Contents

Section 3: Assessment resources

Assessment is all about collecting evidence and making decisions as to whether or not a learner has achieved competency. Assessment confirms the learner can perform to the expected workplace standard, as outlined in the units of competency.

This section contains an alternative final assessment and model answers to the assessment activities in the corresponding Aspire learner workbook. The Aspire assessment activities have also been mapped in section 3.5. Trainers and assessors can use this mapping information to complete the assessment records in section 3.6.

It is an important responsibility of trainers and assessors to complete the assessment records themselves. This ensures all additional assessment activities deemed appropriate, outside those in the Aspire workbook, are included in these records; for example, recording observation assessments.

Section three contains the following information:

3.1   Alternative final assessment

3.2   Solutions to assessment activities

3.3   Solutions to final assessments

3.4   Evidence of competency

3.5   Assessment mapping

3.6   Assessment records

3.1 Alternative final assessment

The following activity forms part of your assessment of competency. You may also be required to demonstrate your skills and/or provide various workplace documents or third-party reports. Your trainer will give you guidance in this area.

The following activity has been designed for all learners to complete.

Select ONE of the scenarios listed below (A, B, C, D or E):

Scenario A   Assist to level and set out for a subsurface drainage system

Scenario B   Assist to level and set out for a concrete slab or driveway

Scenario C   Assist to level and set out for the concrete pads of a building

Scenario D   Assist to set out the placement of windows and internal cupboards

Scenario E   Equivalent workplace task to be selected by your workplace assessor

1. Describe three ways to clarify the requirements of the job.

2. Give three examples of how you would communicate effectively with other workers who are from diverse cultural backgrounds.

3. List three examples of legislation, regulations and codes of practice which may apply to the workplace.

4. Write a sentence to explain the procedure that you must follow when you find there are faults in the levelling equipment or tools you require for the work.

5. List three things you would check during the planning phase before you commence the particular job.

6. List three safety measures you would recommend to protect visitors on the site and to prevent unauthorised entry.

7. Based on the particular scenario, list five hazards that may be identified by a Job Safety Analysis and the measures you would recommend to minimise the risk of occurrence.

8. List five environmental issues which may apply to your work and how you will address these.

9. Write a short paragraph to explain why it is necessary to ensure the levelling equipment is accurate and the readings are checked each time.

3.4 Evidence of competency

Evidence is information gathered that provides proof of competency. While evidence must be sufficient, trainers and assessors must focus on quality evidence rather than the quantity of evidence.

Rules of evidence

There are four rules of evidence that guide the collection of evidence. Evidence must be:

- **valid** – it must cover the required knowledge and skills

- **sufficient** – it must be enough to satisfy the competency

- **current** – skills and knowledge must be up to date

- **authentic** – it must be the learner's own work and supporting documents must be genuine.

Principles of assessment

High quality assessments must be:

- **fair** – assessments are not discriminatory or disadvantage the candidate

- **flexible** – assessments meet the candidate's needs and include an appropriate range of assessment methods

- **valid** – assessments assess the unit/s of competency essential skills and knowledge

- **reliable** – there is a common interpretation of the assessments

- **sufficient** – assessments meet the quality and quantity required.

Types of evidence

Types of evidence that can be collected, sighted or validated include:

- work records such as position descriptions, performance reviews, products developed, processes followed and/or implemented

- third-party reports from customers, managers and/or supervisors

- training records and other recognised qualifications

- skills and knowledge assessments

- volunteer work.

Gathering evidence

Evidence can be gathered through:

- real work/real-time activities through observation and third-party reports
- structured activities.

Evidence can also be gathered through:

- **formative assessments**: where assessment is progressive throughout the learning process and validated along the way by the trainer – also known as assessment *for* learning
- **summative assessment**: where assessment is an exercise or simulation at the end of the learning process – also known as assessment *of* learning.

Evaluating evidence

The following steps may help you evaluate evidence.

Step 1: Evidence is gathered.

Step 2: Rules of evidence are applied –
evidence is valid, sufficient, current and authentic.

Step 3: Evidence meets the full requirements of the
unit/s of competency.

Step 4: The assessment process is valid, reliable, fair and
flexible.

