



FPICOR2201B Work effectively in the forest and forest products industry



ASSESSMENT PLAN AND RECORD SHEET

A. Candidate details

Last Name _____ First Name _____ DOB - -20 _____
 Telephone _____ Mobile _____
 Email _____
 Address _____ State _____ P/C _____

B. Employer details

Company _____ Address _____
 Contact _____ Ph No. _____

C. Assessor details

Name _____ Organisation _____

D. Assessment Context (tick the appropriate boxes or add details as required)

Location/Conditions	Company Regulations/Policies	Supporting Evidence Supplied
<i>Industry sector (please specify)</i>	OHS	Personnel records
	Environment	Company/site induction
	Quality Assurance	Performance review
	Standard Operating Procedures	Other (please specify)
<i>Enterprise type (please specify)</i>	Recording and reporting	
	Other (please specify)	Work examples
		Work plans/schedules
		Records/reports
<i>Job type:</i>		Other (please specify)
		Professional development
		Course attendance
		Statement or Certificate
		Other (please specify)

E. Assessment Results

Assessment Start Date _____ Assessment Finish Date _____

Outcome of Assessment (Tick) **COMPETENT** **NOT YET COMPETENT**

Comments/feedback to clarify assessment process and result, including further skill development if required:

F. Candidate Comments

G. Candidate Agreement

I agree that I was ready for assessment, and that the assessment process as explained to me has been followed. I have received a copy of this recording tool and the assessor has explained their decision. I also agree that this tool can be used by the Industry or RTO as evidence of competence.

Candidate signature _____ Date _____
 Assessor signature _____ Date _____

STANDARD ASSESSOR GUIDELINES

General Instructions

- Candidate information and preparation
Assessors must confirm that the candidate is ready for assessment prior to commencing the process. The assessment process (including the purpose of the assessment, evidence collection, right to appeal and any special needs) must be explained to the candidate, who should sign in acknowledgement.
- Complete all relevant details in the Assessment Plan and Record Cover Sheet
- Conduct the assessment using the **Recording Tools provided**

1. Pre-Assessment

- Confirm assessment arrangements with candidate and employer/supervisor.
- Assist the candidate to gather evidence for all elements/performance criteria prior to sign-off.
- Arrange with the candidate/employer a suitable location with all required materials and equipment and confirm prior to assessment. Equipment must be safe, well-maintained and meet Australian Standards.

2. Safety Instructions

- Candidates must use all required PPE and observe safety procedures at all times.



The assessment should cease if, in the opinion of the assessor, the candidate's actions or changing circumstances or conditions on site, put themselves or co-workers at risk of injury or are likely to damage equipment/materials.

3. Legislative/Enterprise Requirements

- Ensure that all relevant health, safety and environment practices are followed, that any site-specific requirements are met and that relevant regulations and/or standards are adhered to.

4. Gathering Evidence

- **Gather at least three (3) types of evidence to confirm competence.**
Assess whether candidate performance and evidence supplied against each criteria is COMPETENT (C) or NOT YET COMPETENT (NYC). **All elements and critical aspects of evidence from the unit of competence must be assessed, even if not applicable to the candidate's current workplace or job role.**
- Demonstration/observation Assessment Tool: use this tool to assess competence in skills and task performance. The assessment should take place in the workplace under normal operating conditions or under conditions that accurately simulate a realistic workplace. Assessors must ensure these requirements are met. One observation may not be sufficient to confirm competence.
- Questions Assessment Tool: use this tool to provide a framework for developing questions to test required knowledge. Develop questions to meet the individual work context requirements of the candidate. Retain a copy of questions asked and candidate answers with this assessment plan.
- Confirmation of Consistent Competence Assessment Tool: use this tool to record the source(s) of additional evidence gathered to *confirm the candidate's ability to consistently perform the task to the required standard*. Verification by a third party expert is the preferred third form of evidence, however assessors may also be guided by workplace documents, log books or other records that provide evidence of competence over time. Include copies of additional evidence documents where appropriate.

5. Recording the Decision

- Complete the assessment tool to indicate whether the candidate is COMPETENT or NOT YET COMPETENT. If the candidate is judged to be *Not Yet Competent* clearly indicate the reasons why, and identify any training or further practise needs if relevant.

ASSESSMENT PLAN SUMMARY

Suggested pre-requisites/co-requisites for this unit of competency: (heading6)

Assessors should confirm that there is evidence of competency in any mandatory pre-requisites.

Verified as
completed (✓) Code & Unit

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What will be assessed?

