

**BSB41419 Certificate IV in Work Health
and Safety**

**Recognition of Prior Learning
Assessor Guide**

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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, which is the first document to provide the candidate. This document explains the RPL process and 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 process further or make adjustments to comply with the Principle of Flexibility.
- **Unit RPL Assessor Guides**, one for each unit of competency. These documents should be used by you, the assessor, to guide and record the RPL evidence gathering process. They contain:
 - All of the assessment instruments required for RPL of the unit
 - Mapping matrix for summarising and analysing the evidence
 - Summative assessment record form
- **Unit Candidate Guides** for each unit of competency. These documents are to be given to the candidate. They contain:
 - A list of suggested documentary evidence for the unit
 - The competency conversation questions and hints to allow the candidate to prepare
 - Third Party Verification form

The Process

RPL Candidate Application and Guide

The candidate may 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 guidance on evidence that they may need to collect. There is a list of suggested documentary evidence in each unit candidate guide but you will need to contextualise this list in discussion with the candidate.

Competency Conversation

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

The competency conversation may be held at any time during the RPL process, although in most cases the candidate should attempt to gather as much documentary evidence prior to the meeting.

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

Unit RPL Assessor Guides

RPL is an evidence gathering process. Every RPL is unique and the process therefore needs to be flexible.

Evidence should be mapped as you receive it. The unit RPL Assessor Guides contain detailed mapping and a place for you to record evidence. The RPL Assessor Guide will become the final record of 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 accepting them for RPL if you, the assessor, do not believe they will succeed. If this occurs, it is your responsibility to guide and support the candidate and discuss other options.
- **Flexibility** – RPL is different for every candidate. You, the assessor, must contextualise the assessment where relevant to the candidate's circumstances and apply reasonable adjustments as appropriate, without compromising the evidence requirements of the units. Bear in mind that the Assessment Conditions stated in the unit apply to RPL in the same way they apply to a learning and assessment pathway.
- **Reliability** – any qualified assessor with the vocational competency should be able to peruse the evidence and come to the same conclusion you have reached. If in doubt at any stage of the evidence gathering process, ask another assessor to undertake moderation. Always ensure that you record all of the evidence, so that your final judgement is able to be validated. If moderated, record the details of the moderation.
- **Validity** – the assessment must relate directly to the requirements of each competency. It must address all performance criteria, knowledge evidence, performance evidence and foundation skills. Contextualisation and reasonable adjustments should not compromise the validity of the competency standard.

Rules of Evidence

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

- **Valid** – your record of 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 version first released with BSB Business Services Training Package Version 5.0.

Qualification Description

This qualification applies to individuals working in a work health and safety (WHS) role who provide a broad range of technical knowledge and skills, and have some limited responsibility for the output of others.

The qualification applies to those working as supervisors, WHS personnel, and workers in other WHS-related roles who manage risks effectively, apply relevant WHS laws, and contribute to WHS within the workplace in known or changing contexts with established parameters.

Licensing/Regulatory Information

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

Entry Requirements

Nil

Qualification Mapping Information

Supersedes and is equivalent to BSB41415 Certificate IV in Work Health and Safety.

Links

Companion Volume Implementation Guides are available from VETNet - <https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Packaging Rules

Total number of units = 10

5 core units plus

5 elective units, of which:

3 units must be from Group A below

the remaining 2 units may be selected as follows:

both may be selected from Group A, Group B or any currently endorsed Training Package qualification or accredited course at the same Australian Qualifications Framework (AQF) level

1 may be selected from a Certificate III or Diploma, from any currently endorsed Training Package qualification or accredited course.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Unit Selection

<i>Check the box to indicate units selected – total of 10 units required.</i>	
CORE (required)	
BSBWHS412 Assist with workplace compliance with WHS laws	<input checked="" type="checkbox"/>
BSBWHS413 Contribute to implementation and maintenance of WHS consultation and participation processes	<input checked="" type="checkbox"/>
BSBWHS414 Contribute to WHS risk management	<input checked="" type="checkbox"/>
BSBWHS415 Contribute to implementing WHS management systems	<input checked="" type="checkbox"/>
BSBWHS416 Contribute to workplace incident response	<input checked="" type="checkbox"/>
GROUP A (minimum of 3 required)	
BSBRES411 Analyse and present research information	<input checked="" type="checkbox"/>
BSBWHS417 Assist with managing WHS implications of return to work	<input checked="" type="checkbox"/>
BSBWHS418 Assist with managing WHS compliance of contractors	<input checked="" type="checkbox"/>
GROUP B (select 2)	
BSBMGT401 Show leadership in the workplace	<input type="checkbox"/>
BSBMGT403 Implement continuous improvement	<input type="checkbox"/>
BSBSUS401 Implement and monitor environmentally sustainable work practices	<input type="checkbox"/>
TAEDEL301 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	