



**Central
Regional**



Course

Pre-Enrolment Guide

Training Area:

Work Health and Safety

Training Product:

**BSBWHS513 Lead WHS
Risk Management
(Self-Paced External)
Geraldton**



Your Future. Your Choice. Your TAFE.

Central Regional TAFE spans four regions and around 57% of Western Australia, with nine campuses delivering training that reflects the industries driving our state's economy. From the Midwest and Wheatbelt to the Gascoyne and Goldfields, our footprint is vast – and so are the opportunities.

Studying regionally connects you directly with the jobs that matter. With most agricultural, health, and construction roles based in regional WA, training close to home ensures you build skills where the demand is.

Each campus is shaped by its community and industries. Whether it's aquaculture on the coast, mining in the Goldfields, or agriculture in the Wheatbelt, we work hand-in-hand with employers to make sure your training is current, practical, and linked to real apprenticeships and work placements.

Wherever you live, your local campus is ready to help you succeed – while keeping skills, jobs, and opportunities right here in regional WA.





Your Campus. Your Training. Your Career.

At Central Regional TAFE, it's all about you. We're here to help you shape the future you want, with the right support every step of the way.

Learn from industry experts who bring real-world knowledge into the classroom and gain the confidence and skills employers are looking for. With over 300 nationally recognised courses – from Certificate I through to Advanced Diploma – plus a wide range of short courses, there's a pathway for every ambition.

We know life is busy, so our flexible and online study options help you balance training with work, family, and everything else you've got going on. Add to that payment plans and tailored support, and achieving your goals has never been easier.

Whether you're leaving school, changing careers, or upskilling, you'll find a place at TAFE – and a pathway to a future that works for you.

Train where you live. Build real skills. Shape a future that works – with Central Regional TAFE.



Course Information

Stand-alone unit from BSB51319 Diploma of Work Health and Safety

Required number of units for course completion	BSBWHS513 Lead WHS risk management (Release 1) To access details about the unit, click on the link below. https://training.gov.au/training/details/BSBWHS513/unitdetails
Duration	6 months
Location	Geraldton
Delivery mode	Self-paced external (SPE)

IS THIS COURSE RIGHT FOR ME?

Before you choose this course, it's a good idea to think about the skills and knowledge you might need. The information below will help you decide if the course is a good fit for you, or if there are areas where you might need some extra support.

Information you need to know about the course

These are the essential skills and knowledge that you would need to study and work in this field. Consider if you might face any challenges in meeting the course expectations and requirements.

This unit is designed for senior or strategic leaders who have decision-making authority for WHS risk controls, particularly in mining and resource operations.

Typical participants include:

- Senior Mining Managers
- Quarry Managers
- Registered Mine Managers
- Underground Managers
- Open Pit Managers
- Principal Hazard Leads
- Operations Managers
- Site or Area Managers with WHS accountability
- Statutory Supervisors seeking senior-level capability

This unit is suitable if you:

- Hold senior responsibility for WHS risk decisions
- Work in mining or high-risk operations
- Are required to demonstrate structured WHS risk leadership
- Need evidence aligned to WA regulatory expectations

You should already have:

- Experience in a supervisory, managerial, or statutory role
- Working knowledge of WHS duties and obligations
- Familiarity with risk assessments, controls, and incident management
- Exposure to mining operations, hazards, and safety systems

You should be able to:

- Read and interpret legislation, procedures, and risk documentation
- Develop written skills to prepare written risk management plans and reports
- Develop communication skills to participate in consultation and decision-making discussions
- Develop technology skills to use digital systems (e.g. Word, PDF, spreadsheets, online learning platforms)

You should be able to commit sufficient time for study to:

- Read learning materials
- Gather workplace evidence
- Complete assessments thoughtfully and accurately

This unit may not be suitable if you:

- Are new to WHS or supervision
- Do not have access to a workplace or realistic mining scenarios
- Are seeking introductory WHS training

Note: This unit is not suitable for entry-level learners. This unit does not teach basic WHS concepts. Learners are expected to apply existing experience to lead and influence risk management systems.

Course Pathways

This unit describes the skills and knowledge required to lead the management of work health and safety (WHS) risks in an organisation. The unit includes facilitating the identification of hazards and potential hazards, leading the assessment of associated risks, selecting and implementing suitable risk controls, and evaluating the overall effectiveness of the organisational WHS risk management process. It involves communicating with stakeholders throughout the process.

The unit applies to those in an organisation who provide specialised knowledge and guidance to a range of personnel when leading the management of WHS risks.

NOTES

1. The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent, and generally either can be used in the workplace. In jurisdictions where model WHS laws have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements.
2. The model WHS laws include the model WHS Act, model WHS Regulations and model WHS Codes of Practice. See Safe Work Australia for further information.

