

## Certificate IV of Work Health and Safety

|  |                                |   |  |
|--|--------------------------------|---|--|
| <b>National Code:</b> BSB41415<br><b>Program Code:</b> C4-HC54 | <b><u>Semester 2 2020:</u></b> | <b><u>Term 3 2020</u></b><br>5 August – 25 September 2020<br><b><u>Term 4 2020</u></b><br>12 October – 28 November 2020 | <b>Block Code:</b> OH4A<br><b>Room:</b> Online |
|--|--------------------------------|---|--|

| National ID | CIT Subject Code | Core     | Subject Title   | Sessions  | CRN: |
|-------------|------------------|----------|---|---|------|
| BSBWHS402   | LEGL 135         | Core     | Assist with compliance with WHS laws  | Wednesday online workshops<br>Terms 3 & 4<br>5pm – 8pm<br><br>Monday online Learning/assessment support<br>Terms 3 & 4<br>10am – 12pm |      |
| BSBRES411   | MGNT 791         | Elective | Analyse and present research information  |   |      |
| BSBWHS403   | OHSS 406         | Core     | Contribute to implementing and maintaining WHS consultation and participation processes |   |      |
| BSBWHS410   | OHSS 523         | Elective | Contribute to work-related health and safety measures and initiatives                   |   |      |
| BSBWHS404   | OHSS 518         | Core     | Contribute to WHS hazard identification, Risk assessment and risk control               |   |      |
| BSBWHS406   | OHSS 520         | Core     | Assist with responding to incidents   |   |      |
| BSBWRT401   | COMM 344         | Elective | Write complex documents   |   |      |
| BSBWHS407   | OHSS 521         | Elective | Assist with claims management, rehabilitation and return to work programs               |   |      |
| BSBCMM401   | MKTG 156         | Elective | Make a presentation   |   |      |
| BSBWHS405   | OHSS 519         | Core     | Contribute to implementing and maintaining WHS management systems                       |   |      |

**Note:** This timetable may change. Classes are only available if numbers permit. Classes are filled on a first come first served basis.

Page 1 of 3

Date created: 1/07/2020

| <b>Term 3 2020</b>                           |   |   |
|--|---|---|
| 5 August – 25 September 2020                 |   |   |
| <b>Week:</b>                                 | <b>Class Sessions:</b>  | <b>Unit of Competency:</b>  |
| <b>Week 1</b> (5 Aug)                        | <ul style="list-style-type: none"> <li>▪ Wednesday Online Lecture – 5pm – 8pm</li> </ul>  | BSBWHS402 - Assist with compliance with WHS laws  |
| <b>Week 2</b> (12 Aug)                       | <ul style="list-style-type: none"> <li>▪ Monday (online) Learner Support 10am – 12pm</li> <li>▪ Wednesday Online Lecture – 5pm – 8pm</li> </ul>   |   |
| <b>Week 3</b> (19 Aug)                       | <ul style="list-style-type: none"> <li>▪ Monday (online) Learner Support 10am – 12pm</li> <li>▪ Wednesday Online Lecture – 5pm – 8pm</li> </ul>   | BSBWHS403 - Contribute to implementing and maintaining WHS consultation and participation processes |
| <b>Week 4</b> (26 Aug)                       | <ul style="list-style-type: none"> <li>▪ Monday (online) Learner Support 10am – 12pm</li> <li>▪ Wednesday Online Lecture – 5pm – 8pm</li> </ul>   | BSBRES411 - Analyse and present research information  |
| <b>Week 5</b> (2 Sept)                       | <ul style="list-style-type: none"> <li>▪ Monday (online) Learner Support 10am – 12pm</li> <li>▪ Wednesday Online Lecture – 5pm – 8pm</li> </ul>   | BSBWHS410 - Contribute to work-related health and safety measures and initiatives                   |
| <b>Week 6</b> (9 Sept)                       | <ul style="list-style-type: none"> <li>▪ Monday (online) Learner Support 10am – 12pm</li> <li>▪ Wednesday Online Lecture – 5pm – 8pm</li> </ul> <p><b>In class time to work on assessment</b></p> |   |
| <b>Week 7</b> (16 Sept)                      | <ul style="list-style-type: none"> <li>▪ Monday (online) Learner Support 10am – 12pm</li> <li>▪ Wednesday Online Lecture – 5pm – 8pm</li> </ul>   | BSBWHS404 - Contribute to WHS hazard identification, Risk assessment and risk control               |
| <b>Week 8</b> (23 Sept)                      | <ul style="list-style-type: none"> <li>▪ Monday (online) Learner Support 10am – 12pm</li> <li>▪ Wednesday Online Lecture – 5pm – 8pm</li> </ul>   |   |
| <b>TERM BREAK – 28 September – 9 October</b> |   |   |

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Page 2 of 3

Date created: 1/07/2020

| <b>Term 4 2020</b>                          |  |   |
|---|--|---|
| <b>12 October – 28 November 2020</b>        |  |   |
| <b>Week:</b>                                | <b>Class Sessions:</b>   | <b>Unit of Competency:</b>  |
| <b>Week 1</b> (14 October)                  | <ul style="list-style-type: none"> <li>▪ Monday (online) Learner Support 10am – 12pm</li> <li>▪ Wednesday Online Lecture – 5pm – 8pm</li> </ul>  | BSBWHS406 - Assist with responding to incidents                                       |
| <b>Week 2</b> (21 October)                  | <ul style="list-style-type: none"> <li>▪ Monday (online) Learner Support 10am – 12pm</li> <li>▪ Wednesday Online Lecture – 5pm – 8pm</li> </ul>  | BSBWRT401 - Write complex documents   |
| <b>Week 3</b> (28 October)                  | <ul style="list-style-type: none"> <li>▪ Monday (online) Learner Support 10am – 12pm</li> <li>▪ Wednesday Online Lecture – 5pm – 8pm</li> <li>▪ <b>In class time to work on assessment</b></li> </ul>  |   |
| <b>Week 4</b> (4 Nov)                       | <ul style="list-style-type: none"> <li>▪ Monday (online) Learner Support 10am – 12pm</li> <li>▪ Wednesday Online Lecture – 5pm – 8pm</li> </ul>  | BSBWHS407 - Assist with claims management, rehabilitation and return to work programs |
| <b>Week 5</b> (11 Nov)                      | <ul style="list-style-type: none"> <li>▪ Monday (online) Learner Support 10am – 12pm</li> <li>▪ Wednesday Online Lecture – 5pm – 8pm</li> </ul>  | BSBCMM401 - Make a presentation   |
| <b>Week 6</b> (18 Nov)                      | <ul style="list-style-type: none"> <li>▪ Monday (online) Learner Support 10am – 12pm</li> <li>▪ Wednesday Online Lecture – 5pm – 8pm</li> </ul>  | BSBWHS405 - Contribute to implementing and maintaining WHS management systems         |
| <b>Week 7</b> (25 Nov)<br>& Saturday 28 Nov | <ul style="list-style-type: none"> <li>▪ Monday (online) Learner Support 10am – 12pm</li> <li>▪ <b>Wednesday Student Presentations – 5pm – 8pm</b></li> </ul> <p style="text-align: center;"><b>Student Presentations</b></p> <p style="text-align: center;"><b>Saturday 28 November – 9:30am – 1:30pm</b></p> | Students Presentations  |

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Page 3 of 3

Date created: 1/07/2020