

Learner Assessment Pack

Apply Knowledge of WHS Legislation in the Workplace

BSBWHS302



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BSBWHS302
Apply Knowledge of WHS Legislation
in the Workplace

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SAMPLE

Learner Assessment Pack Assessment Delivery



Learner Information

Each Learner Assessment Pack is made up of three parts:

Assessment Delivery

- Learner Information
- Steps for Learners
- Assessment Agreement

Assessment

- Tasks
- Context
- Assessor Feedback

Recording

- Record of Assessment

Before you commence your Assessment, ensure that you have good knowledge of the subject, have thoroughly read your Learner Resource, and clearly understand the Assessment requirements and the expectations of the Assessor.

You may be required to demonstrate knowledge and skills which may be difficult for the Assessor to witness. If so, an Evidence Record is supplied which will allow the knowledge or skill to be verified by at least one third party, and preferably two or more. These witnesses would usually be current or recent supervisors or your Assessor.

Explanations are given for each Task. If you have any questions, consult with your Assessor.

To contextualise this Assessment to your industry, you must complete a few additional tasks based on your employer's industry. These will be provided by your Assessor.

The assessment tasks may be answered using your business, the simulated business or a mixture of both as instructed by your Assessor.




Records must be kept of all aspects of the Assessment in your Learner Pack.

The record of assessment is a **legal document** and must be signed, dated, and a copy stored as required by your Registered Training Organisation (RTO).

Steps for Learners

1. Receive your Learner Assessment Pack and discuss with your Assessor the expectations of this Assessment. You may also need to supply contact details of one or two work referees who can confirm your skills in the industry. Discuss with your Assessor if you intend to undertake the tasks based on your employing organisation or using the simulated business, Bounce Fitness or a mix of both.
2. Your Learner Assessment Pack is where you will get the Task information. Complete the Tasks as instructed, using either the simulated business, Bounce Fitness, or your employing organisation and include in the Learner Assessment Pack for your Assessor.
3. After you complete your Assessment, gather and return your evidence documents, as detailed in the Task(s) in the timeframe agreed with your Assessor.

Assessment Agreement

Have you signed off:	
<p> Delivery Method</p> <p>Classroom <input type="checkbox"/></p> <p>Small Group <input type="checkbox"/></p> <p>One-on-One <input type="checkbox"/></p> <p>Online <input type="checkbox"/></p> <p>Other (please describe) <input type="checkbox"/></p>	<input checked="" type="checkbox"/>
<p> Assessment Method</p> <p>Learner's Organisation – Pre-assessment meeting conducted <input type="checkbox"/></p> <p>Simulated Business <input type="checkbox"/></p>	<input type="checkbox"/>
<p> Assessment Conditions</p> <p>Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:</p> <ul style="list-style-type: none"> • Organisational policies, standard operating procedures, procedures and plans with information on compliance requirements <input type="checkbox"/> • Relevant Acts, regulations, codes of practice, licensing requirements and standards <input type="checkbox"/> • Guidance materials and alerts issued by the relevant WHS regulator <input type="checkbox"/> • Relevant WHS data files <input type="checkbox"/> • Appropriate office equipment and resources. <input type="checkbox"/> <p>Assessors must satisfy NVR/AQTF assessor requirements.</p>	<input type="checkbox"/>
<p>I confirm that the activities and assessment completed as part of this unit are my own work and comply with all relevant copyright and plagiarism rules. I understand that if there is any doubt of the authenticity of any piece of my assessment I can be orally examined and the signatory of evidence records may be contacted.</p>	
<p>Learner Name _____</p>	
<p>Learner Signature _____ Date _____</p>	
<p>Assessor Name _____</p>	
<p>Assessor Signature _____ Date _____</p>	

Learner Assessment Pack

Assessment



Tasks

You are required to complete all tasks as instructed.

Context

Your Assessor will advise you of the tasks that you must complete related to your industry.

