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# Introduction

The assessments in this workbook are divided into two categories: the Knowledge Assessment and the Practical Assessment.

The **Knowledge Assessment** is a set of general and workplace questions testing your knowledge and understanding of the general theory behind the unit.

**You must answer all Knowledge Assessment Questions using your own words.** However, you may refer to your Learner Guide and other relevant resources and learning materials to complete this assessment.

Some questions cover processes you will likely encounter in a workplace setting. Ideally, you should be able to answer these questions based on the processes that are currently in place in your workplace. However, if you do not currently have access to a workplace, then answer the questions based on processes that should be implemented in a typical workplace setting.

The **Practical Assessment** is made up of the **Case Studies, Practical Assignment, and Workplace Assessment.** This assessment tests your practical skills with respect to the requirements of the relevant unit of competency.

The Practical Assessment requires you to complete and submit workplace documents and other documentation relevant to the unit of competency.

**The evidence you submit must be your own work except where due reference is made and where you are required to submit supplementary workplace documents such as policies and procedures.**

**When completing the assessments included in this workbook:**

1. Read the instructions provided in each task carefully before attempting to complete the task. The instructions will guide you on how to answer the question or complete the task satisfactorily.
2. Follow the steps provided in each task.
   * If the question instructs you to describe, provide a description as your response. If the question instructs you to list, provide a list as your response.
   * Where there is a number of required responses, provide the required number of responses. For example, if you are asked to list three responses, provide three responses.
3. Ensure that all your submissions for this assessment indicate your first and last name and that these submissions have been named according to the file naming convention prescribed in each task.

# Competency-Based Assessments

**Definition of Competency**

Assessment in this context can be defined as the fair, valid, reliable, and flexible gathering and recording of evidence to support the judgement on whether competency has been achieved. Skills and knowledge (developed in a structured learning situation, at work, or in some other context) are assessed against national standards of competence required by industry rather than compared with the skills and knowledge of other candidates.

**The features of a competency-based assessment system are:**

* It is focused on what candidates can do and whether it meets the criteria specified by the industry as competency standards.
* Assessment should mirror the environment the candidate will encounter in the workplace.
* Assessment criteria should be clearly stated to the candidate at the beginning of the learning process.
* Assessment should be holistic. That is, it aims to assess as many elements and/or units of competency as is feasible at one time.
* In competency assessment, a candidate receives one of only two outcomes – ‘competent’ or ‘not yet competent.’
* The basis of assessment is in applying knowledge for some purpose. In a competency system, knowledge for the sake of knowledge is seen to be ineffectual unless it assists a person in performing a task to the level required in the workplace.
* The emphasis in assessment is on assessable outcomes that are clearly stated for the trainer and candidate. Assessable outcomes are tied to the relevant industry competency standards where these exist. Where such competencies do not exist, the outcomes are based upon those identified in a training needs analysis.

# Assessing Nationally-Recognised Training

Developing and conducting assessment in an Australian Vocational Education and Training (VET) context is founded on the Principles of Assessment and the Rules of Evidence:

**Principles of Assessment**

1. **Assessment must be valid**
   * Assessment must include the full range of skills and knowledge needed to demonstrate competency.
   * Assessment must include the combination of knowledge and skills with their practical application.
   * Assessment, where possible, must include judgements based on evidence drawn from a number of occasions and across a number of contexts.
2. **Assessment must be reliable**
   * Assessment must be reliable and must be regularly reviewed to ensure that assessors are making decisions in a consistent manner.
   * Assessors must be trained in national competency standards for assessors to ensure reliability.
3. **Assessment must be flexible**
   * Assessment, where possible, must cover both the on- and off-the-job components of training within a course.
   * Assessment must provide for the recognition of knowledge, skills, and attitudes regardless of how they have been acquired.
   * Assessment must be made accessible to candidates through a variety of delivery modes, so they can proceed through modularised training packages to gain competencies.
   * Assessment must be mutually developed and agreed upon between the assessor and the assessed.
   * Assessment must be able to be challenged. Appropriate mechanisms must be made for reassessment as a result of challenge.
4. **Assessment must be fair**
   * The assessment process must consider the individual needs of the candidate.
   * Assessment must provide for reasonable adjustments, where appropriate, to consider the individual candidate’s needs.

*(Source: Standards for RTOs 2015, Clauses 1.8 – 1.12)*

**Rules of Evidence**

When collecting evidence, certain rules apply to that evidence. All evidence must be valid, sufficient, authentic, and current:

1. **Valid**

Evidence gathered should meet the requirements of the unit of competency. This evidence should match, or at least reflect, the type of performance that is to be assessed, whether it covers knowledge, skills, or attitudes.

1. **Sufficient**

This rule relates to the amount of evidence gathered. Enough evidence must be gathered to satisfy the requirements that the candidate be competent in all aspects of the unit of competency.

1. **Authentic**

When evidence is gathered, the assessor must be satisfied that evidence is the candidate’s own work.

1. **Current**

This relates to the recency of the evidence and whether the evidence relates to current abilities.

*(Source: Training in Australia by M Tovey, D Lawlor)*

# Dimensions of Competency

The national concept of competency includes all aspects of work performance and not only narrow task skills. The four dimensions of competency are:

1. Task skills
2. Task management skills
3. Contingency management skills
4. Job or role environment skills

# Reasonable Adjustment

‘Reasonable adjustment’ in VET is the term applied to modifying the learning environment or making changes to the training delivered to assist a candidate with a disability. A reasonable adjustment can be as simple as changing classrooms to be closer to amenities or installing a particular type of software on a computer for a person with vision impairment.

**Why make a reasonable adjustment?**

We make reasonable adjustments in VET to make sure that candidates with disabilities have:

* The same learning opportunities as candidates without disabilities, and
* The same opportunity to perform and complete assessments as those without disabilities.

**Reasonable adjustment applied to participation in teaching, learning, and assessment activities can include:**

* Customising resources and assessment activities within the training package or accredited course
* Modifying the presentation medium
* Learner support
* Use of assistive/adaptive technologies
* Making information accessible both before enrolment and during the course
* Monitoring the adjustments to ensure candidate needs continue to be met

**Assistive/Adaptive Technologies**

Assistive/adaptive technology means ‘software or hardware that has been specifically designed to assist people with disabilities in carrying out daily activities’ (World Wide Web Consortium - W3C). It includes screen readers, magnifiers, voice recognition software, alternative keyboards, devices for grasping, visual alert systems, and digital note-takers.

*(Adapted Reasonable Adjustment in teaching, learning and assessment for learners with a disability - November 2010 - Prepared by - Queensland VET Development Centre)*

**IMPORTANT:**

**Reasonable adjustments made for collecting candidate assessment evidence must not impact the standard expected by the workplace, as expressed by the relevant unit/s of competency. For example, if the assessment were gathering evidence of the candidate’s competency in writing, allowing the candidate to complete the assessment verbally would not be a valid assessment method. The method of assessment used by any reasonable adjustment must still meet the competency requirements.**

# The Unit of Competency

The units of competency specify the standards of performance required in the workplace.

