



RECOGNITION OF PRIOR LEARNING (RPL) WORKBOOK

For the following 5 units from BSB41407 Certificate IV in Occupational Health and Safety:

- BSBOHS408A – Assist with compliance of OHS and other relevant laws
- BSBOHS401B – Contribute to the implementation of a systematic approach to managing OHS.
- BSBOHS402B – Contribute to the implementation of the OHS consultation process
- BSBOHS403B – Identify hazards and assess OHS risks
- BSBOHS404B – Contribute to the implementation of strategies to control OHS risk

What is Competency Based Training?

Competency based training (CBT) is an approach to learning that focuses on what you actually know and can do. It requires a candidate to demonstrate their knowledge and skills through application to a specific standard.

What is Recognition of Prior Learning (RPL)?

RPL is a process whereby the candidate matches their existing knowledge and skills (what they already know and do) to the performance criteria's in the units of the training.

Existing knowledge and skills may come from the following:

- Through formal education and training institutions,
- Work experience (including information and on-the-job) and;
- Life experience.

What are the benefits of RPL?

- If your existing knowledge and skills clearly demonstrate competency against some or all of the performance criteria's required in the training, you may be given full or partial credit for that course.
- RPL helps you focus on the new skills and knowledge that you need rather than repeating what you already know.

How much does RPL cost?

The cost for RPL is \$900 for the 5 units covered in the course or \$180 per unit

The fee for RPL is **non-refundable** and payment must be attached with your application. Requests for RPL will not be considered without payment. Payment can be made by cheque or credit card (master card or visa)

Please note: If you are found to be not yet competent (after a second attempt) you will need to pay a separate fee to do the course and complete the applicable assessment tasks.



The RPL cost includes:

- Guidance in using this RPL workbook
- Telephone support with regard to your application and evidence requirements
- Assessment of your existing knowledge and skills against the performance criteria's
- Written feedback regarding your RPL outcome
- A 'Statement of Attainment' or proposed training plan based on the RPL outcome

What evidence is suitable?

Suitable evidence can be:

- **Anything produced by yourself** such as work samples, reports, training packages etc or,
- **Anything about yourself or produced by others** such as certificates, course outlines, references, evaluations etc.

Some possible types of evidence are listed below:

- Examples/samples of work done, performed or designed
- Written or oral presentation (by audio or video tape) of evidence
- Copies and results of previous tests, assignments, essays or assessments
- Evidence of participation in or completion of case studies, group or special projects and interviews
- Reports, critiques, articles or other documents
- Certificates, statements of attainment or other qualifications
- Copies of course outlines and other documentation relating to previous courses attended
- Validation, testimonials or other supporting correspondence from employers, customers, participants or other stakeholders - these can relate to work, training or life experiences

What learning and experiences are suitable?

- Work experience (any relevant paid, unpaid, full time, part time, casual and volunteer work that requires knowledge and skills that match the performance criteria's)
- Education and training (this can include formal or informal courses attended or completed through a variety of flexible delivery methods)
- Life experience (including recreation activities, leisure and hobbies, community participation and membership of relevant groups or clubs)



What is an Evidence Portfolio?

The Evidence Portfolio is a compilation of appropriate and relevant documentation (evidence). This evidence corroborates and supports your explanations and examples of how your existing knowledge and skills match the performance criteria's.

The amount and type of evidence is different for each applicant and it is up to you to decide what evidence you feel would be appropriate for your RPL application. You should provide as much **RELEVANT** evidence and verification as possible regarding your skills and knowledge.

All evidence should be clearly labelled and organised so that it can be easily located and understood by the assessor.

If required, the assessor may request additional evidence.

How is an RPL assessment made?

Your application should provide all necessary and relevant information required by the assessor to make a decision about your request for RPL.

The assessor will consider your application and look at the evidence contained in your portfolio. Information and documentation will be matched against the performance criteria's in the training. The assessor will consider the evidence for your existing knowledge and skills in terms of:

- Relevance (*Is it related to or applicable to the performance criteria?)*
- Currency (*Is it still appropriate to the present environment and able to be performed?)*
- Authenticity (*Do you genuinely have the knowledge and skills claimed?)*
- Validity (*Is there a sound connection between your previous learning and the performance criteria?)*

What happens if RPL is granted?