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To be assessed for this competency, you must demonstrate your ability to:

- Identify and apply Work Health and Safety (WHS) legislative requirements applicable to the workplace, occupation and industry, including keeping up to date with legislation and relevant publications
- Identify and act on non-compliances with WHS legislation
- Identify duty holders
- Communicate WHS information to others
- Refer issues of non-compliance to responsible persons or authorities and seek advice from appropriate sources.

The following Assessment Tasks must be completed by you to enable you to demonstrate these skills.

You may need to conduct further research.

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Task 1 – Theory: Short Answer Questions

Answer the following questions:

1. What are the functions of WHS committees and WHS representatives?

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2. What are the main duties of the employees within the workplace under the *Workplace Health and Safety Act 2011*?

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3. What areas do you think the WHS Regulation provides detailed information about?

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4. What are examples of standards or Codes of Practice relating to WHS that your workplace uses?

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5. Specifically, what codes and standards cover your industry?

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Task 1 – Theory: Short Answer Questions (continued)

6. Define 'duty of care' as it relates to the employer.

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7. Briefly discuss what is included when it is said that the employer must engage in consultation in regard to WHS. What must be included in the consultation?

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8. What are the legal consequences of non-compliance with WHS legislation, codes, standards, and workplace policies and procedures?

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9. Give an example of when you sought the help of an expert in relation to an WHS issue.

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10. Where do you source current information on a regular basis on WHS for your workplace? You must nominate at least three sources.

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Task 1 – Theory: Short Answer Questions (continued)

11. When you have updated information, how do you share this with other employees?

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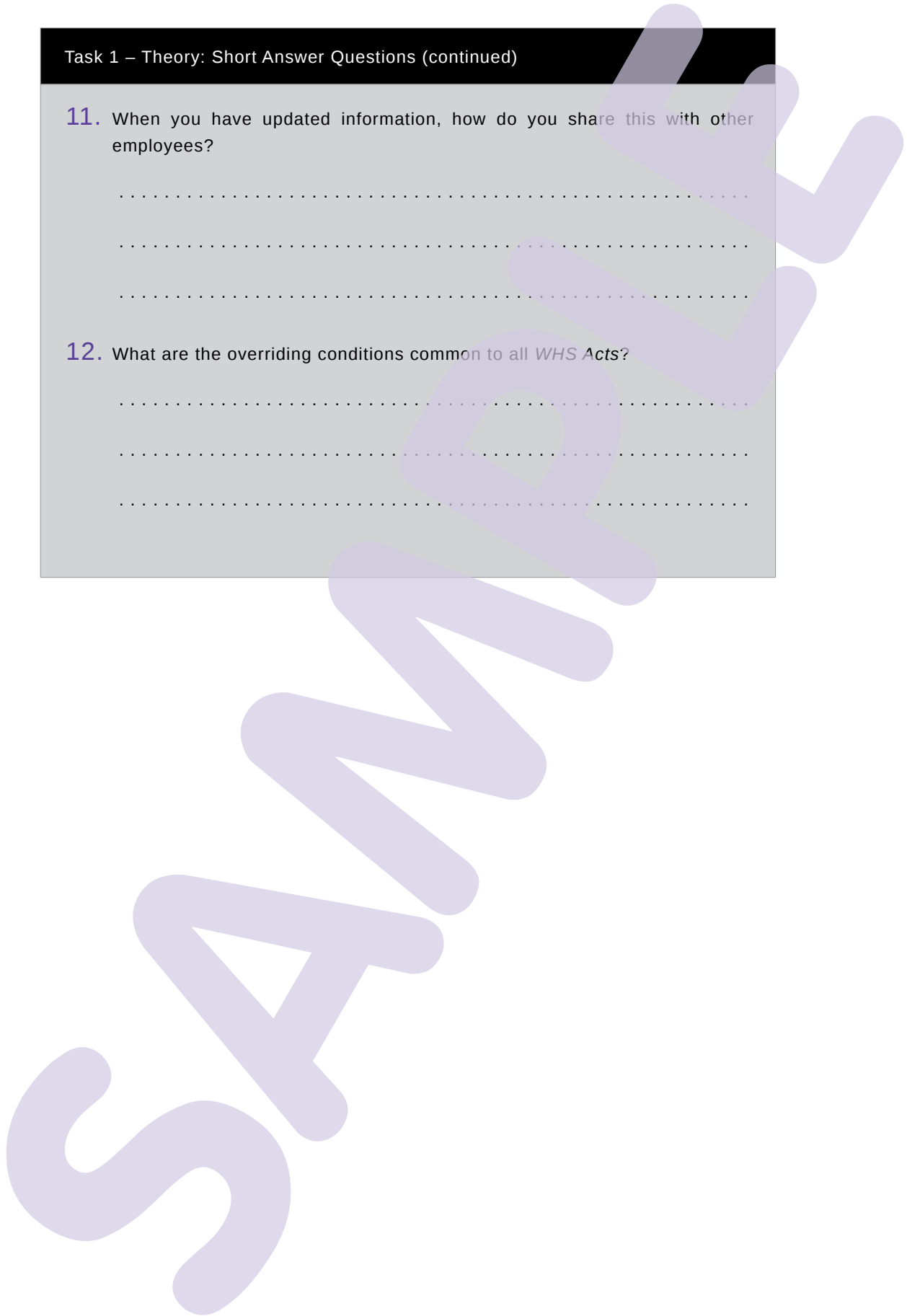
.....

