



# FPICOR2204B Follow fire prevention procedures



## ASSESSMENT PLAN AND RECORD SHEET

### A. Candidate details

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ DOB \_\_\_\_\_ - \_\_\_\_ -19

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	Machinery/Technology	Fire Prevention Activity
<i>Industry sector:</i>	<i>Fire equipment</i>	Fire breaks/Fuel breaks
	Fire truck	Fuel reduction burning
	Heavy machinery/vehicles	Clearing of undergrowth
<i>Type of operation, activity:</i>	Reels, hydrants and hoses	Serviceability/ equipment location
	Fire extinguishers	Organising inter-agency strategies
	Manual equipment	Maintaining key roads and tracks
	Fire suppressant agents	Maintaining water points
	PPE, clothing	Maintaining extinguishers
	<i>Other (please specify)</i>	Evacuation trials
		Fire risk assessment
		Storage of flammable liquids/fuels
		Keeping exit routes clear

### 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 Prepare for fire prevention
- 2 Implement fire prevention activities

### 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?

List all machinery, equipment, tools, materials, documentation required for the assessment.

- Fire fighting equipment appropriate to the worksite hazards and risks
- Site documents, work plans, policies and procedures
- Relevant tools, equipment and materials
- Personal protection equipment
- First aid equipment

### 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:

Assessors should design practical tasks that require the candidate to demonstrate the application of skills and knowledge relevant to this unit. Some example tasks could be:

- Give the candidate a specific work order that requires them to identify and report on potential fire risks and hazards, and to carry out the work in compliance with fire prevention requirements.
- Set up a simulation of a fire incident and check that the candidate can demonstrate the correct response procedures.

### 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 applicable Commonwealth, State or Territory legislative and regulatory requirements and codes of practice, including OHS, environmental and organisational policies and procedures, relevant to following fire prevention procedures
<input type="checkbox"/>	<input type="checkbox"/>	Follow applicable licensing or certification requirements
<input type="checkbox"/>	<input type="checkbox"/>	Communicate and work safely with others in the work area
<input type="checkbox"/>	<input type="checkbox"/>	Follow fire prevention procedures in line with environmental legislation and workplace procedures
<input type="checkbox"/>	<input type="checkbox"/>	Identify and report existing and potential fire risks and hazards associated with the work. This may include: weather conditions conducive to fire; welding or grinding sparks; dry undergrowth; potential of equipment to create fire; combustible materials such as dry scrub, tall grass, rubbish, oily rags; flammable liquids
<input type="checkbox"/>	<input type="checkbox"/>	Communicate with appropriate personnel using approved communication methods. This may include: emergency telephone, two-way radio, fire wardens, emergency services, supervisors and colleagues
<input type="checkbox"/>	<input type="checkbox"/>	Recognise signs of fire and respond appropriately. This may include: lightning strikes and storms; smoke, flames; overheating equipment; flammable liquid spills; electrical ignition; fire alarms