If RPL is granted you will be advised in writing within 4 weeks of Courtenell receiving your application and a 'Statement of Attainment' for the applicable units of competency will be issued.

What happens if RPL is not granted?

If RPL is not granted you will be advised in writing (within 4 weeks of Courtenell receiving your application) along with feedback on the additional evidence you will need to supply in order to demonstrate competency.

If RPL is not granted on a second attempt you will be offered the opportunity to enrol in the course and complete the assessment tasks to gain your Statements of Attainment.



Review Process

A review process is available if you are not satisfied with the decision. Information about this is provided when you are notified of the outcome of your RPL request.

Where can I get more information?

General information and details about training dates, venues and bookings may be obtained by contacting Courtenell on 02 9516 1499.

Information and guidance specific to the RPL process may be obtained by contacting the Training Manager (or delegated person) at Courtenell.

How do I apply?

1. Consider objectively whether or not you can demonstrate competency in the performance criteria's for each unit.
Remember that you will have to explain how your experiences satisfy the performance criteria's for each unit of competency and provide evidence to corroborate your explanation.
2. If your self-assessment suggests that you can demonstrate competency, complete the RPL Application Form (attached)
3. Decide what evidence or documentation is suitable and compile your Evidence Portfolio using the template "Candidate's Individual Evidence Portfolio & Assessment Summary" (attached).

Ensure each piece of evidence is clearly labelled with an attachment number. This will assist the assessor to link your explanations and examples with the corroborating evidence. Do not include original documents – photocopies are sufficient. Courtenell will verify all certificates and formal qualifications with the issuing RTO.

It is important to ensure that information is relevant, clearly explained and easily located. If you include information that is not relevant it is more difficult for the assessor to make an informed judgement and may result in additional requests for information, clarification or evidence.

4. Submit your application form, evidence portfolio and payment to:
The Assessor
Courtenell Pty Ltd
PO Box 622
BROADWAY NSW 2007
5. Contact The Training Manager (or delegated person) at Courtenell on (02) 9516 1499 for advice and/or information. This may be done at any stage of the RPL process.



(RPL) Recognition of Prior Learning Enrolment Form

for 5 units from BSB41407 Certificate IV in Occupational Health and Safety:

BSBOHS408A – Assist with compliance of OHS and other relevant laws
BSBOHS401B – Contribute to the implementation of a systematic approach to managing OHS
BSBOHS402B – Contribute to the implementation of the OHS consultation process
BSBOHS403B – Identify hazards and assess OHS risks
BSBOHS404B – Contribute to the implementation of strategies to control OHS risk

COURTENELL P/L
as Trustee for the Vowles Family Trust
ACN 050109281
ABN 42164393628
VETAB Reg No: 91325
WorkCover Accredited
Training Specialists

SEND TO:

Fax: **02 9516 3644**
E Mail: **train@courtenell.com.au**
Post: Courtenell P/L, PO Box 622
Broadway NSW 2007
Phone: 02 9516 1499

SECTION A

Must be filled out & signed by the candidate

Your Name : Position :

D.O.B:..... NOTE: D.O.B (Date of birth) details are used for future identification purposes only

Organisation :

Postal Address : Pcode :

Phone :Fax :Mobile:.....E Mail :

Your Signature:..... Today's Date:

The cost for RPL is \$ 900 GST Free OR \$180 per unit.

The RPL cost includes:

- Guidance in using this RPL workbook
- Telephone support with regard to your application and evidence requirements
- Assessment of your existing knowledge and skills against the performance criteria's
- Written feedback regarding your RPL outcome
- A 'Statement of Attainment' or proposed training plan based on the RPL outcome

Please note: If you are found to be not yet competent (after a second attempt) you will need to pay a separate fee to complete the necessary assessment tasks.