National Course Entry Requirements

Nil

Central Regional TAFE (CR TAFE) Pre-enrolment Requirements

You must have a Unique Student Identifier (USI) to enrol in and complete any nationally recognised training in Australia. If you do not have a USI or need help getting one, we can assist you with the process.

Before you enrol, CR TAFE is required to review your language, literacy, numeracy and digital (LLND) skills to help you decide if the course is right for you, identify any support you might need, or whether other learning options may be better suited to you at this time.

Review of language, literacy, numeracy and digital literacy (LLND)

You may submit one or more of the following as evidence of your LLND skills. After it has been reviewed and approved by the Work Health and Safety Lecturer you may be eligible to enrol in the course.

- Copies of other WHS certificates gained
- Copy of current job description
- Copy of current Resume/CV (*please include details of any past/current WHS duties and experience*)

What happens after your LLND review

After the LLND review, the Work Health and Safety Lecturer will inform you of the result and the best way forward which may include:

- Proceeding to enrolment
- Possible alternative learning options
- Any support that can be provided

Fees and Payments

Whether you are enrolling in individual units and/or full qualifications at CR TAFE, you are responsible for paying the enrolment fee for each unit you enrol in.

You will find detailed information about your course costs and how they are calculated on our website [here](#).

You can also check the drop-down box for FEES on your course page on the website which has details about the course fees.

Further information on:

- key payment terms and conditions
- availability of any relevant government training entitlements and subsidies
- our withdrawal and refund requirements

is available under the Fees and Payment Options section in the Student Handbook on our website [here](#).

Our Student Business Systems team can help if you are unsure about any fee information. Please refer to the Contacts section, on how to contact us.

Learning Resources

Delivery and assessment of this unit are contextualised to Western Australian mining operations, including alignment with:

- WHS Act 2020 (WA)
- WHS (Mines) Regulations 2022 (WA)
- Principal hazard management
- High-risk activities (ground control, mobile plant, explosives, hazardous chemicals, confined spaces, fatigue, contractor management)

Learners are expected to apply risk management concepts to real or simulated mining scenarios, consistent with WA regulatory expectations.

Central Regional TAFE will provide the following resources for you to participate in this program:

Learning and assessment resources will be provided in both hard copy and via electronic (email) means and will include Microsoft Teams (Online Learning Management System) where you will have access to:

- Facilitated online workshops (as required)
- Guide self-study materials
- Workplace-based application

- Case studies and mining-specific scenarios
- Microsoft 365 suite for the duration of your enrolment (Outlook, Word, Excel, PowerPoint, OneNote, Teams, OneDrive)
- Adobe
- Access to the library facilities (on site and online)
- Access to free Wi-Fi (on site)
- Access to onsite Cyber Centre (computers and printer)

Note: Students are given access to CRTAFE resources once they enrol in the course and for the duration of their enrolment. Students are charged a resource fee for access to the learning and assessment materials on the online learning management system.

Students must provide:

For external study you **MUST** have access to:

- A computer/laptop
- Reliable internet connection

CR TAFE online library resources

Our online library has a wide range of electronic resources useful to your course. You can find our online library on the CR TAFE website [here](#). Library staff are available to assist you as required. You can also access Study Tips for Students [here](#).

Delivery Mode

This course is offered through self-paced external (SPE).

You will be given log in access to the online learning management on enrolment. In self-paced external study, you can log in anytime and work through the course materials online at a speed that suits you. The online learning management system gives you access to everything you need. You are responsible for planning your study time and staying on track. You must ensure that you complete all tasks and assessments by the required dates.

For additional information about self-paced study options at all our campuses please check the courses pages on our website [here](#).

My Portal

There is a variety of information available to students on our website under [Current Students](#). Once you are enrolled, the Student Portal will allow you to view the following:

- My application - view the status of your application to study
- My payments - view your payment history and instalment plan details (if relevant)
- My study - view your course details, units and academic records
- My details - view and update your personal information
- My tasks - view any notices from Central Regional TAFE

Recognition of Prior Learning

Recognition of prior learning (RPL) means an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product. If you think you have existing knowledge and skills in one or more of your units of study, you may apply for RPL. Should you apply for RPL, you will be supported through the process by a lecturer. For further information visit our website [here](#).

Credit

Credit can be given if you have successfully completed a unit or module that has the same code or is deemed equivalent to one in your current course. You may have completed this unit/module at a Registered Training Organisation or at an alternate authorised organisation such as a university.

You will have to provide some evidence you have successfully completed the unit or module. This might include authenticated VET transcripts or other AQF certification documents like Statements of Attainment, Records of Results etc.

You won't be charged for credit. If you think this might apply to you, contact your lecturer to discuss eligibility, the application process and the evidence you need to provide.

Note: CR TAFE will not issue an Award or Statement of Attainment that is achieved wholly through crediting units completed at another RTO.