This assessment addresses the following unit of competency:

**HLTWHS002 - Follow safe work practices for direct client care (Release 2)**

1. Follow safe work practices for direct client care
2. Follow safe work practices for manual handling
3. Follow safe work practices for infection control
4. Contribute to safe work practices in the workplace
5. Reflect on own safe work practices

**A complete copy of the above unit of competency can be downloaded from the TGA website:**

[https://training.gov.au/training/details/HLTWHS002](https://training.gov.au/training/details/hltwhs002)

# The Context of Assessment

To complete the assessments in this workbook, students need to have access to their learning materials, the Internet, and a workplace (or similar environment).

The Knowledge Assessment may be completed wholly at the candidate’s home or chosen place of study.

The Practical Assessment must be completed in a workplace or a simulated environment.

# Assessment Methods

This workbook uses the following assessment method/s:

1. **Knowledge Assessment**

A set of general and workplace questions testing the candidate’s general knowledge and understanding of the general theory behind the unit.

1. **Case Studies**

Detailed scenarios and simulated environments, providing all necessary information required to complete relevant tasks and activities.

1. **Practical Assignment**

A series of written practical tests assessing the candidate’s practical knowledge and understanding of the unit of competency.

1. **Workplace Assessment**

A set of tasks or activities completed according to set instructions and guidelines to meet the requirements of the relevant unit. These tasks and activities require you to have access to a workplace or a similar environment.

# Resources Required for Assessment

**The Training Organisation to provide the candidate with access to/organise the following for the candidate:**

* Assessor to supervise and observe the candidate as they complete assessments, where required.
* Workplace, or a similar environment, where the candidate can complete the assessments, and that will allow them access to:
  + Organisational WHS policies and procedures
  + PPE relevant to the workplace and job role of the worker
  + Workplace forms and templates, such as:
    - Hazard identification form
    - Risk register
    - Meeting minutes
    - Workplace inspection checklist
    - Reflective journal
    - Additional infection control record
    - Accident report
  + Designated persons working with the candidate (e.g. supervisors, health and safety representatives, colleagues, other workplace staff and professionals)
  + Volunteers for case study scenarios
  + Documents that detail the candidate’s job tasks and responsibilities

**The candidate will need access to:**

* Computer with Internet, email access, and a working web browser
* Installed software: MS Word, Adobe Acrobat Reader

# Accessing External Links

Throughout this workbook, you will sometimes be required to access certain websites. Links to these websites are formatted in Blue Underlined Text.

To access these, hold the **Ctrl key and click the link for Windows users**, or simply **click on these blue links for** **Mac users**.

# Assessment Workbook Cover Sheet

**To the candidate:** Print this cover sheet and complete it by filling in all the required information and signing in the space provided. Your signature must be handwritten. Scan the completed cover sheet and submit it along with your evidence submissions. Use the filename: **HLTWHS002 Cover Sheet**

|  |  |
| --- | --- |
| Workbook | HLTWHS002 |
| Title | Follow safe work practices for direct client care (Release 2) |
| First and Last Name |  |
| Phone |  |
| Email |  |

|  |  |  |
| --- | --- | --- |
| **Please read the Candidate Declaration below, and if you agree to the terms of the declaration, sign and indicate the date in the spaces provided.**  **By submitting this work, I declare that:**   * I have been advised of the assessment requirements, have been made aware of my rights and responsibilities as an assessment candidate, and choose to be assessed at this time. * I am aware that there is a limit to the number of submissions that I can make for each assessment, and I am submitting all documents required to complete this Assessment Workbook. * I have organised and named the files I am submitting according to the instructions provided. I am aware that my assessor will not assess work that cannot be identified and may request the work be resubmitted according to the correct process. * This work is my own and contains no material written by another person except where due reference is made. I am aware that a false declaration may lead to the withdrawal of qualification or statement of attainment. * I am aware that there is a policy of checking the validity of qualifications that I submit as evidence, as well as the qualifications/evidence of parties who verify my performance or observable skills. I give my consent to contact these parties for verification purposes. | | |
| **Name:** | **Signature:** | **Date signed:** |

# Knowledge Assessment

|  |  |  |  |
| --- | --- | --- | --- |
| **Preliminary Task**  Questions 1 – 8 of this Knowledge Assessment require you to refer to the work health and safety legislation, regulations, and codes of practice in your state/territory.  For your assessor’s reference, indicate below which state/territory you are currently based or located in by ticking the box that corresponds to your answer.  When answering Questions 1 - 8, you must refer to the work health and safety legislation, regulations, and codes of practice in your state/territory. | | | |
|  | | | |
| The state/territory where you are currently based or located in: | | | | |
|  | Australian Capital Territory |  | South Australia | |
|  | New South Wales |  | Tasmania | |
|  | Northern Territory |  | Victoria | |
|  | Queensland |  | Western Australia | |

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | 1. Access and review your **state/territory’s current work health and safety legislation** and answer the following questions. |
|  | |
| 1. What is the purpose of Work Health and Safety (WHS) legislation? | |
| 1. What is the WHS legislation currently enforced in your state/territory?   You must identify the WHS legislation in the state/territory you selected in the Preliminary Task of this Knowledge Assessment. | |

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | 1. Access and review your **state/territory’s current work health and safety regulations** and answer the following questions. |
|  | |
| 1. What is the purpose of Work Health and Safety (WHS) regulations? | |
| 1. How does state/territory WHS legislation impact workplace regulations? | |
| 1. What are the WHS regulations currently enforced in your state/territory?   You must identify the WHS regulations in the state/territory you selected in the Preliminary Task of this Knowledge Assessment. | |
| Application  Description automatically generated with low confidence | 1. Answer the following questions about **work health and safety codes of practice.** |
|  | |
| 1. What are codes of practice? | |
| 1. Complete the statement: To have legal effect, a model Code of Practice must      . | |
| 1. How does state/territory WHS legislation impact the codes of practice? | |
| 1. True or false: Approved codes of practice are law.   Tick the box that corresponds to your answer. If your answer is false, provide an explanation for your answer.  True  False  Explanation: | |
| 1. Complete the table below by identifying three examples of WHS codes of practice from your state/territory and provide a link where you can access each online. Explain the purpose of each code of practice identified.   You must identify the WHS codes of practice from the state/territory you selected in the Preliminary Task of this Knowledge Assessment. | |

|  |  |  |
| --- | --- | --- |
| **Title/name of code of practice** | **Link** | **Purpose of the code of practice** |
|  |  |  |
|  |  | . |
|  |  |  |

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | 1. Answer the following questions about **work health and safety industry standards** |
|  | |
| 1. What are industry standards in the context of work health and safety? | |
| 1. Why is it important for a specific industry to have its own work health and safety standards?        . | |
| 1. How does state/territory WHS legislation impact industry standards?        . | |

