

About this resource

This resource is for trainers and assessors of the *TLIA3026 Monitor storage facilities*. It complements the corresponding Aspire learner guide.

The *Trainer and assessor resource* (TAR) provides you with ideas and guidance on how you can encourage and support learners through the training and assessment process using Aspire resources. It is designed to help you optimise the learner's experience and record details of their competency.

The TAR is comprised of several folders with the following editable documents to assist trainers and assessors.

Folders	Documents
Introduction	How to use the TAR
Formative assessment	Formative assessment marking guide
Summative assessment	Summative assessment marking guide
Mapping	Formative mapping tool Summative mapping tool
Sample documents	Sample documents (if applicable)
Student assessment	Student assessment workbook

Key features of the TAR

- The Trainer and assessor resource complements the Aspire learner guide (print, eBook or online).
- Includes weblinks to the relevant unit of competency and other support resources.
- Provides guidelines for trainers and assessors on their responsibilities for formative and summative assessment to meet VET requirements.
- Includes sample student templates for training and assessment.

Formative assessment

- Includes activity questions with a marking guide.
- Discussion topics provide trainers with a guide to direct online or classroom discussion about the learning content.
- Clearly maps the learning content to the unit of competency requirements.

Summative assessment

- Includes detailed instructions to assessors on each assessment task.
- Includes a marking guide for each final assessment task.
- Clearly maps the final assessments to the unit of competency requirements.

Summative assessment overview

Assessment approach

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

All assessment tasks should be undertaken in conjunction with the RTO's training and assessment strategy, policies and procedures.

Contextualisation

Final assessment tasks provided to students may need to be contextualised. Depending on the contextualising of assessment tasks, assessors must:

- re-map the tasks into the mapping documentation provided to ensure its integrity
- forward contextualised resources to the RTO's compliance manager for approval
- check the performance and knowledge evidence will can be demonstrated in the workplace
- review the solutions provided so they match the assessment tasks.

Following the assessment rules

All of the RTO's assessment processes, including instructions to learners on what evidence to provide, must adhere to the following:

- principles of assessment
- dimensions of competency
- rules of evidence.

Plagiarism, cheating and collusion

Students should be provided with information about these misconduct items before they attempt any assessment.

Assessors should refer to their RTO's policies and procedures regarding training and assessment for information on what to do under these circumstances. Usually there will be a process including a report with reasons and circumstances surrounding the misconduct claim.

Reasonable adjustment

It is important that assessors take meaningful and transparent steps to consult, consider and implement reasonable adjustments for candidates with disabilities or other individual needs. Reasonable adjustments can be made to the learning environment, training delivery, learning resources and/or assessment tasks to accommodate the learner's particular needs.

Assessment task 2: Case study

Instructions to the assessor

What is this assessment for?

Students' correct responses to the questions show that they have the required knowledge of the topics, including:

- Managing a specialised storage facility
- Monitoring storage facilities

How do students do this assessment?

This is an open book task – students can use their learner guide, the internet, and other books and resources to assist if required.

Students must answer all 20 questions correctly for this task to be completed satisfactorily. The questions are divided into two (2) case studies.

Students must respond to the questions in the spaces provided.

Students must submit their answers to all questions.

You must advise students how to submit their responses if they are using a computer to type their answers.

What do students need to complete this assessment?

Students need access to the *Student assessment workbook* or learning management system to complete the questions.

Students need access to a learner guide, the internet and/or other resources.

What evidence needs to be submitted?

An assessment task cover sheet must be completed and submitted with this task.

The student will need to submit an answer to each question. This may be done by physically handing them in or sending them in electronically via email or online.

You will need to advise the student how they are to submit their responses.

Students should be advised to keep a copy of their submitted work.

When and where do students do the assessment task?

You must advise the students if the assessment is to be done in the classroom or at home.

Alternatively, assessment may take place at the student's workplace, in consultation with the assessor.

Assessment task 3: Observation

Instructions to the assessor

What is this assessment for?

By correctly completing this task the student will demonstrate that they have the required skills and knowledge of the topics, including:

- Types of storage facilities and equipment
- Workplace rules about monitoring storage facilities
- Operational work systems and equipment

How do students complete this assessment?

Advise the students on the specific arrangements, such as when and how the observation will be conducted.

Students must satisfactorily demonstrate each of the four (4) sections of observations. Assessors (or supervisors) will record what they see.

The student must show that they can:

1. Apply workplace rules about monitoring storage facilities
2. Determine site functions, operations and processes
3. Monitor storage operations
4. Take appropriate action

Assessors or supervisors may ask students additional questions to determine if students understand what they are doing and why they are doing certain tasks.

What do students need to complete this assessment?

Students need access to the following:

- A suitable workplace or simulated environment
- The full range of resources (refer to the assessment conditions section in unit of competency for a full list of resources for assessment)
- A description of the context, scenario and/or tasks that students will need to complete when demonstrating the observations. As the assessor, you will need to outline and record the context, scenario and tasks for the observations. Record this in the textbox (Scenario for Assessment Part C) provided in the Student assessment workbook.