### Performance Task(s)

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

**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.

**C NYC**

<input type="checkbox"/> <input type="checkbox"/> <b>Element 1: Prepare for fire prevention</b>					
1.1	<p><input type="checkbox"/> The candidate identified, verified and followed the following OHS requirements relevant to fire prevention procedures and in line with organisation policy.</p> <p><b>OHS REQUIREMENTS (MAY INCLUDE)</b></p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>○ THE USE OF PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING</li> <li>○ SAFETY EQUIPMENT</li> <li>○ FIRST AID EQUIPMENT</li> <li>○ FIRE FIGHTING EQUIPMENT</li> <li>○ HAZARD AND RISK CONTROL</li> <li>○ ELIMINATION OF HAZARDOUS MATERIALS AND SUBSTANCES</li> <li>○ MANUAL HANDLING INCLUDING SHIFTING, LIFTING AND CARRYING</li> <li>○ MACHINE ISOLATION AND GUARDING</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>○ HOT WORK PERMITS TO BE ISSUED BY AUTHORISED PERSONNEL</li> <li>○ PROTECTIVE SHIELDS FOR WELDING AND GRINDING ACTIVITIES</li> <li>○ WRITTEN/DISPLAYED EVACUATION PROCEDURES</li> <li>○ APPROPRIATE FITNESS FOR THE TASK</li> <li>○ INDUSTRY STANDARDS</li> <li>○ RELEVANT INDUSTRY CODES OF PRACTICE</li> <li>○ DUTY OF CARE</li> </ul> </td> </tr> </table> <p style="background-color: #e0e0e0; padding: 2px;">All applicable should be applied.</p>	<ul style="list-style-type: none"> <li>○ THE USE OF PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING</li> <li>○ SAFETY EQUIPMENT</li> <li>○ FIRST AID EQUIPMENT</li> <li>○ FIRE FIGHTING EQUIPMENT</li> <li>○ HAZARD AND RISK CONTROL</li> <li>○ ELIMINATION OF HAZARDOUS MATERIALS AND SUBSTANCES</li> <li>○ MANUAL HANDLING INCLUDING SHIFTING, LIFTING AND CARRYING</li> <li>○ MACHINE ISOLATION AND GUARDING</li> </ul>	<ul style="list-style-type: none"> <li>○ HOT WORK PERMITS TO BE ISSUED BY AUTHORISED PERSONNEL</li> <li>○ PROTECTIVE SHIELDS FOR WELDING AND GRINDING ACTIVITIES</li> <li>○ WRITTEN/DISPLAYED EVACUATION PROCEDURES</li> <li>○ APPROPRIATE FITNESS FOR THE TASK</li> <li>○ INDUSTRY STANDARDS</li> <li>○ RELEVANT INDUSTRY CODES OF PRACTICE</li> <li>○ DUTY OF CARE</li> </ul>		
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1.2	<p><input type="checkbox"/> The candidate reviewed, confirmed and clarified work order (eg. instructions for environmental monitoring of work, such as hot work permits, and procedures to prevent fires) in the context of the following fire prevention requirements</p> <p><b>FIRE PREVENTION (MAY INCLUDE)</b></p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>○ CUTTING OF FIRE BREAKS</li> <li>○ CLEARING OF UNDERGROWTH</li> <li>○ ENSURING EQUIPMENT IS FAR ENOUGH AWAY FROM COMBUSTIBLE MATERIALS</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>○ HOUSEKEEPING TO ENSURE WORK AREA IS CLEAR OF WASTE</li> <li>○ PROVISION OF SUITABLE FIRE FIGHTING EQUIPMENT</li> <li>○ EVACUATION TRIALS</li> </ul> </td> </tr> </table> <p style="background-color: #e0e0e0; padding: 2px;">All applicable should be applied</p>	<ul style="list-style-type: none"> <li>○ CUTTING OF FIRE BREAKS</li> <li>○ CLEARING OF UNDERGROWTH</li> <li>○ ENSURING EQUIPMENT IS FAR ENOUGH AWAY FROM COMBUSTIBLE MATERIALS</li> </ul>	<ul style="list-style-type: none"> <li>○ HOUSEKEEPING TO ENSURE WORK AREA IS CLEAR OF WASTE</li> <li>○ PROVISION OF SUITABLE FIRE FIGHTING EQUIPMENT</li> <li>○ EVACUATION TRIALS</li> </ul>		
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1.3	<p><input type="checkbox"/> The candidate detected and reported the following existing and potential fire hazards and risks to appropriate personnel as listed</p> <p><b>EXISTING AND POTENTIAL FIRE HAZARDS AND RISKS</b></p> <table border="0" style="width: 100%;"> <tr> <td style="text-align: center; vertical-align: top;"><b>HAZARDS</b></td> <td style="text-align: center; vertical-align: top;"><b>RISKS</b></td> </tr> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>○ DRY UNDERGROWTH</li> <li>○ COMBUSTIBLE MATERIALS SUCH AS DRY OR DEAD SCRUB, TALL GRASSES, RUBBISH, OILY RAGS, WASTE MATERIAL PROXIMITY TO</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>○ WEATHER CONDITIONS WHICH INDUCE FIRE</li> <li>○ WELDING OR GRINDING SPARKS</li> </ul> </td> </tr> </table>	<b>HAZARDS</b>	<b>RISKS</b>	<ul style="list-style-type: none"> <li>○ DRY UNDERGROWTH</li> <li>○ COMBUSTIBLE MATERIALS SUCH AS DRY OR DEAD SCRUB, TALL GRASSES, RUBBISH, OILY RAGS, WASTE MATERIAL PROXIMITY TO</li> </ul>	<ul style="list-style-type: none"> <li>○ WEATHER CONDITIONS WHICH INDUCE FIRE</li> <li>○ WELDING OR GRINDING SPARKS</li> </ul>
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**C NYC**

