








## Course Essentials and Pre-Enrolment Information

### BSB41419 Certificate IV in Work Health and Safety + optional 4 extra units to complete Your BSB40920 Certificate IV in Project Management Practice

At the end of your course you will be qualified as a WHS professional and be able to add WHS professional letters after your name. You will also have skills to assist in managing projects.

<b>Qualification Name + Code</b>	<b>BSB41419 Certificate IV in Work Health and Safety</b>
<b>Course Currency</b>	This is the official Certificate IV in Work Health and Safety Course.
<b>Certificate Recognized</b> 	Yes. All qualifications offered by Global Training Institute are nationally recognised and align with the Australian Qualifications Framework. Your qualification is therefore valued by employers throughout Australia.
<b>Post Nominal</b>	Yes. You will be able to use the letters <b>CertIVWHS</b> after your name when you complete your course.
<b>Speciality/Cohort</b>	<b>TRAINEESHIP:</b> New and Existing Worker Suitable for: those wishing to improve their WHS and project management skills, Safety officers, WHSOs...
<b>Delivery Method</b>	Flexi Training – Mixture of Online + Phone or zoom sessions
<b>Covers Enrolments</b>	1 <sup>st</sup> June 2021—17 <sup>th</sup> April 2022
<b>Start Dates</b>	Flexible. Year Round Start Dates. Means you can start any time. Fast Start & Quick Access to your Course.
<b>Duration of Course</b>	12 months All the resources and assessments are available to you 24/7.
<b>Course Completion Date</b>	12 months from your enrolment date. If deferral granted during Course: You will have 15 months to complete your course from your enrolment Access to course materials: 15 months from enrolment
<b>Entry Requirements</b>	<b>Age:</b> 21 Years or over <b>Education:</b> - Year 12 pass or - Certificate III and 2+ Years relevant Industry Experience OR - Proof of skills - Provide a current Resume or 2 Referees to testify to your ability to complete the course <b>English language:</b> see 'English Requirements' in the footer of the website for more information. <b>General:</b> Motivation and a strong reason to complete and gain your qualification

<b>Specific requirements needed to successfully complete the course</b>	Yes. Refer Materials/Equipment Needed Active (minimum monthly) communication with your Trainer is required.
<b>Materials/Equipment Needed</b>	Computer, Internet access, Firefox or Chrome (not Internet Explorer). Students are required to have access to the internet and a computer in order to access their materials, and submit assessments online.
<b>Units in the Course</b>	<p>10 Units are required to gain this WHS qualification.</p> <ul style="list-style-type: none"> <li>- BSBWHS412 Assist with workplace compliance with WHS laws</li> <li>- BSBWHS413 Contribute to implementation and maintenance of WHS consultation and participation processes</li> <li>- BSBWHS414 Contribute to WHS risk management</li> <li>- BSBWHS415 Contribute to implementing WHS management systems</li> <li>- BSBWHS416 Contribute to workplace incident response</li> <li>- BSBWHS418 Assist with managing WHS compliance of contractors</li> <li>- BSBINS401 Analyse and present research information</li> <li>- BSBWRT411 Write complex documents</li> <li>- BSBPMG420 Apply project scope management techniques</li> <li>- BSBPMG424 Apply project human resources management approaches</li> </ul> <p><b>Additional 4 units to also gain your Certificate IV in Project Management Practice – (additional fees apply)</b></p> <p>BSBPMG421 Apply project time management techniques          BSBPMG422 Apply project quality management techniques          BSBPMG423 Apply project cost management techniques          BSBPMG426 Apply project risk management techniques</p>
<b>Resources Provided</b>	You will be provided with all the required materials to complete your training and assessments You will also have access to many additional Management, Business, Leadership and Career Success Resources and Templates.
<b>Training Support Services</b>	<p>No additional cost. You will have access to your Trainer; Completion Coach/Tutor and GTI office support staff, phone sessions, unlimited email support.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> Online Access</div> <div style="text-align: center;"> Tutor</div> <div style="text-align: center;"> Completion Coach</div> <div style="text-align: center;"> Unlimited Phone Sessions</div> <div style="text-align: center;"> Recorded Assessments</div> <div style="text-align: center;"> Resources</div> </div>
<b>Additional Learner Support Services Available if required</b>	No additional cost. Access to computer programs that will allow you to talk instead of typing.
<b>Location of Training, Sessions &amp; Times</b>	You will arrange your training with your Trainer to suit you both. Training will be usually online plus sessions via phone, Zoom or similar. You will receive a Training Plan.
<b>Attendance at training if required</b>	Active (minimum monthly) communication with your Trainer is required. Attendance at any Zoom and tutorial sessions is not compulsory, however there is great value in attending any that are organised.
<b>Access to Trainer</b>	You will have regular contact (minimum monthly) with your Trainer via phone, email, and if convenient, Zoom.