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | 1. Answer the following questions about your state/territory WHS authorities. |
|  | |
| 1. Complete the statement: The Commonwealth, state, and territory WHS authorities are responsible for      ,      , and       WHS laws in their jurisdictions. | |
| 1. For states/territories that implement the model WHS laws, how must the states/territories implement the model WHS laws in their jurisdiction? | |
| 1. Provide a link to your state/territory WHS regulator’s website/page. | |

|  |  |  |
| --- | --- | --- |
| Application  Description automatically generated with low confidence | 1. Access and review your state/territory’s current work health and safety legislation and outline the duty of care of each the following: 2. Persons conducting business or undertaking (PCBU) 3. Officers 4. Workers   Write your answers in the table provided. Include the section in the legislation where you sourced your responses. | |
|  | | |
| **Duty of care** | | |
| 1. Persons conducting business or undertaking (PCBU) | |  |
| Reference: |
| 1. Officers | |  |
| Reference: |
| 1. Workers | |  |
| Reference: |

|  |  |  |
| --- | --- | --- |
| Application  Description automatically generated with low confidence | 1. Access and review your state/territory’s current work health and safety legislation and provide two examples of the rights and two examples of the responsibilities of each the following: 2. Persons conducting business or undertaking (PCBU) (Employers) 3. Officers (Senior management, executive personnel) 4. Workers (e.g. staff, contractors)   Write your answers in the table provided. Include the section in the legislation where you sourced your responses. | |
|  | | |
| 1. **Persons conducting business or undertaking (PCBU) (Employers)** | | |
| **Rights** | | **Responsibilities** |
|  | |  |
| Reference: | | Reference: |
|  | |  |
| Reference: | | Reference: |

|  |  |  |
| --- | --- | --- |
| 1. **Officers (Senior management, executive personnel)** | | |
| **Rights** | **Responsibilities** | |
|  |  | |
| Reference: | Reference: | |
|  |  | |
| Reference: | Reference: | |
| 1. **Workers (Staff, contractors)** | |
| **Rights** | **Responsibilities** |
|  |  |
| Reference: | Reference: |
|  |  |
| Reference: | Reference: |

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | 1. Answer the following questions about hazardous manual tasks.   Base your answers on your state/territory’s current work health and safety legislation and regulations. |
|  | |
| 1. What is the PCBU’s responsibility with regard to hazardous manual tasks? | |
| 1. Identify the seven factors that PCBU’s must review and consider when determining control measures to implement for managing risks related to hazardous manual tasks. | |

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | 1. Answer the following questions about infection control.   Base your answers on your state/territory’s current legislation and regulations. |
|  | |
| 1. Provide five examples of notifiable conditions/diseases in your state/territory.   Provide a link where you sourced your responses for your assessor’s reference. | |
| Source: | |
| 1. What is the principal infection control legislation currently enforced in your state/territory? Provide an active and current link to the legislation identified.   You must identify the infection control legislation in the state/territory you selected in the Preliminary Task of this Knowledge Assessment.  Legislation title:  Link: | |
| 1. In your own words, explain how PCBUs can exercise their duty of care in relation to infection control. | |

|  |  |  |  |
| --- | --- | --- | --- |
| Application  Description automatically generated with low confidence | 1. The following are emergency equipment signs that can commonly be seen in Australian organisations.   In the table below:   * 1. Name each emergency equipment sign.   2. Briefly describe what each sign means. | | |
|  | | | |
| **Emergency equipment sign** | | **Name** | **Meaning** |
| Icon  Description automatically generated | |  |  |
| Icon  Description automatically generated | |  |  |
| Icon  Description automatically generated | |  |  |
| Icon  Description automatically generated | |  |  |
| Icon  Description automatically generated | |  |  |
| **Emergency equipment sign** | | **Name** | **Meaning** |
| Icon  Description automatically generated | |  |  |
| A green and white sign  Description automatically generated with low confidence | |  |  |
| Image result for signal lamp sign | |  |  |
| Image result for emergency stop button sign | |  |  |
| Image result for break to obtain access | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Application  Description automatically generated with low confidence | 1. The following are personal protective equipment (PPE) signs that can commonly be seen in Australian organisations.   In the table below:   * 1. Name each PPE sign.   2. Briefly describe what each sign means. | | |
|  | | | |
| **PPE sign** | | **Name** | **Meaning** |
| Icon  Description automatically generated | |  |  |
| Icon  Description automatically generated | |  |  |
| Icon  Description automatically generated | |  |  |

|  |  |  |
| --- | --- | --- |
| **PPE sign** | **Name** | **Meaning** |
| Related image |  |  |
| Image result for ppe australian boot signs |  |  |
| Image result for ppe apron sign |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Application  Description automatically generated with low confidence | 1. The following are safety signs for classifying hazards that can commonly be seen in Australian organisations.   In the table below:   1. Name each sign for classifying hazards. 2. Briefly describe what each sign means. | | |
|  | | | |
| **Hazard sign** | | **Name** | **Meaning** |
| A yellow sign with a skull and text  Description automatically generated with low confidence | |  |  |
| Image result for radioactive'sign australia | |  |  |
| Image result for high voltage sign | |  |  |
| Icon  Description automatically generated | |  |  |

|  |  |  |
| --- | --- | --- |
| **Hazard sign** | **Name** | **Meaning** |
| Image result for tripping hazard |  |  |
| Image result for slippery when wet sign |  |  |
| Image result for hot surface sign |  |  |
| Image result for biological hazard |  |  |
| Image result for highly flammable sign |  |  |
| Image result for beware of vehicles  sign |  |  |

|  |  |  |
| --- | --- | --- |
| Application  Description automatically generated with low confidence | 1. In your own words, briefly explain the following in the context of direct client care:    1. What are hazards?    2. What are risks? | |
|  | | |
| What are hazards? | |  |
| What are risks? | |  |

|  |  |  |
| --- | --- | --- |
| Application  Description automatically generated with low confidence | 1. Briefly describe the following strategies for minimising risk. | |
|  | | |
| **Strategies for minimising risk** | | **Description** |
| 1. Using mechanical methods | |  |
| 1. Using administrative methods | |  |
| 1. Using personal protective equipment (PPE) | |  |

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | 1. Identify four rights and responsibilities of care workers in a home-based environment. |
|  | |
| **Care worker rights** | |
|  | |
|  | |
|  | |
|  | |
| **Care worker responsibilities** | |
|  | |
|  | |
|  | |
|  | |

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | 1. Identify three rights and responsibilities of clients in a home-based care environment. |
|  | |
| **Client rights** | |
|  | |
|  | |
|  | |
| **Client responsibilities** | |
|  | |
|  | |
|  | |

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | 1. Answer the following questions about basic home fire safety. |
|  | |
| 1. What is basic home fire safety? | |
| 1. Provide three groups of people who are at high-risk of injury or death in a home fire. | |
| 1. Complete the table below by providing four examples of behaviours that contribute to fire injuries and fatalities. Explain how each contributes to fire injuries and fire fatalities.  |  |  |  | | --- | --- | --- | | **Behaviour that contributes to fire injuries and fatalities** | **How the behaviour contributes to fire injuries** | **How the behaviour contributes to fire fatalities** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | |

