

BSBWHS412

Assist with Workplace Compliance with WHS Laws

Final Assessment Checklist – Assessor Only

Final Practical Test – Assessor Only Instructions

Who is this document for?

The assessor.

1 copy is needed for each learner being assessed.

What is in this document?

- Instructions on how to run the practical assessment.
- Guidelines for determining competency.
- A pre-assessment checklist.
- The practical assessment tasks that need to be completed.
- Content from the unit of competency being assessed in each task.
- An Assessment Summary.
- Any relevant documents, forms or checklists for the learner to use during the assessment (if required).

What do you need to do before you use it for the first time?

1. Rebrand the document.
2. Review the assessment as part of your validation process.
3. Set the reading and test time limits that are highlighted in pink.

See the 'Read Me First' document for a complete set of instructions on how to use these resources.

Assessment Instructions for Assessors

This assessment has been developed for assessing a cohort of learners for the unit Assist with Workplace Compliance with WHS Laws in the Business services (BSB) industry, under direct supervision, either in an actual or simulated work environment.

The assessments cover the requirements of the unit of competency BSBWHS412 Assist with Workplace Compliance with WHS Laws.

A person who is appropriately qualified and experienced, in line with the requirements of the unit, must administer and mark the assessment.

Conducting the Final Assessment

You will need a copy of this document for each learner to be assessed.

The purpose of this document is to review the assessments submitted by each learner to determine if they have successfully met the criteria outlined in the unit of competency to be considered competent.

All assessments must be undertaken in the workplace or under realistic workplace conditions, which include:

- The use of full-scale equipment.
 - Timely and consistent completion of assessments reflective of outcomes expected in the workplace.
 - Acting in accordance with site and safety procedures, requirements, and regulations.
1. You must provide each learner with a copy of the final assessment document which outlines the assessment tasks to be completed.
 2. You need to brief learners on the assessment tasks and answer any questions that they may have.
 3. All assessments must be satisfactorily completed. If a learner does not satisfactorily complete an assessment, a result of 'Not yet competent' will be recorded.
 4. Learners should be able to complete each assessment by the due date given. If a learner cannot complete the assessment in the stated time, this needs to be considered when assessing overall competency.

Determining Satisfactory Completion

In order for a learner to achieve a satisfactory outcome for the assessment, they will need to:

- ✓ Complete all tasks and assessments in their entirety.
- ✓ Complete all tasks and assessments satisfactorily, in a timely manner, representative of real world conditions, expectations and outcomes.
- ✓ Where a task benchmark is marked no (N) please make appropriate notes in the section provided.
- ✓ Complete all tasks and assessments safely, using the correct techniques and methods and ensuring own safety and the safety of others at all times.
- ✓ Working with others, where necessary, to safely, effectively and efficiently achieve all outcomes of the assessments.

Completing the Assessment Summary and Determining Competency

An Assessment Summary is included at the end of this document and must be completed at the conclusion of the Final Assessment (summative assessment) tasks.

If the learner does not complete or achieve a satisfactory outcome in any assessment you should consider the learner as "not yet competent".

Copies of all evidence gathered during training and assessment should be attached to the assessment summary for record keeping purposes.

A copy of the assessment summary results and sign-off should be provided to the learner at the conclusion of the course.

BSBWHS412 Assist with Workplace Compliance with WHS Laws - Final Assessment Checklist

Learner Name:	
Assessor Name:	
Date of Assessment:	

Evaluation Copy Only

Assessment 1 - Research and Detail WHS Compliance

Assessment Checklist:

The learner is required to write a report that explains the legal framework for WHS in their workplace. The learner will need to access WHS legislation and related documents and show an understanding of the relationship between the documents. They will also need to identify the duties, rights and obligations of individuals and parties under the legislation.

a) From appropriate sources the learner will need to gather relevant information on WHS legislation, including WHS Acts, regulations, codes of practice and Australian and industry standards. This includes organisational policies and procedures.

Did the learner correctly identify appropriate sources of WHS information?	Y	N
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Did the learner refer to current sources of WHS information?	Y	N
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b) The learner must use the information collected to assist in determining legal requirements in the workplace.

Did the learner accurately explain why these sources were relevant to their workplace or industry?	Y	N
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i) The learner will need to identify and confirm the duties, rights and obligations of stakeholders under WHS legislation.

Did the learner identify at least one appropriate stakeholder affected by WHS requirements?	Y	N
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Did the learner accurately identify and detail the duties of stakeholders?	Y	N
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Did the learner accurately identify and detail the rights of stakeholders?	Y	N
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Did the learner accurately identify and detail the obligations of stakeholders?	Y	N
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c) The learner is required to provide details on appropriate legal advisers who can be consulted for further advice and clarification on WHS matters.

Did the learner accurately identify at least one legal adviser who could be consulted for further advice?	Y	N
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Did the learner provide details on the scope of advice that the identified party could provide?	Y	N
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Was the report submitted on time?	Y	N
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Was the report submitted in the correct format?	Y	N
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Was a completed cover sheet attached?	Y	N
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Was a completed cover sheet attached?	Y	N
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Did the learner use clear and accurate terminology throughout their report?	Y	N
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Completion of Assessment

Not Satisfactory

Satisfactory