RIICWM402E Supervise Civil Works Contractors

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 Supervise Civil Works Contractors in the Resources and Infrastructure industry, under direct supervision, either in an actual or simulated work environment.

The assessments cover the requirements of the unit of competency RIICWM402E Supervise Civil Works Contractors.

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 [99] 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.

RIICWM402E Supervise Civil Works Contractors Practical Assessment

Learner Name:	
Assessor Name:	
Date of Assessment:	
Location of Assessment:	
	Pre-Assessment Checklist:
	eviewed and validated.
☐ All resources requi	red to conduct assessment are available.
☐ Site and weather of	conditions are appropriate and suitable for assessment.
☐ Learner is wearing assessment.	appropriate clothing to participate safely in the
☐ Learner has compl assessment.	eted adequate training prior to attempting this
☐ Assessor qualificat	ions are current and relevant to the assessment.
Notes/Comments:	

Assessment 1 - Prepare for Civil Works Task (Occasion 1)

Assessment Checklist:

safety requirements?

The learner is required to gather information and prepare a job plan for a civil works task that includes the use of

contractors in assessment 2. This will include:				
a) Obtaining, interpreting and confirming task information and requirements, including:				
 i) Project specifications, including those related to: Road geometry. Drainage requirements. 				
Did the learner successfully obtain and confirm project specifications relating to road geometry?	Y	N		
Did the learner successfully obtain and confirm project specifications relating to drainage requirements?	Y	N		
Was the learner able to interpret and clearly explain how this information would impact on the planning of their task?	Y	N		
 ii) Task specific data, including: Project site soil and geological data. Project site geotechnical data. Site specific meteorological data. Project site hydrological data. 				
Did the learner successfully obtain and confirm the project site soil and geological data?	Υ	N		
Did the learner successfully obtain and confirm the project site geotechnical data?	Υ	N		
Did the learner successfully obtain and confirm the site specific meteorological data?	Υ	N		
Did the learner successfully obtain and confirm the project site hydrological data?	Υ	N		
Was the learner able to interpret and clearly explain how this information would impact on the planning of their task?				
iii) Material properties and test results, including: ◆ Compaction test results.				
Did the learner successfully obtain and confirm the material properties and test results?	Υ	N		
Did the learner successfully obtain and confirm the compaction test results?	Υ	N		
Was the learner able to interpret and clearly explain how this information would impact on the planning of their task?				
b) Accessing, interpreting, and confirming compliance of the work activity with the relevant policies, proceded documentation for supervising civil works contractors, including those relating to:	ures a	nd		
i) Legislative compliance requirements.				
Did the learner successfully access the relevant legislative compliance requirements for supervising civil works contractors?	Υ	N		
Was the learner able to interpret and explain how this information would impact on the planning of their task?	Υ	N		
Did the learner successfully confirm the work activity was compliant with the relevant legislative compliance requirements?				
ii) Work health and safety requirements.				
Did the learner successfully access the relevant work health and safety requirements for supervising civil works contractors?	Υ	N		
Was the learner able to interpret and explain how this information would impact on the planning of their task?	Υ	N		

Υ

Ν

Did the learner successfully confirm the work activity was compliant with the relevant work health and

Assessment 1 - Prepare for Civil Works Task (Occasion 1)		
iii) Risk assessment and management requirements.		
Did the learner successfully access the relevant risk assessment requirements for supervising civil works contractors?	Y	N
Did the learner successfully access the relevant risk management requirements for supervising civil works contractors?	Y	N
Was the learner able to interpret and explain how this information would impact on the planning of their task?	Υ	2
Did the learner successfully confirm the work activity was compliant with the relevant risk assessment and management requirements?	Υ	N
iv) Emergency response procedures.		
Did the learner successfully access the relevant emergency response procedures for supervising civil works contractors?	Y	N
Was the learner able to interpret and explain how this information would impact on the planning of their task?	Y	N
Did the learner successfully confirm the work activity was compliant with the relevant emergency response requirements?	Y	N
v) Environmental management requirements, including:		
Did the learner successfully access the relevant environmental management requirements for supervising civil works contractors?	Υ	N
Was the learner able to interpret and explain how this information would impact on the planning of their task?	Y	N
Did the learner successfully confirm the work activity was compliant with all relevant environmental management requirements?	Υ	N
vi) Cultural and heritage management requirements.		
Did the learner successfully access the relevant cultural and heritage management requirements for supervising civil works contractors?	Y	N
Was the learner able to interpret and explain how this information would impact on the planning of their task?	Y	N
Did the learner successfully confirm the work activity was compliant with all relevant cultural and heritage management requirements?	Y	N
vii) Traffic management requirements.		
Did the learner successfully access the relevant traffic management requirements for supervising civil works contractors?	Y	N
Was the learner able to interpret and explain how this information would impact on the planning of their task?	Y	N
Did the learner successfully confirm the work activity was compliant with the relevant traffic management requirements?	Y	N
viii)Human resource requirements, including: ◆ Contract management requirements.		
Did the learner successfully access the relevant human resource requirements for supervising civil works contractors?	Y	N
Did the learner successfully access the relevant contract management requirements for supervising civil works contractors?	Υ	N
Was the learner able to interpret and explain how this information would impact on the planning of their task?	Υ	N
Did the learner successfully confirm the work activity was compliant with all relevant human resource requirements?	Y	N