The elements of competence to be assessed are:

1. Identify and follow legal and procedural requirements, including relevant OH&S legislation, Environmental Requirements, Australian Standards, industry codes of practice, enterprise policies and procedures
2. Prioritise and complete daily work activities within designated timeframes and using appropriate equipment
3. Identify and access future learning opportunities in order to improve own performance and achieve personal and organisational goals

What assessment methods will be used?

- Demonstration/observation to determine competence against critical and specific aspects, elements and required skills as listed.
- Questions to check required knowledge.
- Use of additional evidence to confirm consistent competence, such as a third party report or alternatively a log book, site production records or similar work records, or product samples or a portfolio of the candidate's work.

What resources may be required?

- Enterprise policies and procedures (OHS, environment, quality, etc)
- Company/site induction documents
- Work orders, schedules, records
- Personal protective equipment
- Access to machinery, equipment, tools, materials and personnel relevant to candidate's work

Are there any special conditions for the assessment?

- None.

NOTE: This assessment plan outlines the **minimum standard** endorsed by industry. The plan can be modified to meet local needs and/or needs of the candidate, including where assessment is part of on-going training, as long as the integrity of the assessment is maintained.

ASSESSMENT TOOL: DEMONSTRATION/OBSERVATION RECORD

Instructions:

Observe the candidate performing their daily work tasks, both in a normal work situation and by setting them practical tasks based on routine activities. An example activity may be:

- Ask the candidate to walk you around the work site explaining the activities that take place, the function of the machinery/equipment, and the candidate’s role and responsibilities within the work site.
- Arrange with the candidate’s supervisor to set the candidate a routine task requiring planning and prioritising of work, clarification and communication with others, the use of equipment and the recording of information.

Critical and Specific Evidence Requirements:

Indicate whether the candidate’s performance was competent (C) or not yet competent (NYC) by ticking the appropriate box.

C	NYC	Candidate demonstrates the ability to:
<input type="checkbox"/>	<input type="checkbox"/>	Follow OHS, environmental, and organisational or site policies and procedures, and legislation applicable to work tasks undertaken in the forest and forest products industry
<input type="checkbox"/>	<input type="checkbox"/>	Safely and efficiently use relevant equipment to complete work tasks within designated timeframes
<input type="checkbox"/>	<input type="checkbox"/>	Deal appropriately with factors affecting the achievement of work tasks, such as: <ul style="list-style-type: none"> • own competency level • competing work demands • technology and equipment breakdowns • non-availability of resources and materials • workplace hazards, risks and controls
<input type="checkbox"/>	<input type="checkbox"/>	Competently participate in processes to improve professional development

Performance Task(s)

Assessors; briefly describe the performance task(s) set for the candidate on this occasion:

Minimum must participate effectively in the workplace for at least 5 consecutive days or 10 non-consecutive days.

Unit Performance Criteria:

Indicate whether the candidate’s overall performance for each element was competent (C) or not yet competent (NYC) and tick the appropriate box for each performance criteria observed. *Where applicable, minimum acceptable performance is highlighted in grey*

The observed behaviours of the candidate are in CAPITAL LETTERS and should be circled by the assessor to create a permanent record of actual performance.

C NYC

		Element 1: Identify and follow legal and procedural requirements						
<input type="checkbox"/>	<input type="checkbox"/>	<p>1.1 <input type="checkbox"/> The candidate identified and followed the following OHS requirements relevant to working effectively in the forest and forest products industry:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"><input type="checkbox"/> OHS REQUIREMENTS</td> <td style="width: 50%; padding: 5px;"><input type="checkbox"/> SAFETY EQUIPMENT</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> FIRST AID EQUIPMENT</td> <td style="padding: 5px;"><input type="checkbox"/> FIRE FIGHTING EQUIPMENT</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> HAZARD AND RISK CONTROL</td> <td style="padding: 5px;"><input type="checkbox"/> ELIMINATION OF HAZARDOUS MATERIALS AND SUBSTANCES</td> </tr> </table>	<input type="checkbox"/> OHS REQUIREMENTS	<input type="checkbox"/> SAFETY EQUIPMENT	<input type="checkbox"/> FIRST AID EQUIPMENT	<input type="checkbox"/> FIRE FIGHTING EQUIPMENT	<input type="checkbox"/> HAZARD AND RISK CONTROL	<input type="checkbox"/> ELIMINATION OF HAZARDOUS MATERIALS AND SUBSTANCES
<input type="checkbox"/> OHS REQUIREMENTS	<input type="checkbox"/> SAFETY EQUIPMENT							
<input type="checkbox"/> FIRST AID EQUIPMENT	<input type="checkbox"/> FIRE FIGHTING EQUIPMENT							
<input type="checkbox"/> HAZARD AND RISK CONTROL	<input type="checkbox"/> ELIMINATION OF HAZARDOUS MATERIALS AND SUBSTANCES							