SECTION B—PAYMENT

Note : The fee for RPL is non- refundable

SECTION B: Must be filled out & signed by the person authorising payment

Name of person or organisation to be invoiced:

Postal Address :Pcode :

Phone :Fax :Mobile:.....E Mail :

Print name & position of authorising person :

I make this booking in accordance with your applicable refund policy (as set-out overleaf) and I confirm that I have the necessary authority to make this booking:

Signature:..... Today's Date:

RPL will not be considered without payment or purchase order which must be attached to this application. There are no refunds once an RPL application has commenced.

Purchase Order No Cheque enclosed

Credit Card Type of card: Card Number:

Exp Date:..... Name on Card: Card Holders Contact number:

3 digit Security Code (on the back of the card):

NOTE: We accept all major credit cards except diners card. There is a 4.5% surcharge for using AMEX and a 1.75% surcharge for all other cards.

For Effective & Best Value Training Solutions



CANDIDATES INDIVIDUAL EVIDENCE PORTFOLIO & ASSESSMENT SUMMARY

Recognition of Prior Learning (RPL) & Recognition of Current Competency

VETAB Reg No: 91325

| | | |
|-------|----------|----------------|
| NAME: | ADDRESS: | PHONE/CONTACT: |
|-------|----------|----------------|

| Instructions for the Candidate | Instructions for the Assessor |
|--|--|
| 1. Fill in your personal details at the top of the page. | 1. Determine whether the evidence provided is sufficient to grant competency in each performance criteria and required skill and attribute for communication |
| 2. Fill in this portfolio template by explaining how your evidence demonstrates your competency in the performance criteria's for each unit and communication skills | 2. Place a C (Competent) or a NYC (Not Yet Competent) in the boxes provided for each performance criteria etc. |
| 3. Clearly label each piece of evidence with an attachment number and note the number (in the space provided) EACH time you refer to it. Staple/clip your pieces of evidence to this document. | 3. Note your comments and fill out the "Candidate Feedback" section. |
| 4. Mail or email this document to Courtenell, Attention: The Assessor: train@courtenell.com.au or PO Box 622 BROADWAY NSW 2007 | 4. A successful candidate is one that demonstrates competency in EVERY applicable performance criteria and communication skill requirement. |
| 5. Within 4 weeks of Courtenell's receipt of your application in the mail you will receive your results and feedback including any Statements of Attainment you may be eligible for. | 5. If a candidate is eligible for a Statement of Attainment, fill out the details in the table "Issuing Statements of Attainment for Units of Competency". |

| CANDIDATE SECTION | | | ASSESSORS SECTION | | | | | |
|---|--|-----------------------------------|--|-----|---------------------|--|-----|---------------------|
| UNIT BEING ASSESSED FOR RPL/RCC | Explain in detail what part of your evidence covers this requirement/performance criteria? | Attachment No: (evidence used) | 1st Attempt | | | 2nd Attempt | | |
| | | | Key: C = Competent NYC = Not Yet Competent | | | Key: C = Competent NYC = Not Yet Competent | | |
| BSBOHS408A - Assist with compliance with OHS and other relevant laws | | | C | NYC | Assessor's Comments | C | NYC | Assessor's Comments |
| 1. Determine the legal framework of OHS in the workplace. | | | | | | | | |
| 1.1 Current legislation and related documentation relevant to OHS and the organisation's operations are sought | | | | | | | | |
| 1.2 Knowledge of the relationship between OHS acts, OHS regulations, codes of practice, associated standards and guidance material is used to determine legal requirements in the workplace | | | | | | | | |
| 1.3 Responsibilities and requirements under the legislation are identified and confirmed as relevant | | | | | | | | |

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| | | | C | NYC | Assessor's Comments | C | NYC | Assessor's Comments |
| BSBOHS408A - Assist with compliance with OHS and other relevant laws | | | | | | | | |
| 1.4 Responsibilities and requirements are clarified and advice from legal advisors is sought where necessary | | | | | | | | |
| 2. Provide advice on OHS compliance | | | | | | | | |
| 2.1 Advice about the specific legal responsibilities of employers including duty of care and how it is codified in relevant OHS legislation is provided to appropriate personnel | | | | | | | | |
| 2.2 Advice about administration of enforcement processes and instruments including penalties that apply to organisations prosecuted under relevant OHS legislation is provided to appropriate personnel | | | | | | | | |
| 2.3 Advice is provided to appropriate personnel on how negligence is determined at statutory and common law | | | | | | | | |
| 3. Comply with legal requirements | | | | | | | | |
| 3.1 Action is taken to ensure that the workplace, including systems of work and work organisation, is appraised against and complies with relevant legislation | | | | | | | | |
| 3.2 Training needs of those with OHS responsibilities are identified and training is provided as required according to legal requirements | | | | | | | | |