Step 5: The trainer or assessor makes a straightforward and
informed judgment about the candidate and completes
assessment records.

Essential skills checklist

Institution: Wired Distribution	
Candidate's name: Marco Seitz	
Unit of competency: *TLIF307C Implement and monitor occupational health and safety procedures*	
Trainer/assessor: Patrick Stapleton	
Date: 20/10/2011	

Did the candidate demonstrate the ability to:	Yes	No	N/A
▪ communicate effectively with others when implementing and monitoring compliance with OHS procedure and policies	✓	☐	☐
▪ read and interpret instructions, procedures, information and signs relevant to the implementation and monitoring of compliance with OHS procedure and policies	✓	☐	☐
▪ identify containers and goods coding, ADG and IMDG markings and, where applicable, emergency information panels	✓	☐	☐
▪ interpret and follow operational instructions and prioritise work	✓	☐	☐
▪ complete documentation related to the implementation and monitoring of compliance with OHS procedure and policies	✓	☐	☐
▪ operate electronic communication equipment to required protocol	✓	☐	☐
▪ estimate the size, shape and special requirements of loads	☐	☐	✓
▪ work collaboratively with others when implementing and monitoring compliance with OHS procedure and policies	✓	☐	☐
▪ adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others	✓	☐	☐
▪ promptly report and/or rectify any identified problems, faults or malfunctions that may arise when implementing and monitoring compliance with OHS procedure and policies in accordance with regulatory requirements and workplace procedures	☐	☐	✓
▪ implement contingency plans for unanticipated situations that may occur when implementing and monitoring compliance with OHS procedure and policies	✓	☐	☐
▪ ensure that precautions and required action are taken to minimise, control or eliminate hazards that may exist during work activities	✓	☐	☐
▪ monitor work activities in terms of planned schedule	✓	☐	☐

▪ modify activities depending on differing operational contingencies, risk situations and environments	✓	☐	☐
▪ apply fatigue management knowledge and techniques	✓	☐	☐
▪ work systematically with required attention to detail without injury to self or others, or damage to goods or equipment	✓	☐	☐
▪ operate and adapt to differences in equipment in accordance with standard operating procedures	☐	☐	✓
▪ select and use required personal protective equipment conforming to industry and OHS standards	✓	☐	☐
▪ monitor performance of equipment	☐	☐	✓
▪ service equipment in terms of maintenance schedule and standard operating procedures	☐	☐	✓
▪ check and replenish fluids and carry out lubrication processes in the course of work activities.	☐	☐	✓
In the assessment/s of the candidate's essential skills, did they demonstrate the four dimensions of competency?			
Task skills	✓	☐	☐
Task management skills	✓	☐	☐
Contingency management skills	✓	☐	☐
Job/role environment skills	✓	☐	☐

The candidate's performance was:	☐ Not satisfactory	✓ **Satisfactory**

Feedback to candidate:

You have a strong understanding of the competency standard on which you are being assessed and have applied the elements of this to the roles and responsibilities of an OHS officer in the workplace.

The elements of the competency that you have successfully completed indicate your ability to:

▪ access OHS information

▪ implement and monitor procedures for identifying and assessing hazards

▪ implement and monitor procedures for controlling risks

▪ plan and supervise housekeeping arrangements

▪ deal with hazardous events

By comprehensively completing the self assessment checklist you identified your strengths and weaknesses and aspects that required attention.

You need to be aware that legislation and the accompanying regulations as related to OHS are frequently updated and modified; regularly familiarise yourself and update documentation and manuals as required.

Developing a positive working relationship with Ben has been invaluable and has benefited both your success and that of your workplace.

