



# Student Unit Guide

## BSBWHS304 Participate effectively in WHS communication and consultation processes

### Purpose

The Student Unit Guide provides information on how the training and assessment for this unit will be conducted and the assessment evidence required to demonstrate competency against this unit.

### 1. Unit Details

<b>Unit Code and Title</b>
BSBWHS304 - Participate effectively in WHS communication and consultation processes
<b>Application of the Unit or Descriptor</b>
This unit describes the skills and knowledge required to participate in work health and safety (WHS) communication and consultation processes.
<b>Elements</b>
<ol style="list-style-type: none"><li>1. Contribute to establishing and running WHS consultation and participation processes</li><li>2. Raise WHS issues with others</li><li>3. Contribute to obtaining and communicating information about WHS issues</li></ol>
<b>Performance Evidence</b>
Evidence of the ability to: <ul style="list-style-type: none"><li>• participate in work health and safety (WHS) communication and consultation processes, including communicating WHS information to others</li><li>• raise WHS issues in meetings and follow up on outcomes</li><li>• take appropriate actions to remove barriers to communication and consultation processes</li><li>• support others to raise relevant WHS issues.</li></ul>
<b>Knowledge Evidence</b>
To complete the unit requirements safely and effectively, the individual must: <ul style="list-style-type: none"><li>• describe the purpose of organisational WHS policies, procedures, processes and systems</li><li>• outline the key requirements of relevant commonwealth and state/territory WHS Acts, regulations, codes of practice, standards and guidance material, and other relevant publications</li><li>• describe potential barriers to WHS consultation processes and how the barriers may be overcome</li><li>• explain the roles and responsibilities of WHS personnel</li><li>• describe how the consultation process influences and is related to workplace information management procedures, processes and systems</li><li>• describe methods to engage others with workplace procedures, and information sourcing and sharing.</li></ul>

## 2. Student Information

<b>Student Support</b>	The University supplies support for students in many areas, including: Accommodation, Careers and Employment, Counselling, Disability Service, Equal Opportunity, Discrimination and Harassment advice, Australian Indigenous Student Support Services, Information Technology Services, International Student Support Services, Library Services, and Learner Support Services. More information is available at: <a href="http://www.cdu.edu.au/study/student-life/student-support">Student Support</a> (www.cdu.edu.au/study/student-life/student-support)
<b>Recognition of Prior Learning (RPL)</b>	If you believe you already have the knowledge and skills to be able to demonstrate competence in this unit speak with your VET Lecturer as you may be able to apply for <a href="http://www.cdu.edu.au/cdu-vet/rpl">Recognition of Prior Learning (RPL)</a> (www.cdu.edu.au/cdu-vet/rpl)
<b>Reasonable Adjustments</b>	In the event that you have difficulty understanding or completing the training or assessment due to a disability, language barrier or other difficulties, notify your lecturer as soon as possible. You will be able to discuss with your VET lecturer ways to make reasonable adjustments to the training and assessment process. For example, it may be possible to complete a written assessment verbally, use assistive technologies or have the environment and resources adapted.
<b>Academic Appeals and Complaints Resolution</b>	If you require an extension of time, special consideration, or appeal against a final result in a unit, you should speak directly to your VET Lecturer. If you are unable to satisfactorily resolve your concern you should refer to the CDU Students – Academic Grievance Procedures or contact the Complaints Officer to seek guidance. More information is available at: <a href="http://www.cdu.edu.au/strategicservices-governance/complaints">Complaints Management Unit</a> (www.cdu.edu.au/strategicservices-governance/complaints)

## 3. Unit Delivery Plan

Session	Learning topic/activity	Assessment
1	Introduction and housekeeping Hand out the Student Unit Guide and all Assessment Tool Instruments Discuss all assessments and assessment requirements Discuss RPL and grievance procedures  Introduction to WHS Visit governing bodies website <a href="http://www.worksafe.nt.gov.au">http://www.worksafe.nt.gov.au</a> and <a href="http://www.safeworkaustralia.gov.au/">http://www.safeworkaustralia.gov.au/</a> Time allocated to work on assessment(s)	All Assessments Tasks Are Distributed
2	Create agenda for meeting Visit governing bodies website <a href="http://www.worksafe.nt.gov.au">http://www.worksafe.nt.gov.au</a> and <a href="http://www.safeworkaustralia.gov.au/">http://www.safeworkaustralia.gov.au/</a> Time allocated to work on assessment(s)	
3	Conduct WHS committee meeting Visit governing bodies website <a href="http://www.worksafe.nt.gov.au">http://www.worksafe.nt.gov.au</a> and <a href="http://www.safeworkaustralia.gov.au/">http://www.safeworkaustralia.gov.au/</a> Time allocated to work on assessment(s)	<b>WHS</b> BSBWHS304 Assessment Task 2 Due COB <b>WHS</b> BSBWHS304 Assessment Task 1 Direct Observation
	One week after final session (session 3) the Assessment Task 1 Project is due.	<b>WHS</b> BSBWHS304 Assessment Task 1 Project