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | 1. Answer the following questions about smoke alarms for the prevention of home fires. |
|  | |
| 1. Provide two examples of places where smoke alarms can be efficiently placed for the prevention of home fires. | |
| 1. Provide two ways you can ensure that smoke alarms are properly installed. | |
| 1. Provide two examples of how to properly maintain smoke alarms. | |

|  |  |  |
| --- | --- | --- |
| Application  Description automatically generated with low confidence | 1. Briefly explain how each personal safety risk below is considered a risk in the context of home-based care | |
|  | | |
| **Personal safety risk** | | **How they are considered risks in the context of home-based care** |
| 1. Water | |  |
| 1. Damaged or irregular floor surfaces | |  |
| 1. Allergens | |  |

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | 1. Answer the following questions about infection and infectious diseases. |
|  | |
| 1. What are infectious diseases? | |
| 1. Provide three common sources of infection in a home-based care environment. | |
| 1. Provide three means to minimise the transfer of infectious diseases | |

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | 1. Answer the following questions about the musculoskeletal system. |
|  | |
| 1. What is the musculoskeletal system? | |
| 1. Provide three examples of musculoskeletal disorders (MSDs) that can affect parts of the musculoskeletal system. | |

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | 1. Complete the table below by identifying:    1. two practices to minimise musculoskeletal injury to self in a home-based environment    2. two practices to minimise musculoskeletal injury to clients in a home-based environment |
|  | |
| **Practices to minimise musculoskeletal injury to self in a home-based environment** | |
|  | |
|  | |
| **Practices to minimise musculoskeletal injury to clients in a home-based environment** | |
|  | |
|  | |

# Practical Assessment

## Candidate Instructions

The Practical Assessment is a set of tasks that must be completed in a workplace or in an environment with conditions similar to that of a real workplace.

This assessment will help you demonstrate skill requirements relevant to safe work practices for direct client care.

The Practical Assessment includes the following:

1. **Case Study**

A detailed scenario and simulated environment, providing all necessary information required to complete the relevant task.

1. **Practical Assignment**

A series of written practical tests assessing the candidate’s practical knowledge and understanding of the unit of competency.

1. **Workplace Assessment**

A set of tasks or activities completed according to set instructions and guidelines to meet the requirements of the relevant unit. These tasks and activities require you to have access to a workplace or a similar environment.

## Details About Your Workplace

|  |
| --- |
| This practical assessment requires you to complete assessment tasks within a real workplace.  Furthermore, this practical assessment includes assessments that will require you to refer to regulatory requirements that apply in your state/territory, industry, and workplace/work role.  Before starting the practical assessment, record the following in the spaces provided below:   1. Your work role/title 2. Responsibilities 3. Organisation/workplace 4. Worksite/area 5. A brief description of your work environment 6. Industry/sector 7. State/territory (where your workplace is based)   When completing the tasks in the Practical Assessment, ensure that your responses align with the relevant state/territory, industry, and workplace/work role requirements you have specified below. |

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| --- | --- |
| Your work role/title |  |
| Responsibilities |  |
| Organisation/workplace |  |
| Worksite/area |  |
| Industry/sector |  |
| State/territory (where your workplace is based) |  |

# Case Study

## Overview

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| **The goal of the case study is to assess your practical knowledge and skills in:**   * Incidents and injuries that can happen in the workplace * Reporting incidents and injuries to designated persons according to organisational procedures   **This assessment has two tasks:**  Task 1 – Identify and Report the First Incident and Related Injuries  Task 2 – Identify and Report the Second Incident and Related Injuries  Each task comes with a set of instructions. You must follow and perform these instructions while being observed by the assessor.  **You are required to:**   * Complete the tasks within the time allowed, as scheduled in-class roll. * Identify incidents and injuries in the workplace * Report incidents and injuries to designated persons according to organisational procedures   **Resources required for assessment:**  To complete this assessment, you will need access to the following:   * Accident Report template * Designated persons to report incidents and injuries to (e.g. supervisor, health and safety representative) * Volunteers to act as clients |

## Case Study 1 – Lucy’s Incident

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| **SCENARIO**  You are a care worker doing a routine check on your clients in the care centre one afternoon. While walking along the corridors, you see Lucy (30 years old) walking towards you. Lucy is recovering from a joint fracture on her right knee and moves around using crutches. While walking, Lucy suddenly slips on a wet spot on the floor and falls on her back. You and some nearby co-workers help her up. As a care worker, you must now respond to this incident. |

### Task 1 – Identify and Report the First Incident and Related Injuries

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| Application  Description automatically generated with low confidence | While being observed by the assessor, do the following for the incident and corresponding injuries that happened during the simulated emergency situation:  *Incidents are instances of an unexpected event or occurrence happening which may result in serious injury or illness or property damage.*  *Injuries are physical damages to a person’s body as a result of an unexpected event or occurrence.*   1. Respond to Lucy’s immediate needs, following workplace procedures. 2. Write a report with all the necessary details relevant to the incident that happened and the injuries resulting from the incident according to your organisation’s procedures. 3. Report the incident and corresponding injuries to designated persons according to your organisation’s procedures.   Use your organisation’s template for reporting incidents and injuries, or you may use the **Accident Report** template provided along with this workbook.  You will be assessed on:   * Practical knowledge relevant to incidents and injuries that can happen in the workplace. * Practical skills relevant to reporting incidents and injuries to designated persons according to organisational procedures. |

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|  | Before starting this task, review the following provided along with this workbook:   * **Case Study Task 1 – Assessor’s Checklist**   This form lists the criteria your submission must address to complete this task satisfactorily.   * **Case Study Task 1 – Observation Form**   This form lists all the practical skills you need to demonstrate while completing this task.  Your assessor will also:   * Provide you with workplace documents relevant to procedures for reporting incidents and injuries in the workplace, for your reference, and discuss these documents with you. * Organise workplace resources required for you to complete this assessment. * Discuss with you the requirements listed in the Assessor’s Checklist prior to the assessment. * Discuss with you the practical skills listed in the Observation Form prior to the assessment. * Address your queries and concerns regarding this task.   After completing this task, submit the completed Accident Report (or similar workplace document) detailing the incident and corresponding injuries in the workplace to your assessor. |

## Case Study 2 – Robert’s Incident

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| **SCENARIO**  You are a care worker doing a routine check on your clients in the care centre one afternoon. While passing by the client rooms, you heard a thumping noise coming from one of the rooms. You heard a person calling for help from the inside. When you open the door, you found the client, Robert (65 years old) lying down on his side on the floor. He seems to have fallen from his bed. |

### Task 2 – Identify and Report the Second Incident and Related Injuries

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| Application  Description automatically generated with low confidence | While being observed by the assessor, do the following for the incident and corresponding injuries that happened during the simulated emergency situation:  *Incidents are instances of an unexpected event or occurrence happening which may result in serious injury or illness or property damage.*  *Injuries are physical damages to a person’s body as a result of an unexpected event or occurrence.*   1. Respond to Robert’s immediate needs, following workplace procedures. 2. Write a report with all the necessary details relevant to the incident that happened and the injuries resulting from the incident according to your organisation’s procedures. 3. Report the incident and corresponding injuries to designated persons according to your organisation’s procedures.   Use your organisation’s template for reporting incidents and injuries, or you may use the **Accident Report** template provided along with this workbook.  You will be assessed on:   * Practical knowledge relevant to incidents and injuries that can happen in the workplace. * Practical skills relevant to reporting incidents and injuries to designated persons according to organisational procedures. |