Assessor's signature:	*Patrick Stapleton*
Candidate's signature:	Marco Seitz

Portfolio of evidence checklist

Institution: Wired Distribution

Candidate's name: Marco Seitz

Unit of competency: *TLIF307C Implement and monitor occupational health and safety procedures*

Trainer/assessor: Patrick Stapleton

Date: 20/10/2011

Description of evidence to include in portfolio	Assessor's comments	Tick if
▪ Current workplaces OHS policy and procedures	Latest legislation and regulations need to be updated.	✓ Valid ☐ Sufficient ☐ Current ☐ Authentic
▪ Completed tasks and assessment activities from Aspire *TLIF307C Implement and monitor occupational health and safety procedures* workbook	To the best of my knowledge all tasks and assessment activities completed are the genuine and authentic work of the candidate.	✓ Valid ☐ Sufficient ✓ Current ✓ Authentic
▪ A hazard/audit checklist ▪ A categorised list of hazards ▪ A risk analysis and control plan for one identified workplace hazard	Comprehensive. Presentation indicates an understanding of the difference between hazards and their associated risks.	✓ Valid ☐ Sufficient ☐ Current ☐ Authentic
▪ A housekeeping plan for both routine and non-routine procedures	Well-documented and presented in a tabulated format.	☐ Valid ✓ Sufficient ☐ Current ☐ Authentic
▪ Emergency evacuation procedures	Adequate for assessment of this competency.	☐ Valid ✓ Sufficient ☐ Current ☐ Authentic
Assessor's signature:	*Patrick Stapleton*	
Candidate's signature:	Marco Seitz	

Workplace assessment checklist

Institution: Wired Distribution

Candidate's name: Marco Seitz

Unit of competency: *TLIF307C Implement and monitor occupational health and safety procedures*

Trainer/assessor: Patrick Stapleton

Date: 20/10/2011

Name of organisation: ABC Logistics

Address: 999 Weigh Way, Avonsleigh Place

Phone: 9999 9999

Email: ABClogistics@abclogistics.com.au

Workplace supervisor: Gary Underway

Candidate demonstrates the ability to:

- ✓ communicate effectively with others when implementing and monitoring compliance with OHS procedure and policies
- ✓ read and interpret instructions, procedures, information and signs relevant to the implementation and monitoring of compliance with OHS procedure and policies
- ✓ identify containers and goods coding, ADG and IMDG markings and, where applicable, emergency information panels
- ✓ interpret and follow operational instructions and prioritise work
- ✓ complete documentation related to the implementation and monitoring of compliance with OHS procedure and policies
- ✓ operate electronic communication equipment to required protocol
- ✓ estimate the size, shape and special requirements of loads
- ✓ work collaboratively with others when implementing and monitoring compliance with OHS procedure and policies
- ✓ adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- ✓ promptly report and/or rectify any identified problems, faults or malfunctions that may arise when implementing and monitoring compliance with OHS procedure and policies in accordance with regulatory requirements and workplace procedures
- ✓ implement contingency plans for unanticipated situations that may occur when implementing and monitoring compliance with OHS procedure and policies
- ✓ ensure that precautions and required action are taken to minimise, control or eliminate hazards that may exist during work activities
- ✓ monitor work activities in terms of planned schedule
- ✓ modify activities depending on differing operational contingencies, risk situations and environments

- ✓ apply fatigue management knowledge and techniques
- ✓ work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- ☐ operate and adapt to differences in equipment in accordance with standard operating procedures
- ✓ select and use required personal protective equipment conforming to industry and OHS standards
- ☐ monitor performance of equipment
- ☐ service equipment in terms of maintenance schedule and standard operating procedures
- ☐ check and replenish fluids and carry out lubrication processes in the course of work activities.

Candidate understands the:

- ✓ relevant OHS procedures and guidelines
- ✓ risks when using manually-operated equipment to shift loads and related precautions to control the risk
- ✓ reporting procedures in regard to unsafe situations, fire hazards, broken or damaged equipment or fittings, sickness and accidents
- ✓ location and use of safety alarms, manifests, emergency shut-off systems, emergency communication systems
- ✓ signs and signals used for OHS warnings
- ✓ terms used in material safety data sheets
- ✓ HAZCHEM symbols and implications for safe work and storage
- ✓ procedures for the storage and use of hazardous substances
- ✓ procedures for the storage and use of flammable materials
- ✓ manual and mechanically assisted lifting and load shifting procedures
- ✓ transport requirements for goods within workplace
- ✓ emergency and evacuation procedures
- ✓ housekeeping standards and procedures required in the workplace
- ✓ site layout and obstacles.

Workplace supervisor signature: *G Underway*