

RIIWHS204E Work Safely at Heights Learner Instructions

General Information Conditions of Training

1. TCE is committed to providing its learners with flexible learning processes. TCE focuses on the learning, rather than the teaching, to provide the best possible outcome for the learner. If you have concerns which could impact your learning, please discuss this with the Trainer/Assessor.
2. For the rights and responsibilities of learners, please refer to the Learner Handbook. (Copy on website and reception area.)
3. The training you will be undertaking is competency based. The competencies required and assessments that will be undertaken for your course are clearly stated to you at the beginning of the course.
4. While on the premises, learners are required to conduct themselves in an appropriate manner.
5. Please inform your Trainer/Assessor if you have any lingual, literacy or numeracy barriers which may inhibit you completing the course.
6. If you wish to raise a concern, complaint or appeal please discuss with a TCE staff member. Please refer to TCE's Complaints and Appeals Policy and Procedure.
7. Booking Conditions & Refund Policy: Please refer to the policy attached to your confirmation email. Alternatively find a copy on our website.
8. Recognition of Prior Learning: Please refer to our website for more information and your options for RPL.
9. The assessment requires you to demonstrate the skills and knowledge. The assessment has been divided into 2 main parts:
 - A. Practical Assessment x 2 consecutive activities
 - B. Theory Assessment

Practical Assessment Conditions of Assessment

1. You are required to undertake a practical assessment for this unit of competency.
2. The assessor will provide you with instructions about what you are required to do.
3. If you are unclear about what you have to do, ask the assessor before you start.
4. You may use references, books or course notes during the assessment, if these resources are common to completing the task when performed in a real work environment.
5. Grounds for stopping the assessment: If at any time during the practical assessment, you act in a way that puts yourself, other learners, equipment or property in any danger, the assessment will be stopped immediately. Your assessor will identify and record the dangerous act to you and re-schedule the assessment to be attempted again at a later time. You may be required to complete part or all of the practical assessment again at that time, at the discretion of your assessor.

Theory Assessment Conditions of Assessment

1. You will have a reading time before starting the assessment.
2. During this time you are allowed to ask the assessor about any questions in the assessment that you do not understand.
3. All questions must be answered without any assistance. You may use references, books or course notes.
4. If applicable you may use a calculator during the assessment, provided it is not a scientific calculator.
5. Your assessor will check your answers after you have finished and ask you to explain anything that is unclear.

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| COURSE COMPONENT | |
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| CRITERIA | THEORY |
| Performance | <p>Demonstrate knowledge and skills to:</p> <ul style="list-style-type: none"> Identify and confirm work requirements Identify work procedure and instructions Access and install equipment Perform work at heights Clean up work area |
| Assessment | <ul style="list-style-type: none"> You have approximately 30 minutes to complete the Theory Assessment paper 28 question theory assessment, where the student is to complete all written short answers and multiple-choice questions. Student is to achieve 100% <ul style="list-style-type: none"> 10 or more incorrect responses – Automatic re-sit. Student will be given opportunity to study the manual and re-sit the Theory Assessment Paper 1-9 incorrect responses – Assessor will request student to re-address the answers |
| CRITERIA | PRACTICAL |
| Performance | <p>Demonstrate knowledge and skills to:</p> <ul style="list-style-type: none"> Identify and Confirm Work Requirements Inspect the Site and Identify Hazards Select and Inspect Materials, Tools and Equipment Prepare and Access the Work Area Work at Heights Finish Work at Heights and Clean Up <p>As part of the assessment you will be required to complete forms generally used in the workplace. These must be completed in full with your name, signature and date.</p> |
| Assessment Two occasions | <p>You have to complete each Practical Task twice to a satisfactory level. The following information will be available to complete the assessment tasks:</p> <ul style="list-style-type: none"> Identify documentation and requirements and confirm safety procedures, WHS regulations and work instructions. Inspect the worksite for structures, weather conditions, equipment needed and hazards, and take action to control the hazards found in the work area. Select materials, tools and equipment and inspect them for faults and task suitability. Safely prepare and check the work area for access, then safely access the area and prepare the site for work Demonstrate how to safely work at heights Conclude the work at heights and clean up the work area <p>Student is to achieve 100% satisfactory competency in all areas. The student is permitted to repeat items where achievement is Not Satisfactory.</p> |
| Once the students have successfully demonstrated a satisfactory outcome for ALL theory and ALL observation assessments, they will be deemed Competent for completion of this unit. | |
| Resources | <ul style="list-style-type: none"> Learner workbook provided Appropriate equipment and included documentation or suitable simulation. |

| COURSE ASSESSMENT SUMMARY | |
|---------------------------|--|
| THEORY | Short Answer & Multiple Choice |
| PRACTICAL | Job Safety Analysis |
| | Emergency Plan |
| | Harness Checklist |
| | Work Safely at Heights Practical Checklist |