		<p><b>EQUIPMENT</b></p> <ul style="list-style-type: none"> <li>○ FLAMMABLE LIQUIDS</li> <li>○ POTENTIAL OF EQUIPMENT CREATED FIRE</li> </ul> <p><b>APPROPRIATE PERSONNEL</b></p> <ul style="list-style-type: none"> <li>○ FIRE WARDENS</li> <li>○ SUPERVISORS</li> <li>○ SUPPLIERS</li> <li>○ CLIENTS</li> <li>○ COLLEAGUES AND MANAGERS</li> <li>○ EMERGENCY EVACUATION COMMITTEE</li> </ul> <p>The candidate should identify a minimum of two different hazards in the work area</p>
1.4	<input type="checkbox"/>	<p>The candidate selected fire extinguishing equipment appropriate to work requirements and fire prevention in line with site requirements.</p> <p>The candidate should identify the equipment required for normal duties and describe how it is used so as not to present a fire risk.</p>
1.5	<input type="checkbox"/>	<p>The candidate followed workplace procedures, work instructions and legislation for fire prevention practices.</p> <p>The candidate should describe normal work procedures relevant to fire prevention.</p>
1.6	<input type="checkbox"/>	<p>The candidate established and maintained communication with others via methods listed below in line with OHS requirements.</p> <p><b>COMMUNICATION (MAY INCLUDE)</b></p> <ul style="list-style-type: none"> <li>○ VERBAL AND NON-VERBAL LANGUAGE</li> <li>○ CONSTRUCTIVE FEEDBACK</li> <li>○ QUESTIONING TO CLARIFY AND CONFIRM UNDERSTANDING</li> <li>○ ACTIVE LISTENING</li> <li>○ USE OF POSITIVE, CONFIDENT AND COOPERATIVE LANGUAGE</li> <li>○ USE OF LANGUAGE AND CONCEPTS APPROPRIATE TO INDIVIDUAL SOCIAL AND CULTURAL DIFFERENCES</li> <li>○ CONTROL OF TONE OF VOICE AND BODY LANGUAGE</li> </ul> <p>The candidate should use at least three different communication methods.</p>
<p><input type="checkbox"/> <input type="checkbox"/> <b>Element 2: Implement fire prevention strategies</b></p>		
2.1	<input type="checkbox"/>	<p>The candidate eliminated or reduced and reported fire risks and hazards in line with workplace procedures</p> <p>The candidate should control a minimum of two different hazards in the work area</p>
2.2	<input type="checkbox"/>	<p>The candidate recognised the following signs of fire and raised alarm at appropriate time in line with workplace procedures</p> <p><b>SIGNS OF FIRE (MAY INCLUDE)</b></p> <ul style="list-style-type: none"> <li>○ LIGHTNING STRIKES</li> <li>○ SMOKE</li> <li>○ FLAMES</li> <li>○ STORMS</li> <li>○ EQUIPMENT OVERHEATING</li> <li>○ FLAMMABLE LIQUID SPILLS</li> <li>○ ELECTRICAL IGNITION</li> </ul> <p>The candidate should recognise at least three different signs of fire.</p>
2.3	<input type="checkbox"/>	<p>The candidate selected, checked and properly stored the following fire extinguishing equipment according to the nature and type of fire expected</p> <p><b>FIRE EXTINGUISHING EQUIPMENT (MAY INCLUDE)</b></p> <ul style="list-style-type: none"> <li>○ EXTINGUISHERS FOR ELECTRICAL, CHEMICAL, GAS,</li> <li>○ USE OF FIRE AGENCY APPROVED FIRE</li> </ul>

**C NYC**

		<p>MECHANICAL, PAPER, WOOD OR NATURAL FIRES</p> <ul style="list-style-type: none"> <li>○ FIRE TRUCKS</li> <li>○ FIRE REELS, FIRE HYDRANTS AND HOSES</li> </ul>	<p>SUPPRESSION EXTINGUISHING AGENTS, SUCH AS FOAM AND RETARDANTS</p> <ul style="list-style-type: none"> <li>○ MANUAL FIRE FIGHTING INSTRUMENTS</li> <li>○</li> </ul> <p>The candidate should select, check and properly store fire extinguishing equipment for at least two different types of fire.</p>
<p>2.4</p>	<p><input type="checkbox"/></p>	<p>The candidate notified appropriate personnel and completed incident report.</p> <p>The candidate should identify the person or persons to whom incidents are reported.</p>	
<p>2.5</p>	<p><input type="checkbox"/></p>	<p>The candidate recorded fire prevention procedures as described below.</p> <p><b>PREVENTION PROCEDURES</b></p> <ul style="list-style-type: none"> <li>○ RISK</li> <li>○ HAZARDS</li> <li>○</li> <li>○ INCIDENTS</li> <li>○ EQUIPMENT MALFUNCTIONS</li> <li>○</li> </ul> <p><b>RECORDING METHOD</b></p> <ul style="list-style-type: none"> <li>○ MANUAL</li> <li>○ COMPUTER-BASED SYSTEM</li> <li>○ OTHER ORGANISATIONAL COMMUNICATION SYSTEM</li> <li>○</li> </ul> <p>The candidate should demonstrate how relevant fire prevention procedures are reported and recorded</p>	