	You will know that they are just a phone call or email away whenever you need them.
<b>Recommended study time per week</b>	4-6 hours per week, if you have experience, allow more time if you do not.
<b>Location of Assessing</b>	Your assessments will often be developing workplace systems and procedures to improve your processes for either your existing workplace. These will need to be typed (or handwritten and scanned) and submitted into your Online Student Area. It is a very simple process.
<b>Recognition of Prior Learning:</b>	Yes, RPL is available for this course. Same tuition fee applies. At the beginning of each unit can use your previous experience and workplace documents as part of your assessments, and answer short answer questions.
<b>Credit Transfer</b>	Yes, if you have completed the exact same unit in another qualification, you will not need to redo that unit. Provide this information along with a copy of your Statement of Results with your Enrolment Form.
<b>Any Work Experience/ Placement Required for completion of qualification</b>	No
<b>Employment Guaranteed at end of Course</b>	GTI is unable to guarantee you any employment or promotions for which you apply, however <b>many of our students</b> have gained promotions and new jobs after completing their course with us, and testify that their qualification helped them to gain it. See website for student testimonials.
<b>Things to Keep in Mind as you Study with us. Your rights and obligations.</b>	
<b>Fees</b>	Student Tuition Fees are required for enrolment in this course. Fees will be paid for by your employer. All fees must be paid before your qualification will be issued.
<b>Tuition Fees + Maximum Course Cost</b>	The tuition fee for this course is \$5750.
<b>Any additional costs involved</b>	No
<b>Refund Conditions</b>	Details are available in the Student Handbook
<b>Your Rights</b>	For information regarding your learner rights as a student with Global Training Institute, refer to the Student Handbook
<b>Concerns, Queries, Complaints or Appeals about either Global Training or your training provider</b>	Please contact Global Training Institute Follow the procedures listed in the footer on Global Training Institute website and refer to Student Handbook
<b>Course Deferral, Extension or Withdrawal</b>	Because you are signed up for a traineeship, if you wish to defer, withdraw or extend your course, you will need to confirm this with your employer prior to applying in writing using the relevant form, which you can find under the student forms accessible from the GTI website footer. Maximum deferral will be 3 months. Global Training Institute will then assess each application individually and will respond in writing within 5 working days. Full details of the

	policies regarding these are available in the Student Handbook available in the website footer.
<b>Closure of the Company or ceasing of delivery of course</b>	In the unforeseeable event of Global Training Institute closing or ceasing to deliver this course, please refer to the Student Handbook for your rights.
<b>Your Obligations</b>	For information regarding your obligations as a student with Global Training Institute, refer to the Student Handbook located in the website footer
<b>USI</b>	You will be required to obtain a Unique Student Identifier Number from the Government prior to enrolling in this course.
<b>Training Provided by</b>	Global Training Institute RTO No 31192.
<b>Assessing Conducted by</b>	Global Training Institute RTO No 31192.
<b>Qualification Issued by</b>	Global Training Institute RTO No 31192.
<b>Quality of Training and Assessment</b>	Global Training Institute is responsible for the quality of the training and assessment for this course in compliance with the Standards for Registered Training Organisations 2015 and for the issuance of the AQF certification documents
<b>Partnership Training or Assessment Arrangements</b>	No partnership arrangements currently exist for this course. Should this change, GTI will notify you.
<b>Global Training Institute Details</b>	Global Training Institute RTO No 31192 NSW Office: Suite 1AA. 28 Corporation Circuit. Tweed Heads South. NSW. 2486 QLD Office: 40 Main Street. Palmwoods. Sunshine Coast. QLD. 4555 phone 1800998500. 07 54573334 bacadmin@globaltraining.edu.au

We are looking forward to helping you to complete your course and Advance your Career.  
**The team at Global Training Institute**