

## About this resource

This resource is for trainers and assessors of the *TLIF1001 Follow work health and safety procedures*. It complements the corresponding *Aspire Learner guide*.

The *Trainer and assessor resource* (TAR) provides you with ideas and guidance on how you can encourage and support learners through the training and assessment process using Aspire resources. It is designed to help you optimise the learner's experience and record details of their competency.

The TAR is comprised of several folders with the following editable documents to assist trainers and assessors.

Folders	Documents
Introduction	How to use the TAR
Formative assessment	Formative assessment marking guide
Summative assessment	Summative assessment marking guide
Mapping	Formative mapping tool Summative mapping tool
Sample documents	Sample documents (if applicable)
Student assessment	Student assessment workbook

### Key features of the TAR

- The *Trainer and assessor resource* complements the *Aspire Learner guide* (print, eBook or online).
- Includes weblinks to the relevant unit of competency and other support resources.
- Provides guidelines for trainers and assessors on their responsibilities for formative and summative assessment to meet VET requirements.
- Includes sample student templates for training and assessment.

### Formative assessment

- Includes activity questions with a marking guide.
- Discussion topics provide trainers with a guide to direct online or classroom discussion about the learning content.
- Clearly maps the learning content to the unit of competency requirements.

# Formative assessment overview

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This resource complements the corresponding Aspire learner guide.

Aspire provides activities in its learner guides. The formative assessment marking guide provides solutions and suggested answers to activities. It also provides discussion topics .

## How to use formative assessment

Formative assessment is used to help students consolidate their learning and to help trainers determine how the learners are progressing.

Formative assessment tasks can be used by learners in a variety of settings, including face to face and online. Trainers can adapt these resources in a variety of ways, such as for small groups, verbal questioning, online forums or individual tasks. Trainers may choose to add to, change or substitute the activities provided by Aspire. This should be done according to the interest level, the experience of the learners and the specific learning situation.

## Activities

The activities provided in the learner guides are mapped to the unit of competency and include a range of question styles to suit most learners.

Each activity asks the learner to review their understanding of the content. The question styles are designed to complement the final assessment questions. This provides students with an opportunity to practise for the final assessment questions.

Solutions to activities are provided in this TAR. Activity solutions are also provided immediately as part of online activities, which are accessible via links in the eBook.

Solutions should serve as a reliable guide to the type of information that a trainer would expect to see in a learner's response. The nature and variety of the activities means that, in some cases, there will be numerous correct responses and the solutions provided cannot cater for all contexts and possible outcomes.

The answers provided by the learner will vary due to a number of factors, including:

- the learner's personal and work-related experiences
- the situations and strategies presented by the trainer
- the learner's or trainer's interpretation of the activity
- the type of organisation, work practices, processes and systems encountered by the learner.

## Assessment task 2: Case study

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### Instructions to the assessor

#### What is this assessment for?

Students' correct responses to the questions show that they have the required knowledge of the topics, including:

- Dealing with an emergency
- Work health and safety

#### How do students do this assessment?

This is an open book task – students can use their learner guide, the internet, and other books and resources to assist if required.

Students must answer all 5 questions correctly for this task to be completed satisfactorily. The questions are divided into two (2) case studies.

Students must respond to the questions in the spaces provided.

Students must submit their answers to all questions.

You must advise students how to submit their responses if they are using a computer to type their answers.

#### What do students need to complete this assessment?

Students need access to the *Student assessment workbook* or learning management system to complete the questions.

Students need access to a learner guide, the internet and/or other resources.

Students need to be able to access a copy of a safety data sheet, which can be found in the sample documents section of this TAR or at the back of the student workbook.

#### What evidence needs to be submitted?

An assessment task cover sheet must be completed and submitted with this task.

The student will need to submit an answer to each question. This may be done by physically handing them in or sending them in electronically via email or online.

You will need to advise the student how they are to submit their responses.

Students should be advised to keep a copy of their submitted work.

## Formative mapping

*TLIF1001 Follow work health and safety procedures*

The middle column in the following tables makes reference to the *Aspire Learner guide* content for this unit.

