

## TAAENV403A Ensure a healthy and safe learning environment

Element	Evidence of Competence (Instructions to assessors)
1. Identify OHS responsibilities 2. Identify hazards in the learning environment 3. Assess risks in the learning environment 4. Develop and implement actions to ensure the health safety and welfare of learners and/or candidates 5. Provide appropriate OHS requirements to learners and/or candidates 6. Monitor OHS arrangements in the learning environment	<p>To demonstrate competency against this unit candidates must be able to provide evidence that they have <i>undertaken activities to identify hazards and assess risk within a learning and/or assessment environment</i> and that they have <i>liaised with employers and consulted others</i>, as appropriate, regarding actions to provide a learning and/or assessment environment that is healthy and safe.</p> <p>Evidence must <i>show how the learning environment was assessed</i> and the basis for hazard identification and risk assessment, consultative processes undertaken and how the learning environment was monitored to ensure agreed actions and arrangements were in place.</p> <p><b>You must provide evidence of:</b></p> <ul style="list-style-type: none"> <li>➤ processes used to identify hazards and risks in the learning environment</li> <li>➤ examples of consultative processes used</li> <li>➤ how you monitored the learning environment and ensured safety</li> <li>➤ provision of OHS information to learners</li> <li>➤ OHS documentation relevant to the learning environment</li> </ul>

### Record/Result of RPL Assessment

Name of candidate	Leah Tomlinson			
Unit(s)	TAAENV403A Ensure a healthy and safe learning environment			
RESULT OF RPL ASSESSMENT	COMPETENT <input checked="" type="checkbox"/>		NOT YET COMPETENT <input type="checkbox"/>	
Sources of evidence <i>(Professional judgement is required)</i>	Evidence Provided <i>by the assessor to determine the mix of the following evidence per candidate)</i>	Satisfactory		
		YES	NO	N/A
1. Questioning/Interview	<ul style="list-style-type: none"> <li>• Worked in Govt and NGO in disability support and management of disability support staff</li> <li>• Manages and trains support workers who provide assistance to people with a disability in their own homes</li> <li>• Was able to explain the development process for WH&amp;S policies for current and previous organisation</li> <li>• Explained her role in the development of policies and procedures in relation to her current organisation meeting the establishment audit against the Disability Services Standards</li> <li>• Referred to OHS training undertaken and Risk Management plans developed with staff</li> <li>• Identified that documentation was available for sighting at workplace visit</li> </ul>	✓	<input type="checkbox"/>	<input type="checkbox"/>

2. Observation or testing	<ul style="list-style-type: none"> <li>• Observed Leah working with support workers in “lesson” regarding risk and hazard analysis of homes of clients</li> <li>• Clear information provided across all areas</li> <li>• Risk analysis of the learning environment conducted as part of the training session</li> <li>• Comprehensive explanation of theory and application to practice</li> <li>• Collaborative strategies discussed and applied</li> <li>• Plan of action to address identified risk in learning environment (storage of supportive equipment)</li> </ul>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Evidence portfolio				
3. Third Party Reports	Phone interview with current supervisor re Leah’s involvement in the development of policies and procedures	✓	<input type="checkbox"/>	<input type="checkbox"/>
4. Personal Statement/Resume	<ul style="list-style-type: none"> <li>• Resume provided – supported interview re employment</li> <li>• I contacted referees who confirmed the Resume information</li> </ul>	✓	<input type="checkbox"/>	<input type="checkbox"/>
5. Workplace Documents (verified)	<p>During workplace visit sighted:</p> <ul style="list-style-type: none"> <li>• OHS policies and procedures – checked with quality manager – Leah responsible for the development of policies and procedures in relation to support workers providing assistance to people with a disability in their homes</li> <li>• Information Leah provides to support workers during her training program</li> </ul>	✓	<input type="checkbox"/>	<input type="checkbox"/>
6. Training Records/Qualifications	Sighted WHSO safety officer training certificate – completion of core module (5 days duration), and services industry specific elective (2 days). – Completed 2005 – has been representative on Safety Committee since completion – sighted Minutes of safety meeting.	✓	<input type="checkbox"/>	<input type="checkbox"/>
7. Testimonials/Awards	<p>Sighted support worker training feedback forms – identified</p> <ul style="list-style-type: none"> <li>• how useful and important Leah’s sessions on risk identification and management were when these workers were going into the homes of their clients.</li> <li>• How Leah considered their needs re learning when providing information and explaining/training</li> <li>• Referee report provided by current supervisor</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Samples prepared by candidate	<p>OHS policies and procedures</p> <p>Documentation to “students”</p> <p>Risk analysis of learning environment</p>	✓	<input type="checkbox"/>	<input type="checkbox"/>
9. Other	<p>Leah clearly had a good understanding of WH&amp;S legislation from both a theoretical and practical perspective</p> <p>Could discuss examples to show length and breadth of application.</p>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Assessor ‘s name: Lesley MacDougall		Signature: <i>L MacDougall</i>		Date: 27.07.07

## RPL RECORD OF EVIDENCE PROVIDED

Does the candidate's evidence demonstrate that they have: <i>(The assessor's professional judgement is required to determine the mix of the following evidence per candidate)</i>	Evidence Provided			<b>Sources of Evidence &amp; Comments</b> <i>(Eg. 1= Questioning/Interview; 2. = Observation/testing; 3.= Third Party Reports; 4. = Personal Statement/Resume; 5 = Workplace Documents; 6.=Training Records/Qualifications; 7.=Testimonials /Awards; 8. = Samples prepared by candidate; 9. = Other)</i>
	YES	NO	N/A	
1. Identified their WPH&S/OHS responsibilities in their workplace by accessing the relevant legal and organisational OHS documentation	✓	<input type="checkbox"/>	<input type="checkbox"/>	1, 2, 3, 4, 5, 6
2. Identified hazards in the learning environment and described the process used to do complete the risk management process	✓	<input type="checkbox"/>	<input type="checkbox"/>	1,2,3,4,7
3. Identified the OHS needs of learners in the learning environment including potential risks of learners with specific needs	✓	<input type="checkbox"/>	<input type="checkbox"/>	1,2,5,7
4. Maintained a risk control action plan in consultation with other stakeholders	✓	<input type="checkbox"/>	<input type="checkbox"/>	1,5,
5. Provided learners with OHS information resources, training and assessment	✓	<input type="checkbox"/>	<input type="checkbox"/>	1,2,5
6. Maintained OHS documentation relevant to the learning environment	✓	<input type="checkbox"/>	<input type="checkbox"/>	1,2,7
7. Reviewed the OHS risk control action plan to ensure its effectiveness	✓	<input type="checkbox"/>	<input type="checkbox"/>	1,2,5
8. Provided a Letter/evidence from the employer/client verifying the above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interview with supervisor to confirm authenticity. Sighted feedback forms and OHS Minutes
9. Provided relevant Qualifications	✓	<input type="checkbox"/>	<input type="checkbox"/>	Sighted - Certified copy attached
10. Provided relevant workplace documentation	✓	<input type="checkbox"/>	<input type="checkbox"/>	Sighted during workplace visit
11. Relevant Professional Development	✓	<input type="checkbox"/>	<input type="checkbox"/>	WH&S training, WH&S committee
12. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Documents attached:**

- Resume - referees contacted and confirmed authenticity
- Certified copy - WH&S Officer Training Certificate.