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

Industry endorsed national assessment plan and recording tool

FIRE WEATHER EVALUATION

AHCWRK302A Monitor Weather conditions, FPICOR3203B Evaluate Fire Potential and Prevention *Version 8 May 2014*

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 _____

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.

ForestWorks

TOOL 1 THIRD PARTY Confirmation of Consistent Satisfactory Performance

Evidence confirming consistent satisfactory performance 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, team leader or trainer.

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

In this case then **disregard the information below and attach a summary of the alternative source of evidence used**.

Third Party Report Confirmation

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: (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.
		Responds appropriately to problems that arise during operation.

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.

Suggested pre-requisites/co-requisites for this unit.

Verified as completed (tick)	*Code & Unit*
NIL	

What will be Assessed?

The units and elements to be assessed are:

1 FPICOR3203B Evaluate Fire Potential and Prevention

1. Prepare for fires
2. Asses Fire Potential
3. Prevent Fires

2 AHCWRK302A Monitor Weather Conditions

1. Interpret Weather and Climate Information
2. Carry Out Preventative Action
3. Monitor Weather and Climate

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 elements listed and underpinning skills.

The Resources required may include:

- Fire Weather Kits

ASSESSMENT TOOL 2 - Theory Assessment

S	NS		
☐	☐	**1★**	Describe the correct method of measuring the air temperature, using a glass thermometer. *Circle the correct method from the following:* 1. Hang the thermometer in a sunny spot 2. Take the thermometer out of a vehicle and read directly 3. Locate the thermometer in a shaded area and wait until it stabilises
☐	☐	**2★**	How do you hold a thermometer to gain an accurate answer? *Circle the correct method from the following:* 1. Hold the thermometer at eye level 2. Hold the thermometer above your head 3. Whirl the thermometer around at the rate of 2 revolutions per second
☐	☐	**3★**	Identify which of the following statements **most accurately** describes relative humidity. *Circle the most accurate description from the following:* 1. The difference in readings between the wet and dry bulbs 2. How dry the air is 3. The amount of moisture in the air at a particular temperature, compared with its capacity, expressed as a percentage
☐	☐	**4★**	In the case of a set of hanging wet and dry thermometers, identify the normal state of the temperature of the wet bulb. *Circle the correct answer from the following:* 1. Higher than the dry bulb 2. Lower than the dry bulb 3. Equal to the dry bulb minus the relative humidity
☐	☐	**5★**	Identify a possible result from constantly using dirty water to wet the muslin of the wet bulb thermometer. *Circle the possible outcome from the following:* 1. May give an unreliable reading over time 2. Will not make much difference in practice 3. Will not make any difference

S	NS		
		6★	Describe the most likely effect on the relative humidity calculation if you read an electronic humidity meter in direct sun. *Circle the most likely result from the following:* 1. The relative humidity will read higher (wetter) than it actually is 2. The relative humidity will be about right for the conditions 3. The relative humidity will read lower (dryer) than it actually is
		7★	How far away from a 30m tall tree should the hand held wind metre reading be taken? *(Answer may be given in metres or in number of tree heights)* Up wind of tree? _____ Down wind of tree? _____
		8★	How do you convert the wind speed from 1.7m (eye level) to a 10 m reading? _____
		9★	State the **ideal** time period over which you should obtain an average wind speed reading. *Circle the ideal time from the following:* 1. 1 minute 2. 5 minutes 3. 10 minutes
		10★	Identify what, in practice, is the **minimum** time period over which an average wind speed reading should be taken. *Circle an answer from the following:* 1. 1 minute 2. 5 minutes 3. 10 minutes
		11★	Identify the likely effect of a drop in relative humidity on the fire danger rating. *Circle a likely effect from the following:* 1. An increase in the fire danger rating 2. No effect on the fire danger rating 3. A decrease in the fire danger rating

S	NS		
☐	☐	**12★**	If you can't get the correct drought factor/soil dryness index for your area, identify the appropriate drought factor to use. *Circle a drought factor from the following:* 1. 5 2. 10 3. 20
☐	☐	**13**	What time of the year do you commence fire management procedures on your operation? _____
☐	☐	**14**	Why is it important to monitor fire weather during the fire season? _____ _____ _____
☐	☐	**15**	Give three (3) examples of how fire could start on your operation. 1. _____ 2. _____ 3. _____
☐	☐	**16★**	When do you take your first fire weather reading each day during the fire period of 1st October – 30th April? _____ What is the trigger point for hourly readings? _____
☐	☐	**17**	Circle all effective communications on your worksite. 1. Mobile phone (where coverage is available) 2. UHF/VHF radio 3. Hand signals/body language 4. Verbal ***5.*** Signage

S	NS		
☐	☐	**18**	What would you do if you noticed smoke or sparks around your immediate work area or equipment? _____ _____ _____
☐	☐	**19**	Describe how you would store bulk fuel on site. _____
☐	☐	**20**	How do you minimise the risk of a fire starting from an exhaust on your equipment? _____
☐	☐	**21**	In the event of a fire on your operation what is the notification procedure? List two (2) examples 1. _____ 2. _____
☐	☐	**22★**	How often should you check that your fire suppression equipment is operational? a) _____ **and** b) Preferably how often? _____
☐	☐	**23**	What document is required to record your weather readings? _____
☐	☐	**24**	Give at least two (2) examples of how you could avoid unlawful discrimination and harassment against any other person in the workforce. 1. _____ 2. _____
☐	☐	**25**	List three (3) sources of obtaining fire weather warnings. 1. _____ 2. _____ 3. _____

