THE ASSESSOR: HOW TO FOLLOW THE ASSESSMENT PROCESS

Follow this assessment process to ensure: consistent recording of skills and knowledge; sufficient reliable evidence is gathered; and consistent application of skills.

STANDARD ASSESSOR GUIDELINES

Step 1 Basic Instructions

A 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.

B Complete all relevant details in the Assessment Tool and Application Form page 1.

C Conduct the assessment using the Assessment Tools provided

Step 2 Pre-Assessment

Confirm assessment arrangements with candidate and employer/supervisor (if applicable). Work with the candidate to ensure evidence is available for all elements and performance criteria prior to sign-off. **A suitable location with all required materials and equipment** should be arranged with the candidate/employer and confirmed prior to assessment. Equipment must be safe, well-maintained and meet Australian Standards.

Step 3 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 put themselves or co-workers at risk of injury, or are likely to damage equipment/materials/products.

Step 4 Legislative/Enterprise Requirements

Assessors should 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.

Step 5 Gathering Evidence

Gather at least three (3) forms of evidence to confirm competence where reasonably practicable.

Evidence should be gathered through a third party report (where possible), questioning to check underpinning knowledge and direct demonstration/observation. This unit should be assessed 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**.

A Confirm Consistent Competency (CCC): Use **Tool 1 Confirmation of Consistency Tool**. Confirm that the person providing the third party report has knowledge of required legislation, regulations, Australian Standards and/or site procedures where these are referred to in the unit of competency and/or are relevant to the assessment. Assessors may also need to support the third party report by reference to a workplace skills expert and site production documents.

NOTE*: Verification by a third party is the preferred third form of evidence, however assessors may also be guided by organisational quality documents, log books or other work records that provide* ***evidence of the candidate's ability to consistently perform the task*** *to the required standard.*

B Questions: Use ***Assessment Tool 2 Question Guide (Theory Assessment)*** to ascertain candidates underpinning knowledge prior to assessing practical skills. **Retain a copy of questions asked and candidate answers with this assessment tool.**

C Demonstration/observation: Use ***Assessment Tool 3 Demonstration/observation Record (Practical Assessment)*** to assess competence in task performance. Assess whether candidate performance is **SATISFACTORY (S) or NOT SATISFACTORY (NS).** Elements or performance criteria that cannot be assessed should be marked UTA (unable to assess) but final sign-off **must not occur** until the candidate is assessed as competent in the skill. Use UTA where the function or equipment is not relevant or used at the site.

D Other Evidence: Identify any other relevant forms of evidence to be gathered and indicate in the evidence tool below as required. Include copies of additional evidence documents where appropriate.

E Complete the assessment tool to indicate whether the candidate's performance is **SATISFACTORY (S) or NOT SATISFACTORY (NS). If the candidate is judged to be *Not Yet Competent* clearly indicate the reasons why, and identify any training or further practice needs if relevant.**

ASSESSOR MAY REMOVE THIS PAGE

Bush Fire Awareness

PUAFIR215 – A Prevent Injury, PUAFIR309B – Operate Pumps,
PUAEQU001B – Prepare, maintain & test response equipment, FPICOR2204B – Follow fire prevention procedures

Version 9 May 2014

Industry endorsed national assessment plan and recording tool

Candidate Details (Please Print)

Last Name ..... First Name ..... DOB / /

Postal Address ..... Male / Female

City/Town ..... State ..... Post Code .....

Telephone ( ) ..... Mobile ..... Email .....

Do you wish to identify yourself as Aboriginal or Torres Strait Islander YES / NO

Have you been assessed unsuccessfully in the last 7 days? (Circle) YES / NO

Do you hold a Certificate II ❑ or Certificate III ❑ in Harvesting/Haulage? Or other .....

Experience: years _____ & months _____ No Experience ❑

Employer

Business Name: ..... Contact Person: .....

Business Address: ..... Contact Phone: .....

Business Type: (eg landscaping, council, personal use) ..... Personal Use: ❑

Licence Fee Payment Details - Please indicate payment details: (licence fee is ***separate*** from Assessor fee)

❑ Invoice candidate ❑ Invoice Employer (Purchase Order Number): .....

❑ Invoice assessor ❑ Credit Card Payment Card number - - - - / - - - - / - - - - / - - - -

❑ Invoice (other) Print details below ..... Name on card: ..... Card expiry date - - - / - - -

..... Signature of card holder: .....

