

Assessment Criteria

Full Time Courses – 1st Year Core

10343NAT Advanced Diploma of Professional Game Development
CUF60107 Advanced Diploma of Screen and Media



Title: Health and Safety in the Office

Assessment Details: (please refer to your Class Schedule for actual date)

Start Date: Week

Submission Milestone: Week

Assessment Milestone: Week

Assessable Units of Competency

[BSBWHS501](#) - Ensure a safe workplace

** Advanced Diploma of Screen and Media (CUF60107) students please refer the statement of attainment units in the course guide*

General Description

In this module you'll learn about occupational health and safety, specifically in offices and at computer workstations. You are about to spend at least the next

few years at a computer work station. What are the health implications? Is it dangerous work?

In this module you'll learn and research answers to these questions.

Knowledge and Skills

Listed here is the knowledge and skills you'll be learning and on which you will be assessed.

- Duties and responsibilities
- Risk management
- Identify and assess OH&S risks at computer workstations
- Recommend and communicate solutions to OH&S risks

Evidence Specifications

This is the specific evidence you must prepare for and present on assessment day to demonstrate you have competency in the above knowledge and skills. The evidence must conform to all the specific requirements listed below.

1. OH&S open book test
2. Conduct a workstation OH&S assessment

Your Roles and Responsibilities as a Candidate

- Understand and feel comfortable with the assessment process
- Know what evidence you must provide during your assessment
- Take an active part in the assessment process
- Be ready for the assessment at the nominated time



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Assessment Rubric

This table defines exactly what is required to be successfully deemed competent.

Evidence	Definition of Competent for Health and Safety in the Office
1. OH&S open book test	Complete the OH&S test with a score of 75% or greater.
2. Conduct a workstation OH&S assessment	<p>The assessment identifies hazards and risks of the workstation setup</p> <ul style="list-style-type: none">○ The assessment specifically addresses<ul style="list-style-type: none">▪ Light levels▪ Chair configuration▪ Desk top configuration▪ Screen configuration▪ Work station posture <p>The assessment makes valid recommendations to minimise any OH&S risks that have been identified</p>

Assessment Instructions for Candidate

METHOD OF ASSESSMENT

Assessment is a cumulative process which takes place throughout a subject. A 'competent' or 'not yet competent' decision is conducted at the end of a subject through an interview. The interview will be conducted by you personally presenting evidence that demonstrates your competence in a short interview with your assessor. The evidence you must prepare and present is described above in this assessment criteria document. Assessments will be conducted at a specific milestone recorded above in this assessment criteria document.

ASSESSMENT CONDITIONS

Formative assessment takes place as your teacher observes the development of your work throughout the subject and, although the assessor is likely to be aware of the evidence you are submitting, it is your responsibility to be prepared for the interview where a competency judgement is made. If you have forgotten something or made a small mistake at the time of the milestone assessment you may correct it, however the assessor may choose to assess other candidates who are better prepared and return to you if time permits. Upon completion of the assessment you will be issued with feedback and a record of the summative assessment, which you will need to acknowledge that you have accepted the result. If you are absent on the nominated assessment day (without prior agreement or a sufficient documented excuse) you will be assessed as not yet competent.

GRADING

The assessment you are undertaking will be graded as either *competent* or *not yet competent*.

REASSESSMENT PROCESS

If you are assessed as being not yet competent you will receive clear, written and oral feedback on what you will need to do to achieve competence. You will be given a reassessment milestone no more than one (1) week later to prepare your evidence. If you are unsuccessful after your reassessment you will be required to attend an intervention meeting with your Head of School to discuss your progress and any support you may need.

REASONABLE ADJUSTMENTS

We recognise the need to make reasonable adjustments within our assessment and learning environments to meet your individual needs. If you need to speak confidentially to someone about your individual needs please contact your teacher.

