

About this resource

This resource is for trainers and assessors of the *TLIF0002 Administer chain of responsibility policies and procedures*. 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
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.

Summative assessment marking guide

Assessment questions with suggested responses

This resource complements the corresponding *Aspire Student assessment workbook* for this unit.

This *Summative assessment marking guide* provides questions, along with solutions and suggested answers.

Assessment task 1: Questions

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:

- What is the CoR?
- Managing the CoR obligations
- Parties and duties in the CoR
- Breaches and penalties under the CoR
- Workplace procedures and documents for the CoR

How do students complete 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 13 questions correctly for this task to be completed satisfactorily. The questions are divided into three (3) sections.

Students must respond to the questions in the spaces provided.

Students must submit an answer to each of the questions.

Advise students on 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.

Observation marking guide

Note: You do not have to use this observation marking guide. It provides guidance only, and assessors may need to contextualise it for the particular workplace or environment in which the observations take place.

Section 1: Apply and monitor policies and procedures for CoR

During the observation, the candidate was observed consistently performing the following tasks:	Marking*	
	S	U
1. Applying chain of responsibility obligations relating to own job role on a minimum of three occasions	<input type="checkbox"/>	<input type="checkbox"/>
2. Applying and monitoring workplace policies and procedures relating to the chain of responsibility in a supervisory role for a minimum of four weeks	<input type="checkbox"/>	<input type="checkbox"/>
3. Communicating to all staff the workplace policies and procedures relating to the chain of responsibility and any associated changes made to them	<input type="checkbox"/>	<input type="checkbox"/>
Assessor comments/evidence submitted:		

*S=Satisfactory U=Unsatisfactory

Formative mapping

TLIF0002 Administer chain of responsibility policies and procedures

The middle column in the table below makes reference to the Aspire *Learner guide* content for this unit.

Unit of competency	Content	Activity
Element 1: Explain chain of responsibility features in the Heavy Vehicle National Law and regulations or applicable state/territory law and regulations	n/a	n/a
1.1 Principal obligations relating to chain of responsibility in the Heavy Vehicle National Law (HVNL) and regulations or applicable state/territory law and regulations are identified	1A What is the CoR? • Principal obligations within CoR	Activity 1: Q1
1.2 Principal duties of each party in the chain of responsibility as outlined in the HVNL and regulations or applicable state/territory law and regulations are explained	1C Parties and duties in the CoR • Who are the parties in CoR? • What are the duties?	Activity 3: Q3
1.3 Breaches and penalties for each party for failure to comply with chain of responsibility as outlined in the HVNL and regulations or applicable state/territory law and regulations are explained	1D Breaches and penalties under the CoR • What are breaches under CoR?	Activity 4: Q1–Q3
1.4 Reasonable steps to be followed by each party to comply with chain of responsibility as outlined in the HVNL and regulations or applicable state/territory law and regulations are explained	1C Parties and duties in the CoR • What constitutes a reasonable step?	Activity 3: Q4
Element 2: Administer chain of responsibility requirements in the Heavy Vehicle National Law and regulations or applicable state/ territory law and regulations	n/a	n/a
2.1 Workplace policies, procedures and other documents that include chain	1E Workplace procedures and documents for the CoR	Activity 5: Q2

Summative mapping

TLIF0002 Administer chain of responsibility policies and procedures

Unit of competency	Part A – Questions	Part B – Case study	Part C – Observation
Element 1: Explain chain of responsibility features in the Heavy Vehicle National Law and regulations or applicable state/territory law and regulations	n/a	n/a	n/a
1.1 Principal obligations relating to chain of responsibility in the Heavy Vehicle National Law (HVNL) and regulations or applicable state/territory law and regulations are identified	Q1–3		O1
1.2 Principal duties of each party in the chain of responsibility as outlined in the HVNL and regulations or applicable state/territory law and regulations are explained	Q6		
1.3 Breaches and penalties for each party for failure to comply with chain of responsibility as outlined in the HVNL and regulations or applicable state/territory law and regulations are explained	Q9		
1.4 Reasonable steps to be followed by each party to comply with chain of responsibility as outlined in the HVNL and regulations or applicable state/territory law and regulations are explained	Q8		
Element 2: Administer chain of responsibility requirements in the Heavy Vehicle National Law and regulations or applicable state/ territory law and regulations	n/a	n/a	n/a
2.1 Workplace policies, procedures and other documents that include chain of responsibility as it applies to responsibilities of own job role are identified and explained		CS2	
2.2 Methods and requirements to ensure management of speed and fatigue are explained	Q2		
2.3 Methods to calculate vehicle dimension and mass limits are explained	Q4		

Result

S ☐U ☐

Question 4

Methods used to calculate vehicle dimension, mass and limits will depend on the vehicle and its configuration. A driver/operator should know the mass (weight) and size of their truck, as well as its payload. Explain how to calculate vehicle dimensions and mass limits.

Result

S ☐U ☐

Section 2: Parties in the CoR and their duties (Questions 5–8)

Question 5

List at least five parties with CoR obligations.

Result

S ☐U ☐

Question 6

Everyone in the supply chain has a general duty to ensure that breaches of road transport laws do not occur. The specific duties in the CoR vary according to the job role.

Match the job roles on the left to the information on the right.

A. Operator/manager/scheduler	a. To ensure the loads carried on their behalf are correctly restrained, do not exceed mass or dimension limits, and have a valid CWD (if required). To ensure delivery requirements do not require or encourage drivers to break the law in relation to speed or fatigue.
B. Loader	b. To ensure documentation about the vehicle's load is not false or misleading. To make sure freight container goods comply with the container's GVM or safety approval rating.
C. Packer	c. To ensure rosters and schedules do not require drivers to exceed driving hours regulations or speed limits. To make sure vehicles are regularly maintained and that loads are correctly restrained, do not exceed mass or dimension limits, and have a valid CWD (if required).
D. Driver	d. To ensure a vehicle's load does not cause the vehicle to exceed its mass or dimension limits. To make sure a vehicle load is stable, and that items will not move or fall off the vehicle.

Assessment task 2: Case study

What is this assessment for?

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

- Reviewing CoR compliance

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 4 questions correctly for this task to be completed satisfactorily. The questions are divided into one (1) case study.

Write your answers in this workbook following the instructions provided.

If you are using a computer to type your answers, your assessor will tell you how to submit your responses to this task.

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.

You need to access a copy of the safety data sheet found at the end of this section. Alternatively, speak to your assessor to obtain a copy.

What evidence do you need to submit?

You 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.