C NYC

	<input type="checkbox"/> MANUAL HANDLING INCLUDING SHIFTING	<input type="checkbox"/> LIFTING AND CARRYING
	<input type="checkbox"/> MACHINE GUARDING	<input type="checkbox"/> SAFE FOREST PRACTICES
	<input type="checkbox"/> LEGISLATIVE REQUIREMENTS – AWARD AND ENTERPRISE AGREEMENTS	<input type="checkbox"/> INDUSTRIAL RELATIONS
	<input type="checkbox"/> AUSTRALIAN STANDARDS	<input type="checkbox"/> CONFIDENTIALITY AND PRIVACY
	<input type="checkbox"/> OHS	<input type="checkbox"/> THE ENVIRONMENT
	<input type="checkbox"/> EQUAL OPPORTUNITY & ANTI-DISCRIMINATION	<input type="checkbox"/> RELEVANT INDUSTRY CODES OF PRACTICE
	<input type="checkbox"/> DUTY OF CARE	<input type="checkbox"/> HERITAGE AND TRADITIONAL LAND OWNER ISSUES
	<input type="checkbox"/> ORGANISATIONAL REQUIREMENTS – LEGAL	<input type="checkbox"/> ORGANISATIONAL SITE GUIDELINES
	<input type="checkbox"/> POLICIES AND PROCEDURES RELATING TO OWN ROLE AND RESPONSIBILITY	<input type="checkbox"/> QUALITY ASSURANCE
	<input type="checkbox"/> PROCEDURAL MANUALS	<input type="checkbox"/> QUALITY AND CONTINUOUS IMPROVEMENT PROCESSES AND STANDARDS
	<input type="checkbox"/> OHS	<input type="checkbox"/> EMERGENCY AND EVACUATION
	<input type="checkbox"/> ETHICAL STANDARDS	<input type="checkbox"/> ACCESS AND EQUITY PRINCIPLES AND PRACTICES
	<input type="checkbox"/> EQUIPMENT USE MAINTENANCE AND STORAGE	<input type="checkbox"/> ENVIRONMENTAL MANAGEMENT (WASTE DISPOSAL, RECYCLING AND RE-USE GUIDELINES)
	(must comply with all applicable)	
1.2	<input type="checkbox"/> The candidate checked legal and procedural requirements as required to ensure consistency of interpretation and application	
	<input type="checkbox"/> SUPERVISORS	<input type="checkbox"/> CLIENTS
	<input type="checkbox"/> COLLEAGUES AND MANAGERS	<input type="checkbox"/>
The candidate conducted all relevant procedures to ensure applicable legislative and procedural requirements are followed and occurs in an ethical manner and to required standards		
	<input type="checkbox"/> LEGISLATIVE REQUIREMENTS – AWARD AND ENTERPRISE AGREEMENTS	<input type="checkbox"/> INDUSTRIAL RELATIONS
	<input type="checkbox"/> AUSTRALIAN STANDARDS	<input type="checkbox"/> CONFIDENTIALITY AND PRIVACY
	<input type="checkbox"/> OHS	<input type="checkbox"/> THE ENVIRONMENT
	<input type="checkbox"/> EQUAL OPPORTUNITY & ANTI-DISCRIMINATION	<input type="checkbox"/> RELEVANT INDUSTRY CODES OF PRACTICE
	<input type="checkbox"/> DUTY OF CARE	<input type="checkbox"/> HERITAGE AND TRADITIONAL LAND OWNER ISSUES
	<input type="checkbox"/> PROCEDURAL REQUIREMENTS - SOPs, SWMS, COPs	<input type="checkbox"/>

