

About this resource

This resource is for trainers and assessors of the *TLIL1001 Complete workplace orientation/induction* 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	<ul style="list-style-type: none"> How to use the TAR
Formative assessment	<ul style="list-style-type: none"> Formative assessment marking guide
Summative assessment	<ul style="list-style-type: none"> Summative assessment marking guide
Mapping	<ul style="list-style-type: none"> Formative mapping tool Summative mapping tool
Student assessment	<ul style="list-style-type: none"> 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:

- Organisational structure, roles and responsibilities Documentation processes
- Workplace procedures
- Workplace responsibilities
- Staying safe at work

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 14 questions correctly for this task to be completed satisfactorily. The questions are divided into four (4) 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: Understanding organisational structure and job environment

During the observation, the candidate was observed consistently performing the following tasks:	Marking*	
	S	U
1. Demonstrating an understanding of the immediate management structure and the overall organisational structure and how it relates to their own job role	<input type="checkbox"/>	<input type="checkbox"/>
2. Demonstrating an understanding of the products, features of services, equipment and activities undertaken by the organisation	<input type="checkbox"/>	<input type="checkbox"/>
3. Demonstrating an understanding of the codes of acceptable behaviour and ethical work practices that apply to their job role	<input type="checkbox"/>	<input type="checkbox"/>
Assessor comments/evidence submitted:		

*S=Satisfactory U=Unsatisfactory

Formative mapping

TLIL1001 Complete workplace orientation/induction procedures, Release1

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

Unit of competency	Content	Activities
Element 1: Identify and act on major workplace areas in terms of functions, organisational structures and occupations	n/a	n/a
1.1 Workplace layout, flow of materials and goods, and work activities conducted in each work area are identified	1A The workplace <ul style="list-style-type: none"> Workplace layout Workflow 	Activity 1: Q1
1.2 Workplace organisational structure and the relationship of each occupation and classification grouping to this structure are outlined	1A The workplace <ul style="list-style-type: none"> Workplace organisational structure 	Activity 1: Q8
1.3 Types of workplace facilities, their purpose and potential risk factors are identified	1B Safety in the workplace <ul style="list-style-type: none"> Workplace risks 	Activity 2: Q2, Q3
1.4 Equipment and technology used in the workplace are outlined in terms of function and physical characteristics	2B Understand your job <ul style="list-style-type: none"> Use appropriate equipment and technology 	Activity 4: Q3
1.5 Individual responsibilities under industrial agreements are identified and acted on in the conduct of assigned duties	1A The workplace <ul style="list-style-type: none"> Workplace arrangements 	Activity 1: Q3–Q6
1.6 Key internal and external customers and the workplace areas that serve them are identified	1A The workplace <ul style="list-style-type: none"> Workplace customers 	Activity 1: Q2

Summative mapping

TLIL1001 Complete workplace orientation/induction procedures

Unit of competency	Part A – Questions	Part B – Case study	Part C – Observation
Element 1: Identify and act on major workplace areas in terms of functions, organisational structures and occupations	n/a	n/a	n/a
1.1 Workplace layout, flow of materials and goods, and work activities conducted in each work area are identified		CS1	
1.2 Workplace organisational structure and the relationship of each occupation and classification grouping to this structure are outlined	Q1	CS1	
1.3 Types of workplace facilities, their purpose and potential risk factors are identified		CS3	
1.4 Equipment and technology used in the workplace are outlined in terms of function and physical characteristics		CS4	
1.5 Individual responsibilities under industrial agreements are identified and acted on in the conduct of assigned duties		CS5	
1.6 Key internal and external customers and the workplace areas that serve them are identified	Q7	CS1	
1.7 Workplace hazards are identified and related hazard minimisation procedures are followed	Q10, Q12		
1.8 Relevant personal protective equipment (PPE) is identified and correctly used in accordance with regulations and workplace requirements	Q10, Q11		

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:

- Organisational structure, roles and responsibilities Documentation processes
- Workplace procedures
- Workplace responsibilities
- Staying safe at work

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 14 questions correctly for this task to be completed satisfactorily. The questions are divided into four (4) 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.

Question 4

An employer has obligations to their employees. Which of these statements are obligations that an employer must uphold to their employees?

a. An employer must allow the worker to work according to the times and conditions agreed upon.	Yes / No
b. An employer must inform a person working under an engagement agreement of the WHS requirements that apply in the workplace.	Yes / No
c. An employer can require the employee to work at different times and under different conditions to those agreed to in the contract.	Yes / No
d. An employer must pay the employee the amount agreed upon in contract.	Yes / No

Result**S** ☐**U** ☐**Question 5**

There are certain obligations that apply to an employer and an employee in relation to dismissal and disciplinary action.

Which of the following statements are obligations of an employer or employee during dismissal or disciplinary action? Tick all that apply.

<input type="checkbox"/> a. An employer must follow rules set out by the <i>Fair Work Act 2009</i> (Cth) when dismissing an employee.
<input type="checkbox"/> b. An employer must document warnings given to an employee.
<input type="checkbox"/> c. An employer must explain the reasons for their actions to other workers.
<input type="checkbox"/> d. An employee must attend an exit interview if requested.
<input type="checkbox"/> e. An employee has the right to have a support person present during disciplinary meetings.

Result**S** ☐**U** ☐**Section 2: Workplace procedures (Questions 6–7)****Question 6**

Documentation and records need to be completed according to workplace procedures.

What information in the procedures can help you complete documentation and records correctly? Tick all that apply.

<input type="checkbox"/> a. How documentation and records should be completed
<input type="checkbox"/> b. Where out of date copies of documentation and records are kept
<input type="checkbox"/> c. Where documentation and records should be stored
<input type="checkbox"/> d. When documentation and records should be completed

Result**S** ☐**U** ☐