..... Type of Credit Card: .....

(American Express & Diners Cards are not accepted)

Candidate Agreement

In consideration of ForestWorks and the Assessor (collectively "ForestWorks" which expression shall be taken to include ForestWorks servants, agents, accredited assessors, successors or assigns) agreeing to assess my work:

1. I am medically fit and ready for assessment.
2. I release ForestWorks from all claims which I have, now or later against ForestWorks whether for:
   - property damage, personal injury (including death) or otherwise,

   and whether occasioned by
   - negligence, breach of contract, breach of statutory duty or otherwise,

   suffered as a result of or in connection with the carrying out of the assessment.
3. I indemnify and will at all times in the future indemnify ForestWorks against all proceedings, actions, claims or demands made by any person for:
   - property damage, personal injury (including death) or otherwise,

   and whether occasioned by
   - negligence, breach of contract, breach of statutory duty or otherwise,

   suffered as a result of or in connection with the carrying out of the assessment.
4. The above release and indemnity given by me to ForestWorks does not operate as an absolute release or indemnity for the benefit of ForestWorks, and reduces proportionately, where liability arises from, or is attributable to any:
   - negligent act or omission; or a civil or criminal wrongful act or omission;

on the part of ForestWorks.

ForestWorks may do all or some of the following:

Issue a licence and store assessment papers; issue a database printout of current licence details to employer (or their agent) if requested; update existing licence endorsements to a common expiry date where appropriate and/or use this tool as evidence of competence in a court of law.

Candidate Signature _____ Date _____

ForestWorks

Assessor Assessment Results

Assessment Start Date ..... Assessment Finish Date .....

Outcome of Assessment (Circle) **Competent** **Not Yet Competent**

Name (Please Print) ..... Organisation .....

Assessor Signature _____ Date _____

❑ **Identification of candidate verified by assessor** ❑ **Form Checked and Completed**

Please bring this completed Application form to the assessor or assessment will not take place.
Licences are issued by ForestWorks and *will not* be issued until the licence fee is paid.

ASSESSMENT TOOL 1 Confirmation of Consistent Competence

Evidence confirming consistent competency should be 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/peer, supervisor or team leader.

NOTE: In some circumstances it may not be possible to gather supporting evidence from a third party. In these situations the third part report should be replaced by alternative appropriate evidence such as:

- log book
- site production records or similar work records
- product samples or a portfolio
- site training records

If an alternative source of evidence is used, **then disregard the information below and attach a summary of the alternative source of evidence used**.

Third Party Report

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

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

- job function and the candidate's application of skills to that function.
- any relevant legislation, regulations or Australian Standards.
- the candidate's ability to repeatedly perform to the required standard.

In the view of the third party making this report, the candidate can consistently apply the skills described in this unit including following site procedures and policies. The candidate's performance is: (tick appropriate)

S	NS	
		Complies with OHS regulations and site policies/procedures.
		Has been performing consistently in this task in the workplace.
		Complies with site environmental care policies/procedures.
		Communicates effectively and efficiently with others in the work area.
		Is able to follow all the required job procedures and work orders including responding to tool, machinery, or equipment faults.
		Is able to use any relevant tools, machinery, or equipment that may apply to this task.
		Identifies and follows organisational policies and procedures and work orders.

Additional Comments:

This report is used as supporting evidence in the assessment process and does not represent a final judgement about the competence of the candidate.

Name of third party:	***Phone Number:***
Signature of third party:	***Date:***
Organisation:	***Position:***

Completed assessment papers and **payment details** are to be forwarded to:
ForestWorks PO Box 2146 Launceston Tas 7250

ASSESSMENT PLAN SUMMARY

Pre-Requisites/Co-Requisites

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

Pre-requisites for this unit of competency:

Verified as completed (tick)	*Code & Unit*
	FIRE WEATHER EVALUATION or equivalent units (copy attached)

What will be Assessed?

The units to be assessed are:

1. **PUAFIR215 – A Prevent Injury**
2. **PUAFIR309B – Operate Pumps**
3. **PUAEQU001B – Prepare, maintain & test response equipment**
4. **FPICOR2204B – Follow fire prevention procedures**

The Method of Assessment is:

- Use of a third party report to confirm consistent competence, or alternatively a log book, site production records or similar work records, or product samples or a portfolio.
- Questions to check underpinning knowledge.
- Demonstration/observation to determine competence against units listed and underpinning skills.