## Resources

- A computer with Internet Web browser and internet access
- A Web-based email account
- Current student identification
- A word processing application
- Student resources located at: <https://ict30115.brambling.cdu.edu.au/ohs.html>

The VET lecturer will provide a schedule which contains specific dates, times and locations of the delivery for this unit as well as information about how changes to the timetable will be communicated

## 4. Unit Assessment Summary

Assessment task number	Assessment Method and Description	No. of Attempts	Due Date
1	Structured activities - Project/s Direct Observation - simulated workplace	2	As per unit delivery plan.
2	Questioning - written	2	As per unit delivery plan.

## 5. Feedback

The VET lecturer will provide written feedback at the end of each assessment task. There is no requirement for the student to sign this feedback statement.

When you have finished the unit and all the assessment tasks, you need to sign that you have received feedback from the VET lecturer on the "Assessment Summary" or respond via email as directed by the VET lecturer.

## 6. Resulting Assessment

After the assessment task has been completed and a judgement has been made the VET Lecturer records the result and provides written feedback in the appropriate space on the assessment task document.

The result for each assessment task can be:

- Satisfactory
- Unsatisfactory

The final result for the unit can be:

- CA – Competency Achieved
- NYC – Not Yet Competent
- IP – Insufficient Participation



# AT1.1 Project

## BSBWHS304 Participate effectively in WHS communication and consultation processes

Assessment Details																	
Task Title	Project																
Task Description	This assessment project requires you to complete 7 WHS tasks. To be deemed satisfactory, student must successfully complete all 7 items.																
Assessment Method	Structured activities - Project/s																
Assessment Instrument	AT1 Project BSBWHS304 v1.1																
Context of Assessment	<input type="checkbox"/> Simulated workplace <input type="checkbox"/> Active workplace <input checked="" type="checkbox"/> Training Room <input checked="" type="checkbox"/> Own Environment																
If simulated, describe how the simulated workplace will be achieved	N/A																
Location of the Assessment	Darwin Students: CDU Casuarina Campus Alice Springs Students: CDU Alice Springs Campus Student's own Study Environment																
Evidence to be submitted	<p>An electronic zipped folder containing all documents associated with this assessment task.</p> <table border="1"> <tbody> <tr> <td>Item 1</td> <td>4 x Documents (associated with the information pack)</td> </tr> <tr> <td>Item 2</td> <td>3 x Hazard Identification Tools 1 x Risk Register</td> </tr> <tr> <td>Item 3</td> <td>1 x Meeting Agenda</td> </tr> <tr> <td>Item 4</td> <td>1 x List of Expected Behaviours</td> </tr> <tr> <td>Item 5</td> <td>1 x WHS Report</td> </tr> <tr> <td>Item 6</td> <td>To be completed by Assessor</td> </tr> <tr> <td>Item 7</td> <td>3 x Documents for Information Board</td> </tr> <tr> <td>Assessment Instrument</td> <td>A completed electronic copy of the Assessment Instrument which incorporates the coversheet.</td> </tr> </tbody> </table> <p>Submitted to <a href="mailto:ICT.submit@cdu.edu.au">ICT.submit@cdu.edu.au</a>.  The submission must be from student CDU student email account.  The subject must include student number, course code, unit code, assessment title and the assessor name, for example:  s123456, ICT30118, BSBWHS304, Assessment Task 1, assessor name</p>	Item 1	4 x Documents (associated with the information pack)	Item 2	3 x Hazard Identification Tools 1 x Risk Register	Item 3	1 x Meeting Agenda	Item 4	1 x List of Expected Behaviours	Item 5	1 x WHS Report	Item 6	To be completed by Assessor	Item 7	3 x Documents for Information Board	Assessment Instrument	A completed electronic copy of the Assessment Instrument which incorporates the coversheet.
Item 1	4 x Documents (associated with the information pack)																
Item 2	3 x Hazard Identification Tools 1 x Risk Register																
Item 3	1 x Meeting Agenda																
Item 4	1 x List of Expected Behaviours																
Item 5	1 x WHS Report																
Item 6	To be completed by Assessor																
Item 7	3 x Documents for Information Board																
Assessment Instrument	A completed electronic copy of the Assessment Instrument which incorporates the coversheet.																

