

CPCWHS1001

Prepare to Work Safely in the Construction Industry

Final Practical Test – 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 preparing to work safely in the construction industry, under direct supervision, either in an actual or simulated work environment.

The assessments cover the requirements of the unit of competency CPCWHS1001 Prepare to Work Safely in the Construction Industry.

The assessment for this unit has been divided into 2 parts:

1. Theory Assessment (*see Final Theory Test*).
2. Practical Assessment (*This document*).

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

Evidence other than that collected through the use of this assessment tool may be considered provided that it is in line with the rules of evidence, the training package requirements and the training organisation's policies and procedures. Any evidence, including evidence gathered through the use of this assessment tool, must follow the rules of evidence in order to be considered as contributing to a learner's demonstration of competency.

Conducting the Practical Assessment

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

The purpose of this assessment is to gather evidence relating to a unit of competency to determine whether or not the learner has demonstrated the skills and knowledge required by the unit to be considered competent.

Details specific to each assessment are recorded in the Assessment Plan document. Please refer to this plan in preparation for any assessments.

1. You must direct each learner to the practical assessment section at the back of the Learner Guide which outlines the practical assessments to be completed, before the assessment begins
2. You need to brief learners on the assessment tasks contained in the practical assessment. Answer any questions that they may have.
3. You must supervise learners at all times during the assessment. Each learner must be observed to satisfactorily complete each task, even in situations where the work is completed by a team.
4. Learners may not use any references, books or course notes during the assessments, unless these resources are common to completing the task when performed in the workplace.
5. All assessments must be satisfactorily completed. If a learner does not satisfactorily complete an assessment, a result of 'Not yet competent' will be recorded.
6. Learners should be able to complete the test in [99] minutes. The time stated is a guide only. If a learner cannot complete the assessment in the stated time then this needs to be considered when assessing overall competency.
7. You may ask questions during the practical assessment to ascertain the knowledge of learners and reasoning for specific action required by the task. Learners may also be required by the task to explain what they are doing. You must record these comments and any other observations in the Notes & Observations section of the practical assessment.

Grounds for Stopping the Assessment

If, at any time during the practical test, any learner acts in a manner that endangers themselves, others, equipment or property, the assessment must be stopped immediately. You are required to identify the dangerous act to the learner and re-schedule the test for a later time.

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 both the theory and practical parts of the Final Test (summative assessment).

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.

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Practical Assessment

Learner Name:		Location of Assessment:	
Assessor Name:			
Date of Assessment:			

Pre-Assessment Checklist:

- Assessment plan reviewed and validated.
- All resources required to conduct assessment are available.
- Learner is wearing appropriate clothing to participate safely in the assessment.
- Learner has completed adequate training prior to attempting this assessment.
- Assessor qualifications are current and relevant to the assessment.

Notes/comments:

Assessment 1 – Legislative Guidelines

Assessment Checklist:

The learner demonstrates knowledge of legislative requirements by explaining what the following things are and how they relate to work in the construction industry:

a) WHS legislation and requirements.

Did the learner correctly identify the work health and safety laws relevant to their state or territory?	Y	N
Did the learner correctly identify a regulation relevant to their state or territory?	Y	N
Did the learner correctly identify a code of practice or compliance code relevant to their state or territory?	Y	N
Did the learner correctly identify an Australian standard relevant to construction work?	Y	N
Was the learner able to explain how the WHS legislation and requirements work together to create a safer environment for construction workers and those impacted by their work using clear and accurate terminology?	Y	N

b) Duty of care.

Did the learner explain that the employer is required to ensure the health and safety of workers and others affected by the work?	Y	N
Did the learner explain that the employer is required to provide a safe working environment, systems, equipment, PPE, facilities, WHS information, first aid, instructions and training?	Y	N
Did the learner explain that representatives of the employer are required to ensure compliance with WHS requirements?	Y	N
Did the learner explain that workers are required to conduct themselves in a way that does not negatively impact on the health and safety of themselves or others?	Y	N

c) Safe work practices including work that requires special training or licences.

Did the learner explain that there must be access to site amenities for drinking water, hand washing and toilets on all sites?	Y	N
Did the learner explain that all work instruction must be followed when performing work tasks and using equipment?	Y	N
Did the learner explain that the work area must be kept clean, tidy and free from debris?	Y	N
Did the learner explain that personnel must not use or be affected by drugs and/or alcohol while at work?	Y	N
Did the learner explain that personnel must prevent bullying and harassment in the workplace?	Y	N
Did the learner explain that any smoking is not permitted on a work site except in designated areas?	Y	N
Did the learner explain that waste and debris must be stored and removed in designated areas?	Y	N

d) The roles of the following designated health and safety personnel:

- ◆ First aid officers.
- ◆ Work health and safety representatives.
- ◆ Work health and safety committee members.
- ◆ Supervisors.

Did the learner explain that supervisors are responsible for providing guidance on where to access information relevant to the job?	Y	N
Did the learner explain that supervisors are responsible for explaining the safety procedures and requirements relevant to the role?	Y	N

Assessment 1 – Legislative Guidelines

Did the learner explain that WHS representatives are responsible for representing the worksite and the worker?

Y

N

Did the learner explain that the WHS committee is responsible for making decisions regarding workplace safety issues?

Y

N

Did the learner explain that the first aid officers are responsible for administering first aid in the workplace?

Y

N

Notes & Observations:

Completion of Assessment

Not
Satisfactory

Satisfactory

Assessment Summary

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

Review Questions (Formative Assessment)		Not Completed	<input type="checkbox"/>	Completed	<input type="checkbox"/>
Final Test (Summative Assessment)	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 area 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