The Resources needed for the Assessment are:

- Assessment Tools
- Coupe/Simulated Work Environment
- Fire Fighting Equipment
- First Aid Equipment
- Hand Tools
- Personal Protective Equipment
- Personal Protective Clothing
- Site Documents
- Water Source

Key Competency details for these Units of Competency:

Key competencies: collecting, analysing and organising information (2); communicating ideas and information (2); planning and organising activities (2); working with others and in teams (2); using mathematical ideas and techniques (2); solving problems (2); using technology (2).

The level of key competencies will be determined by the certificate level.

Level 1: basic
Level 2: perform
Level 3: plan, design

NOTE: This assessment plan outlines the **minimum standard** endorsed by ForestWorks and Forest Industry.

Instructions to Assessors

All critical questions are marked with a star (★).
The candidate may get two (2) non-critical questions incorrect and still be considered competent.

ASSESSMENT TOOL 2 - Theory Assessment

*Name:*_____ *DOB:*___ / ___/ ___

ASSESSMENT TOOL 2 - Theory Assessment

S	NS		
☐	☐	1 ★	Name **three (3)** items of Personal Protective Clothing that must be worn whilst in a fire situation. 1. _____ 2. _____ 3. _____
☐	☐	**2** ★	Clothing made from what sort of material ***must not*** be worn during fire a situation? (Circle the correct answer) • Synthetic • Wool Why? _____
☐	☐	**3**	What is an emergency meeting point/number? _____
☐	☐	**4**	In the event of a fire on your operation what is the notification procedure? List two (2) examples 1. _____ 2. _____
☐	☐	**5** ★	List **six (6) hazards** to yourself, associated with fire situations. 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____

S	NS		
☐	☐	**6** ★	If trapped by a fire in a vehicle what are **four (4)** things you should do to protect yourself? 1. _____ 2. _____ 3. _____ 4. _____
☐	☐	**7A** ★	Describe **four (4)** ways of protecting yourself from the radiant heat of a bushfire away from your vehicle? 1. _____ 2. _____ 3. _____ 4. _____
☐	☐	**7B** ★	List **two (2)** precautions to protect yourself from being overcome by smoke. 1. _____ 2. _____
____	____		
☐	☐	**8** ★	What are **two (2)** safety precautions that should be taken when fire fighting near fallen or sagging power lines? 1. _____ 2. _____
☐	☐	**9** ★	What is meant by the Acronym L.A.C.E.S.? **L** _____ **A** _____ **C** _____ **E** _____ **S** _____

S	NS		
☐	☐	**10**	Why is foam added to water for fire fighting?

Circle the three (3) correct answers.

1. It restricts some of the fuel available
2. To increase flow rate
3. Smothers the fire
4. Spreads the water further by lowering surface tension
5. To increase water volume

☐ ☐ **11** What is the correct foam % for the following two procedures?

Knockdown? _____

Mop Up?_____

☐ ☐ **12** Give an example of where you would use the following pumps?

Low pressure/high volume:

_____

High pressure/low volume

_____

☐ ☐ **13** What is the purpose of a foot valve on a suction hose

_____

☐ ☐ **14** ★ Give **three (3)** examples of what could prevent a pump from priming.

List **three (3)**

1. _____
2. _____
3. _____

☐ ☐ **15** Where is the employer's safety management system or OH & S policy located?

_____

S	NS		
☐	☐	**16** ★	A communication **must** is that workers need to be: *Circle the correct answer.* 1. In eyesight 2. Contactable 3. In phone range 4. Sending smoke signals
☐	☐	**17**	Circle all effective communications on your worksite. 1. Mobile phone (if coverage available) 2. UHF/VHF radio 3. Hand signals/body language 4. Verbal 5. Signage
☐	☐	**18** ★	What would you immediately do if you find a hazard or faulty equipment - i.e. if your pump stops functioning on the worksite? (Circle the correct answer/s) 1. Notify supervisor 2. Do nothing 3. Tag out (Company Policy) 4. Remove from worksite 5. Try to rectify the problem
☐	☐	**19** ★	If you identify an OH & S issue on your worksite, what further steps could be taken? _____ _____ _____

S	NS		
☐	☐	**20**	List **one (1)** example of a stressful workplace situation that may be encountered on your operation and what would you do about it?

