

**BSB41415 Certificate IV in Health  
and Safety**

**Recognition of Prior Learning  
Assessor Guide**

**SAMPLE ONLY**

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## The Instruments in this Assessment Tool

The Assessment Tool for this qualification includes the following instruments:

- **Qualification Assessor Guide** (this document) which relates to the qualification as a whole and provides guidance on the overall RPL process to follow.
- **RPL Candidate Application and Guide** for the qualification. This document is to be provided to the candidate. This document explains the RPL process for the qualification. It also contains all of the forms which the candidate needs to complete and submit in order to apply for RPL. You, the assessor, should familiarise yourself with the contents of this document. You may need to explain the purpose of the forms and make adjustments to comply with the Principle of Flexibility.
- **Unit RPL Assessor Guides**, one for each unit. These documents should be used by you, the assessor, throughout the RPL evidence gathering process. They contain:
  - All of the assessment instruments for the unit
  - Mapping matrix for summarising evidence
  - Summative assessment questions
- **Unit Candidate Guides**, one for each unit. These documents are to be given to the candidate. They contain:
  - A list of suggested evidence for the unit
  - The competencies and questions and hints to allow the candidate to prepare
  - Third Party Verification questions

## The Process

### RPL Candidate Application and Guide

The candidate must be emailed or given the RPL Candidate Application and Guide for the qualification prior to an initial interview or at the time of initial interview.

Once this is completed and submitted to you, you will need to review the application and make a preliminary judgement on whether the candidate should be accepted for RPL.

Ensure that you check the application thoroughly and also confirm that the two referees nominated are appropriate for providing Third Party Verification.

### Electives selection

Once you have perused the candidate's RPL application and they have been accepted as suitable for RPL, you will need to guide the candidate on the selection of electives for the qualification. This will depend upon the candidate's work context and prior experience. In most cases the unit selection will take place in a preliminary interview with the candidate which may be face to face or via electronic means.

## Unit Candidate Guides

Provide the candidate with the Candidate Guides for each unit of competency they wish to RPL – either printed or electronically. Each unit is a separate document. You may choose to provide them one by one so that the candidate is not overwhelmed at the beginning.

Ensure that the candidate understands what they need to do and give them advice on evidence that they may need to collect. There is a list of suggested evidence in each unit candidate guide but you will need to contextualise this for the candidate.

## Competency Conversation

Each unit candidate guide has the questions you will ask the candidate. The candidate will need to discuss during the competency conversation. Give the candidate sufficient time to prepare their answers prior to holding the conversation.

The competency conversation may be held as part of the RPL process, although in most cases the candidate should attempt to gather documentary evidence prior to the meeting.

It may be appropriate for the candidate to provide answers to the questions prior to holding the competency conversation. This should be the decision of the candidate rather than a requirement.

## Unit RPL Assessment

RPL is an evidence based process. Every RPL is unique and the process therefore needs to be tailored to the candidate.

Evidence gathering is a key part of the RPL process. The unit RPL Assessor Guides contain detailed mapping for you to record evidence. The RPL Assessor Guide will become the final assessment that should be able to be validated. Therefore, you should complete this document throughout the evidence gathering process.

It contains the following instruments:

- Guidance for the assessor that is specific to the unit of competency
- Documentary evidence instrument – mapped – for you to complete
- Third Party Verification instrument – for you to record your review of TP verification
- Competency Conversation instrument – for you to use and complete during or immediately after the meeting
- Guidance on practical activities if required to bridge evidence gaps
- Mapping matrix instrument – for you to update each time evidence is reviewed and to assist you in determining when evidence is sufficient.
- Summative assessment record – for you to complete.

## Principles of Assessment

It is essential to comply at all stages of the assessment with the principles of assessment.

- **Fairness** – the principles of access, equity and inclusivity must be applied. However, to be fair to the candidate, they should also not be disadvantaged by a requirement for RPL if you, the assessor, do not believe they will succeed. If this is the case, it is your responsibility to guide and support the candidate and discuss their options.
- **Flexibility** – RPL is different for every candidate. You, the assessor, should contextualise the assessment where relevant to the candidate's circumstances. Make reasonable adjustments as appropriate, without compromising the standards and outcomes of the units. Bear in mind that the Assessment Conditions must apply to RPL in the same way they apply to a learning and assessment activity.
- **Reliability** – any qualified assessor with the necessary skills and competency should be able to peruse the evidence and come to the same conclusion that you have reached. If in doubt at any stage of the evidence gathering process, you should refer the candidate to an assessor to undertake moderation. Always ensure that you have sufficient evidence, so that your final judgement is able to be validated. Record the details of the moderation.
- **Validity** – the assessment must address the requirements of each competency. It must address all performance evidence, performance evidence and foundation skills. Consideration of reasonable adjustments should not compromise the validity of the assessment.

