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# 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  |
|---|--|
| <b>Australian Qualifications Framework</b><br>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.<br>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: <a href="http://www.aqf.edu.au">www.aqf.edu.au</a> . |
| <b>Volume of learning</b><br>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: <a href="http://www.aqf.edu.au/wp-content/uploads/2013/06/Volume-of-Learning-Explanation.pdf">www.aqf.edu.au/wp-content/uploads/2013/06/Volume-of-Learning-Explanation.pdf</a>                        | 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

#### HLTWHS003 Maintain work health and safety

##### Modification history

| Release   | Comments  |
|-----------|---|
| Release 3 | Updated: <ul style="list-style-type: none"><li>• assessor requirements statement</li><li>• foundation skills lead in statement</li><li>• licensing statement</li><li>• modification history to reflect 2012 standards</li></ul> Equivalent outcome. |

### Application

This unit describes the skills and knowledge required to implement and monitor work health and safety (WHS) policies, procedures and work practices as part of a small work team.

This unit applies to workers who have a key role in maintaining WHS in an organisation, including duty of care for other workers.

*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.*

### Elements and Performance Criteria

| ELEMENT                                | PERFORMANCE CRITERIA  |
|--|---|
| Elements define the essential outcomes | Performance criteria describe the performance needed to demonstrate achievement of the element. |

## 2.2 Unit of competency assessment requirements

### Assessment Requirements for HLTWHS003 Maintain work health and safety

#### Modification History

| Release              | Comments  |
|----------------------|---|
| Release 3            | <p>Updated:</p> <ul style="list-style-type: none"> <li>• assessor requirements statement</li> <li>• foundation skills lead in statement</li> <li>• licensing statement</li> <li>• modification history to reflect 2012 standards</li> </ul> <p>Equivalent outcome.</p>  |
| Performance Evidence | <p>The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.</p> <p>There must be demonstrated evidence that the candidate has completed the following tasks at least once in line with state/territory WHS regulations, relevant codes of practice and workplace procedures:</p> <ul style="list-style-type: none"> <li>• conducted a workplace risk assessment and recorded the results, including: <ul style="list-style-type: none"> <li>– identification of hazards and potential hazards</li> <li>– risk assessment</li> <li>– strategies for minimising risk, and</li> <li>– analysis of residual risk</li> </ul> </li> <li>• provided WHS information to at least two workers, including: <ul style="list-style-type: none"> <li>– explanation of WHS policies and procedures</li> <li>– demonstration of safe housekeeping practices</li> <li>– correct use of personal protective equipment (PPE)</li> </ul> </li> <li>• consistently monitored safety procedures in the day-to-day work activities required by the job role</li> <li>• completed a workplace incident report</li> <li>• followed workplace procedures for a simulated emergency situation</li> </ul> |
| Knowledge Evidence   | <p>The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:</p>  |

## 3.2 Learning mapping

HLTWHS003 Maintain work health and safety, Release 3

| Unit of competency  | Content   | Practice tasks | Learning checkpoint        |
|---|---|----------------|----------------------------|
| <b>Element 1: Contribute to workplace procedures for identifying hazards and controlling risks</b>                              | <b>Topic 1: Contribute to workplace procedures for identifying hazards and controlling risks</b>      | n/a            | n/a                        |
| 1.1 Identify existing and potential hazards and record them according to workplace procedures                                   | 1A Identify and record existing and potential hazards   | 1              | LC 1: Part A 1             |
| 1.2 Contribute to the development of strategies for implementing risk controls in line with workplace procedures and policies   | 1B Contribute to the development of strategies for implementing risk controls                         | 2              | LC 1: Part B 1             |
| 1.3 Implement risk controls in line with the hierarchy of risk control and workplace and legislative requirements               | 1C Implement risk controls and identify and report issues, including residual risk                    | 3              | LC 1: Part A 3<br>Part B 2 |
| 1.4 Identify and report issues with risk controls, including residual risk, in line with workplace and legislative requirements | 1C Implement risk controls and identify and report issues, including residual risk                    | 3              | LC 1: Part A 2<br>Part B 3 |
| <b>Element 2: Implement policies and procedures into work team processes</b>  | <b>Topic 2: Implement policies and procedures into work team processes</b>                            | n/a            | n/a                        |
| 2.1 Regularly provide information about WHS policies and procedures to the work team  | 2A Regularly provide information about WHS policies and procedures to the work team                   | 4              | LC 2: Part A 1<br>Part B 1 |
| 2.2 Provide information about identified hazards and the outcomes of risk assessment and risk controls to the work team         | 2B Provide information about identified hazards and the outcomes of risk assessment and risk controls | 5              | LC 2: Part B 2             |