Unit of competency	Content	Activities
<b>Element 1: Follow workplace procedures for hazard identification and risk control</b>	n/a	n/a
1.1 Workplace procedures for dealing with accidents, fire and emergencies are identified and followed	1A Emergency and evacuation procedures <ul style="list-style-type: none"> <li>• What to do in an emergency</li> </ul>	Activity 1: Q2, Q3
1.2 Workplace procedures for WHS/OHS and related work instructions for controlling risks in a workplace are accurately followed	1D WHS requirements <ul style="list-style-type: none"> <li>• Risk control</li> </ul>	Activity 4: Q5
1.3 Hazards in the workplace are identified and appropriate action is taken to report them and to minimise or eliminate risk to personnel, workplace and the environment	1D WHS requirements <ul style="list-style-type: none"> <li>• Procedures for risk control</li> </ul>	Activity 4: Q4
1.4 Safety regulations and established workplace safety and hazard control practices and procedures are obtained, interpreted and applied to day-to-day work activities	2A Follow procedures <ul style="list-style-type: none"> <li>• Safety instructions</li> <li>• Safety data sheets</li> <li>• Workplace procedures</li> <li>• Codes of practice</li> <li>• Legislation and workplace procedures</li> </ul>	Activity 5: Q2
1.5 Procedures and precautions necessary for entry into confined spaces in the workplace are correctly followed	1D WHS requirements <ul style="list-style-type: none"> <li>• Working in a confined space</li> </ul>	Activity 4: Q9

## Summative mapping

*TLIF1001 Follow work health and safety procedures*

Unit of competency	Part A – Questions	Part B – Case study	Part C – Observation
<b>Element 1: Follow workplace procedures for hazard identification and risk control</b>	n/a	n/a	n/a
1.1 Workplace procedures for dealing with accidents, fire and emergencies are identified and followed	Q1		
1.2 Workplace procedures for WHS/OHS and related work instructions for controlling risks in a workplace are accurately followed		CS1	
1.3 Hazards in the workplace are identified and appropriate action is taken to report them and to minimise or eliminate risk to personnel, workplace and the environment	Q11		
1.4 Safety regulations and established workplace safety and hazard control practices and procedures are obtained, interpreted and applied to day-to-day work activities	Q14		O1
1.5 Procedures and precautions necessary for entry into confined spaces in the workplace are correctly followed		CS1	
1.6 Personal protection clothing and equipment is correctly used in accordance with established safety practices and procedures			O5
1.7 Established emergency and contingency plans are followed		CS2	
<b>Element 2: Contribute to arrangements for managing work health and safety</b>	n/a	n/a	n/a
2.1 WHS/OHS issues and identified safety hazards are raised with designated personnel in accordance with workplace procedures and relevant WHS/OHS legislation		CS3	

# Observation record sheet

## Assessor/supervisor to complete

### Section 1: Follow and use workplace procedures

During the observation, the candidate was observed consistently performing the following tasks:	Marking*	
	S	U
1. Obtaining and understanding procedures that apply to own job activities	<input type="checkbox"/>	<input type="checkbox"/>
2. Applying legislation and workplace procedures that apply to own job role	<input type="checkbox"/>	<input type="checkbox"/>
3. Implementing WHS procedures related to own job role	<input type="checkbox"/>	<input type="checkbox"/>
4. Reading and comprehending simple statements in English	<input type="checkbox"/>	<input type="checkbox"/>
Assessor comments/evidence submitted:		

\*S=Satisfactory U=Unsatisfactory

### Section 2: Action required for managing hazards

During the observation, the candidate was observed consistently performing the following tasks:	Marking*	
	S	U
5. Selecting and using relevant computer, communications and office equipment	<input type="checkbox"/>	<input type="checkbox"/>
6. Completing receival and despatch documentation	<input type="checkbox"/>	<input type="checkbox"/>
7. Communicating effectively with others	<input type="checkbox"/>	<input type="checkbox"/>