C NYC

		must comply with all applicable)	
1.3	<input type="checkbox"/>	The candidate ensured applicable legal and procedural requirements are followed to required standards .	
		<input type="checkbox"/> LEGISLATIVE REQUIREMENTS – AWARD AND ENTERPRISE AGREEMENTS	<input type="checkbox"/> INDUSTRIAL RELATIONS
		<input type="checkbox"/> AUSTRALIAN STANDARDS	<input type="checkbox"/> CONFIDENTIALITY AND PRIVACY
		<input type="checkbox"/> OHS	<input type="checkbox"/> THE ENVIRONMENT
		<input type="checkbox"/> EQUAL OPPORTUNITY & ANTI-DISCRIMINATION	<input type="checkbox"/> RELEVANT INDUSTRY CODES OF PRACTICE
		<input type="checkbox"/> DUTY OF CARE	<input type="checkbox"/> HERITAGE AND TRADITIONAL LAND OWNER ISSUES
		<input type="checkbox"/> PROCEDURAL REQUIREMENTS - SOPs, SWMS, COPs	<input type="checkbox"/>
		must comply with all applicable)	
1.4	<input type="checkbox"/>	The candidate conducted all relevant procedures to ensure applicable legislative and procedural requirements are followed.	
		<input type="checkbox"/> LEGISLATIVE REQUIREMENTS – AWARD AND ENTERPRISE AGREEMENTS	<input type="checkbox"/> INDUSTRIAL RELATIONS
		<input type="checkbox"/> AUSTRALIAN STANDARDS	<input type="checkbox"/> CONFIDENTIALITY AND PRIVACY
		<input type="checkbox"/> OHS	<input type="checkbox"/> THE ENVIRONMENT
		<input type="checkbox"/> EQUAL OPPORTUNITY & ANTI-DISCRIMINATION	<input type="checkbox"/> RELEVANT INDUSTRY CODES OF PRACTICE
		<input type="checkbox"/> DUTY OF CARE	<input type="checkbox"/> HERITAGE AND TRADITIONAL LAND OWNER ISSUES
		<input type="checkbox"/> PROCEDURAL REQUIREMENTS - SOPs, SWMS, COPs	<input type="checkbox"/>
		must comply with all applicable)	
Element 2: Prioritise and complete daily work activities			
2.1	<input type="checkbox"/>	The candidate confirmed own role and responsibilities with	
		<input type="checkbox"/> SUPERVISORS	<input type="checkbox"/> SUPPLIERS
		<input type="checkbox"/> CLIENTS	<input type="checkbox"/> COLLEAGUES
		<input type="checkbox"/> MANAGERS	<input type="checkbox"/> OTHER
		, , , , , in line with	
		<input type="checkbox"/> LEGAL	<input type="checkbox"/> ORGANISATIONAL /SIDELINES POLICIES AND PROCEDURES
		<input type="checkbox"/> CLIENTS	<input type="checkbox"/> COLLEAGUES
		<input type="checkbox"/> MANAGERS	<input type="checkbox"/> OTHER
		<input type="checkbox"/> QUALITY ASSURANCE	<input type="checkbox"/> CONTINUOUS IMPROVEMENT PROCESSES

C NYC

	<input type="checkbox"/> COMPANY AND AUSTRALIAN STANDARDS	<input type="checkbox"/> OHS
	<input type="checkbox"/> EMERGENCY AND EVACUATION PROCEDURES	<input type="checkbox"/> ETHICAL STANDARDS
	<input type="checkbox"/> RECORDING AND REPORTING	<input type="checkbox"/> ACCESS AND EQUITY PRINCIPLES
	<input type="checkbox"/> EQUIPMENT USE	<input type="checkbox"/> MAINTENANCE
	<input type="checkbox"/> ENVIRONMENTAL MANAGEMENT	<input type="checkbox"/> OTHER.....
	all appropriate must be ticked	
2.2	<input type="checkbox"/> The candidate allocates priorities and completes tasks, in line with	
	<input type="checkbox"/> SUPERVISOR INSTRUCTIONS	<input type="checkbox"/> CLIENT REQUIREMENTS
	<input type="checkbox"/> OBJECTIVES AND TIME FRAMES	<input type="checkbox"/> WORK TASKS AND PROCEDURES
	<input type="checkbox"/> RESOURCE AND EQUIPMENT REQUIREMENTS	<input type="checkbox"/> PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS
	<input type="checkbox"/> REPORTING AND DOCUMENTATION REQUIREMENTS	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	within designated timeframes all appropriate must be ticked	
2.3	<input type="checkbox"/> The candidate promptly reviewed and reported to appropriate personnel factors including	
	<input type="checkbox"/> COMMON LAW	<input type="checkbox"/> CONTRACT LAW OR STATUTES WHICH APPLY TO THE NATURE OF THE WORK BEING PERFORMED
	<input type="checkbox"/> OWN COMPETENCY LEVEL	<input type="checkbox"/> LIMITS DESCRIBED IN JOB SPECIFICATIONS AND ORGANISATIONAL POLICY AND PROCEDURES
	<input type="checkbox"/> COMPETING WORK DEMANDS	<input type="checkbox"/> TECHNOLOGY AND EQUIPMENT BREAKDOWNS
	<input type="checkbox"/> UNFORESEEN INCIDENTS	<input type="checkbox"/> WORKPLACE HAZARDS
	<input type="checkbox"/> RISKS AND CONTROLS	<input type="checkbox"/> ENVIRONMENTAL FACTORS
	<input type="checkbox"/> NON-AVAILABILITY OF RESOURCES AND MATERIALS	<input type="checkbox"/>
	affecting the achievement of work tasks. all appropriate must be ticked	
2.4	<input type="checkbox"/> The candidate selected appropriate equipment	
	<input type="checkbox"/> TELEPHONES	<input type="checkbox"/> COMMUNICATIONS EQUIPMENT
	<input type="checkbox"/> TOOLS	<input type="checkbox"/> MACHINERY