Student to provide the following equipment to complete the task, in addition to that supplied by CDU

Although there will be time allocated in-class for students to work on the Short Answer Questions Assessment, students will also be required to work on the assessment out-of-class. When working on the Short Answer Questions Assessment out-of-class students require the following:

- A computer with internet access
- An Internet Web browser
- A Web-based email account
- Current student identification
- A word processing application

Students are required to refer to and reference the following Reference Documents, Workplace Policy & Procedures, Legislation, Codes of Practice and Regulatory Requirements when completing the assigned assessment task.

Information and documents located at:

<https://ict30115.brambling.cdu.edu.au/ohs.html>

<https://worksafe.nt.gov.au/>

Students are required to refer to and use the following Workplace Documents when completing the assigned assessment task

Information and documents located at:

<https://ict30115.brambling.cdu.edu.au/ohs.html>

<https://worksafe.nt.gov.au/>

### Manage your assessment submission

In the table below, you can record when you send your assessment, when you receive feedback, outcome decisions and if you have to re-submit.

Date Sent	Date Feedback	Satisfactory	Required re-submit	Comments
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	



## AT1.2 Direct Observation

### BSBWHS304 Participate effectively in WHS communication and consultation processes

Assessment Details	
Task Title	Conduct a WHS Committee meeting
Task Description	The Work Health and Safety Officer (student) will conduct a WHS committee meeting. The WHS officer will outline how they plan to gain, disseminate, and report on workplace issues.
Assessment Method	Direct Observation - Role Play
Assessment Instrument	AT1.2 Direct Observation BSBWHS304 v1.1
Context of Assessment	<input checked="" type="checkbox"/> Simulated workplace <input type="checkbox"/> Active workplace
If simulated, describe how the simulated workplace will be achieved	Assessment is at the CDU Casuarina Campus which replicates a working environment in which the Work Health and Safety Officer (student) conducts a WHS Committee meeting. The assessor is the Chairperson of the meeting and all other students in the class form the committee.
Location of the Assessment	Darwin Students: CDU Casuarina Campus Alice Springs Students: CDU Alice Springs Campus
Evidence to be submitted	The assessor will complete the observation checklist.
Student to provide the following equipment to complete the task, in addition to that supplied by CDU	
N/A	
Students are required to refer to and reference the following Reference Documents, Workplace Policy & Procedures, Legislation, Codes of Practice and Regulatory Requirements when completing the assigned assessment task.	
N/A	
Students are required to refer to and use the following Workplace Documents when completing the assigned assessment task	
Refer to the report created in part of item 5 of the previous assessment (AT1 Project BSBWHS304 v1.1). This item is the report created to be tabled within the committee meeting outlining how you plan to gain, disseminate, and report on workplace issues.	

### Manage your assessment submission

In the table below, you can record when you send your assessment, when you receive feedback, outcome decisions and if you have to re-submit

Date Sent	Date Feedback	Satisfactory	Required re-submit	Comments
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	