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| BSBOHS408A - Assist with compliance with OHS and other relevant laws | | | | | | | | |
| 3.3 Requirements for other training under OHS legislation are identified and training is arranged as required | | | | | | | | |
| 3.4 Limits of own professional expertise are recognised and legal advisors are consulted as required | | | | | | | | |
| 4. Report incidents of non compliance | | | | | | | | |
| 4.1 Possible breaches are raised promptly with responsible persons, health and safety representatives, OHS committees or other parties/agencies as required | | | | | | | | |
| 4.2 Advice on arrangements for incident reporting to government authorities is provided in accordance with relevant OHS legislation and authorities is provided in accordance with relevant OHS legislation and organisational procedures | | | | | | | | |
| 4.3 Inadequacies in systematic approaches to managing OHS procedures and/or practices which may contribute to non compliance are raised in accordance with OHS procedures | | | | | | | | |
| 5. Contribute to ongoing monitoring of compliance with OHS legislation. | | | | | | | | |
| 5.1 Compliance with OHS legislative requirements is monitored | | | | | | | | |

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| BSBOHS408A - Assist with compliance with OHS and other relevant laws | | | | | | | | |
| 5.2 Compliance issues are resolved or referred in accordance with OHS policies and procedures, and relevant OHS legislation | | | | | | | | |
| BSBOHS401B - Contribute to the implementation of a systematic approach to managing OHS | | | | | | | | |
| 1. Contribute to the implementation of information and data systems. | | | | | | | | |
| 1.1 Requirements for record keeping are identified and addressed. | | | | | | | | |
| 1.2 Sources of OHS information and data are identified, accessed and evaluated for application in the workplace. | | | | | | | | |
| 1.3 Actions are taken to ensure that records are accurately collected, completed and stored. | | | | | | | | |
| 1.4 Information and data is provided to managers and stakeholders in a readily understood format. | | | | | | | | |

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| BSBOHS401B - Contribute to the implementation of a systematic approach to managing OHS | | | | | | | | |
| 2. Contribute to the implementation of OHS strategies, systems and plans. | | | | | | | | |
| 2. 1 OHS priorities are determined in consultation with appropriate managers and in line with other consultative arrangements in the workplace. | | | | | | | | |
| 2.2 OHS action plans are developed taking account of priorities | | | | | | | | |
| 2.3 OHS training needs are identified and documented | | | | | | | | |
| 2.4 Action plans are monitored for achievement and updated as required. | | | | | | | | |
| 2.5 Input is sought from OHS specialists and technical advisors if required. | | | | | | | | |

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| BSBOHS401B - Contribute to the implementation of a systematic approach to managing OHS | | | | | | | | |
| 3. Support integration of OHS within the overall management approach. | | | | | | | | |
| 3.1 Other functional areas that impact on OHS are identified | | | | | | | | |
| 3.2 Strategies for addressing these impacts are implemented. | | | | | | | | |
| 4. Identify OHS implications of proposed changes to the workplace and provide advice to control risks. | | | | | | | | |
| 4.1 Proposed changes to the workplace are evaluated for OHS implications. | | | | | | | | |
| 4.2 Resulting hazards are identified and potential risks assessed. | | | | | | | | |
| 4.3 Appropriate advice to control risks is provided and actioned as appropriate | | | | | | | | |