Example: _____

Solution: _____

_____

_____

☐	☐	**21** ★	What do you do if someone is suffering symptoms of dehydration or heat stress?

Circle **the seven (7)** the correct answers.

1. Remove to a cool place
2. Supply with a six pack
3. Loosen clothing
4. Maintain fluid intake
5. Avoid further exertion
6. Seek medical advice
7. Leave person alone
8. Inform supervisor
9. Encourage rest

☐	☐	**22**	List **three (3)** possible sources of water for fire fighting purposes.

1. _____
2. _____
3. _____

☐	☐	**23** ★	Due to friction loss, if you lose 50 kPa over a 30m length of hose, how many kPa will you loose over 90m?

_____

S	NS		
☐	☐	**24** ★	List **three (3)** problems that could prevent water delivery to your nozzle. 1. _____ 2. _____ 3. _____
☐	☐	**25**	Give an example of what should be done with canvas hoses after use and before storage. _____
☐	☐	**26** ★	What are four (4) potential fire risks on your worksite? 1. _____ 2. _____ 3. _____ 4. _____
☐	☐	**27** ★	List two (2) obvious signs of fire on your worksite? 1. _____ 2. _____
☐	☐	**28**	Give at least two (2) examples of how you could avoid unlawful discrimination and harassment against any other person in the workforce. 1. _____ 2. _____
☐	☐	**29**	What records are kept on equipment maintenance and testing? _____

☐

ASSESSOR USE ONLY

(tick if applicable)

This was a verbal theory assessment

INSTRUCTIONS TO ASSESSORS

ASSESSMENT TOOL 3 Practical Description/Observation Record

This assessment is to be a true and accurate record of the candidate's competence on the day of the assessment.

Assessors are to TICK the appropriate response (eg: **S** ☑ **NS** ☐)

where "**S**" means Satisfactory and "**NS**" means Not Satisfactory

Assessors are to mark **"N/A"** – not applicable where performance criteria cannot be seen on day.

AUTOMATIC FAILURE

ASSESSMENT WILL NOT CONTINUE IF ONE OR MORE OF THE FOLLOWING ACTIONS OCCUR:

1. **If the candidate endangers self. ➲*STOP POINT***
2. **If the candidate endangers others. ➲ *STOP POINT***
3. **If the candidate does not wear mandatory safety equipment. ➲ *STOP POINT***
4. **If the candidate does not establish and maintain communication. ➲ *STOP POINT***

Name:_____ DOB:___ / ___/ ___

PART A Safety

S	NS	
		1. Personal protective equipment (PPE) and personal protective clothing (PPC) was used appropriately
		2. Effective communication was established

IF ANY OF THE TWO CRITERIA ABOVE ARE NOT MET THE ASSESSMENT MUST NOT PROCEED

➲ STOP POINT

		3. Works as part of a team
		4. Communicates with others on the team
		5. Follows all OH & S procedures and maintains a safe workplace

PART B Hand Tools

S	NS	
		1. Correct equipment is selected
		2. Carries hand tools correctly
		3. Uses hand tools correctly
		4. Ancillary equipment is collected, inspected and stowed

PART C Pumps

S	NS	
		1. Pump positioned correctly
		2. Primes pump correctly
		3. Fills tank
		4. Pumps water from hose
		5. Recirculates water
		6. Produces foam (if available)
		7. On completion, winds hose back onto hose reel
		8. Ancillary equipment is collected, inspected and stowed

Part D Assessment Context (tick the appropriate box/boxes to the left of each entry)

	Setting/Conditions		Machinery/Technology		Materials
	Location:-		Type of pump used:-		Foam used (if applicable)
					Canvas/duraline/hose
					Other
			Hand tools used: -		
	Vegetation types:-				
	On-site hazards:-				
	Ground Conditions:-				
	(describe – slope/topography etc)				
	Weather Conditions:-				

Comments clarifying the assessment / feedback to candidate: _____

_____

_____

_____

Completed assessment papers and **payment details** are to be forwarded to:
ForestWorks
PO Box 2146 Launceston TAS 7250

To be acknowledged by **Candidate**:

I acknowledge that

- The assessment process was fully explained to me, and that I have viewed this recording tool and competency standard prior to assessment,
- The assessment process has been followed,
- I accept the decision of the assessor OR
- I have the right to appeal if I disagree with the assessor's decision.

Candidate Signature _____ **Date** _____