



The College for
Adult Learning

Your Career in Work Health & Safety

COMPLETE CAREER, SALARY
& COURSE GUIDE



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Work Health & Safety

OVERVIEW

Occupational (OHS) or work health and safety (WHS) professionals specialise in creating, developing and implementing policies with the aim of ensuring a healthy and safe workplace.

Work health and safety is an important role, as it impacts every employee of any business. The development of effective training programs to ensure workers abide by OH&S rules is critical, with results needing to be analysed and evaluated for continuous improvement.

Every worker should expect a safe work environment, and there is a raft of legislation and procedural guidelines available.

More than 107,000 Australian workers lodged 'serious' workplace injury claims costing an average of \$11,300 each.

That's \$1.2 billion a year and refers to about one-fifth of the total number of claims. Clearly, there is a serious need for oversight and implementation of effective health and safety policies, which is why employers are willing to pay for the right people to oversee this process.

Work Health & Safety Insights

INDUSTRY SNAPSHOTS

While health and safety are essential to every workplace, some industries face more challenges in keeping workers safe.



CONSTRUCTION

Workers in this sector often handle hazardous materials, work at heights, or carry out physically demanding tasks. While construction is at the forefront of implementing safety measures to address safety issues, mistakes can still lead to serious workplace injuries or even deaths.



MINING

Aside from high-profile incidents like mine collapses or floods, the reality is that other issues (like dust or mineral exposure, the use of heavy equipment, etc.) are day-to-day hazards that workers in this sector face. Mining has made significant changes towards creating safer environments, but it remains a potentially dangerous place if OHS rules aren't strictly enforced.



HEALTH & ALLIED SERVICES

Long and unusual hours, exposure to physical and mental illness and even infections combine to create a potentially hazardous workplace. Despite regular screenings, it can be difficult for employers to accurately identify injury rates within this sector, particularly as they can occur over a long period of time.

JOBS IN DEMAND

- There was steady growth in the Occupational and Environmental Health sector between 2014 and 2019. In that period, the number of workers **increased from 25,600 to 29,200**, an annual average of almost 3%.
- While the full impacts on the WHS sector of COVID-19 have not yet been accounted for, predictions are that the workforce will soon be **more than 30,500 people**.

Work Health & Safety

IN NUMBERS



\$110,000

HEALTH & SAFETY MANAGER
AVERAGE SALARY

PER ANNUM

SEEK



71%

of managers in WHS have
tertiary qualifications

SEEK



Approximately

54%

of managers are between
35 - 54 years of age

JOB OUTLOOK

“

Reducing preventable workplace incidents is an evolving process that requires skilled professionals.

”



Job Progression Path

A WHS career path starts with a **Certificate IV in Work Health & Safety (BSB41419)** or **Diploma of Work Health & Safety (BSB51319)**.

CERTIFICATE IV PATHWAYS

Undertaking a Certificate IV WHS qualification opens the door to entry-level positions such as WHS Advisor. Subsequent to that, the general career path might involve promotion to WHS Advisor or Coordinator, and then onto a position like Safety Supervisor.

DIPLOMA PATHWAYS

A Diploma of WHS creates the opportunity for a broader range of career path choices. Beyond entry-level WHS Trainer positions, candidates can choose to be an WHS Consultant and eventually a Human Resources or Safety Manager after spending some time in the sector.



Skills Checklist

- Identification and control of workplace hazards and risks
- Development and implementation of WHS programs
- Workplace inspections and undertaking of safety audits
- The recording and investigation of injuries
- Overseeing the return of injured workers to the workplace



Essential skills

THE IMPACT OF SOFT SKILLS

As a rule, WHS professionals need several soft skills to perform their roles well. **Communication is key**, as the best-laid objectives can quickly go awry without the 'buy-in' of others. **Strategic thinking and keen observation are critical**, as is the ability to predict WHS issues and address them before they have a negative impact.

WHS can be a complex field that requires the **interpretation and implementation of policies** on behalf of multiple layers of government. The unique nature of different workplaces needs to be taken into account. An effective WHS employee can save a business from the financial impact of high injury rates and lost productivity.