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| BSBOHS401B - Contribute to the implementation of a systematic approach to managing OHS | | | | | | | | |
| 5. Identify implications of all sources of change to managing OHS and provide advice regarding those changes. | | | | | | | | |
| 5.1 Changes to relevant legislation are identified and evaluated for implications for managing OHS. | | | | | | | | |
| 5.2 Changes to relevant standards or industry practice are identified and evaluated for implications for managing OHS. | | | | | | | | |
| 5.3 Sources of information and data are monitored for impact on hazards, risks and the management of OHS. | | | | | | | | |
| 5.4 Appropriate advice is provided to address the impact of change | | | | | | | | |
| 6. Evaluate effectiveness of the approach to managing OHS | | | | | | | | |
| 6.1 Sources of external and internal OHS information and data are accessed as part of evaluation. | | | | | | | | |

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| BSBOHS401B - Contribute to the implementation of a systematic approach to managing OHS | | | | | | | | |
| 6.2 Stakeholders are consulted for input to the evaluation | | | | | | | | |
| 6.3 Areas for improvement are identified, documented and actioned. | | | | | | | | |
| BSBOHS402B - Contribute to the implementation of the OHS consultation process. | | | | | | | | |
| 1. Contribute to procedures as individuals or as part of a group to raise OHS issues or request information and data. | | | | | | | | |
| 1.1 Strategies and tools for individuals or groups to raise OHS issues or request information and data are identified. | | | | | | | | |
| 1.2 Procedures for individuals and groups to raise OHS issues or request information and data are implemented and communicated to stakeholders and interested parties | | | | | | | | |
| 1.3 Barriers to individuals or groups seeking OHS information and data or raising issues are identified. | | | | | | | | |

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| BSBOHS402B - Contribute to the implementation of the OHS consultation process. | | | | | | | | |
| 1.4 Recommendations are made to address any identified barriers. | | | | | | | | |
| 2. Contribute to procedures for communicating OHS info and data. | | | | | | | | |
| 2.1 Needs for OHS information and data, communication and consultation, including relevant legislative requirements, are identified with stakeholders. | | | | | | | | |
| 2.2 Information and data about OHS is provided to key personnel on a regular basis, in a readily accessible manner and appropriate to the target group | | | | | | | | |
| 2.3 Formal and informal communication processes are used to provide information and data about OHS | | | | | | | | |
| 2.4 Any barriers to individuals or groups gaining information and data about OHS are identified | | | | | | | | |
| 2.5 ACTUAL: Recommendations are made to address any identified barriers | | | | | | | | |

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| BSBOHS402B - Contribute to the implementation of the OHS consultation process. | | | | | | | | |
| 3. Communicate OHS info and data and advice effectively to influence management decision making and action. | | | | | | | | |
| 3.1 Timely and appropriate OHS information and data and advice are provided to stakeholder groups and individuals | | | | | | | | |
| 3.2 OHS related contributions in the form of ideas, information and solutions are made to influence management decision making and action | | | | | | | | |
| 3.3 Awareness of the organisations cultural and industrial environment is used when dealing with OHS issues. | | | | | | | | |
| 4. Contribute to maintaining arrangements. | | | | | | | | |
| 4.1 Support and advice are provided to those involved in OHS consultative arrangements | | | | | | | | |
| 4.2 The OHS issue resolution process is supported to facilitate timely and equitable resolutions of OHS issues. | | | | | | | | |
| 4.3 OHS consultative processes are facilitated to meet legislative and workplace requirements | | | | | | | | |
| 4.4 The effectiveness of OHS consultation and participative arrangements is monitored | | | | | | | | |

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| BSBOHS403B - Identify hazards and assess OHS risks. | | | | | | | | |
| 1. Investigate incidents for prevention. | | | | | | | | |
| 1.1 Appropriate techniques to investigate incidents are selected and used. | | | | | | | | |
| 1.2 Actions and events leading up to an incident, during the incident and through the post incident management phase are constructed. | | | | | | | | |
| 1.3 Incident is analysed to identify the hazard. | | | | | | | | |
| 1.4 ACTUAL: Incident is analysed to identify intervention points to prevent re-occurrence. | | | | | | | | |
| 2. Access existing sources of information and data to identify hazards. | | | | | | | | |
| 2.1 Workplace sources of information and data are reviewed to access information and data and assist in identifying hazards. | | | | | | | | |