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|  | Before starting this task, review the following provided along with this workbook:   * **Case Study Task 2 – Assessor’s Checklist**   This form lists the criteria your submission must address to complete this task satisfactorily.   * **Case Study Task 2 – Observation Form**   This form lists all the practical skills you need to demonstrate while completing this task.  Your assessor will also:   * Provide you with workplace documents relevant to procedures for reporting incidents and injuries in the workplace, for your reference, and discuss these documents with you. * Organise workplace resources required for you to complete this assessment. * Discuss with you the requirements listed in the Assessor’s Checklist prior to the assessment. * Discuss with you the practical skills listed in the Observation Form prior to the assessment. * Address your queries and concerns regarding this task.   After completing this task, submit the completed Accident Report (or similar workplace document) detailing the incident and corresponding injuries in the workplace to your assessor. |

# Practical Assignment

## Overview

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| **The goal of this practical assignment is to assess your practical knowledge of:**   * Workplace procedures for hazard identification * Workplace emergency procedures * Workplace policies and procedures for WHS * Common workplace hazards   **This assessment is divided into five tasks:**   1. Task 1 – Hazards in the workplace 2. Task 2 – Steps to take during a fire emergency in the workplace 3. Task 3 – Steps to take during a medical emergency in the workplace 4. Task 4 – Policies and procedures for WHS 5. Task 5 – Common workplace hazards   These tasks must be completed within the context of your workplace.  **You are required to:**   * Access and review the following in your workplace:   + Procedures for hazard identification   + Procedures for emergency situations   + Policies and procedures for work health and safety   + Documents that detail your job tasks and responsibilities * Review the instructions in each task included in this Practical Assignment. * Record your responses as required in the instructions for each task.   **Resources required for assessment:**   * Procedures for hazard identification * Procedures for emergency situations * Policies and procedures for work health and safety * Documents that detail your job tasks and responsibilities   Contact your Assessor/Training Provider for assistance in accessing the resources required. |

## Task 1 – Hazards in the Workplace

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| Application  Description automatically generated with low confidence | Access and review your organisation’s procedures for hazard identification.  Briefly outline the steps you need to take to identify hazards in the workplace according to these procedures.  Submit the documents that you accessed for this task to your assessor along with this workbook. |
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| *Add more fields as necessary.* | |

## Task 2 – Steps to Take During a Fire Emergency in the Workplace

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| Application  Description automatically generated with low confidence | Access and review your organisation’s procedures for fire emergency situations.  Briefly outline the steps you need to take during fire emergencies in the workplace according to these procedures.  Submit the documents that you accessed for this task to your assessor along with this workbook. |
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| *Add more fields as necessary.* |

## Task 3 – Steps to Take During a Medical Emergency in the Workplace

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| Application  Description automatically generated with low confidence | Access and review your organisation’s procedures for medical emergency situations.  Briefly outline the steps you need to take during medical emergencies in the workplace according to these procedures.  Submit the documents that you accessed for this task to your assessor along with this workbook. |
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| *Add more fields as necessary.* | |

## Task 4 – Policies and Procedures for WHS

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| --- | --- | --- | --- |
| Application  Description automatically generated with low confidence | Access and review your organisation’s policies and procedures for work health and safety.  Complete the table below by identifying the following:   1. one work health policy and a relevant procedure to ensure that this policy is met 2. one work safety policy and a relevant procedure to ensure that this policy is met   Submit the documents that you accessed for this task to your assessor along with this workbook. | | |
|  | | | |
|  | | **Workplace policy** | **Workplace procedure** | |
| **Work health** | |  |  | |
| **Work safety** | |  |  | |

## Task 5 – Common Workplace Hazards

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| --- | --- |
| Application  Description automatically generated with low confidence | Access and review workplace documents that detail your job tasks and responsibilities in the organisation. Identify the following based on your tasks and responsibilities:   1. two possible hazardous manual tasks 2. two possible infection control risks 3. two possible personal safety risks   Submit the documents that you accessed for this task to your assessor along with this workbook. |
|  | |
| **Hazardous manual tasks** | |
|  | |
|  | |
| **Infection control risks** | |
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| **Personal safety risks** | |
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# Workplace Assessment

## Overview

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| **The goal of this assessment is to assess your practical knowledge and skills in:**   * Identifying hazards and risks relevant to the workplace in direct client care * Reporting hazards and risks to designated persons according to organisational procedures * Following safe work practices and procedures * Participating in workplace safety meetings and consultative activities * Contributing to safe workplace policies and procedures * Participating and contributing to workplace safety inspections * Reflecting on ways to maintain currency of safe work practices * Reflecting and reporting on own levels of stress and fatigue * Recognising situations where additional infection control procedures are required * Applying additional infection control precautions   **The workplace assessment is divided into eight tasks:**   1. Task 1 – Identify Hazards and Risks 2. Task 2 – Report Hazards and Risks 3. Task 3 – Follow Safe Work Practices 4. Task 4 – Participate in Workplace Safety Meetings and Consultative Activities 5. Task 5 – Participate in Workplace Safety Inspection 6. Task 6 – Apply Additional Infection Control Precautions 7. Task 7 – Reflect on Safe Work Practices 8. Task 8 – Report Stress and Fatigue to Designated Persons   Each task comes with a set of instructions. You are to follow and perform these instructions while being observed by the assessor and submit any required documentation.  Before starting this assessment, your assessor will also discuss these tasks with you, as well as instructions and guidance for satisfactorily completing them. They will also organise the resources required for this assessment (listed below). |
| **You are required to:**   * Complete the tasks within the time allowed, as scheduled in-class roll. * Review the instructions in each task included in this Workplace Assessment. * Identify, report and record hazards and risks according to workplace procedures. * Participate in workplace safety meetings and inspections. * Reflect on safe work practices and own levels of stress and fatigue. * Participate in a workplace debriefing. * Apply additional infection control precautions.   **Resources required for assessment:**  To complete this assessment, you will need access to the following:   * Workplace or a similar environment that will provide you access to:   + Workplace supervisor   + Relevant staff and other professionals   + Workplace documents with information on identifying, reporting and recording hazards and risks   + Workplace documents relevant to workplace safety meetings and inspections   + Workplace documents relevant to procedures for workplace debriefing and reporting levels of stress and fatigue   + Workplace documents relevant to infection control standard precautions and procedures   + Workplace templates, such as: * Accident report * Hazard identification form * Risk register * Meeting minutes * Workplace inspection checklist * Reflective journal * Additional infection control record |