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	PC
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?	1.1
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?	1.2 1.5 1.6
3	<input type="checkbox"/>	<input type="checkbox"/>	What are the requirements and procedures for environmental care, including the safe disposal of waste?	1.4 2.3
4	<input type="checkbox"/>	<input type="checkbox"/>	Give at least two examples of how you could follow anti-discrimination legislation in the workplace.	1.1
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.	1.3 2.2
6	<input type="checkbox"/>	<input type="checkbox"/>	Describe how to accurately record, report and maintain workplace records and information.	2.5

### 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
7	<input type="checkbox"/>	<input type="checkbox"/>	List two potential fire hazards and two potential fire risks associated with the type of work.	1.3
8	<input type="checkbox"/>	<input type="checkbox"/>	Describe how fire hazards and risks may be eliminated or reduced.	2.1
9	<input type="checkbox"/>	<input type="checkbox"/>	Identify how signs of fire may be recognised.	2.2
10	<input type="checkbox"/>	<input type="checkbox"/>	Identify the appropriate fire extinguishing equipment according to the nature and type of fire to be fought	2.3
11	<input type="checkbox"/>	<input type="checkbox"/>	Discuss procedures for dealing with a ..... fire situation. (nominate two potential fire incidents relevant to the workplace).	2.2 2.3 2.4 2.5
12	<input type="checkbox"/>	<input type="checkbox"/>	Explain how to check and properly store fire extinguishing equipment	2.3
13	<input type="checkbox"/>	<input type="checkbox"/>	What information needs to be recorded and reported in relation to fire prevention and who do you report it to?	2.5
14	<input type="checkbox"/>	<input type="checkbox"/>	Describe the importance of following workplace procedures, work instructions and legislation in relation to fire prevention practices	1.5

