INDUSTRY SKILLS SOLUTIONS

NATIONALLY RECOGNISED TRAINING

RTO 45974

UNIT OF COMPETENCY

BSBWHS515

Lead initial response to and investigate WHS incidents

Nationally recognised training with NNZMC Pty Ltd T/a Industry Skills Solutions.

DELIVERY
Face-to-face

MINIMUM AGE
16 years and over

STUDENTS WHO ARE ASSESSED AS COMPETENT WILL RECEIVE
a Statement of Attainment

About this course

This unit describes the skills and knowledge required to lead the initial response to work health and safety (WHS) incidents. The unit also includes planning, conducting and reporting on investigations of WHS incidents that have resulted in, or have the potential to result in, injury or damage. This may include accessing specialist expertise.

The unit applies to those who work in a range of WHS roles across all industries, and apply a substantial knowledge base and well-developed skills in a wide variety of WHS contexts. It does not apply to those undertaking an investigation in order to provide legal advice or prepare for legal proceedings.

Continued overleaf.

COURSE FEES

$1500.00 GST Free

RPL pricing is subject to an assessment of the candidate.

Please refer to NNZMC Pty Ltd T/a Industry Skills Solutions RTO 45974 Student handbook for information on fees.

Payment terms, refunds, cancellation and withdrawal are set out in the RTO Fees and Refunds Policy.

LOCATIONS AND DATES

Delivery locations and course dates are arranged on enquiry.

SCAN

Student Handbook, policies and forms

industryskillssolutions.com.au/RTO-Policies

SCAN

Full course details on training.gov.au

training.gov.au/training/details/BSBWHS515/unitdetails

ABOUT THIS COURSE, CONTINUED

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.

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

DELIVERY AND SCHEDULE

Face-to-face training and assessment (8 hours)

Other delivery options may be available, including face-to-face only. Contact us today.

ENTRY REQUIREMENTS

An individual undertaking this course on behalf of NNZMC PTY LTD T/a Industry Skills Solutions will need to demonstrate the following to be eligible for entry:

- Participants must be 16 years and over
- ID is required
- A Unique Student Identifier (USI) Number (or exemption). This is required prior to enrolments being processed. To obtain a USI number, please go to **www.usi.gov.au** to register.
- Online study/evidence submission: Students must have access to a computer, smartphone, tablet or other electronic devices with access to the internet to complete the online studies/evidence submission.
- Participants must have the physical capability to be able to meet the demands of the practical skills demonstration (if required)
- Participants must wear enclosed shoes/safety shoes and comfortable/practical clothing (if required)
- Language, literacy and numeracy requirements - students must be able to read and correctly interpret required documentation relevant to incident investigations, speak clearly and unambiguously in English, explain, describe and verify sometimes complex needs and issues and understand the risk assessment requirements. Writing is required to the level of completing workplace forms and producing any required reports. Numeracy is required to the level of being able to correctly calculate time.
- Digital skills: students need basic digital skills to enrol and to complete any online learning, including using a computer, tablet or smartphone, a web browser and email.
- Language, literacy, numeracy and digital (LLND) assessment: every student completes an LLND assessment with Industry Skills Solutions before enrolment is confirmed, to check the course is suitable and to identify any support needed. A completed LLND assessment is valid for 12 months; returning students complete a new one after 12 months.

Enrolment is confirmed only once all entry requirements have been met.

FOUNDATION SKILLS

The language, literacy, numeracy and employment skills essential to performance, as set out in each unit of competency on training.gov.au.

Reading	Reviews and interprets WHS legislative texts relating to WHS incidents Analyses reports and other material to determine required course of action
Writing	Documents procedures, plans and outcomes using appropriate organisational formats and industry-specific terminology Develops reports using structure, format and language appropriate for report purpose and audience
Oral communication	Uses appropriate language and non-verbal features to provide support, give instructions or request information Listens closely to extract main ideas and to evaluate initial responses for accuracy and validity

Numeracy	Extracts and evaluates the numerate and graphical information embedded in sources of incident information and data Performs calculations in relation to resource requirements, timelines and evaluation measures, and the impact and implications of incidents
Navigate the world of work	Develops, implements or modifies workplace procedures applicable to investigation contexts Keeps up to date on changes to WHS laws relevant to own role and responsibilities, and considers their implications when negotiating, planning and undertaking work
Interact with others	Identifies and uses appropriate conventions and protocols when communicating with parties involved in various investigation stages Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction Takes a leadership role in developing team understanding of investigation requirements
Get the work done	Uses logical planning processes and understanding of context to: identify relevant information and risks identify and evaluate alternative strategies and resources for investigation processes Sequences and schedules complex activities, monitors implementation and manages relevant communication Uses analytical processes to review plans and seeks input and advice from others before taking necessary action Uses digital systems and tools for data collection and analysis, and communication and reporting

RECOGNITION OF PRIOR LEARNING (RPL)

NNZMC Pty Ltd T/a Industry Skills Solutions RTO 45974 offers this course through a Recognition of Prior Learning (RPL) pathway. The RPL process recognises your existing experience gained through life or work for which you may not have obtained a formal qualification.

RPL pricing is subject to an assessment of the candidate.

The Recognition of Prior Learning (RPL) Policy and the RPL Application Form are on our website: **industryskillssolutions.com.au/RTO-Policies**

ASSESSMENT

Individuals undertaking this course with NNZMC PTY LTD T/a Industry Skills Solutions will be expected to complete verbal, written and practical assessment tasks. For full assessment, requirements go to: **https://training.gov.au/Training/Details/BSBWHS515/unitdetails**

STUDENTS WHO ARE ASSESSED AS COMPETENT WILL RECEIVE

Upon successful completion of this training course, you will receive a Statement of Attainment for the nationally recognised unit/s of competency:

BSBWHS515 Lead initial response to and investigate WHS incidents

Your Statement of Attainment will be issued by NNZMC Pty Ltd, trading as Industry Skills Solutions, RTO 45974.

SUPPORT, RIGHTS, COMPLAINTS AND APPEALS

Please note that enrolment to this course is made with NNZMC PTY LTD T/a Industry Skills Solutions RTO # 45974. Please refer to the student handbook located on the RTO website **https://www.industryskillssolutions.com.au/training** for all details relating to rights and responsibilities, including complaints and appeals.

Training support and wellbeing support services, and how to access them, are described in the Student Handbook.

Flyer issued 10 October 2026. Course code, title and description from training.gov.au, release 1 of BSBWHS515.