## Task 1 – Identify Hazards and Risks

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| Application  Description automatically generated with low confidence | Identify the following according to relevant organisational procedures:   1. Existing and potential hazards, including those related to manual handling 2. Client-related risk factors and behaviours of concern 3. Risks of infection   Use your organisation’s template for recording hazards and risks, or you may use the **Hazard Identification Form** and **Risk Register** template provided along with this workbook.  You will be assessed on:   * Practical knowledge and skills relevant to hazards and risks in direct client care   Before starting this task, review the **Workplace Assessment Task 1 – Assessor’s Checklist** provided along with this workbook. This form lists the criteria your submission must address to complete this task satisfactorily.  Your assessor will also:   * Provide you with workplace documents containing information relevant to the following, for your reference, and discuss these workplace documents with you:   + Identifying and recording existing and potential hazards including those related to manual handling   + Identifying and recording client-related risk factors and behaviours of concern   + Identifying risks of infection * Organise workplace resources required for you to complete this assessment. * Discuss with you the requirements listed in the Assessor’s Checklist prior to the assessment. * Address your queries and concerns regarding this task.   After completing this task, submit the following to your assessor:   * completed Hazard Identification Form   completed Risk Register |

## Task 2 – Report Hazards and Risks

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | While being observed by your assessor, report the following to the designated persons according to relevant organisational procedures:   1. Existing and potential hazards, including those related to manual handling 2. Client-related risk factors and behaviours of concern 3. Risks of infection   You will be assessed on:   * Practical skills relevant to reporting identified hazards and risks to designated persons according to organisational procedures.   Use your organisation’s template for recording meetings, or you may use the **Meeting Minutes** template provided along with this workbook.  Before starting this task, review the following provided along with this workbook:   * **Workplace Assessment Task 2 – Assessor’s Checklist**   This form lists the criteria your submission must address to complete this task satisfactorily.   * **Workplace Assessment Task 2 – Observation Form**   This form lists all the practical skills you need to demonstrate while completing this task. |
|  | Your assessor will also:   * Provide you with workplace documents relevant to reporting the following according to organisational procedures, for your reference, and discuss these with you:   + Existing and potential hazards including those related to manual handling   + Client-related risk factors and behaviours of concern   + Risks of infection * Organise workplace resources required for you to complete this assessment. * Discuss with you the requirements listed in the Assessor’s Checklist prior to the assessment. * Discuss with you the practical skills listed in the Observation Form prior to the assessment. * Address your queries and concerns regarding this task.   After completing this task, submit the following documents to your assessor:   * Hazards Identification Form completed from Task 1 * Risk Register Form completed from Task 1 * Completed Meeting Minutes |

## Task 3 – Follow Safe Work Practices

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| Application  Description automatically generated with low confidence | While being observed by your assessor, do the following according to workplace policies and procedures:   1. Follow safe work practices and contribute to the implementation of safe workplace policies and procedures 2. Minimise risk 3. Follow manual handling procedures and work instructions for minimising manual handling risk 4. Apply workplace safety procedures for hazardous manual tasks in two work activities 5. Apply control measures to minimise manual handling risk 6. Follow standard precautions as part of your work routine to prevent the spread of infection 7. Apply workplace safety procedures for the following in two work activities:  * Infection control * Use of personal protective equipment   You will be assessed on:   * Practical knowledge relevant to the following:   + Safe work practices   + Manual handling   + Infection control and personal protective equipment * Practical skills relevant to the following:   + Following safe work practices   + Minimising risk   + Following manual handling procedures and work instructions for minimising manual handling risk   + Following standard precautions as part of your work routine to prevent the spread of infection   + Applying workplace safety procedures and control measures |
|  | Before starting this task, review the **Workplace Assessment Task 3 – Observation Form** provided along with this workbook. This form lists all the practical skills you need to demonstrate while completing this task.  Your assessor will also:   * Provide you with policies and procedures relevant to the following, for your reference, and discuss these workplace documents with you:   + Safe work practices   + Risk minimisation   + Manual handling procedures and minimising manual handling risk   + Infection control * Organise workplace resources required for you to complete this assessment. * Discuss with you the practical skills listed in the Observation Form prior to the assessment. * Address your queries and concerns regarding this task. |

## Task 4 – Participate in Workplace Safety Meetings and Consultative Activities

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| Application  Description automatically generated with low confidence | Participate in two workplace safety meetings and two consultative activities and contribute to the development of safe workplace policies and procedures.  You will be assessed on:   * Practical knowledge relevant to workplace safety meetings and consultative activities. * Practical skills relevant to the following:   + participating in workplace safety meetings and consultative activities   + contributing to the development of safe workplace policies and procedures   Use your organisation’s template for recording workplace safety meetings and consultative activities, or you may use the **Meeting Minutes** template provided along with this workbook.  Before starting this task, review the **Workplace Assessment Task 4 – Assessor’s Checklist** provided along with this workbook. This form lists the criteria your submission must address to complete this task satisfactorily.  Your assessor will also:   * Provide you with workplace documents relevant to workplace safety meetings, for your reference, and discuss these documents with you. * Organise workplace resources required for you to complete this assessment. * Discuss with you the requirements listed in the Assessor’s Checklist prior to the assessment. * Address your queries and concerns regarding this task.   After completing this task, submit a completed Meeting Minutes (or similar workplace document) to your assessor for each of the following:   * Two workplace safety meetings * Two consultative activities |
|  |

## Task 5 – Participate in Workplace Safety Inspection

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| Application  Description automatically generated with low confidence | Participate in two workplace safety inspections by examining the workplace to identify potential hazards that can be removed or avoided.  Use your organisation’s template for recording workplace safety inspections, or you may use the **Workplace Inspection Checklist** template provided along with this workbook.  You will be assessed on:   * Practical knowledge relevant to workplace safety inspections. * Practical skills relevant to participating and contributing to workplace safety inspections.   Before starting this task, review the **Workplace Assessment Task 5 – Assessor’s Checklist** provided along with this workbook. This form lists the criteria your submission must address to complete this task satisfactorily.  Your assessor will also:   * Provide you with workplace documents relevant to workplace safety inspections, for your reference, and discuss these with you. * Organise workplace resources required for you to complete this assessment. * Discuss with you the requirements listed in the Assessor’s Checklist prior to the assessment. * Address your queries and concerns regarding this task.   After completing this task, submit the two completed Workplace Inspection Checklists (or similar workplace documents) completed for this task to your assessor. |

## Task 6 – Apply Additional Infection Control Precautions

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| Application  Description automatically generated with low confidence | While being observed by the assessor, do the following:   1. Record situations in the workplace when:    * additional infection control procedures are needed    * standard precautions may not be enough to prevent transmission of infection.   Use the **Additional Infection Control Record** template provided along with this workbook.   1. Apply additional precautions for situations identified when standard precautions to prevent transmission of infection may not be sufficient.   You will be assessed on:   * Practical knowledge relevant to the following:   + Situations when additional infection control procedures are required   + Additional precautions when standard precautions alone may not be sufficient to prevent transmission of infection * Practical skills relevant to the following:   + Recognising situations when additional infection control procedures are required   + Applying additional precautions when standard precautions alone may not be sufficient to prevent transmission of infection   Before starting this task, review the following provided along with this workbook:   * **Workplace Assessment Task 6 – Assessor’s Checklist**   This form lists the criteria your submission must address to complete this task satisfactorily.   * **Workplace Assessment Task 6 – Observation Form**   This form lists all the practical skills you need to demonstrate while completing this task. |
|  | Your assessor will also:   * Provide you with workplace documents relevant to standard precautions and infection control procedures in your organisation, for your reference, and discuss these with you. * Organise workplace resources required for you to complete this assessment. * Discuss with you the requirements listed in the Assessor’s Checklist prior to the assessment. * Discuss with you the practical skills listed in the Observation Form prior to the assessment. * Address your queries and concerns regarding this task.   After completing this task, submit the completed Additional Infection Control Record to your assessor. |