Appeals and Feedback

CR TAFE values student feedback and recognises that opportunities to improve products and services arise from the effective handling of student complaints. Complaints are processed in a way that balances the interests of students and CR TAFE while making sure the process is fair for everyone.

Students are supported to [provide feedback and make complaints](#). Students have the right to appeal decisions made by the lecturer/assessor and CR TAFE. For example, if you have concerns about your assessment results, please approach your lecturer to discuss the issue and/or refer to our website for details [here](#).

Student Support Services

CR TAFE aims to provide a supportive learning environment for all students. If you have any support needs, either before you enrol or during your course, we encourage you to speak with your lecturer or the Student Support Services team. CR TAFE will provide, or help you access, the support that can assist you in your studies.

Training Support:

You are encouraged to identify any training support that you may need before you enrol and at any point during your learning journey. This may include but not limited to:

- Study Skills
- Accessing and using technology
- Assessments
- Disability support
- Aboriginal and Torres Strait Islander support

Wellbeing Support:

CR TAFE is dedicated to supporting students and to providing a safe and inclusive learning environment for all students including a culturally safe learning environment for Aboriginal people. CR TAFE recognises that student wellbeing is important for a successful learning journey and may provide, or support access to, appropriate services where needed. Wellbeing support may include, but not limited to:

- Counselling and mental health resources (external)
- Career Services and Guidance (internal)
- Financial (fee and debt payment options, scholarships) (internal)
- Abuse, harassment, bullying (internal and external)
- Crisis and Support Lines (external)
- Support for Aboriginal students (internal and external)
- Aboriginal Counselling Support (external)
- Support for students with disability (internal and external)
- Support for international students (internal)

For confidential, no obligation contact information for wellbeing support, please contact our Student Support Services team who can help you with more information on how to access these support services, or go to our [website](#).

Lecturer Contact Details

Colin Buck
Lecturer, Work Health and Safety
Central Regional TAFE
175 Fitzgerald Street
GERALDTON, WA, 6530
T:08 9956 2907
E: Colin.Buck@crtafe.wa.edu.au

Availability: Mondays to Fridays during business hours
Building: Technology Park

To speak to our Student Business System Team, Student Support Services Team, our Technical Support Team, Aboriginal Support Services or your local Access and Equity Inclusion Officer, contact: 1800 672 700 or enquiries@crtafe.wa.edu.au.

Alternatively, you can complete an online enquiry form <https://www.centralregionaltafe.wa.edu.au/contact-us>.

For help with all things career, training and employment, contact our Jobs and Skills Centres at either our Geraldton, Kalgoorlie or Northam campuses, or call 13 64 64 or go to www.jobsandskills.wa.gov.au.

Award

Upon successful completion of this course, you are entitled to an Award and a Record of Achievement. Should you not have successfully completed all the units of competency required for the Award, you are entitled to a Statement of Attainment for the individual units for which you have been assessed as competent.

Further Resources and Information

More information can be found in our Student Handbook, available for download from our website [here](#).

Notification of Changes to the Course

You will be informed in writing by your lecturer of any changes that affect your course after enrolment. You will be supported throughout the change to ensure there is minimal disruption to your learning journey.

Overview of Training Hours

The table below outlines the units you need to complete. It shows the types of training you are required to do, approximately how much time they should take. This will help you understand how much time you will need to set aside for each unit you are enrolled in

Stage	National ID	Unit Of Competency	Face to Face	Workshops	Work Placement	Structure d Out Of Class Activities	Tutorial Study Support	Total	Assessment	Delivery Mode	Core / Elective	Group	Pre-Requisites National Code/s
Ongoing enrolments	BSBWHS513	Lead WHS risk management (OBA98)	0.00			45.00	2.00	47.00	40.00	Flexible/Online	Core		
		Total	0.00	0.00	0.00	45.00	2.00	47.00	40.00				

Assessment Overview

Assessment is competency-based and aligned with the training package requirements. You will be required to demonstrate the ability to:

- Lead WHS risk management processes
- Apply risk management principles to complex, high-risk situations
- Consult and communicate with relevant stakeholders
- Review and improve risk controls

Assessment methods may include:

- Written knowledge questions
- Workplace or simulated case studies
- Development or review of risk management documentation
- Evidence of leadership and decision-making
- Third-party verification (where applicable)

Evidence Expectations (Critical for Mining Managers)

- Assessment evidence must demonstrate authentic leadership involvement, not just participation. Acceptable evidence may include:
 - Risk registers or principal hazard risk assessments
 - WHS risk management plans
 - Consultation records
 - Change management related to risk controls
 - Review and evaluation reports
 - Policies, procedures, or improvement actions you have led

If you do not currently have access to suitable workplace evidence, simulated mining scenarios may be used, but these must reflect realistic senior-level responsibilities.



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