TECHNICAL SKILLS

After completing the Diploma of Work Health & Safety at the College for Adult Learning, you'll have **key occupational health and safety skills and strengths**. You will be prepared to obtain leading WHS roles within any organisation backed by a nationally recognised qualification.

The course will consolidate and develop your skills around **risk analysis and incident response** while enhancing your ability to **create systems, engage with stakeholders and communicate changes** within an organisation. You'll be confident to lead and manage change for work health and safety procedures within an organisation. Critically, you will develop transferable skills built on a solid foundation of WHS practices which will be a bonus in any management role.

Certificate IV in Work Health & Safety

BSB41419

While studying CAL's Certificate IV in Work Health & Safety, you'll develop an understanding of occupational health and safety laws, and how to navigate the technical aspects related to WHS processes. You'll develop skills essential to any role within workplace health and safety, including contributing to and responding to workplace incidents, identifying WHS hazards and controlling the associated risks, as well as planning the implementation of a work health and safety management system.

DESIGNED FOR

This qualification is suitable for people who want to work as work health and safety representatives within an organisation or want to formalise their existing WHS experience with a qualification.

LEARNING OUTCOMES

- Assist with establishing workplace compliance with work health and safety laws
- Implementing and maintaining work health and safety consultation
- Identifying hazards and controlling the risks associated with hazards
- Contribute to incidents response decisions

ENTRY-LEVEL QUALIFICATION

UNITS



A total of 10 units to achieve your qualification

DURATION



Generous 24-month self-paced enrolment period

Part-time: approx. 10-12 months
Full-time: approx. 8 months

CAREER OPPORTUNITIES



- Safety Officer
- WHS Coordinator
- Health & Safety Advisor

INDUSTRIES

The Certificate IV supports roles and career progression within:

- Mining
- Manufacturing
- Public Safety
- + Many more

Diploma of Work Health & Safety

BSB51319

CAL's Diploma of Work Health & Safety will give you key occupational health and safety skills and strengthen your ability to make informed decisions, preparing you to take on leading WHS roles within any organisation.

DESIGNED FOR

This qualification is designed for individuals looking to take their WHS career to the decision-making level, supporting them with the skills required to lead and manage change to work health and safety procedures within an organisation, develop risk management tools and prepare, record and communicate incident investigation reports.

LEARNING OUTCOMES

- Manage effective work health and safety consultation and participation processes
- Lead the initial response to work health and safety incidents
- Plan, implement and evaluate a process for managing work health and safety
- Lead and manage organisational change

Haven't got the entry requirements under your belt?

Combine this diploma with our:
Work Health & Safety Pathway Package

Perfect for those who want to complete the diploma but need the entry requirement units.

This package simply adds the units at the start of your course so you can gain the entry requirement units without studying a separate qualification.

A total of 15 units to achieve your Diploma + Pathway Package

MID-LEVEL QUALIFICATION

UNITS



A total of 10 units to achieve your qualification

DURATION



Generous 24-month self-paced enrolment period

Part-time: approx 12-14 months
Full-time: approx 12 months

CAREER OPPORTUNITIES



- Work Health Safety Coordinator
- Health Safety Advisor
- Health and Safety Manager

ENTRY REQUIREMENTS

You also must hold all BSB41419 Certificate IV in Work Health & Safety core units or equivalent competencies.

- **BSBWHS412** - Assist with workplace compliance with WHS laws
- **BSBWHS413** - Contribute to implementation and maintenance of WHS consultation and participation processes
- **BSBWHS414** - Contribute to WHS risk management
- **BSBWHS415** - Contribute to implementing WHS management systems
- **BSBWHS416** - Contribute to workplace incident response

FAQs

REQUIREMENTS

Are there any prerequisites for this course?

Our students are required to be 18 years or older at the time of registration and demonstrate the required level of competency in English language, literacy and numeracy skills. If English isn't your first language, you may be asked to sit an LLN test to ensure you are suitable to undertake the course.