## Task 7 – Reflect on Safe Work Practices

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| Application  Description automatically generated with low confidence | Reflect on the following:   1. Ways to maintain currency of safe work practices in regard to workplace systems, equipment and processes in own work role 2. Own levels of stress and fatigue while working in direct client care   Use your organisation’s template for recording reflections, or you may use the **Reflective Journal** template provided along with this workbook.  You will be assessed on:   * Practical knowledge relevant to the following:   + Ways to maintain currency of safe work practices   + Stress and fatigue associated with working in direct client care * Practical skills relevant to the following:   + Reflecting on ways to maintain currency of safe work practices in regard to workplace systems, equipment and processes in own work role   + Reflecting on own levels of stress and fatigue while working in direct client care   Before starting this task, review the **Workplace Assessment Task 7 – Assessor’s Checklist** provided along with this workbook. This form lists the criteria your submission must address to complete this task satisfactorily.  Your assessor will also:   * Organise workplace resources required for you to complete this assessment. * Discuss with you the requirements listed in the Assessor’s Checklist prior to the assessment. * Address your queries and concerns regarding this task.   After completing this task, submit the completed Reflective Journal (or similar workplace document) to your assessor. |

## Task 8 – Report Stress and Fatigue to Designated Persons

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| Application  Description automatically generated with low confidence | While being observed by the assessor, participate in a workplace debriefing. During the debriefing:   * Report your levels of stress and fatigue to designated persons according to workplace procedures * Discuss actions to address your individual needs   Use your organisation’s template for recording meetings, or you may use the **Meeting Minutes** template provided along with this workbook.  You will be assessed on:   * Practical skills relevant to reporting own levels of stress and fatigue to designated persons according to workplace procedures. * Practical skills relevant to addressing own individual needs through a workplace debriefing   Before starting this task, review the following provided along with this workbook:   * **Workplace Assessment Task 8 – Assessor’s Checklist**   This form lists the criteria your submission must address to complete this task satisfactorily.   * **Workplace Assessment Task 8 – Observation Form**   This form lists all the practical skills you need to demonstrate while completing this task.  Your assessor will also:   * Provide you with workplace documents relevant to procedures for workplace debriefing and reporting levels of stress and fatigue to designated persons, for your reference, and discuss these with you. * Organise workplace resources required for you to complete this assessment. * Discuss with you the requirements listed in the Assessor’s Checklist prior to the assessment. * Address your queries and concerns regarding this task.   After completing this task, submit a copy of the meeting minutes and the reflective journal from Task 7 to your assessor. |

# Assessment Workbook Checklist

|  |  |
| --- | --- |
| **TO THE CANDIDATE**  When you have completed this assessment workbook, review your work, and ensure that: | |
|  | |
|  | You have completed all the Knowledge Assessments Questions. |
|  | You have completed the Practical Assessments in this workbook: |
|  | Case Study Task 1 |
|  | Case Study Task 2 |
|  | Practical Assignment Task 1 |
|  | Practical Assignment Task 2 |
|  | Practical Assignment Task 3 |
|  | Practical Assignment Task 4 |
|  | Practical Assignment Task 5 |
|  | Workplace Assessment Task 1 |
|  | Workplace Assessment Task 2 |
|  | Workplace Assessment Task 3 |
|  | Workplace Assessment Task 4 |
|  | Workplace Assessment Task 5 |
|  | Workplace Assessment Task 6 |
|  | Workplace Assessment Task 7 |
|  | Workplace Assessment Task 8 |

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|  | You have saved and submitted the following evidence: |
|  | This completed workbook |
|  | Assessment Workbook Cover Sheet signed and scanned |
|  | Case Study Task 1 - Accident Report |
|  | Case Study Task 2 - Accident Report |
|  | Practical Assignment Task 1 – Copy of organisation’s procedures for hazard identification |
|  | Practical Assignment Task 2 – Copy of organisation’s procedures for fire emergency situations |
|  | Practical Assignment Task 3 – Copy of organisation’s procedures for medical emergency situations |
|  | Practical Assignment Task 4 – Copy of organisation’s policies and procedures for work health and safety |
|  | Practical Assignment Task 5 – Workplace documents that detail job tasks and responsibilities |
|  | Workplace Assessment Task 1 – Hazard Identification Form |
|  | Workplace Assessment Task 1 – Risk Register |
|  | Workplace Assessment Task 2 – Meeting Minutes |
|  | Workplace Assessment Task 2 – Hazard Identification Form completed from Task 1 |
|  | Workplace Assessment Task 2 – Risk Register Form completed from Task 1 |
|  | Workplace Assessment Task 4 – Meeting Minutes for safety meeting 1 |
|  | Workplace Assessment Task 4 – Meeting Minutes for safety meeting 2 |
|  | Workplace Assessment Task 4 – Meeting Minutes for consultative activity 1 |
|  | Workplace Assessment Task 4 – Meeting Minutes for consultative activity 2 |
|  | Workplace Assessment Task 5 – Workplace Inspection Checklist 1 |
|  | Workplace Assessment Task 5 – Workplace Inspection Checklist 2 |
|  | Workplace Assessment Task 6 – Additional Infection Control Record |
|  | Workplace Assessment Task 7 – Reflective Journal |
|  | Workplace Assessment Task 8 – Meeting Minutes |
|  | Workplace Assessment Task 8 – Reflective Journal completed from Task 7 |