S	NS		
☐	☐	**26**	What are the procedures once current industry weather shutdown conditions are reached? 1. _____ 2. _____
☐	☐	**27**	What must be done prior to the fire season for your work site to be prepared for possible fires? List three (3) answers. 1. _____ 2. _____ 3. _____
☐	☐	**28**	What weather warnings could be relevant to your operation? _____ _____ _____
☐	☐	**29**	What negative impact could fire have on your operation? _____ _____ _____ _____

Name:_____ DOB:___ / ___/ ___

ASSESSMENT TOOL 3 - Practical Assessment

Demonstration Description/Observation Record

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

Assessors are to TICK the appropriate response:

eg: **S** ☑ **NS** ☐

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

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

Assessors must observe **specific amounts of evidence.** These are the minimum evidence requirements listed below that need to be observed to ensure consistency across the industry.

In other words, **specific evidence requirements** describe *what you really need to see the candidate do* and *how many times you need to see them do it,* to be satisfied that the person is competent.

Specific Evidence Requirements

The candidate's performance was
(tick appropriate)

S	NS	
☐	☐	A recommended minimum of 10 readings must be taken

PART A

S	NS	
☐	☐	Is appropriate fire weather monitoring equipment available on site?

During period 01 April – 01 October: **IF NOT, THEN THE ASSESSMENT MUST NOT PROCEED**

➲ STOP POINT

PART B Safety

S	NS	
☐	☐	1. Personal Protective Equipment (PPE)

(IF NOT, THEN THE ASSESSMENT MUST NOT PROCEED)

➲ STOP POINT

☐	☐	2. Has effective communication been established?
☐	☐	3. Site procedures and instructions are followed.

PART C Safety Health and Environment Procedures

S	NS	
☐	☐	1. Demonstrate ability to use and read equipment
☐	☐	2. Is fire weather equipment maintained to appropriate standard/installed correctly?
☐	☐	3. Demonstrate ability to use McArthur Scale

S **NS**

☐ ☐ ★ What is the current fire weather reading at your location?
(NB you must pass this question to pass the course.)

Date	Time	Place Coupe	DF	Dry bulb	Wet Bulb	RH	Wind speed	FDI / FFDR	Wind Direction	DP	Rain	

Demonstrate ability to use McArthur scale.

S **NS**

☐ ☐ **1** ★ Calculate the Fire Danger Index for a place where the drought factor is 10, the relative humidity is 35%, the temperature is 25ºC and the wind speed (using the Beaufort scale) is 30 kilometres per hour at 10 metres height.
(NB you must pass this question to pass the course.)

Calculations -

_____

☐ ☐ **2** ★ Calculate the Fire Danger Index for a place where the drought factor is 10, the relative humidity is 39%, the temperature is 26 ºC and the wind speed is 30 kilometres per hour at eye level (1.7 m).
(NB you must pass this question to pass the course.)

Calculations -

_____

☐ ☐ **3** ★ Calculate the Fire Danger Index for a place where the drought factor is 10, the relative humidity is 52%, the temperature is 25ºC and the wind speed is 28 kilometres per hour at 10 metres height.
(NB you must pass this question to pass the course.)

Calculations -

_____

☐ ☐ **4** ★ Calculate the Fire Danger Index for a place where the drought factor is 10, the relative humidity is 34%, the temperature is 33ºC and the wind speed is 30 kilometres per hour at eye level (1.7 m).
(NB you must pass this question to pass the course.)

Calculations -

_____

S	NS		
		5 ★	Calculate the Fire Danger Index for a place where the drought factor is 10, the relative humidity is 60%, the temperature is 22ºC and the wind speed is 15 kilometres per hour at 10 metres height. ***(NB you must pass this question to pass the course.)*** ***Calculations -***
		6 ★	Calculate the Fire Danger Index for a place where the drought factor is 10, the relative humidity is 58%, the temperature is 26ºC and the wind speed is 22 kilometres per hour at eye level (1.7 m). ***(NB you must pass this question to pass the course.)*** ***Calculations -***
		7 ★	Calculate the Fire Danger Index for a place where the drought factor is 10, the relative humidity is 44%, the temperature is 28ºC and the wind speed is 15 kilometres per hour at 10 metres height. ***(NB you must pass this question to pass the course.)*** ***Calculations -***
		8 ★	Calculate the Fire Danger Index for a place where the drought factor is 10, the relative humidity is 34%, the temperature is 33ºC and the wind speed is 30 kilometres per hour at eye level (1.7 m). ***(NB you must pass this question to pass the course.)*** ***Calculations -***
		9 ★	Calculate the Fire Danger Index for a place where the drought factor is 10, the relative humidity is 40%, the temperature is 20ºC and the wind speed is 30 kilometres per hour at 10 metres height. ***(NB you must pass this question to pass the course.)*** ***Calculations -***
		10 ★	Calculate the Fire Danger Index for a place where the drought factor is 10, the relative humidity is 45%, the temperature is 24ºC and the wind speed is 8 kilometres per hour at Eye level (1.7 m). ***(NB you must pass this question to pass the course.)*** ***Calculations -***

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

	Setting/Conditions		Machinery/Technology		
	Location:-		Type of weather kit used:-		
	On site hazards:-				
	Ground Conditions:-				
	(describe – slope/topography etc)				

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** _____