style="list-style-type: none"> • Part A – Questioning You will demonstrate a sound knowledge of the unit requirements in your responses. • Part B – Case study questions You will demonstrate a sound knowledge of the unit requirements in your responses. • Part C – Observation You will demonstrate your skills and knowledge in a simulated workplace environment.
<p>Refer to the Aspire <i>Practical placement logbook</i> for this unit</p>	<ul style="list-style-type: none"> • Practical placement Your performance will be assessed in the workplace.

Please note that Part C is only included where the Assessment requirements for the unit of competency specify aspects of performance evidence that must be demonstrated in a simulated environment before practical placement. In all other cases, observation tasks have been incorporated into the practical placement assessment. Please refer to Aspire's *Practical placement logbook – User guide* for further information.

How to use the assessment plan

Once assessment tasks and options have been discussed with the candidate, required and preferred tasks should be selected and documented in the assessment plan. An example of the assessment plan is provided here.

Assessment plan	
Training organisation name:	
Candidate name:	
Phone number:	
Date:	
Email:	
Assessor name:	
Unit of competency:	HLTWHS004 Manage work health and safety, Release 2
Assessment tasks to be undertaken:	<input type="checkbox"/> Part A – Questions <input type="checkbox"/> Part B – Case study questions <input type="checkbox"/> Practical placement
Ready for assessment declaration:	<p>I confirm that the purpose and procedures of this assessment have been clearly explained to me. I have been consulted about any special needs I might have in relation to the assessment process. The criteria to be used for this assessment have been discussed with me, as have the consequences and possible outcomes of the assessment.</p> <p>I have accessed and understand general assessment information as provided by my training organisation.</p> <p>I have been given fair notice of the date, time, venue and other arrangements for this assessment. I have completed a self-assessment of my performance of the skills and knowledge for this unit and confirm that I am ready for assessment.</p>

4.3 Assessment mapping

HLTWHS004 Manage work health and safety, Release 2

Unit of competency	Part A – Questions	Part B – Case study questions	Practical placement
Element 1: Establish work health and safety practices			
1.1 Access and interpret legislation, regulations, code of conduct and workplace policies and procedures for WHS			O1
1.2 Develop procedures for ongoing hazard identification, and assessment and control of associated risks			O5
1.3 Ensure risk controls and hazard-specific procedures are consistent with the hierarchy of control and are monitored to support compliance with legislative and regulatory requirements			O10
1.4 Identify requirements for expert WHS advice, and request this advice as required			O15
Element 2: Facilitate consultation, cooperation and communication			
2.1 Develop and provide consultative WHS activities to provide advice in relation to work health and safety issues		CS2	O17
2.2 Monitor processes for ensuring that workers have an opportunity to contribute feedback on health and safety issues		CS3	O18
2.3 Document outcomes of consultation and communicate to workers			O19

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:	HLTWHS004 Manage work health and safety, Release 2	
Assessor name:		
Assessor email:		
Assessor phone number:		
Assessment tasks:		Satisfactorily completed
	Part A – Questions	<input type="checkbox"/>
	Part B – Case study questions	<input type="checkbox"/>
	Practical placement	<input type="checkbox"/>
Declaration:	<p>In completing this assessment, I confirm that the candidate has demonstrated all unit outcomes through consistent and repeated application of skills and knowledge with competent performance demonstrated in multiple instances over a period of time.</p> <p>Evidence collected has been confirmed as:</p>	