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| BSBOHS403B - Identify hazards and assess OHS risks. | | | | | | | | |
| 2.2 External sources of information and data are accessed as required. | | | | | | | | |
| 2.3 Input is sought from stakeholders, key personnel and OHS specialists. | | | | | | | | |
| 3. Conduct hazard identification. | | | | | | | | |
| 3.1 Formal and informal techniques/tools are sourced to identify hazards. | | | | | | | | |
| 3.2 A suitable technique/tool is selected and modified as appropriate to identify hazards. | | | | | | | | |
| 3.3 Hazard identification technique/tool (s) are reviewed in consultation with workers in the area, and OHS specialists if required, to ensure it is suitably comprehensive | | | | | | | | |
| 3.4 Technique/tool(s) and other appropriate hazard identification procedures are utilised to identify hazards. | | | | | | | | |

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| BSBOHS403B - Identify hazards and assess OHS risks. | | | | | | | | |
| 3.5 Employees and their representatives have an opportunity to participate in the workplace hazard identification. | | | | | | | | |
| 4. Assess risk. | | | | | | | | |
| 4.1 A risk assessment tool is selected and used to identify key factors contributing to risk | | | | | | | | |
| 4.2 Workplace sources of information and data are applied to evaluate the effectiveness of risk controls | | | | | | | | |
| 4.3 Risks are prioritised considering the severity and likelihood of the consequences. | | | | | | | | |
| 4.4 Stakeholders and key personnel are involved in risk assessment. | | | | | | | | |
| 4.5 The method of risk assessment is documented | | | | | | | | |

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| | | | C | NYC | Assessor's Comments | C | NYC | Assessor's Comments |
| BSBOHS403B - Identify hazards and assess OHS risks. | | | | | | | | |
| 5. Participate in implementation process. | | | | | | | | |
| 5.1 A hazard register is maintained relevant to the workplace. | | | | | | | | |
| 5.2 The level of authority within the organisation to address the risk(s) is identified | | | | | | | | |
| 5.3 Outcomes of hazard identification and risk assessments are documented and communicated to key personnel and stakeholders | | | | | | | | |
| BSBOHS404B - Contribute to the implementation of strategies to control OHS risk. | | | | | | | | |
| 1. Develop options for risk control | | | | | | | | |
| 1.1 Hazard registers, outcomes of incident investigations and risk assessments are reviewed to identify hazards requiring control action. | | | | | | | | |
| 1.2 Knowledge of OHS legislation and standards is applied to develop a range of options to control specific risks in the workplace | | | | | | | | |

| UNIT BEING ASSESSED FOR RPL/RCC | CANDIDATE SECTION | | ASSESSORS SECTION | | | | | |
|---|--|-----------------------------------|---|-----|---------------------|---|-----|---------------------|
| | Explain in detail what part of your evidence covers this requirement/performance criteria? | Attachment No: (evidence used) | 1st Attempt Key: C = Competent NYC = Not Yet Competent | | | 2nd Attempt Key: C = Competent NYC = Not Yet Competent | | |
| | | | C | NYC | Assessor's Comments | C | NYC | Assessor's Comments |
| BSBOHS404B - Contribute to the implementation of strategies to control OHS risk. | | | | | | | | |
| 1.3 The hierarchy of control is applied when developing risk control options. | | | | | | | | |
| 1.4 Input is sought from stakeholders and key personnel | | | | | | | | |
| 1.5 Advice is sought from OHS specialists and technical advisors where required | | | | | | | | |
| 2. Select appropriate option(s) to control risks. | | | | | | | | |
| 2.1 Outcomes of risk assessments are reviewed to inform the process of selecting options to control risks | | | | | | | | |
| 2.2 Appropriate interventions when selecting risk controls are prioritised | | | | | | | | |
| 2.3 Potential factors that may limit effectiveness of controls are identified | | | | | | | | |

