Contents

Section 1: Meeting VET sector requirements

Training organisations have a range of requirements that they must meet in developing and implementing quality training and assessment strategies and practices for course programs. As a trainer, you also have a range of requirements that must be considered when implementing programs for your specific group of learners.

1.1 How Aspire's resources assist in meeting requirements

The following section outlines a range of VET sector requirements and how Aspire's resources may assist you and your training organisation in implementing a quality learning experience.

VET sector requirement	Aspire's approach
Australian Qualifications Framework The Australian Qualifications Framework is the national policy for regulated qualifications in the Australian education and training system. The AQF incorporates the quality assured qualifications from each education and training sector into a single comprehensive national qualifications framework. You and your training organisation must be aware of the requirements of the relevant AQF qualification or course requirements, from the endorsed training package, as you implement course delivery.	Aspire's learning resources, practice tasks and learning checkpoints have been pitched at a level suitable for the unit of competency and the qualifications for which it is relevant, based on the specifications in the Australian Qualifications Framework (AQF) (Second edition, January 2013). For more information regarding these specifications, and to download the Australian Qualifications Framework, visit the AQF website at: www.aqf.edu.au.
Volume of learning When developing training and assessment strategies for this unit and the qualification for which it is relevant, you and your training organisation must take into account the volume of learning requirements as defined by the Australian Qualifications Framework. An explanation of volume of learning can be accessed at: www.aqf.edu.au/wp-content/uploads/2013/06/Volume-of-Learning-Explanation.pdf	Aspire ensures that each unit of competency is covered completely and in depth in both the learning content and the assessment. This approach will help you meet volume of learning requirements as you develop your training and assessment strategies.

Section 2: Unit of competency information

2.1 Unit of competency

HLTWHS001 Participate in workplace health and safety

Modification history

Release	Comments
Release 3	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 2	Minor corrections to formatting to improve readability. Equivalent competency outcome.
Release 1	This version was released in *HLT Health Training Package release 1.0* and meets the requirements of the 2012 Standards for Training Packages. Updated to incorporate content of unit HLTWHS200A. Revised scope of unit to reflect requirements of workers. New evidence requirements for assessment.

Application

This unit describes the skills and knowledge required for workers to participate in safe work practices to ensure their own health and safety, and that of others.

The unit applies to all workers who require knowledge of workplace health and safety (WHS) to carry out their own work, either under direct supervision or with some individual responsibility.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

3.2 Learning mapping

HLTWHS001 Participate in workplace health and safety, Release 3

Unit of competency		Content		Practice tasks	Learning checkpoint
Element 1: Follow safe work practices		**Topic 1: Follow safe work practices**		n/a	n/a
1.1	Follow workplace policies and procedures for safe work practices	1A	Follow workplace policies and procedures for safe work practices	1	LC 1: Part B 1
1.2	Identify existing and potential hazards in the workplace, report them to designated persons, and record them according to workplace procedures	1B	Identify existing and potential hazards, report and record them according to workplace procedures	2	LC 1: Part B 6
1.3	Follow workplace emergency procedures	1C	Follow workplace emergency procedures	3	LC 1: Part A 1
Element 2: Implement safe work practices		**Topic 2: Implement safe work practices**		n/a	n/a
2.1	Identify and implement WHS procedures and work instructions	2A	Identify and implement WHS procedures and work instructions	4	LC 2: Part A 1
2.2	Identify and report incidents and injuries to designated persons according to workplace procedures	2B	Identify and report incidents and injuries according to workplace procedures	5	LC 2: Part B 1
2.3	Take actions to maintain safe housekeeping practices in own work area	2C	Take actions to maintain safe housekeeping practices in your own work area	6	LC 2: Part B 1

Final assessment tasks

The final assessment provided in Aspire's print learner guide or online resource includes an overview that is laid out as follows (or similar):

To demonstrate your competency using this final assessment you must successfully complete four assessment tasks.

Complete the following task	• Part A – Questioning You will demonstrate a sound knowledge of the unit requirements in your responses. • Part B – Case study questions You will demonstrate a sound knowledge of the unit requirements in your responses. • Part C – Observation You will demonstrate your skills and knowledge in a simulated workplace environment.
Refer to the Aspire *Practical placement logbook* for this unit	• Practical placement Your performance will be assessed in the workplace.

Please note that Part C is only included where the Assessment requirements for the unit of competency specify aspects of performance evidence that must be demonstrated in a simulated environment before practical placement. In all other cases, observation tasks have been incorporated into the practical placement assessment. Please refer to Aspire's *Practical placement logbook – User guide* for further information.

How to use the assessment plan

Once assessment tasks and options have been discussed with the candidate, required and preferred tasks should be selected and documented in the assessment plan. An example of the assessment plan is provided here.

Assessment plan	
Training organisation name:	
Candidate name:	
Phone number:	
Date:	
Email:	
Assessor name:	
Unit of competency:	*HLTWHS001 Participate in workplace health and safety*, Release 3
Assessment tasks to be undertaken:	❑ Part A – Questions ❑ Part B – Case study questions ❑ Practical placement
Ready for assessment declaration:	I confirm that the purpose and procedures of this assessment have been clearly explained to me. I have been consulted about any special needs I might have in relation to the assessment process. The criteria to be used for this assessment have been discussed with me, as have the consequences and possible outcomes of the assessment. I have accessed and understand general assessment information as provided by my training organisation. I have been given fair notice of the date, time, venue and other arrangements for this assessment. I have completed a self-assessment of my performance of the skills and knowledge for this unit and confirm that I am ready for assessment.

4.3 Assessment mapping

HLTWHS001 Participate in workplace health and safety, Release 3

Unit of competency	Part A – Questions	Part B – Case study questions	Practical placement
Element 1: Follow safe work practices			
1.1 Follow workplace policies and procedures for safe work practices		CS1	O1
1.2 Identify existing and potential hazards in the workplace, report them to designated persons, and record them according to workplace procedures		CS2	O4
1.3 Follow workplace emergency procedures			O9
Element 2: Implement safe work practices			
2.1 Identify and implement WHS procedures and work instructions			O10
2.2 Identify and report incidents and injuries to designated persons according to workplace procedures		CS3	O14
2.3 Take actions to maintain safe housekeeping practices in own work area		CS4	O16
Element 3: Contribute to safe work practices in the workplace			
3.1 Raise WHS issues with designated persons according to organisational procedures		CS5	O20
3.2 Participate in workplace safety meetings, inspections and consultative activities	Q15		O21

4.5 Completing the record of outcome

Once all required assessment tasks and options have been completed satisfactorily by the candidate, the final assessment record of outcome form must be completed.

This must be submitted to your training organisation's records administration as soon as possible after the final assessment tasks are completed and marked. An example is provided here.

Record of outcome

Training organisation name:	
Candidate name:	
Unit code and title:	*HLTWHS001 Participate in workplace health and safety*, Release 3
Assessor name:	
Assessor email:	
Assessor phone number:	

Assessment tasks:		**Satisfactorily completed**
	Part A – Questions	❑
	Part B – Case study questions	❑
	Practical placement	❑

Declaration:	In completing this assessment, I confirm that the candidate has demonstrated all unit outcomes through consistent and repeated application of skills and knowledge with competent performance demonstrated in multiple instances over a period of time.
	Evidence collected has been confirmed as: