

ASSESSMENT GUIDELINES

Prerequisites

- Capital Drilling General and Safety Induction

Required Resources

Appropriate PPE:

- PPE relevant to the work area

The following forms should be accessed and completed upon completion of the assessment:

- TRA-FRM-001 Training Record
- TRA-FRM-002 Employee Record of Training

Assessment Standards and Conditions

Time Limits:

- Written Assessment None

Assistance from others:

- NIL

Use of documentation

- Closed Book

Tolerances, etc

- Written Assessment 100%

Assessment Methods

Assessments are to be conducted in the work environment wherever possible. Some aspects may need to be conducted under simulated conditions where issues of safety and environment damage are limiting factors. All assessments must be valid, reliable, fair and flexible while accumulating sufficient evidence to demonstrate the required competence.

Assessment will include oral questions, written assessment and observation of the person performing the tasks. Adhering to your sites safety legislation, in order to conduct practical training on firefighting you must coordinate with the client representatives. As such, conducting simulated training may be required.

Both trainee and assessor will sign the Practical and Written Assessment and the Assessment Record Sheet when all relevant activities are completed and competency has been achieved.

Instructions to the Assessor

- You must assess the trainee on the competencies to carry out the tasks as listed in this assessment package and declare the trainee Competent or Not Yet Competent
- Before commencing assessment, check that the trainee has completed all pre-requisites.
- Explain assessment requirements and conditions to the employee. Advise the employee they will be asked questions to determine their knowledge of the steps undertaken in the processes being assessed.
- Trainees must complete and pass the written assessment prior to commencing practical assessment.
- Instruct employee to commence designated activities and use this Practical Assessment to ensure that all steps/activities and knowledge required to perform the processes are successfully completed. The order and opportunity to conduct some activities will be dependent on operational requirements, so some flexibility in the sequence and duration of the assessment will be required.
- Provide feedback to trainee on completion. Indicate whether the trainee was successful and sign the Practical Assessment.
- Assessment materials must be returned to Training Coordinator or Manager of section as soon as practicable.

Instructions to the Trainee

- The following assessment is a guide to ensure you fully understand the Safety, Health and Environment requirements of Capital Drilling.
- Please attempt all questions.
- Do not hesitate to ask your assessor if you have any difficulties.
- This assessment will be reviewed with you on completion.