

WHS AND RISK MANAGEMENT

Nationally Recognised Training



NATIONALLY RECOGNISED
TRAINING

COURSE OVERVIEW

This nationally accredited set of skills aims to equip individuals with the skills and knowledge required for a supervisory or management role within a wide range of working environments.

To achieve the accredited part qualification, the candidate must complete two (2) units of competency; refer to unit list on page 2.

Acacia Education & Training is committed to providing an inclusive learning environment. Principles of access and equity for all students are applied in all programs.

COURSE OUTCOME

This training aims to provide the student with knowledge on procedures relating to maintaining a safe work environment and minimising associated risks. It applies to people employed within a variety of roles across a wide range of industries.

ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification.

- Applicants will be required to undertake a Language, Literacy & Numeracy assessment.
- Applicants will be required to complete a Pre-Training Review.
- Applicants must be able to attend all practical assessments on the assigned dates where required.



JOB OUTCOMES

This course will develop a range of skills that may be required for roles in the following areas.

- ✓ **Small Business Owner**
- ✓ **Warehousing**
- ✓ **Health & Community Services**
- ✓ **Retail & Business Services**
- ✓ **Childcare & School Settings**

COURSE DELIVERY



COURSE DURATION

Students have up to six (6) months to complete the course. Approximately fifteen (15) hours of study should be allocated for each unit. The methods in which students are assessed may include written questions, projects and observations.

Students will need to follow the training plan provided to them at commencement of training to ensure they complete the course in the required timeframe.

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ESSENTIAL SKILLS FOR THE WORKPLACE



Disclaimer: These units are superseded. You can still enrol in this course, and you will be contacted if you need to transition into the next version when it is available.

UNITS OF COMPETENCY

Below are the units of competency required for this course.

UNIT CODE	UNIT DESCRIPTION
BSBRSK401	Identify risk and apply risk management processes
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements

UNIT OVERVIEW

BSBRSK401 - Identify risk and apply risk management processes

This unit describes the skills and knowledge required to identify risks and to apply established risk management processes to a defined area of operations that are within the responsibilities and obligations of the role.

Knowledge Evidence examples: Outline techniques for identifying and evaluating risks; outline organisational policies, procedures or processes for risk management.

Performance Evidence examples: Identify risks; consult with relevant stakeholders to analyse and evaluate risks; identify and evaluate control measures; develop and implement treatment plans for own area or responsibility.

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

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

Knowledge Evidence examples: Outline the legal responsibilities and duties of managers, supervisors, persons conducting businesses or undertakings (PCBUs) and workers in relation to WHS risk management in the workplace.

Performance Evidence examples: 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.

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COURSE DELIVERY

This course can be delivered in a flexible program of **Online, Correspondence or Classroom*** based learning.

Theory: Students may complete their assessments at their own pace. Support from a designated trainer is available via email, phone, SMS and video call.

Practical: Practical assessments may be carried out in the classroom with the designated trainer present or within the workplace (supervisor observation required).

**Classroom may be arranged on a case-by-case basis. Minimum numbers may apply. Ask us for more information.*

CERTIFICATE

On successful completion of all assessments each participant will receive a Statement of Attainment containing the Nationally Recognised Units of Competency:

- BSBRSK401
- BSBWHS401

The successfully completed units provide credit towards a range of qualifications at Certificate III or IV level, including BSB30415 Certificate III in Business Administration.

COURSE FEES - \$149

Subsidised Training: Participants may be eligible to receive subsidised training or a fee reduction through the NSW Government Smart & Skilled program. Contact Acacia for further information on determining your eligibility or visit <https://smartandskilled.nsw.gov.au/are-you-eligible>.

This training is subsidised by the NSW Government.

ELIGIBILITY

To be eligible to receive Smart and Skilled funding, applicants must meet the following criteria:

- living or working in NSW
- 15 years old or older and no longer at school
- an Australian citizen, Australian permanent resident, humanitarian Visa holder or New Zealand citizen.

STUDENT SUPPORT

Academic support

Students have access to trainer support throughout the duration of their course, whether they are learning via correspondence, online, or in class. Our experienced trainers are available to answer any questions students may have regarding the learning materials and assessments. The appointed trainer can be contacted via email, phone or video call, students will be provided with these contact details on course commencement.

Administrative support

The administrative team is available during business hours (9am - 5pm) Mondays to Fridays and can assist students with all administrative enquiries or issues, including enrolment, change of contact details, class schedules, online learning and certification. The administrative team can be contacted using details further below.

APPLICATION TO ENROL

Acacia is committed to ensuring all applicants clearly understand the details and outcomes of the course they are enrolling in.

For information on the enrolment process and to apply please speak with your workplace coordinator, job service provider, contact us directly or use the QR code provided below.

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