

# PUALAW001

## Protect and Preserve Incident Scene

### 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 the unit Protect and Preserve Incident Scene in the Fire sector, under direct supervision, either in an actual or simulated work environment.

The assessments cover the requirements of the unit of competency PUALAW001 Protect and Preserve Incident Scene.

The assessment for this unit has been divided into two 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.

All practical 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.
- Completing assessments regardless of weather conditions and responding appropriately to the environment.
- Acting in accordance with site and safety procedures, requirements, and regulations.

**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 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 **199 minutes**. The time stated is a guide only. If a learner cannot complete the assessment in the stated time, 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.

## Assessment Safety Considerations

You must make sure all required Personal Protective Equipment (PPE) is available, and that all learners are correctly fitted with PPE before the practical assessment begins.

You should ensure that any faulty or defective equipment intended for the purpose of hazard identification or equipment checks are secured away from serviceable equipment to prevent an unsafe situation occurring during the test.

## 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.

# PUALAW001 Protect and Preserve Incident Scene Practical Assessment

<b>Learner Name:</b>	
<b>Assessor Name:</b>	
<b>Date of Assessment:</b>	
<b>Location of Assessment:</b>	

### Pre-Assessment Checklist:

- Assessment plan reviewed and validated.
- All resources required to conduct assessment are available.
- Site and weather conditions are appropriate and suitable for assessment.
- 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 - Protect and Preserve the Incident Scene (Occasion 1)

### Assessment Checklist:

Based on the information outlined in the assessment scenario, the learner will undertake the appropriate actions to protect and preserve the incident scene. This will involve the following tasks:

- a)** Whilst en route, identify potential factors at the scene that may impact on public safety and scene preservation, including those that could impact on:
- ◆ Safety of investigators.
  - ◆ Safety of response team.
  - ◆ Security and/or preservation of incident site.
  - ◆ Security and preservation of situational evidence.
  - ◆ Traffic.

Did the learner correctly identify all potential factors, relevant to the type of incident scene, that could impact on the safety of investigators?	Y	N
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Did the learner correctly identify all potential factors, relevant to the type of incident scene, that could impact on the safety of the response team?	Y	N
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Did the learner correctly identify all potential factors, relevant to the type of incident scene, that could impact on the security and/or preservation of the incident site?	Y	N
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Did the learner correctly identify all potential factors, relevant to the type of incident scene, that could impact on the security and preservation of situational evidence?	Y	N
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Did the learner correctly identify all potential factors, relevant to the type of incident scene, that could impact on traffic?	Y	N
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- b)** Upon arrival, observe and assess the incident scene and surrounding environment to:

Did the learner correctly observe the incident scene and surrounding environment upon arrival?	Y	N
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Did the learner correctly assess the incident scene and surrounding environment upon arrival?	Y	N
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- i)** Identify factors that will have an impact on public safety and scene preservation, including those that may impact on:
- ◆ Safety of investigators.
  - ◆ Safety of response team.
  - ◆ Security and/or preservation of incident site.
  - ◆ Security and preservation of situational evidence.
  - ◆ Traffic.

Did the learner correctly determine if there were any factors at the scene that would impact on the safety of investigators?	Y	N
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Did the learner correctly determine if there were any factors at the scene that would impact on the safety of the response team?	Y	N
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Did the learner correctly determine if there were any factors at the scene that would impact on the security and/or preservation of the incident site?	Y	N
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Did the learner correctly determine if there were any factors at the scene that would impact on the security and/or preservation of situational evidence?	Y	N
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Did the learner correctly determine if there were any factors at the scene that would impact on traffic?	Y	N
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- ii)** Identify factors that may impact the security of the scene, such as:
- ◆ Topography.
  - ◆ Climatic conditions.
  - ◆ Human interference.
  - ◆ Animal interference.
  - ◆ Preservation of life/property.
  - ◆ Structural integrity.
  - ◆ Availability of personnel.

Did the learner correctly determine if topography would impact on the security of the scene?	Y	N
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Did the learner correctly determine if climatic conditions would impact on the security of the scene?	Y	N
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Did the learner correctly determine if human interference would impact on the security of the scene?	Y	N
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Did the learner correctly determine if animal interference would impact on the security of the scene?	Y	N
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<b>Assessment 1 - Protect and Preserve the Incident Scene (Occasion 1)</b>		
Did the learner correctly determine if the preservation of life/property would impact on the security of the scene?	Y	N
Did the learner correctly determine if the loss of structural integrity would impact on the security of the scene?	Y	N
Did the learner correctly determine if the availability of personnel would impact on the security of the scene?	Y	N
<b>iii) Identify tactical factors that may affect the quality of the investigation, such as:</b> <ul style="list-style-type: none"> <li>◆ Environmental circumstances.</li> <li>◆ Chronology of events.</li> <li>◆ Access to the scene.</li> <li>◆ Number of persons at the scene.</li> <li>◆ Availability of support services.</li> <li>◆ Scene boundaries.</li> </ul>		
Did the learner correctly determine if any environmental circumstances would affect the quality of the investigation?	Y	N
Did the learner correctly determine if the chronology of events would affect the quality of the investigation?	Y	N
Did the learner correctly determine if access to the scene would affect the quality of the investigation?	Y	N
Did the learner correctly determine if the number of persons at the scene would affect the quality of the investigation?	Y	N
Did the learner correctly determine if the availability of support services would affect the quality of the investigation?	Y	N
Did the learner correctly determine if the scene boundaries would affect the quality of the investigation?	Y	N
<b>c) Secure the incident/accident site to preserve the scene and maintain public safety in accordance with organisational procedures and legislative requirements, by:</b> <ul style="list-style-type: none"> <li>◆ Removing non-emergency personnel from the scene.</li> <li>◆ Isolating the scene.</li> <li>◆ Erecting barriers.</li> </ul>		
Did the learner correctly remove all non-emergency personnel from the scene in accordance with organisational procedures and legislative requirements?	Y	N
Did the learner correctly isolate the scene in accordance with organisational procedures and legislative requirements?	Y	N
Did the learner correctly erect all barriers in accordance with organisational procedures and legislative requirements?	Y	N
Did the learner confirm the incident/accident site was successfully secured?	Y	N
Did the learner confirm the scene would be successfully preserved?	Y	N
Did the learner confirm public safety would be successfully maintained?	Y	N
<b>d) Identify, secure, and preserve evidence and the area of origin in accordance with legislative requirements.</b>		
Did the learner successfully identify all evidence?	Y	N
Did the learner correctly secure all evidence in accordance with legislative requirements?	Y	N
Did the learner correctly preserve all evidence in accordance with legislative requirements?	Y	N
Did the learner successfully identify the area of origin?	Y	N
Did the learner correctly secure the area of origin in accordance with legislative requirements?	Y	N
Did the learner correctly preserve the area of origin in accordance with legislative requirements?	Y	N
<b>e) Record details of the incident scene in accordance with organisational policies and procedures.</b>		
Did the learner correctly record all details of the incident scene in accordance with organisational policies and procedures?	Y	N

## Assessment 1 - Protect and Preserve the Incident Scene (Occasion 1)

- f) Apply appropriate questioning skills to obtain accurate information from witnesses and record, in accordance with organisational and legislative requirements:
- ◆ Name.
  - ◆ Contact details.
  - ◆ Any information volunteered about the incident/accident.

Did the learner successfully obtain the required information?	Y	N
Did the learner correctly record the name and contact details of all witnesses in accordance with organisational and legislative requirements?	Y	N
Did the learner correctly record any information volunteered by witnesses in accordance with organisational and legislative requirements?	Y	N
Did the learner repeat the information back to the witness to confirm the correct information was recorded?	Y	N
g) Communicate all information, including details of the scene, to the appropriate personnel in accordance with organisational policies and procedures.		
Did the learner successfully communicate all information, including details of the scene, to the correct personnel in accordance with organisational policies and procedures?	Y	N

### Notes and Observations:

Large empty area for notes and observations.

Completion of Assessment

Not Satisfactory

Satisfactory

## Assessment Summary

### PUALAW001 Protect and Preserve Incident Scene

<b>Learner Name:</b>		<b>Assessor Name:</b>	
<b>RTO Name:</b>		<b>Assessor Contact Number:</b>	
<b>RTO Number:</b>		<b>Date of Assessment:</b>	

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