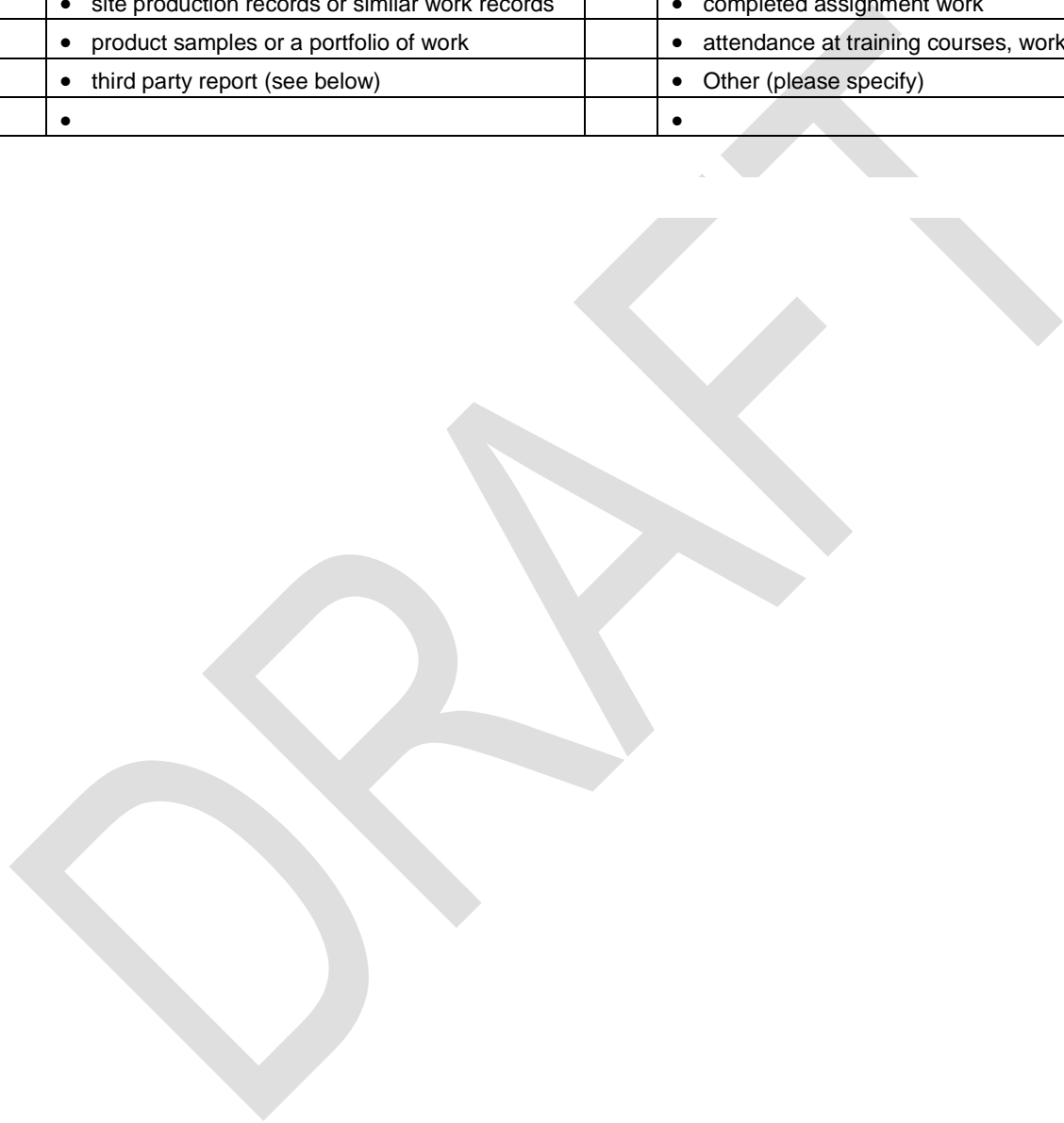
**Write any additional comments below:**

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



## 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	<p>Answer should include at least 2 of the following for OHS:</p> <ul style="list-style-type: none"> <li>• Hazard identification and controls,</li> <li>• Safe Work Method Statements,</li> <li>• Safe Operating Procedures or similar,</li> <li>• required PPE,</li> <li>• reference to policies and procedures,</li> <li>• reference to first aid and medical treatment facilities,</li> <li>• tag out, lock out or isolation procedures, guarding and notification procedures for machine operation.</li> </ul> <p>Answer should also include reference to legislation, organisational requirements and codes of practice relevant to fire prevention in the workplace.</p>
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.	<p>Answer may include the following:</p> <p>FGM, HH – 1) measurement of distance, 2) measurement of angles/slopes, 3) measurement of height 4) measurement of direction, 5) measurement of area, 6) measurement of volume</p> <p>TMP, SMP, WPP, TM, WM - 1) measurement of length, 2) measurement of angles, 3) measurement of height, 4) measurement of area, 5) measurement of volume, 6) measurement of weight</p> <p>Note: Assessor may request example of maths relevant to this unit.</p>
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 should include at least two types of fire hazard and two types of fire risk situations.
8	Answer should describe how the hazards and risks described in Q 7 above can be eliminated or reduced.
9	Answer should include at least two of: flames, smoke, lightning, equipment overheating, flammable liquid spills, electrical ignition.
10	Answer should identify the equipment applicable to the workplace.
11	Answer should describe procedures that deal with the nominated fire situations, and should include: raising the alarm, identification of type of fire, selection of appropriate PPE, selection of appropriate fire extinguishing equipment, request for assistance (eg. fire brigade), restricting spread of fire, general worker safety, incident report.
12	Answer should describe how fire extinguishing equipment is maintained and checked, and how it is stored.
13	Answer will vary with worksite. Assessor should confirm the validity of answers given with the supervisor.
14	Answer should refer to worker safety, and may also include reference to communications, work efficiency, consistent reporting.

These answers were last reviewed and moderated as effective by (list initials)

From (list company) Timber Training Creswick Ltd

On (insert date) ? ? 2010

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:** Prepare for fire prevention

**Element 2:** Implement fire prevention strategies

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

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Follows with 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 with 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:**

<b>Name</b> .....	<b>Ph No.</b> .....
<b>Signature</b> .....	<b>Date</b> .....
<b>Organisation</b> .....	<b>Position</b> .....