Assessment 1 - Prepare for Civil Works Task (Occasion 1)			
c) Identifying and managing potential risks, hazards and environmental issues using the template provided Report Form 1'), including:	(`Haza	rd	
Did the learner correctly identify all potential risks and hazards?	Y	N	
Did the learner correctly identify all potential environmental issues?	Υ	N	
Did the learner correctly assess the risks?	Y	N	
Did the learner accurately determine risk likelihood and probability of the hazard occurring?	Υ	N	
Did the learner successfully implement all required hazard controls?	Y	N	
Did the learner correctly use the hazard report form template provided to complete the task?	Υ	N	
Did the learner use clear and accurate terminology when completing the hazard report form?	Y	N	
Attach copies of any documentation as evidence of this as	sessn	nent.	
i) Selecting and wearing personal protective equipment (PPE) in accordance with site requirements.			
Did the learner select the correct PPE for the task in accordance with site requirements?	Υ	N	
Was the learner able to explain why the selected PPE was appropriate for the task?	Υ	N	
Did the learner correctly don the PPE in accordance with site requirements?	Υ	N	
d) Preparing a job plan in consultation with relevant project stakeholders using the template provided ('Civil Plan 1') to identify resource and supervision requirements.	Work	S	
Did the learner successfully consult with relevant project stakeholders to prepare a job plan?	Υ	N	
Did the learner use clear and accurate terminology when communicating with stakeholders?	Υ	N	
Did the learner successfully identify the human resource requirements for the preparation of the job plan?	Υ	N	
Did the learner successfully identify the plant and machinery requirements for the preparation of the job plan?	Y	N	
Did the learner successfully identify the construction material requirements for the preparation of the job plan?			
Did the learner successfully identify the sub-contractor support requirements for the preparation of the job plan?			
Did the learner successfully identify the waste disposal requirements for the preparation of the job plan?	Υ	N	
Did the learner successfully identify the coordination requirements for the preparation of the job plan?	Υ	N	
Did the learner successfully identify the activity scheduling requirements for the preparation of the job plan?	Υ	N	
Did the learner successfully identify the material delivery scheduling requirements for the preparation of the job plan?	Υ	N	
Did the learner successfully identify the risk assessment and management requirements for the preparation of the job plan?	Υ	N	
Did the learner successfully identify the work health and safety requirements for the preparation of the job plan?	Υ	N	
Did the learner successfully identify the quality management requirements, including the testing scheduling requirements, for the preparation of the job plan?	Υ	N	
Did the learner successfully identify the traffic management requirements for the preparation of the job plan?	Υ	N	
Did the learner successfully identify the environmental requirements for the preparation of the job plan?	Υ	N	
Did the learner successfully identify the task monitoring requirements for the preparation of the job plan?	Υ	N	
Did the learner successfully identify the task performance monitoring requirements for the preparation of the job plan?	Υ	N	
Did the learner successfully identify the communication requirements for the preparation of the job plan?	Υ	N	
Did the learner successfully identify the reporting requirements for the preparation of the job plan?			
Did the learner use clear and accurate terminology when completing the template?	Υ	N	
Attach copies of any documentation as evidence of this assess			

Assessment 1 - Prepare for Civil Works Ta	sk (Occasion 1)
e) Confirming the contractor has a job plan available that mee	ets task requirements.
Did the learner successfully confirm the contractor had a job pla	an available that meets task requirements?
Did the learner use clear and accurate terminology when comm	nunicating with the contractor?
lotes and Observations:	
ompletion of Assessment	Not Satisfactory Satisfactory

Civil Works Plan 1

Civil Construction Work Plan	
Supervisor Name:	Date:
Location of Civil Work:	Summary of Civil Work:
Plans/Specifications/Drawings ref:	
Procedure/WMS ref: (List any relevant WMS or o	other organisational/safety/procedural documents relating to the work.)
Resources Required to Complete the Work:	
Contractors:	
Role:	
Required Qualification:	
Name/s:	
Plant and Machinery Requirements:	
Machine Type:	
Minimum Capacity Required:	
Personnel Operating:	
Supporting Plant:	
Construction Materials Required (estimated	d quantities):
Material Type:	
Estimated Quantity:	
Material Application:	

Resources Required to Complete th	e Work (cont.):	
Safety Equipment or PPE Requirem	ents:	
Please list:		
Waste Disposal Requirements:		
Please list:		
Timeline/Schedule:		
Work that must be completed before this task can begin:		
Estimated start time and duration of task:	Start time:	Duration:
Coordination agreements with other personnel/teams:		
Materials Delivery Schedule:		
Material Type:		
Delivery Date:		
Delivery Location:		

Assessment SummaryRIICWM402E Supervise Civil Works Contractors

Learner Name:			Assessor Name:			//
RTO Name:			Assessor Contact Number:			
RTO Number:			Date of Assessment:			
Review Questions (Formative Assessment)		Not Completed	Co	mpleted		
Final Test (Summative	a Accacemant)	Theory	Not Satisfactory	Sa	tisfactory	
Tillal Test (Summative	e Assessment)	Practical	Not Satisfactory	Sa	tisfactory	
Outcome of Assessn	nent		Not Yet Competent	Co	ompetent*	
*Achieved satisfactory com	pletion for all the	ory and practical assess	sments.	7		
assessment in accordan	g the assessment ce with the assest ove is a true ref	ssment plan, and ou lection of this learne	bove-mentioned learner particomes and objectives of size assessment. The learn he decision.	f the unit o	of competency.	The
Assessor N	ame	A	ssessor Signature		Date	<u> </u>
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 Na	ame	L	earner Signature		Date	