12. What are the overriding conditions common to all *WHS Acts*?

.....

.....

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Assessor Feedback

Key Points and Suggested Answers

Assessor feedback is recorded here. The Assessor will record what they saw or heard, how it related to the performance criteria, their judgement and why they made that judgement.

Task 1 – Theory: Short Answer Questions

Task 1 – Theory: Short Answer Questions

SAMPLE

Task 2 – Project: Monitor WHS Compliance

Blank area for project work.

SAMPLE

Task 3 – Case Study Analysis

SAMPLE

Task 4 – Evidence Record

Large empty rectangular box for recording evidence.

Tasks Sign-Off Sheet

Learner Name

Learner Signature

Date

Assessor Name

Assessor Signature

Date

Learner Assessment Pack Recording



Record of Assessment

Learner Details	Assessor Details
Name	Name
Course Code	Site and Date
Unit Code BSBWHS302	Unit Name Apply Knowledge of WHS Legislation in the Workplace

Performance Criteria Mapping			
Assessment Activity	PC Mapping	Satisfactory	Needs More Evidence
Task 1 – Theory: Short Answer Questions	1.1, 1.2, 1.3, 1.4, 1.5, 2.1, 3.1 and 3.2	<input type="checkbox"/>	<input type="checkbox"/>
Task 2 – Project: Monitor WHS Compliance	2.1, 2.2 and 2.3	<input type="checkbox"/>	<input type="checkbox"/>
Task 3 – Case Study Analysis	1.1, 1.3, 1.4, 2.1, 2.3 and 2.4	<input type="checkbox"/>	<input type="checkbox"/>
Task 4 – Evidence Record	All Elements and PC	<input type="checkbox"/>	<input type="checkbox"/>

Performance Evidence Mapping			
		Satisfactory	Needs More Evidence
PE1	Identify and apply work health and safety (WHS) legislative requirements applicable to the workplace, occupation and industry, including keeping up to date with legislation and relevant publications	<input type="checkbox"/>	<input type="checkbox"/>
PE2	Identify and act on non-compliances with WHS legislation	<input type="checkbox"/>	<input type="checkbox"/>
PE3	Identify duty holders	<input type="checkbox"/>	<input type="checkbox"/>
PE4	Communicate WHS information to others	<input type="checkbox"/>	<input type="checkbox"/>
PE5	Refer issues of non-compliance to responsible persons or authorities and seek advice from appropriate sources.	<input type="checkbox"/>	<input type="checkbox"/>