To complete the Diploma of Work Health & Safety (BSB51319), you also must hold all BSB41419 Certificate IV in Work Health & Safety core units or equivalent competencies. Equivalent competencies are predecessors to the following units which have been mapped as equivalent:

- BSBWHS412 Assist with workplace compliance with WHS laws,
- BSBWHS413 Contribute to implementation and maintenance of WHS consultation and participation processes,
- BSBWHS414 Contribute to WHS risk management,
- BSBWHS415 Contribute to implementing WHS management systems,
- BSBWHS416 Contribute to workplace incident response.

What IT requirements do I need to complete this course?

You will need regular access to a laptop, desktop computer or another device with an adequate and reliable internet connection, at least the equivalent of Microsoft Office or Office for Mac, with word-processing capabilities and spreadsheets and a PDF reader installed, full permissions to install and access third-party software as required. You will also need regular access to a laptop, desktop computer or device with an adequate camera to undertake video calls for assessments as required.

SUPPORT

What support is provided?

All support is provided by CAL, you can book in coaching calls when you need them as well as send through support requests to be answered by our Learning Coaches and Student Success Advisors. You can even get quick answers from our Live Chat with Student Support.

I work full time, can I access my coach after hours?

Our coaches work late on selected nights of every week, so we are happy to book in after-hours calls. We have students across all timezones, so our Learning Coaches are conscious of accounting for time differences.

RECOGNITION

Where is this qualification recognised?

The College for Adult Learning is a Registered Training Organisation TOID 22228 and all of our Certificate IV and Diploma qualifications adhere to the Australian Qualification Framework (AQF). They are Nationally Recognised and internationally respected qualifications, issued on behalf of the Australian Government.

COURSE STRUCTURE

How is the course delivered?

The course is 100% online and self-paced, so you can study on your own terms. Make your way through the units with clear tutorials, supporting content downloads, as well as regular checkpoints to test and strengthen your learning along the way.

What are the assessments?

There are no exams for the course. All assessments involve practical and job-ready applications based on your workplace or the case studies we provide. There are different assessment elements, including interactive simulation and role play activities. These activities are conducted with a Learning Coach and may need to be completed with others (e.g. coworkers, friends or family) in real-time through Zoom or in a pre-recorded video. Video assessments allow us to assess your interpersonal skills needed for management roles. This is an innovative method to engage with your learning by acting out crucial situations you would encounter in the workplace, in a safe environment with an industry expert. You'll be able to hone your new skills in real-time with your Learning Coach and get valuable feedback.

How long does the course take?

Our courses are completely self-paced, meaning you can study around your lifestyle. No strict deadlines, no inflexible classes to work around, no pressure to work to someone else's schedule.

You'll have the freedom to study when it suits you with our generous 24-month enrolment period.

When can I start?

We have no restrictive intake periods, so you can start as soon as we've processed your course registration and official enrolment form. This is typically done in as little as two business days. We also have options to start your payment plan while delaying your course commencement date until you're ready to begin studying within three months.

Why CAL?

UNIQUE AND FLEXIBLE LEARNING

“ We’re committed to **igniting real change** by inspiring one student at a time and giving them the power to shape their world. ”

CAL was formed as a Registered Training Organisation (RTO) in 2009 by Helen Sabell and Rob Golding. They wanted to change the way we deliver adult education through dedication to outcomes-focused, practical training solutions with unparalleled support and flexibility.

They built the foundation for an RTO that is committed to making a difference and inspiring transformation through learning.

At CAL, we live by this in everything we do, from our unique flexible delivery to our bespoke content written in partnership with industry leaders, through to our hands-on and personalised approach to support.



In just four easy steps you'll be on your way to taking your career to new heights.



Now that you've enquired, the next step is to apply to enrol. You'll be put in contact with your own Professional Learning Consultant who will guide you through the registration and enrolment process and get you started in your exciting new course with CAL.

Take the first step in advancing your career and apply to enrol today.

Apply now, start tomorrow