C NYC

	<input type="checkbox"/> VEHICLES	<input type="checkbox"/> NAVIGATIONAL AIDS
	<input type="checkbox"/> INSTRUMENTS	<input type="checkbox"/> COMPUTERS AND COMPUTER SOFTWARE
	<input type="checkbox"/> PRINTERS	<input type="checkbox"/> FACSIMILE MACHINES AND PHOTOCOPIERS
	<input type="checkbox"/> OTHER.....	<input type="checkbox"/>
appropriate to work task requirements, and the equipment was used in line with manufacturer's recommendations all appropriate must be ticked		
2.5	<input type="checkbox"/> The candidate worked consistently with organisational and legislative requirements	
	<input type="checkbox"/> ORGANISATIONAL CULTURAL DIVERSITY, ACCESS AND EQUAL OPPORTUNITY POLICY,	<input type="checkbox"/> RACIAL DISCRIMINATION ACT (1975),
	<input type="checkbox"/> DISABILITY DISCRIMINATION ACT (1992)	<input type="checkbox"/> SEX DISCRIMINATION ACT (1984)
	<input type="checkbox"/> AGE DISCRIMINATION ACT (2004)	<input type="checkbox"/> OTHER.....
	<input type="checkbox"/>	<input type="checkbox"/>
related to cultural diversity, access and equity, and equal employment opportunity all appropriate must be ticked		
<input type="checkbox"/> <input type="checkbox"/> Element 3: Identify and access future learning opportunities		
3.1	<input type="checkbox"/> The candidate actively sought feedback, formal or informal appraisals, comments on performance from	
	<input type="checkbox"/> SUPERVISORS	<input type="checkbox"/> COLLEAGUES
	<input type="checkbox"/> CLIENTS	<input type="checkbox"/> OTHER.....
	<input type="checkbox"/>	<input type="checkbox"/>
to confirm performance level and identify areas for improvement all appropriate must be ticked		
3.2	<input type="checkbox"/> The candidate established opportunities for professional development	
	<input type="checkbox"/> COACHING	<input type="checkbox"/> MENTORING OR SUPERVISION
	<input type="checkbox"/> FORMAL OR INFORMAL LEARNING PROGRAMS	<input type="checkbox"/> INDUCTION PROGRAMS
	<input type="checkbox"/> INTERNAL OR EXTERNAL TRAINING PROVISION	<input type="checkbox"/> WORK EXPERIENCE OR EXCHANGE OF OPPORTUNITIES
	<input type="checkbox"/> PERSONAL STUDY	<input type="checkbox"/> CAREER PLANNING OR DEVELOPMENT
	<input type="checkbox"/> PERFORMANCE APPRAISALS	<input type="checkbox"/> WORKPLACE SKILLS ASSESSMENT
	<input type="checkbox"/> RECOGNITION OF PRIOR LEARNING ASSESSMENT	<input type="checkbox"/> RECOGNITION OF CURRENT COMPETENCIES ASSESSMENT
in consultation with appropriate personnel and in line with organisational procedures all appropriate must be ticked		