Knowledge Evidence Mapping			Satisfactory	Needs More Evidence
KE1	Explain the WHS legislative duties of self and others including limits on own expertise	Tasks 1 and 4	<input type="checkbox"/>	<input type="checkbox"/>
KE2	Outline the key organisational WHS policies, procedures, processes and systems	Tasks 1 and 4	<input type="checkbox"/>	<input type="checkbox"/>
KE3	Outline the key requirements in relevant commonwealth and state or territory WHS Acts, regulations, codes of practice, standards and guidance material, and other relevant publications	Tasks 1 and 4	<input type="checkbox"/>	<input type="checkbox"/>
KE4	Identify obligations and duties for consultation and who must be consulted	Tasks 1 and 4	<input type="checkbox"/>	<input type="checkbox"/>
KE5	Identify people who could be accessed for help	Tasks 1 and 4	<input type="checkbox"/>	<input type="checkbox"/>
KE6	Identify the consequences of non-compliance	Tasks 1 and 4	<input type="checkbox"/>	<input type="checkbox"/>
KE7	Explain ways to get information about compliance with legislation.	Tasks 1 and 4	<input type="checkbox"/>	<input type="checkbox"/>

Context Mapping	PC Mapping	Satisfactory	Needs More Evidence
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Foundation Skills Mapping					
Skill	Description	ACSF Level	Mapping	Satisfactory	Needs More Evidence
Learning	Identifies and evaluates information from formal and informal sources to update knowledge	3	Tasks 1, 2, 3 and 4	<input type="checkbox"/>	<input type="checkbox"/>
Reading	Interprets a range of textual information to determine regulatory and procedural requirements and necessary actions	3	Tasks 1, 2, 3 and 4	<input type="checkbox"/>	<input type="checkbox"/>
Writing	Documents WHS information in a sequential manner using required format, correct grammar and industry specific language	3	Tasks 1, 2, 3 and 4	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communication	Provides information or advice using language appropriate to audience	3	Tasks 1, 2, 3 and 4	<input type="checkbox"/>	<input type="checkbox"/>
	Uses listening and questioning to clarify and confirm understanding	3	Task 4	<input type="checkbox"/>	<input type="checkbox"/>
Navigate the world of work	Follows policies, procedures and legislative requirements relevant to own role	3	Tasks 1 and 4	<input type="checkbox"/>	<input type="checkbox"/>
	Keeps up to date on changes to legislation or regulations relevant to own role	3	Tasks 1, 3 and 4	<input type="checkbox"/>	<input type="checkbox"/>
Interact with others	Selects appropriate communication protocols and conventions to provide or seek information	3	Tasks 1, 2, 3 and 4	<input type="checkbox"/>	<input type="checkbox"/>
Get the work done	Plans, sequences and prioritises tasks and activities to support compliance with WHS regulatory requirements	3	Tasks 3 and 4	<input type="checkbox"/>	<input type="checkbox"/>
	Initiates standard procedures in response to non-compliance issues, requesting assistance if necessary	3	Tasks 3 and 4	<input type="checkbox"/>	<input type="checkbox"/>
	Uses the main features and functions of digital tools to complete work tasks and access information	3	Tasks 1, 2, 3 and 4	<input type="checkbox"/>	<input type="checkbox"/>

(please tick appropriate box)	Yes	No
Comments and future action noted in Learner Assessment Pack	<input type="checkbox"/>	<input type="checkbox"/>
Results discussed and agreed to You have the right to appeal the outcome of your assessment.	<input type="checkbox"/>	<input type="checkbox"/>
The Learner is	Competent <input type="checkbox"/>	Not Yet Competent <input type="checkbox"/>

Learner Comments

Assessor Comments

Details of further evidence required

After reassessment the Learner is	Competent <input type="checkbox"/>	Not Yet Competent <input type="checkbox"/>
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Assessor Signature **Date**

The signature confirms that I have submitted all my own work and agree with the assessment decision and feedback.

Learner Signature **Date**

