

# TLID0020

## Shift Materials Safely Using Manual Handling Methods

### 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 Shift Materials Safely Using Manual Handling Methods in the Not applicable. industry, under direct supervision, either in an actual or simulated work environment.

The assessments cover the requirements of the unit of competency TLID0020 Shift Materials Safely Using Manual Handling Methods.

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.

# TLID0020 Shift Materials Safely Using Manual Handling Methods 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 - Lift, Carry and Lower a Load

### Assessment Checklist:

The learner is required to plan, and then complete the relocation of two loads using the lift, carry and lower method of manual handling, including:

**a) Identifying and assessing the load that needs to be relocated, including:**

**i) The products, goods or materials that need to be relocated.**

Did the learner correctly identify the load that need to be relocated?

Y N

Did the learner accurately assess the products, goods or materials that need to be relocated?

Y N

**ii) The size to weight ratio of items being relocated.**

Did the learner correctly identify the size to weight ratio of items being relocated?

Y N

**iii) Their location and where they need to be moved to.**

Did the learner correctly identify the current location of the load?

Y N

Did the learner correctly identify where the load needs to be moved to?

Y N

**iv) Potential relocation routes.**

Did the learner identify and assess relocation routes?

**b) Determining risk factors and potential hazards, including:**

**i) Possible effects of the load relocation on the load base.**

Did the learner correctly identify possible effects of the load relocation on the load base?

Y N

**ii) Points of balance.**

Was the learner able to determine if the load was unbalanced?

Y N

**iii) Confirming available space allows for required clearances.**

Was the learner able to confirm if available space allows for required clearances?

Y N

**iv) Risks related directly to the products, goods or materials that need to be relocated including loose, liquid, dangerous or hazardous contents.**

Did the learner identify risks related directly to the products, goods or materials that need to be relocated?

Y N

Did the learner determine if the load included loose, liquid, dangerous or hazardous contents?

Y N

**v) Any risks associated with the layout of the work area and the potential relocation routes.**

Did the learner correctly identify risks associated with the layout of the work area?

Y N

Did the learner correctly identify risks along the potential relocation routes?

Y N

**vi) Risks directly related to the required lifting, load carrying, set down or movement of the products, goods or materials, including considering the:**

- ◆ Distance over which load is to be shifted.
- ◆ Frequency of shifting operations.
- ◆ Load on the spine during lifting.
- ◆ Postures and positions during lifting.
- ◆ Time allowed for shifting the load.

Did the learner correctly identify risks directly related to the load carrying, set down or movement of the load?

Y N

Did the learner correctly identify risks associated with the distance the load is being shifted?

Y N

Did the learner correctly identify risks associated with the frequency of the load shifting operations?

Y N

Did the learner correctly identify risks associated with the load placed on the spine during the lift?

Y N

Did the learner correctly identify risks associated with the postures or positions used during the lift?

Y N

## Assessment 1 - Lift, Carry and Lower a Load

<b>c) Planning the relocation of the load, including:</b>		
<b>i) Identifying and implementing methods to minimise, control or eliminate potential risks, including locating any required PPE.</b>		
Did the learner correctly identify methods of minimising, controlling or eliminating potential risks?	Y	N
Did the learner correctly locate any required PPE?	Y	N
<b>ii) Considering the time it will take to complete the relocation.</b>		
Did the learner take into consideration the length of time it will take to relocate the load?	Y	N
<b>d) Checking the proposed relocation process to make sure it complies with WHS information and workplace instructions.</b>		
Did the learner correctly locate and identify WHS information and workplace instructions for this task?	Y	N
Did the learner check the proposed relocation process to make sure if complies with WHS information and workplace instructions?	Y	N
<b>e) Following the relocation plan including:</b>		
<b>i) Using appropriate manual handling techniques including:</b>		
<ul style="list-style-type: none"> <li>◆ Starting from an appropriate position.</li> <li>◆ Positioning hands at appropriate points on the load.</li> <li>◆ Keeping the load close to the body.</li> <li>◆ Using controlled actions and movements.</li> <li>◆ Using bent knees and a straight back.</li> <li>◆ Avoiding any twisting while moving the load.</li> </ul>		
Did the learner start from an appropriate position?	Y	N
Did the learner position hands at appropriate points on the load?	Y	N
Did the learner keep the load close to the body?	Y	N
Did the learner use controlled actions and movements?	Y	N
Did the learner use bent knees and a straight back?	Y	N
Did the learner avoid twisting while moving the load?	Y	N
<b>ii) Constantly monitoring the load and lift, including considering any differences in the load's products, goods or materials.</b>		
Did the learner constantly monitor the load and lift?	Y	N
Did the learner make adjustments as needed?	Y	N
Did the learner consider any difference in the load's products, goods or materials?	Y	N
<b>iii) Following the planned process and route.</b>		
Did the learner follow the planned process and route?	Y	N
<b>f) Setting down the materials safely and checking them for stability and correct positioning.</b>		
Did the learner safely set down the materials?	Y	N
Did the learner make sure the load does not create a tripping hazard?	Y	N
Did the learner make sure the load is stable and cannot easily fall from height?	Y	N
<b>g) Checking load aligns with work requirements and reporting any variances to relevant personnel.</b>		
Did the learner check that the load aligns with the work requirements?	Y	N
Did the learner correctly report any variances in the load to the relevant personnel?	Y	N

**Assessment 1 - Lift, Carry and Lower a Load**

**Notes and Observations:**

Large empty rectangular area for notes and observations.

**Completion of Assessment**

**Not Satisfactory**

**Satisfactory**

**Evaluation Copy Only**

# Assessment Summary

## TLID0020 Shift Materials Safely Using Manual Handling Methods

<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</b> <i>(Formative Assessment)</i>		Not Completed	<input type="checkbox"/>	Completed	<input type="checkbox"/>
<b>Final Test</b> <i>(Summative Assessment)</i>	<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