C NYC

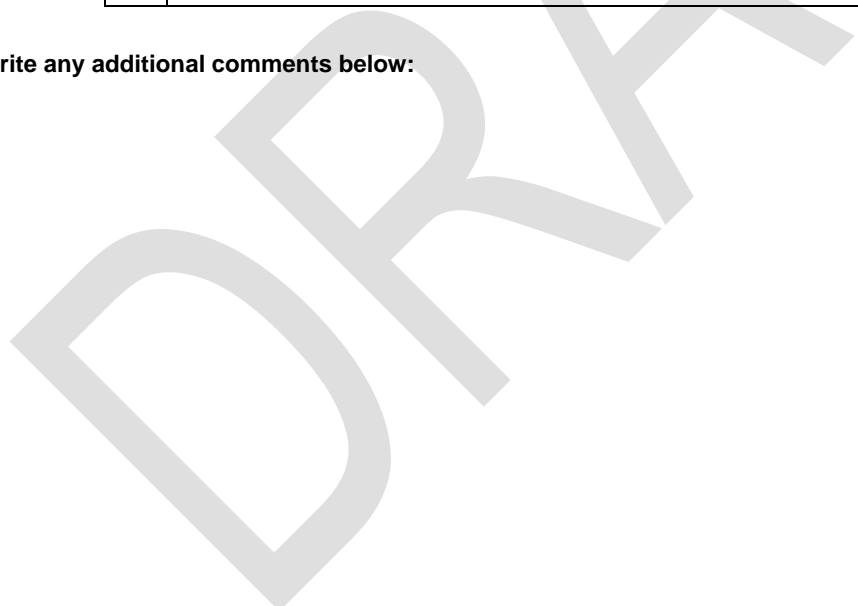
3.3

<input type="checkbox"/>	The candidate sought appropriate support from	
	<input type="checkbox"/> MENTORS	<input type="checkbox"/> COACHES
	to improve own performance to achieve personal and organisational goals and objectives	
	<input type="checkbox"/> REPORTING DEADLINES	<input type="checkbox"/> TEAM PARTICIPATION,
	<input type="checkbox"/> TEAM AND INDIVIDUAL LEARNING GOALS	<input type="checkbox"/> CONTINUOUS IMPROVEMENT STRATEGIES
	<input type="checkbox"/> OHS REQUIREMENTS	<input type="checkbox"/>
	all appropriate must be ticked	

3.4

<input type="checkbox"/>	Recorded and reported information	
	<input type="checkbox"/> MANUAL	<input type="checkbox"/> VERBAL
	<input type="checkbox"/> OTHER.....	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	regarding learning and competency development in line with organisational requirements	

Write any additional comments below:



ASSESSMENT TOOL: QUESTION GUIDE

Instructions

- a. Modify or add to (but do not remove) the questions below as required to suit the particular workplace and assessment context.
- b. **Document any additional questions that you will ask and attach to this assessment record.**
- c. Questions can be asked during the demonstration of skills or at a separate time as appropriate.
- d. Answers by the candidate should reflect the level of the unit in scope and detail.

Core questions

Indicate whether the candidate's performance was competent (C), not yet competent (NYC) by ticking the appropriate box.

	C	NYC	Questions to ascertain required knowledge
1	<input type="checkbox"/>	<input type="checkbox"/>	What Occupational Health and Safety (OHS) legislative and organisational requirements apply to this unit, and what are your responsibilities for OHS?
2	<input type="checkbox"/>	<input type="checkbox"/>	Who do you need to talk to in order to clarify work requirements and ensure the work undertaken meets site requirements?
3	<input type="checkbox"/>	<input type="checkbox"/>	What are the requirements and procedures for environmental care, including the safe disposal of waste?
4	<input type="checkbox"/>	<input type="checkbox"/>	Give at least two examples of how you could follow anti-discrimination legislation in the workplace.
5	<input type="checkbox"/>	<input type="checkbox"/>	Give at least two examples of how you use maths when performing the work associated with this unit, for example calculating, estimating or measuring.
6	<input type="checkbox"/>	<input type="checkbox"/>	Describe how to accurately record, report and maintain workplace records and information.

Unit specific questions

Indicate whether the candidate's performance was competent (C), not yet competent (NYC) by ticking the appropriate box.