## Rules of Evidence

Record all evidence gathered in the RPL Assessor Guide so as to comply with the Rules of Evidence.

- **Valid** – your evidence must be clear and precise, so that it demonstrates that the assessment relates directly to the requirements of the unit of competency.
- **Sufficient** – you can use the mapping matrix in the unit Assessor Guide to assist with confirming sufficiency of evidence. Note that the Performance Evidence for a unit usually states that performance must be demonstrated “at least once”.
- **Current** – this is often an issue with RPL, particularly where documentary evidence is not recent. Evidence recorded must be “recent”. The purpose is to ensure that the candidate is competent now, not in the past. There is no hard and fast rule as to what constitutes “recent”. You, the assessor, must use your expertise.
- **Authentic** – this can also be an issue with RPL. Documentary evidence should be the candidate's own work, unless the documentary evidence is something like a policy that supports evidence that the candidate can locate, interpret and apply. Third Party Verification must be authenticated. There is a form for this purpose in the Unit RPL Assessor Guides. If the competency conversation is submitted in typed form and there is no meeting, you must confirm that the document is the candidate's own work.

## The Qualification

### Modification History

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

### Qualification Description

This qualification is suitable for people working in a Work Health and Safety (WHS) role who work to provide leadership and guidance to others and have responsibility for the output of others.

The qualification reflects the role of workers who have a large base and well developed skills in a wide variety of contexts as assessors, advisors and facilitators.

### Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

### Entry Requirements

Nil

### Qualification Modification

Code and title current version	Comments	Equivalence status
BSB41415 Certificate IV in Work Health and Safety	Updated to meet Standards for Training Packages.  Changed Assessment conditions. Assessors for BSBWHS402 Assist with compliance with WHS laws must hold a WHS qualification or equivalent at Diploma level or higher.	Equivalent qualification

### Packaging Rules

Total number of units = 10

5 core units plus

5 elective units, of which:

- at least 3 units must be from Group A below
- the remaining units may be from Group A, Group B or any currently endorsed Training Package or accredited course at the same qualification level
- if not listed below, 1 elective unit may be selected from a Certificate IV course from any currently endorsed Training Package or accredited course

Elective units must be relevant to the work environment and contribute to maintain the integrity of the AQF alignment and contribute to a valid and reliable national outcome.

### Unit Selection

*Check the box to indicate units selected – tick in the box*

CORE (required)	
BSBWHS402 Assist with compliance	<input checked="" type="checkbox"/>
BSBWHS403 Contribute to implementing WHS consultation and participation processes	<input checked="" type="checkbox"/>
BSBWHS404 Contribute to WHS consultation, risk assessment and risk control	<input checked="" type="checkbox"/>
BSBWHS405 Contribute to maintaining WHS management systems	<input checked="" type="checkbox"/>
BSBWHS406 Assist with WHS incidents	<input checked="" type="checkbox"/>
GROUP A (minimum 3 units)	
BSBCMM001	<input type="checkbox"/>
BSBPMG501	<input type="checkbox"/>
BSBRES401 Analyse and present research information	<input type="checkbox"/>
BSBSUS301 Implement and monitor environmentally sustainable work practices	<input type="checkbox"/>
BSBWHS407 Assist with claims management, rehabilitation and return-to-work programs	<input type="checkbox"/>
BSBWHS408 Assist with effective WHS management of contractors	<input type="checkbox"/>
BSBWHS409 Assist with workplace monitoring processes	<input type="checkbox"/>
BSBWHS410 Contribute to work-related health and safety measures and initiatives	<input type="checkbox"/>
PUAWER002B Ensure workplace emergency prevention procedures, systems and processes are implemented	<input type="checkbox"/>
GROUP B	
BSBMGT401 Show leadership in the workplace	<input type="checkbox"/>
BSBMGT403 Implement continuous improvement	<input type="checkbox"/>
TAEASS301B Contribute to assessment	<input type="checkbox"/>
TAEDEL301A Provide work skill instruction	<input type="checkbox"/>

**Confirmation**

The above units were selected by the candidate, with advice from the assessor.

Candidate Name		Assessor Name	
Candidate Signature		Assessor Signature	
Date		Date	