| UNIT BEING ASSESSED FOR RPL/RCC | CANDIDATE SECTION | | ASSESSORS SECTION | | | | | |
|--|--|-----------------------------------|---|-----|---------------------|---|-----|---------------------|
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| | | | C | NYC | Assessor's Comments | C | NYC | Assessor's Comments |
| BSBOHS404B - Contribute to the implementation of strategies to control OHS risk. | | | | | | | | |
| 2.4 Workplace stakeholders are consulted and involved in selection of appropriate control options | | | | | | | | |
| 2.5 Recommendations for risk control are communicated to stakeholders | | | | | | | | |
| 3. Contribute to implementation of controls. | | | | | | | | |
| 3.1 Appropriate authority and relevant resources to implement controls are sought | | | | | | | | |
| 3.2 Actions required to achieve change are identified and documented | | | | | | | | |
| 3.3 Workplace stakeholders are consulted and involved in implementation of change | | | | | | | | |
| 3.4 Advice is provided on the fitting, use, maintenance and storage of personal protective equipment | | | | | | | | |

| UNIT BEING ASSESSED FOR RPL/RCC | CANDIDATE SECTION | | ASSESSORS SECTION | | | | | |
|---|--|-----------------------------------|---|-----|---------------------|---|-----|---------------------|
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| | | | C | NYC | Assessor's Comments | C | NYC | Assessor's Comments |
| BSBOHS404B - Contribute to the implementation of strategies to control OHS risk. | | | | | | | | |
| 4. Contribute to monitoring and evaluation of effectiveness of controls. | | | | | | | | |
| 4.1 Extent of change as a consequence of new controls is monitored and evaluated in consultation with stakeholders | | | | | | | | |
| 4.2 Compliance with new procedures is monitored and documented | | | | | | | | |
| 4.3 Workplace sources of information and data are accessed to evaluate effectiveness of risk controls and to check for new hazards introduced as a result of controls. | | | | | | | | |
| 4.4 Areas for further improvement are identified in consultation with stakeholders and actioned as appropriate | | | | | | | | |
| 4.5 An improvement plan is developed and documented | | | | | | | | |

| | | CANDIDATE SECTION | | | ASSESSORS SECTION | | | | | |
|---|---|-----------------------------------|--|-----|---------------------|--|-----|---------------------|--|--|
| UNIT BEING ASSESSED FOR RPL/RCC | Explain in detail what part of your evidence covers this requirement? | Attachment No: (evidence used) | 1st Attempt | | | 2nd Attempt | | | | |
| | | | Key: C = Competent NYC = Not Yet Competent | | | Key: C = Competent NYC = Not Yet Competent | | | | |
| ALL 5 UNITS (above) as they relate to the following communication skills: | | | C | NYC | Assessor's Comments | C | NYC | Assessor's Comments | | |
| 1. Ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental disabilities | | | | | | | | | | |
| 2. Ability to communicate effectively with personnel at all levels of organisation and OHS specialists and, as required, emergency service personnel. | | | | | | | | | | |
| BSBOHS402B & BSBOHS408As they relate to the following communication skill: | | | | | | | | | | |
| Ability to conduct effective formal and informal meetings | | | | | | | | | | |

| ISSUING THE "STATEMENTS OF ATTAINMENT" FOR UNITS OF COMPETENCY <i>(For the assessor to complete)</i> | |
|--|---|
| UNITS OF competency | STATEMENTS OF ATTAINMENT ISSUED? |
| BSBOHS408A - Assist with compliance with OHS and other relevant laws | No <input type="checkbox"/> Yes <input type="checkbox"/> Cert No: _____ Assessor's Name: _____ Date: _____ |
| BSBOHS401B - Contribute to the implementation of a systematic approach to managing OHS | No <input type="checkbox"/> Yes <input type="checkbox"/> Cert No: _____ Assessor's Name: _____ Date: _____ |
| BSBOHS402B - Contribute to the implementation of the OHS consultation process. | No <input type="checkbox"/> Yes <input type="checkbox"/> Cert No: _____ Assessor's Name: _____ Date: _____ |
| BSBOHS403B - Identify hazards and assess OHS risks. | No <input type="checkbox"/> Yes <input type="checkbox"/> Cert No: _____ Assessor's Name: _____ Date: _____ |
| BSBOHS404B - Contribute to the implementation of strategies to control OHS risk. | No <input type="checkbox"/> Yes <input type="checkbox"/> Cert No: _____ Assessor's Name: _____ Date: _____ |