# ATB Questioning

## BSBWHS304 Participate effectively in WHS communication and consultation processes

Assessment Details	
Task Description	<p>This assessment task requires that a series of 9 written questions be answered. The questions have been formulated to gather evidence of knowledge directly related to the unit of competency.</p> <p>To be deemed satisfactory, student must successfully complete all 9 questions.</p>
Assessment Method	Questioning - Written
Assessment Instrument	AT2 Short Answer Questions BSBWHS304 v1.1
Context of Assessment	<input type="checkbox"/> Simulated workplace <input type="checkbox"/> Active workplace <input checked="" type="checkbox"/> Training Room <input checked="" type="checkbox"/> Own Environment
Location of the Assessment	Darwin Students: CDU Casuarina Campus Alice Springs Students: CDU Alice Springs Campus Student's own Study Environment
Evidence to be submitted	<p>An electronic copy of the identified Questionnaire Assessment Instrument with all 9 questions answered and the incorporated coversheet completed.</p> <p>Submitted to <a href="mailto:ICT.submit@cdu.edu.au">ICT.submit@cdu.edu.au</a>.            The submission must be from student CDU student email account.            The subject must include student number, course code, unit code, assessment title and the assessor name, for example:            s123456, ICT30118, BSBWHS304, Assessment Task 2, assessor name</p>
Student to provide the following equipment to complete the task, in addition to that supplied by CDU	
<p>Although there will be time allocated in-class for students to work on the Short Answer Questions Assessment, students will also be required to work on the assessment out-of-class. When working on the Short Answer Questions Assessment out-of-class students require the following:</p> <ul style="list-style-type: none"> <li>• A computer with internet access</li> <li>• An Internet Web browser</li> <li>• A Web-based email account</li> <li>• Current student identification</li> <li>• A word processing application</li> </ul>	
Students are required to refer to and reference the following Reference Documents, Workplace Policy & Procedures, Legislation, Codes of Practice and Regulatory Requirements when completing the assigned assessment task.	
Information and documents located at: <a href="https://ict30115.brambling.cdu.edu.au/ohs.html">https://ict30115.brambling.cdu.edu.au/ohs.html</a> <a href="https://worksafe.nt.gov.au/">https://worksafe.nt.gov.au/</a>	



Students are required to refer to and use the following Workplace Documents when completing the assigned assessment task

Information and documents located at:  
<https://ict30115.brambling.cdu.edu.au/ohs.html>  
<https://worksafe.nt.gov.au/>

### Manage your assessment submission

In the table below, you can record when you send your assessment, when you receive feedback, outcome decisions and if you have to re-submit.

Date Sent	Date Feedback	Satisfactory	Required re-submit	Comments
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	



# Student Feedback

## BSBWHS304 Participate effectively in WHS communication and consultation processes

<b>Student Name</b>	
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<b>Feedback and overall assessment outcome of the task</b>	
<b>Assessment Task 1</b>	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Feedback:	
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<b>Assessment Task 2</b>	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Feedback:	
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<b>VET Lecturer Name</b>			
<b>VET Lecturer Signature</b>		<b>Date</b>	

# Assessment Agreement

This page is removed from the Student Unit Guide once the student has signed and the Assessor has reviewed any required reasonable adjustment. This document is held on the student file.

**This Declaration directly relates to the Student Unit Guide v3.1 BSBWHS304**

## Student Declaration

- I have read and understood the outlined assessments which I need to complete and when they need to be submitted
- I understand that if I feel I am not ready to be assessed and need additional time I can request this from my Lecturer.
- My individual needs have been discussed with my Lecturer and they have adjusted my assessments if required
- I declare that all work submitted will be my own and that I have read and understood the VET Student Guide relating to plagiarism
- I understand that a copy of my work may be kept for validation (review) purposes
- I understand that my assessor may authenticate the work I have submitted
- I understand that should I wish to retain a copy of my assessment evidence that I must make a copy of the work prior to submitting to my Lecturer.

## Disclaimer

Charles Darwin University is collecting the information on this form for assessment/assignment purposes. Only authorised departmental officers have access to this information. If required for audit purposes, your details may be forwarded to officers from the relevant Industry Training Advisory Board or other technical experts/advisors. If you are an apprentice/trainee, your personal information, attendance details, progress and results will be disclosed to your employer. If you are under the age of 18 years your personal information, attendance details and results may be disclosed to your parent/guardian. Your personal information will not be disclosed to any other third party without your consent, unless authorised or required by law.

Name

Signature

Date

## Language, Literacy and numeracy support

Based on the LLN Assessment does the Student require any specific LLN support  Yes  No

Name and Signature of VET Lecturer processing this Assessment Agreement

Date

## Reasonable Adjustment

Based on discussions does the Student require any Reasonable Adjustment  Yes  No

If, yes, then the assessor must:

- review the unit requirements and determine that any adjustments will not compromise the outcome
- determine the adjustments to be made in consultation with the student and a specialist if necessary
- document the adjustments made in the appropriate section on the Assessment Task
- ensures the student's privacy and confidentiality is protected in relation to any personal information such as a medical condition

## Student's Identified Need

Reasonable adjustment strategies applied to the assessment	
Name and Signature of VET Lecturer processing this Assessment Agreement	Date