	C	NYC	Questions to ascertain required knowledge	PC/KB mapping Guide
7	<input type="checkbox"/>	<input type="checkbox"/>	Describe how you receive feedback on your performance in your company.	2.1 3.1
8	<input type="checkbox"/>	<input type="checkbox"/>	Name three specific sources of information - books, people or electronic sources that you could use to ensure that you follow OHS and company procedures	1.2
9	<input type="checkbox"/>	<input type="checkbox"/>	Who is your supervisor, who is their supervisor and how do you communicate with them?	2.5
10	<input type="checkbox"/>	<input type="checkbox"/>	List the machines/equipment/vehicles you operate in your work and the PPE you have to wear to protect yourself from workplace hazards.	1.1
11	<input type="checkbox"/>	<input type="checkbox"/>	Indicate at least 3 hazards the machines/equipment, vehicles can present and what dangers they are to you?	1.1
12	<input type="checkbox"/>	<input type="checkbox"/>	What are the most important details that you need to consider when planning what you have to achieve as your daily work requirement?	2.2
13	<input type="checkbox"/>	<input type="checkbox"/>	Describe an occasion when things didn't go to plan, and what you did to resolve the situation.	KB 2.1
14	<input type="checkbox"/>	<input type="checkbox"/>	Describe an occasion when you received feedback on your work standard and what you did as a result of that feedback.	3.1
15	<input type="checkbox"/>	<input type="checkbox"/>	What career and personal professional development goals do you have and how can you achieve them?	3.3
16	<input type="checkbox"/>	<input type="checkbox"/>	Who do you speak to about your terms and conditions of employment?	1.2 KB
17	<input type="checkbox"/>	<input type="checkbox"/>	How could you dispose of waste in your workplace in order to minimise the impact on the environment?	KB
18	<input type="checkbox"/>	<input type="checkbox"/>	What workplace records and information do you maintain as part of your job?	KB

Write any additional comments below:

ASSESSMENT TOOL: CONFIRMATION OF CONSISTENT COMPETENCE

Evidence confirming consistent competence may be gathered from a variety of suitable sources. This can include work records and examples of the candidate’s work during or prior to the training period, and/or a report provided by a third party who has knowledge about the candidate’s work over a reasonable period of time. This person could be a workplace skill expert, supervisor or team leader.

Indicate below the type of supplementary evidence used in this assessment, and where applicable attach copies of documents or photos/descriptions of finished products to this assessment plan.

✓	Type of evidence	✓	Type of evidence
	<ul style="list-style-type: none"> log book or record book 		<ul style="list-style-type: none"> site training records
	<ul style="list-style-type: none"> site production records or similar work records 		<ul style="list-style-type: none"> completed assignment work
	<ul style="list-style-type: none"> product samples or a portfolio of work 		<ul style="list-style-type: none"> attendance at training courses, workshops
	<ul style="list-style-type: none"> third party report (see below) 		<ul style="list-style-type: none"> Other (please specify)
	<ul style="list-style-type: none"> 		<ul style="list-style-type: none">

DRAFT

THIRD PARTY REPORT

The purpose of this report is to confirm that the assessment candidate can consistently apply the skills and knowledge of this unit to the required standard.

In order to complete this report, the third party will need to have direct knowledge of:

- the job function and the candidate’s application of skills and knowledge to that function
- any relevant legislation, regulations or industry standards
- the candidate’s ability to repeatedly perform to the required standard.

Note: This report is used as one form of supporting evidence to be considered in the total assessment process and does not represent a final judgement on the competence of the candidate.

Performance criteria

- Element 1:** Identify and follow legal and procedural requirements, including relevant OH&S legislation, Environmental Requirements, Australian Standards, industry codes of practice, enterprise policies and procedures.
- Element 2:** Prioritise and complete daily work activities within designated timeframes and using appropriate equipment.
- Element 3:** Identify and access future learning opportunities in order to improve own performance and achieve personal and organisational goals

In the view of the third party making this report, the candidate consistently..... (tick appropriate)

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Follows OHS regulations, codes and site policies/procedures
<input type="checkbox"/>	<input type="checkbox"/>	Follows site procedures for using/maintaining personal protective equipment and clothing
<input type="checkbox"/>	<input type="checkbox"/>	Follows site environmental care policies/procedures
<input type="checkbox"/>	<input type="checkbox"/>	Communicates effectively and efficiently with others in the work area
<input type="checkbox"/>	<input type="checkbox"/>	Identifies and follows organisational policies and procedures and work orders
<input type="checkbox"/>	<input type="checkbox"/>	Safely and correctly uses any relevant tools, machinery, and equipment
<input type="checkbox"/>	<input type="checkbox"/>	Responds appropriately to tool, machinery, or equipment problems
<input type="checkbox"/>	<input type="checkbox"/>	Performs to the required quality and/or production standards

Additional comments:

Name	Ph No.
Signature	Date
Organisation	Position
.....	