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| **IMPORTANT:**  **You must achieve a satisfactory result in ALL assessment tasks to be deemed COMPETENT for the unit/s relevant to this workbook.**  To be deemed satisfactory in the assessments contained in this workbook, you must successfully complete all the requirements listed above according to the prescribed benchmarks provided to the assessor. |

|  |  |
| --- | --- |
| **TO THE ASSESSOR**  When you have completed assessing the assessment workbook, review the candidate’s submissions against the checklist below: | |
|  | |
|  | The candidate has completed all the Knowledge Assessments Questions. |
|  | The candidate has completed the Practical Assessments in this workbook: |
|  | Case Study Task 1 |
|  | Case Study Task 2 |
|  | Practical Assignment Task 1 |
|  | Practical Assignment Task 2 |
|  | Practical Assignment Task 3 |
|  | Practical Assignment Task 4 |
|  | Practical Assignment Task 5 |
|  | Workplace Assessment Task 1 |
|  | Workplace Assessment Task 2 |
|  | Workplace Assessment Task 3 |
|  | Workplace Assessment Task 4 |
|  | Workplace Assessment Task 5 |
|  | Workplace Assessment Task 6 |
|  | Workplace Assessment Task 7 |
|  | Workplace Assessment Task 8 |
|  | The candidate has saved and submitted the following evidence: |
|  | This completed workbook |
|  | Assessment Workbook Cover Sheet signed and scanned |
|  | Case Study Task 1 - Accident Report |
|  | Case Study Task 2 - Accident Report |
|  | Practical Assignment Task 1 – Copy of organisation’s procedures for hazard identification |
|  | Practical Assignment Task 2 – Copy of organisation’s procedures for fire emergency situations |
|  | Practical Assignment Task 3 – Copy of organisation’s procedures for medical emergency situations |
|  | Practical Assignment Task 4 – Copy of organisation’s policies and procedures for work health and safety |
|  | Practical Assignment Task 5 – Workplace documents that detail job tasks and responsibilities |
|  | Workplace Assessment Task 1 – Hazard Identification Form |
|  | Workplace Assessment Task 1 – Risk Register |
|  | Workplace Assessment Task 2 – Meeting Minutes |
|  | Workplace Assessment Task 2 – Hazard Identification Form completed from Task 1 |
|  | Workplace Assessment Task 2 – Risk Register Form completed from Task 1 |
|  | Workplace Assessment Task 4 – Meeting Minutes for safety meeting 1 |
|  | Workplace Assessment Task 4 – Meeting Minutes for safety meeting 2 |
|  | Workplace Assessment Task 4 – Meeting Minutes for consultative activity 1 |
|  | Workplace Assessment Task 4 – Meeting Minutes for consultative activity 2 |
|  | Workplace Assessment Task 5 – Workplace Inspection Checklist 1 |
|  | Workplace Assessment Task 5 – Workplace Inspection Checklist 2 |
|  | Workplace Assessment Task 6 – Additional Infection Control Record |
|  | Workplace Assessment Task 7 – Reflective Journal |
|  | Workplace Assessment Task 8 – Meeting Minutes |
|  | Workplace Assessment Task 8 – Reflective Journal completed from Task 7 |

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| --- |
| **IMPORTANT:**  **The candidate must achieve a satisfactory result in ALL assessment tasks to be deemed COMPETENT for the unit/s relevant to this workbook.**  To be deemed satisfactory in the assessments contained in this workbook, the candidate must successfully complete all the requirements listed above according to the prescribed benchmarks. |

# Record of Assessment (Assessor’s Use Only)

|  |  |
| --- | --- |
| **RECORD OF ASSESSMENT** | |
| **Candidate’s Name** |  |
| **RTO Name** |  |
| **RTO Contact Number** |  |
| **RTO Email Address** |  |
| **Assessor’s Name** |  |
| **Unit of Competency** | HLTWHS002 - Follow safe work practices for direct client care (Release 2) |

|  |  |  |
| --- | --- | --- |
| **Knowledge Assessment** | **S** | **NYS** |
| Question 1 |  |  |
| Question 2 |  |  |
| Question 3 |  |  |
| Question 4 |  |  |
| Question 5 |  |  |
| Question 6 |  |  |
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| Question 14 |  |  |
| Question 15 |  |  |
| Question 16 |  |  |
| Question 17 |  |  |
| Question 18 |  |  |
| Question 19 |  |  |
| Question 20 |  |  |
| Question 21 |  |  |
| Question 22 |  |  |

|  |  |  |
| --- | --- | --- |
| **Practical Assessment** | | |
| **Case Study** | **S** | **NYS** |
| Task 1 |  |  |
| Task 2 |  |  |
| **Practical Assignment** | **S** | **NYS** |
| Task 1 |  |  |
| Task 2 |  |  |
| Task 3 |  |  |
| Task 4 |  |  |
| Task 5 |  |  |

|  |  |  |
| --- | --- | --- |
| **Workplace Assessment** | **S** | **NYS** |
| Task 1 |  |  |
| Task 2 |  |  |
| Task 3 |  |  |
| Task 4 |  |  |
| Task 5 |  |  |
| Task 6 |  |  |
| Task 7 |  |  |
| Task 8 |  |  |

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| **Rules of Evidence** | **S** | **NYS** |
| All knowledge and skills evidence submissions are valid |  |  |
| All knowledge and skills evidence submissions are authentic |  |  |
| All knowledge and skills evidence submissions are sufficient |  |  |
| All knowledge and skills evidence submissions are current |  |  |

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| **Signature Authentication Checklist**  This checklist will guide you in authenticating the signatures provided by the candidate in their assessment workbook and evidence submissions.  Read each checklist item and tick the box only if you confirm that the item is a true and accurate reflection of the signature authentication you have conducted. | |
| **Checklist** | **Completed** |
| I have checked the signature provided by the candidate in the Assessment Workbook Cover Sheet against the signature they provided to the Training Provider. |  |
| I confirm the signature provided by the candidate in the Assessment Workbook Cover Sheet matches the signature they provided to the Training Provider. |  |
| I confirm ALL signatures provided by the candidate in their evidence submissions match with the signature they provided to the Training Provider. |  |

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| **Third-Party Verification Log**  **Instructions for the Assessor:**  You are required to contact all third-party personnel involved in the candidate’s assessment to verify the candidate’s performance and evidence submissions and to confirm with them whether the candidate’s evidence submissions are true and accurate.  Complete this Third-Party Verification Log to document your completion of this process. When completing this log, provide all of the following required information for each third-party personnel:   * Name of third-party personnel contacted * Role in the candidate’s assessment (e.g. workplace supervisor, observer, or candidate) * Contact details (phone number or email address) * Date contacted   You must also confirm that third-party personnel have verified the candidate’s evidence submissions are true and accurate. |

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| **Name of Third-party Contacted** | **Role in the Candidate’s Assessment** | **Contact Details (Phone number or email address)** | **Date contacted** | **Third-Party verifies evidence submissions of the candidate are true and accurate?** |
|  |  |  |  | Yes  No  Assessor’s Notes |
|  |  |  |  | Yes  No  Assessor’s Notes |
|  |  |  |  | Yes  No  Assessor’s Notes |
|  |  |  |  | Yes  No  Assessor’s Notes |

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| **Overall Result for the Relevant Workbook/s** | **Satisfactory** | **Not yet satisfactory** |
| Assessment Workbook |  |  |

|  |  |  |
| --- | --- | --- |
| **Overall Result for this Unit of Competency**  **IMPORTANT: To be deemed competent in the following unit of competency, the candidate must be marked Satisfactory in all the relevant workbook/s listed above.** | **Competent** | **Not yet competent** |
| HLTWHS002 - Follow safe work practices for direct client care (Release 2) |  |  |

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| **Assessor’s comments/feedback** |
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| **Assessor Declaration**  I declare that the results recorded in this *Record of Assessment* are true and accurate. | |
| Assessor’s name | Assessor’s signature |
| Date signed |

End of Record of Assessment (For the Assessor’s Use Only)

**End of Document**