

BSBWHS416

Contribute to Workplace Incident Response

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 Contribute to Workplace Incident Response 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 BSBWHS416 Contribute to Workplace Incident Response.

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

BSBWHS416 Contribute to Workplace Incident Response – Final Assessment Checklist

Learner Name:	
Assessor Name:	
Date of Assessment:	

Evaluation Copy Only

Assessment 1 - Identify and Explain Sources of Incident Response Responsibilities

Assessment Checklist:

Write a report detailing the following regarding responding to incidents.

a) Access and use external information including legislation, regulations and codes of practice to:

(i) Identify and explain own workplace's compliance requirements regarding incident response.

Did the learner accurately identify at least one (1) workplace incident response requirement sourced from external information?	Y	N
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Did the learner explain at least one (1) workplace incident response requirement sourced from external information?	Y	N
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(ii) Identify at least two (2) duty holders relevant to workplace incident response.

Was the learner able to correctly identify at least two (2) duty holders relevant to workplace incident response?	Y	N
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Did the learner access external information sources to perform the tasks in assessment 1A?	Y	N
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Did the learner reference external information sources in completed assessment 1A tasks?	Y	N
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b) Use internal information sources to identify and explain workplace incident response requirements.

Did the learner accurately identify at least one (1) workplace incident response requirement sourced from internal information?	Y	N
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Did the learner explain at least one (1) workplace incident response requirement?	Y	N
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c) Using the information gathered, outline the WHS incident response duties for the following parties as is specified in legislation and workplace policies and procedures:

(i) Workers.

Did the learner accurately detail at least one (1) legislative incident response requirement of workers?	Y	N
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Did the learner accurately detail at least one (1) incident response requirement for workers specified in workplace policies and procedures?	Y	N
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(ii) PCBU's.

Did the learner accurately detail at least one (1) legislative incident response requirement of PCBU's?	Y	N
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Did the learner accurately detail at least one (1) incident response requirement for PCBU's specified in workplace policies and procedures?	Y	N
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d) Communicate the information determined in part c) to the specified parties (your assessor will play the role of the individual or party). Explain how the information has been presented and communicated using methods appropriate to:

- ◆ Their background.
- ◆ Their abilities.
- ◆ Their role.
- ◆ The forum.

Did the learner communicate to a worker their incident response duties specified in WHS legislation?	Y	N
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Did the learner communicate to a worker their incident response duties specified in workplace policies and procedures?	Y	N
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Did the learner explain how they communicated with a worker in a manner that was appropriate to their background?	Y	N
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Did the learner explain how they communicated with a worker in a manner that was appropriate to their abilities?	Y	N
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Did the learner explain how they communicated with a worker in a manner that was appropriate to their role?	Y	N
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Did the learner explain how they communicated with a worker in a manner that was appropriate to the forum?	Y	N
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Did the learner communicate to a PCBU their incident response duties specified in WHS legislation?	Y	N
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Did the learner communicate to a PCBU their incident response duties specified in workplace policies and procedures?	Y	N
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Assessment 1 - Identify and Explain Sources of Incident Response Responsibilities

Did the learner explain how they communicated with a PCBU in a manner that was appropriate to their background?	Y	N
Did the learner explain how they communicated with a PCBU in a manner that was appropriate to their abilities?	Y	N
Did the learner explain how they communicated with a PCBU in a manner that was appropriate to their role?	Y	N
Did the learner explain how they communicated with a PCBU in a manner that was appropriate to the forum?	Y	N
e) Recommend improvements to communication methods used in incident response.		
Did the learner make at least one (1) recommendation to how communication methods could be improved?	Y	N
Was the report submitted on time?	Y	N
Was the report submitted in the correct format?	Y	N
Was a completed cover sheet attached?	Y	N
Did the learner use clear and accurate terminology throughout their report?	Y	N

Notes and Observations:

Completion of Assessment

Not Satisfactory

Satisfactory

Assessment Summary

BSBWHS416 Contribute to Workplace Incident Response

Learner Name:		Assessor Name:	
RTO Name:		Assessor Contact Number:	
RTO Number:		Date of Assessment:	

Review Questions (<i>Formative Assessment</i>)		Not Completed	<input type="checkbox"/>	Completed	<input type="checkbox"/>
Final Test (<i>Summative Assessment</i>)	Theory	Not Satisfactory	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>
	Practical	Not Satisfactory	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>
Outcome of Assessment		Not Yet Competent	<input type="checkbox"/>	Competent*	<input type="checkbox"/>

*Achieved satisfactory completion for all theory and practical assessments.

Comments:
This section is used for adding any comments, feedback, or notes about the assessment, further action required for additional training and re-assessment.

Assessor Declaration:

I, the person conducting the assessment, declare that the above-mentioned learner participated in an appropriate assessment in accordance with the assessment plan, and outcomes and objectives of the unit of competency. The information recorded above is a true reflection of this learner's assessment. The learner has been provided with feedback and informed of the assessment result and the reasons for the decision.

Assessor Name
Assessor Signature
Date

Learner Declaration:

I declare that the information contained in this Assessment Summary is accurate and is a true reflection of the assessment I have undertaken. I have been given feedback on my performance and the evidence I have provided. I have been informed of the assessment result and the reasons for the decision.

Learner Name
Learner Signature
Date