

Instruction Sheet for the Candidate

Qualification	National Vocational Certificate in Metal Forming & Processing Level 4
Competency Standard	Work safely in an office environment
Purpose of Assessment	Formative Assessment
Candidate Details	Name _____ Registration/Roll Number _____
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within 04 Hrs. time frame (for practical demonstration & assessment):</p> <ul style="list-style-type: none"> • CU1. Ensure safe work environment • CU2. Implement workplace safety requirements • CU3. Participate in OHS consultative processes • CU4. Follow safety procedures
Time: 04 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	<p>CU1. Ensure safe work environment</p> <p>P1. Follow established safety procedures when conducting work P2. Carry out pre-start systems and equipment checks in accordance with workplace procedures</p> <p>CU2. Implement workplace safety requirements</p> <p>P1. Identify designated persons for reporting queries and concerns about safety in the workplace P2. Identify existing and potential hazards in the workplace, report them to designated persons and record them in accordance with workplace procedures P3. Follow organizational SOP's P4. Report emergency incidents and injuries to designated persons P5. Maintain emergency contact list</p> <p>CU3. Participate in OHS consultative processes</p> <p>P1. Contribute to workplace meetings, inspections or other consultative activities P2. Raise OHS issues with designated persons in accordance with organizational procedures P3. Take actions to eliminate workplace hazards or to reduce risks</p> <p>CU4. Follow safety procedures</p> <p>P1. Identify and report emergency incidents</p>

	<p>P2. Follow organizational procedures for responding to emergency incidents</p> <p>P3. Check safety tools</p>
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Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate in Metal Forming & Processing Level 4
Competency Standard	Work safely in an office environment
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> • CU1. Ensure safe work environment • CU2. Implement workplace safety requirements • CU3. Participate in OHS consultative processes • CU4. Follow safety procedures

I can.....

Performance Criteria	Yes	No
P1. Follow established safety procedures when conducting work	<input type="checkbox"/>	<input type="checkbox"/>
P2. Carry out pre-start systems and equipment checks in accordance with workplace procedures	<input type="checkbox"/>	<input type="checkbox"/>
P3. Identify designated persons for reporting queries and concerns about safety in the workplace	<input type="checkbox"/>	<input type="checkbox"/>
P4. Identify existing and potential hazards in the workplace, report them to designated persons and record them in accordance with workplace procedures	<input type="checkbox"/>	<input type="checkbox"/>
P5. Follow organizational SOPs	<input type="checkbox"/>	<input type="checkbox"/>
P6. Report emergency incidents and injuries to designated persons	<input type="checkbox"/>	<input type="checkbox"/>
P7. Maintain emergency contact list	<input type="checkbox"/>	<input type="checkbox"/>
P8. Contribute to workplace meetings, inspections or other consultative activities	<input type="checkbox"/>	<input type="checkbox"/>
P9. Raise OHS issues with designated persons in accordance with organizational procedures	<input type="checkbox"/>	<input type="checkbox"/>
P10. Take actions to eliminate workplace hazards or to reduce risks	<input type="checkbox"/>	<input type="checkbox"/>
P11. Identify and report emergency incidents	<input type="checkbox"/>	<input type="checkbox"/>
P12. Follow organizational procedures for responding to emergency incidents	<input type="checkbox"/>	<input type="checkbox"/>
P13. Check safety tools	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Certificate in Metal Forming & Processing Level 4
Competency Standard	Work safely in an office environment
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor _____ Assessor's code: _____ Signature: _____

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment		✓					
Other Requirement							

Observation Checklist

Assessment Task	<ul style="list-style-type: none"> CU1. Ensure safe work environment CU2. Implement workplace safety requirements CU3. Participate in OHS consultative processes CU4. Follow safety procedures 			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Follow established safety procedures when conducting work			
2.	Carry out pre-start systems and equipment checks in accordance with workplace procedures			
3.	Identify designated persons for reporting queries and concerns about safety in the workplace			
4.	Identify existing and potential hazards in the workplace, report them to designated persons and record them in accordance with workplace procedures			
5.	Follow organizational SOPs			
6.	Report emergency incidents and injuries to designated persons			
7.	Maintain emergency contact list			
8.	Contribute to workplace meetings, inspections or other consultative activities			
9.	Raise OHS issues with designated persons in accordance with organizational procedures			
10.	Take actions to eliminate workplace hazards or to reduce risks			
11.	Identify and report emergency incidents			
12.	Follow organizational procedures for responding to emergency incidents			
13.	Check safety tools			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	National Vocational Certificate in Metal Forming & Processing Level 4
Competency Standard	Work safely in an office environment
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: _____ Assessor's code: _____ Signature of the Assessor: _____

Candidate's response is not required to be identical, but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of topic and its application.

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)		Satisfactory	Not Satisfactory
1.	State common Office workplace hazards		
2.	What is the key for a safe work environment?		

3.	What are the responsibilities of the employees regarding workplace safety?		

Feedback to the Candidate	
Candidate's Signature _____	Assessor's Signature _____