ASSESSMENT TOOL: MODEL ANSWER GUIDE

The guide below contains acceptable minimum answers for each of the questions asked in the Question Guide. The answers below are intended as examples of minimum acceptable answers from the candidates. It is expected that assessors will conduct their own assessment of the worksite in order to verify that the answers given match the workplace practice:

1	Answer should include at least 2 of the following: Safe Work Method Statements, Safe Operating Procedures or similar, Required PPE, Reference to policies and procedures, reference to first aid and medical treatment facilities, tag out, lock out or isolation procedures, guarding and notification procedures for machine operation.
2	Answer appropriate to the work site. Usually a supervisor or team leader. Occasionally another team member.
3	Answer should include reference to one or more of reduce, re-use, recycling of waste products. Reference may be made to air quality and noise. Company environmental management policies, procedures, assessments and impacts may be referenced.
4.	At least two of the following: 1) Equal opportunity employment, 2) Antidiscrimination/harassment/bullying policies and procedures, 3) Disability employment opportunities, 4) Counselling/complaints policies and procedures.5) Treating people equally
5.	At least two of the following: FGM – 1) measurement of area 2) measurement of angles, 3) measurement of application rates 4) measurement of direction WM - 1) measurement of angles, 2) measurement of tooling dimensions 3) Estimation of time to complete the job, 4) understanding of percentages for coolant flow rates, 5) understanding of tolerances for accuracy of dimensions. HH – 1) estimation of loads, 2) estimation of log stack volumes 3) measurement of angles 4) calculation of fuel usage, 5) calculation of timber drying regimes, TMP, SMP, WPP, TM, WM - 1) estimation of timber volumes, 2) calculation of timber recovery, 3) calculation of production rates, 4) estimation of loads,
6	Answer may include any of the following applicable to the workplace: verbally, in log book, on work order, on computer, on checklists,
7	Answer may include the following: Annual performance review, informal meeting with supervisor, interview by HR personnel, ongoing on-the-job analysis by supervisor,
8	Answer should include at least 3 of the following: Books - Codes of Practice, Company induction and/or procedural manuals, Govt. Workplace Safety organisational publications, People – workplace supervisor, workplace manager, OHS manager or representative, other team members, HR personnel, Electronic sources – Govt. Workplace Safety organisational websites, workplace intranet,
9	Answer may include the name of: Leading hand, supervisor, production manager, plant manager, store manager, forester, district forester, regional manager, state manager, harvesting team leader, site boss,
10	Answer must include at least 3 of the following where applicable to job: telephones, communications equipment, tools, machinery, vehicles, navigational aids, instruments, computers and computer software, printers, facsimile machines and photocopiers. PPE may include ear muffs, ear plugs, cut-resistant chaps or trousers, gloves, eye protection, safety boots, high viz. clothing, face protection,
11	Answer must include at least 3 of the following where applicable to job Physical – noise, vibration, temperature electrical, pressure, falling or moving objects, equipment malfunction/problems, Ergonomic – work area layout, equipment design, instrument layout, chemical/substances – fumes, liquids, gases, vapours, fibre Biological – viruses, bacteria, parasites Psychological – workload, shift arrangements, workplace relationships Radiation – Ultraviolet exposure from sun or welding, infrared radiation from drying or heating processes
12	Answer may include: Orders, time lines, importance, contingencies, promises to customers, availability of tools/machinery or plant, availability of resources including raw material and/or manpower, production targets

13	Situations may include machinery breakdowns, workplace emergency, workplace personnel absence, climatic events, Action may include assessed the situation, developed a contingency plan and carried out the plan, respond to emergency situation, instigating a repair, substitution of regular personnel, machinery/plant and equipment, devising and implementing a temporary solution and encouraging work colleagues to tackle the challenge.
14	Answer may include Promotion, pay rise, enhanced skills and knowledge, transfer to another site, change of career, enhanced work satisfaction, increased confidence Methods may include further training, networking, research, talking to supervisor or HR personnel, career counselling
15	Answer will vary with the individual, but should show evidence of planning, personal and professional development.
16	Supervisor, manager, union delegate, pay person, HR personnel, Wageline,
17	Answer should include reference to one or more of reduce, re-use, recycling of waste products or reducing or recovery of raw materials. Reference may be made to air quality and noise. Company environmental management policies, procedures, assessments and impacts may be referenced.
18	Answer may include production records, sales records, daily works programmes or diaries, timesheets etc.

These answers were last reviewed and moderated as effective by assessors including: (list initials) RR, AD, AK, AL, GS, IS,

From (list company) Timber Training Creswick Ltd

On (insert date) 23/Nov/2010