Knowledge evidence		Content	Activities
	(OHS) and environmental protection procedures and guidelines	<ul style="list-style-type: none"> WHS legislation Environmental protection procedures and guidelines 	
KE8	Requirements for workplace documentation reports and records	1B Workplace rules about monitoring storage facilities <ul style="list-style-type: none"> Workplace documentation requirements 	Activity 2: Q2
KE9	Site layout	1C Operational work systems and equipment <ul style="list-style-type: none"> Site layout 	Activity 3: Q4
KE10	Types of storage areas and related equipment appropriate for different types of goods including perishable, fragile and/or hazardous/dangerous goods	1A Types of storage areas and equipment <ul style="list-style-type: none"> Types of storage equipment 	Activity 1: Q1, Q3
KE11	Workplace procedures and policies relevant to the monitoring of storage facilities	1B Workplace rules about monitoring storage facilities <ul style="list-style-type: none"> Workplace policies and procedures 	Activity 2: Q2

Foundation skills		Content	Activities
FS1	Learning	1B Workplace rules about monitoring storage facilities	Activity 2: Q1
FS2	Reading	2A Apply workplace rules to monitor storage facilities	Activity 4: Q3
FS3	Writing	2D Take appropriate action <ul style="list-style-type: none"> Document operational actions Report workplace incidents 	Activity 7: Q3
FS4	Oral communication	2C Monitor storage operations	Activity 6: Q4

Unit of competency		Part A – Questions	Part B – Case study	Part C – Observation
2.5	Discrepancies/changes to storage requirements and/or inventory lists are noted and action is undertaken in accordance with workplace procedures		CS11	O14
2.6	Appropriate action/s are initiated in response to breaches of operational procedures or to an emergency/incident		CS12, CS14	O15
2.7	Operational actions and investigative outcomes are documented in accordance with workplace procedures		CS20	O17

Performance evidence		Part A – Questions	Part B – Case study	Part C – Observation
PE1	Applying precautions and required action to minimise, control or eliminate identified hazards		CS7	O6
PE2	Applying relevant legislation and workplace procedures		CS2, CS3	O1
PE3	Communicating and working effectively with others		CS15	O13
PE4	Completing relevant documentation		CS20	O17
PE5	Monitoring equipment performance		CS5	O12
PE6	Operating and adapting to differences in equipment in accordance with operating procedures			O16
PE7	Reading, interpreting and following relevant instructions, procedures and signs			O2
PE8	Using information on products and stock to determine, plan and organise processes used for monitoring storage facilities		CS1	O3

Assessment task 1: Questions

What is this assessment for?

Providing correct responses to the questions shows the assessor you have the required knowledge of the topics, including:

- Types of storage facilities and equipment
- Workplace rules about monitoring storage facilities
- Operational work systems and equipment

How to complete this assessment?

This is an open book task – you can use the learner guide, internet, and other books and resources to help you if required.

You must answer all 9 questions correctly for this task to be completed satisfactorily. The questions are divided into three (3) sections.

You must submit your answers either by completing the written workbook or by submitting them online. Your assessor will tell you how to submit your responses to this task.

What do you need to complete this assessment?

You need access to your learner guide, the internet and other resources.

What evidence do you need to submit?

You will need to submit your answers to your assessor, either by writing them in this workbook or electronically via email or online.

You must submit the completed assessment cover sheet.

Ensure you keep a copy of your submitted work.

When and where to do this assessment

This task may be done in the classroom or at home. Alternatively, it may be undertaken in your workplace in consultation with your employer.

Your assessor will tell you what to do and when your work should be completed and submitted by. You can record this in the assessment plan at the beginning of this workbook.

What if the assessment is not suitable for your needs?

If you are unable to respond to the questions in writing, your assessor may be able to provide you with an alternative method, such as asking you verbal questions. Discuss this with your assessor.

A. Flow	a. Maximum space should be allocated to operational storage and stock processing purposes, and minimal space should be allocated to associated functions, such as offices, work areas and storage of empty pallets.
B. Accessibility	b. Sandra should consider whether there is a logical sequence of operations in the storage zone, and ensure that each work task is located as close as possible to the tasks before and after it.
C. Space	c. Sandra and her team members must be able to easily and safely access refrigerated products at all times, and be able to access the level of stock required by the customer.

Result

S ☐

U ☐

CS Question 5

Sandra must monitor the performance of the refrigerated storage equipment.

Which of the following are ways Sandra can monitor the performance of the refrigerated storage equipment? Tick all that apply.

<input type="checkbox"/> a. Ensure the design of equipment meets published technical standards.
<input type="checkbox"/> b. Test the equipment in line with the requirements of the relevant standard.
<input type="checkbox"/> c. Postpone regular maintenance checks of storage equipment until a problem occurs.
<input type="checkbox"/> d. Ensure equipment complies with licensing requirements.
<input type="checkbox"/> e. Carry out periodic inspections of storage equipment in line with the manufacturer's recommendations or Australian Standards.

Result

S ☐

U ☐

CS Question 6

Sandra must also monitor the quality of the dairy products kept in the storage zone to ensure appropriate quality is maintained.

Which of the following are ways Sandra could monitor the integrity of the dairy products kept in the storage zone? Tick all that apply.

<input type="checkbox"/> a. Continuously monitor oxygen and temperature levels.
<input type="checkbox"/> b. Instruct workers not to follow the workplace storage and handling procedures.
<input type="checkbox"/> c. Ensure the storage systems selected are used for their intended purpose and suitable for storing dairy products.
<input type="checkbox"/> d. Regularly check that products have been stored safely, securely and according to storage requirements.
<input type="checkbox"/> e. Ensure that damaged, ruptured or spoiled items are removed from the storage zone immediately.

Result

S ☐

U ☐