## 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.

|   |  |
|---|--|
| <b>Complete the following task</b>  | <ul style="list-style-type: none"><li>• Part A – Questioning<br/>You will demonstrate a sound knowledge of the unit requirements in your responses.</li><li>• Part B – Case study questions<br/>You will demonstrate a sound knowledge of the unit requirements in your responses.</li><li>• Part C – Observation<br/>You will demonstrate your skills and knowledge in a simulated workplace environment.</li></ul> |
| <b>Refer to the Aspire <i>Practical placement logbook</i> for this unit</b> | <ul style="list-style-type: none"><li>• Practical placement<br/>Your performance will be assessed in the workplace.</li></ul>  |

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:                | HLTWHS003 Maintain work health and safety, Release 3   |
| Assessment tasks to be undertaken: | <input type="checkbox"/> Part A – Questions<br><input type="checkbox"/> Part B – Case study questions<br><input type="checkbox"/> Practical placement  |
| Ready for assessment declaration:  | <p>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.</p> <p>I have accessed and understand general assessment information as provided by my training organisation.</p> <p>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.</p> |

## 4.3 Assessment mapping

*HLTWHS003 Maintain work health and safety*, Release 3

| Unit of competency  | Part A – Questions | Part B – Case study questions | Practical placement |
|---|--------------------|-------------------------------|---------------------|
| <b>Element 1: Contribute to workplace procedures for identifying hazards and controlling risks</b>                              |                    |                               |                     |
| 1.1 Identify existing and potential hazards and record them according to workplace procedures                                   | Q2                 |                               | O1                  |
| 1.2 Contribute to the development of strategies for implementing risk controls in line with workplace procedures and policies   | Q9                 |                               | O7                  |
| 1.3 Implement risk controls in line with the hierarchy of risk control and workplace and legislative requirements               | Q9                 |                               | O9                  |
| 1.4 Identify and report issues with risk controls, including residual risk, in line with workplace and legislative requirements | Q10                |                               | O12                 |
| <b>Element 2: Implement policies and procedures into work team processes</b>  |                    |                               |                     |
| 2.1 Regularly provide information about WHS policies and procedures to the work team  | Q11                |                               | O16                 |
| 2.2 Provide information about identified hazards and the outcomes of risk assessment and risk controls to the work team         |                    | CS1                           | O20                 |
| 2.3 Monitor housekeeping practices to ensure that WHS policies and procedures are followed                                      |                    | CS2, CS3                      | O23                 |



## 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

|                                    |   |                                 |
|------------------------------------|---|---------------------------------|
| <b>Training organisation name:</b> |   |                                 |
| <b>Candidate name:</b>             |   |                                 |
| <b>Unit code and title:</b>        | HLTWHS003 Maintain work health and safety, Release 3  |                                 |
| <b>Assessor name:</b>              |   |                                 |
| <b>Assessor email:</b>             |   |                                 |
| <b>Assessor phone number:</b>      |   |                                 |
| <b>Assessment tasks:</b>           |   | <b>Satisfactorily completed</b> |
|                                    | Part A – Questions  | <input type="checkbox"/>        |
|                                    | Part B – Case study questions   | <input type="checkbox"/>        |
|                                    | Practical placement   | <input type="checkbox"/>        |
| <b>Declaration:</b>                | <p>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.</p> <p>Evidence collected has been confirmed as:</p> |                                 |