Assessment Project 1 - Unpacking the unit of competency – planning for assessment.

This exercise will help you identify the suggested evidence requirements for this unit of competency.

Step 1. – Read the **application** for this unit – what is the unit about?

Step 2. – Read the assessment conditions for the unit – think about WHERE the skills can be demonstrated, WHAT resources and equipment are required to be used, and WHO can conduct the assessment.

Step 3. – Unpack the performance criteria to identify the types of evidence that might be appropriate to collect. Check that the evidence is sufficient to cover the Performance Evidence requirements.

Step 4. – Plan your questions for the competency conversation by reading the Knowledge Evidence requirements.

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| **Unpacking the unit.** | | | |
| **Unit Code** | **BSBWHS211** | **Unit Title** | **Contribute to health and safety of self and others** |
| **STEP 1:** | What is the unit about? | *Summarise the application of this unit* | |
| **STEP 2:** | Where can the skills be demonstrated? | *Refer to assessment conditions* | |
| What resources and equipment are required to be used? | *Refer to assessment conditions* | |
| Who can conduct the assessment? | *Refer to assessment conditions* | |

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| **STEP 3:** Unpacking the unit – what types of evidence might be appropriate to collect? Use the elements as headings in your unpacking document. | | | | |
| **Elements** | **Performance Criteria** | **Knowledge Questions** | | **Observation Checklist** |
| 1. Operate safely in own work environment | 1.1 Identify organisational WHS policies and procedures that apply to own work setting |  | |  |
| 1.2 Carry out work tasks according to WHS instructions |  | |  |
| 1.3 Carry out pre-start systems and equipment checks under supervision and according to organisational policies and procedures |  | |  |
| 1.4 Participate in responding to incidents according to organisational policies and procedures |  | |  |
| 2. Operate safely within requirements of own role | 2.1 Identify individuals and/or parties to whom queries and concerns about safety in the workplace should be directed |  | |  |
| 2.2 Identify existing and potential hazards relating to own role, and record and report them according to organisational policies and procedures |  | |  |
| 2.3 Identify and contribute to implementing WHS instructions and organisational policies and procedures specific to own work area |  | |  |
| 2.4 Identify and report incidents and injuries to required personnel according to organisational policies and procedures |  | |  |
| 3. Participate in WHS consultative processes | 3.1 Contribute to workplace meetings, inspections, and other WHS consultative activities |  | |  |
| 3.2 Identify existing and potential WHS hazards and report them to designated persons according to organisational policies and procedures |  | |  |
| 3.3 Participate in actions to minimise or eliminate workplace hazards and to reduce risks |  | |  |
| **Performance evidence**  The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to: | | | | |
| * actively participate in two different work activities that contribute to the health and safety of self and others | | |  | |
| * identify and report at least one hazard to designated personnel. | | |  | |
| During the above, the candidate must follow required procedures and instructions relating to work health and safety (WHS) and incidents. | | | | |
| Have you collected enough evidence to cover the Performance Evidence requirements? | | | | |
| **Knowledge evidence**  The candidate must demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit. This includes knowledge of: | | | | |
| * organisational safety policies, procedures, instructions and requirements relating to own work role in relation to: * checking systems and equipment * conducting routine work operations * personal protective equipment (PPE) * recording existing and potential WHS issues * responding to and reporting incidents and injuries * responding to fires and incidents | | |  | |
| * meaning of commonly used hazard signs and safety symbols | | |  | |
| * duty holder responsibilities, as specified in WHS laws, including: * self and co-workers * persons conducting a business or undertaking (PCBUs) * officers * others in the workplace | | |  | |
| * distinction between hazards and risks | | |  | |
| * WHS hazards that may be present in the workplace, including the harm they can cause and how this harm occurs | | |  | |
| * process of hazard identification and risk control. | | |  | |
| **STEP 4:** Think about the questions you will need to ask in the competency conversation – these will be based on the Knowledge Evidence requirements.  *You will write your questions in the Knowledge questions template.* | | | | |