



Qualification national code and title	ICT50615 Diploma of Website Development AWE3
Unit/s national code/s and title/s	BSBWHS501 AUM01 Ensure a Safe Workplace

Assessment 2: Report

Assessment type (☑):

- ☒ Questioning (Written)
- ☐ Practical Demonstration
- ☐ 3rd Party Report
- ☒ Other – Project/Portfolio *(please specify)*

Assessment Resources:

Access to Blackboard Cluster – BSBWHS501 – Ensure Safe Workplace
Aspire Learning Resources

Assessment Instructions:

Assessment Time

See Learning Plan for details. There is the First task to complete for Assessment 1

Assessment Due Date

Session 18 – 21st June 2019.

Part of the Unit being assessed

BSBWHS501 AUM01 Ensure a Safe Workplace

Element 1 Establish a WHS management system in a work area

Element 2 Establish and maintain effective and compliant participation arrangements for managing WHS in a work area

Element 3 Establish and maintain procedures for effectively identifying hazards, and assessing and controlling risks in a work area

Element 4 Evaluate and maintain a work area WHS management system

Assessment Instructions

Write a final report in relation to a WHS system.

All skills must be demonstrated to achieve a satisfactory result;

Ensure your activity submissions include APA Referencing;

Please submit using through blackboard submission box;

Ensure you have used the required template for your assessment;



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Assessment Instrument:

Report

1. Download and read the information for BizOps Enterprise. Prepare a project report that demonstrates, describes and evaluates the WHS legislative compliance of the BizOps work area. You are advised to follow the style guide when completing your report. Please submit all required documentation with your report and address all 28 criteria (pages 135 to 137 of text) with your project documentation.



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Assessment # and title	Assessment 2: Report		
Lecturer name	Tony Evans		
Student name			
Student ID number			
Telephone contact number		Email:	
<p>By completing and submitting this signed form to my lecturer, I am stating that:</p> <ul style="list-style-type: none"> a. The attached submission is completely my own work b. I have correctly cited all sources of information used in this work (if required) c. I have kept a copy of this assessment (where practicable) d. I understand a copy of my assessment will be kept by the NMTAFE for their records e. I understand my assessment may be selected for use in the NMTAFE's validation and audit process to ensure student assessment meets requirements 			
Student Signature		Date	

Assessor please note: Where verbal clarification has been sought from a student to gather additional assessment evidence from an assessment item, question/s and response/s must be recorded, signed, and dated by the assessor, against the relevant assessment item/s.

Submission 1 ☐ **Assessment Result Satisfactory / Not Yet Satisfactory** (please circle) **Date:** _____

To satisfy requirements for this assessment, you need to complete the following:

Question No.	Answer the following Questions	D or NYD
1	Report demonstrates WHS legislative compliance - <i>report-template.docx</i>	<input type="checkbox"/>
2	Report Describes WHS legislative compliance - <i>report-template.docx</i>	<input type="checkbox"/>
3	Report evaluates WHS legislative compliance - <i>report-template.docx</i>	<input type="checkbox"/>
4	Style guide followed for BizOps	<input type="checkbox"/>
5	All 28 criteria addressed – See text pages 135 to 137 for what you must answer in the Report	<input type="checkbox"/>
6	Induction plan completed using the template - <i>bsbwhs501-induction-plan-template.docx</i>	<input type="checkbox"/>
7	Project implementation plan completed – <i>project-implementation-template.docx</i>	<input type="checkbox"/>
8	Project scope template completed - <i>project-scope-template.docx</i>	<input type="checkbox"/>
9	Project Risk Management Plan completed - <i>risk-management-plan-template.docx</i>	<input type="checkbox"/>
10	Sample Project Staff meeting Agenda completed - <i>staff-meeting-agenda-template.docx</i>	<input type="checkbox"/>



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11	Sample Hazard Identification form completed and referenced in Report - <i>whs-hazard-identification-form.docx</i>	<input type="checkbox"/>
12	Sample Hazard Report form completed - <i>whs-hazard-report-form.docx</i>	<input type="checkbox"/>

Submission 2 ☐ **Assessment Result Satisfactory / Not Yet Satisfactory** (please circle) **Date:** _____

To satisfy requirements for this assessment, you need to complete the following:

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Student Feedback

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Lecturer Signature: Tony Evans _____ **Student Signature:** _____