

STUDENT NAME: _____



raspberry
training and consulting

ASSESSMENT RECORD TOOL

CPPWMT3001 Identify and
segregate waste

CONTENTS

CONTENTS.....	3
How to use this Assessment Record Tool.....	4
Assessment Task 1: Knowledge test.....	5
Assessment Task 2: Safety Data Sheet.....	6
Assessment Task 3: Workplace Observation.....	7
Record of Assessment Outcome	15

ASSESSMENT TASK 1: KNOWLEDGE TEST

Where all written answers aligned with the benchmark answers within the Assessor Guide?	<input type="checkbox"/> YES <input type="checkbox"/> NO – If no provide details of reassessment arrangements below		
Assessment Task 1 Outcome	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory	Date of assessment decision:	
Has student feedback been recorded on the Assessment Cover Sheet?	<input type="checkbox"/> YES		
If Not Satisfactory, what arrangements have been made for reassessment?			
Please note any reasonable adjustments for this task below.			
Student name:			
Trainer/assessor name:			
Trainer/assessor signature:			

ASSESSMENT TASK 3: WORKPLACE OBSERVATION

Instructions to Assessor:

1. **This assessment must be completed on 2 separate occasions.** Occasions may occur on the same day, however each occasion should include a different task or different equipment or environments
2. Prior to conducting each assessment occasion
 - a. Ensure that you have reviewed relevant organisational documents including any job schedules/work plans, SWMS or other standard operating procedures.
 - b. Ensure that the work area has the required equipment and materials for the task. These include
 - c. Waste to be segregated
 - d. Segregation containers or areas
 - e. Safety Data Sheets
 - f. Labels for segregated waste
 - g. Documentation for waste quality inspections
 - h. Explain to the student that you will be observing their demonstration and that you will ask a series of verbal questions. Go through the instructions in the **Student Assessment Booklet** with the student.
 - i. Once you have provided the student instructions, give them time to review any documentation related to the task so that they are clear on the requirements of the task being completed. This includes job schedules or any other specific workplace instructions about the task to be completed.
3. Once the student has had time to review the documentation or instructions, ask them to explain the job requirements, timeframes involved, hazards, risks and any requirements of the SWMS (Verbal Question 1). Record the student responses in Part B of this checklist.
4. Commence the workplace observation, documenting your assessment using Part A of this checklist. Facilitate the observation by ensuring the following tasks are completed.

DETAILS OF ENVIRONMENT AND CONTEXT FOR EACH OCCASION STUDENT WAS OBSERVED				
Occasion 1	Date		Time	
	Location details			
	Task details			
	Equipment used			
Occasion 2	Date		Time	
	Location details			
	Task details			
	Equipment used			

Assessor to Tick each task when satisfactory performance is observed	Occasion 1	Occasion 2
11. Student dealt with hazardous materials in line with SDS and organisational requirements <i>Where hazardous materials are identified, student handles and deals with material in line with SDS. Assessor should refer to SDS to confirm. Where no hazardous materials are identified, Assessor should simulate assessment by naming a hazardous material, and having student demonstrate how they would deal with that material.</i>		
12. Student operated plant or equipment required to complete task <i>Plant and equipment used should be detailed in the environment and context section. Student should demonstrate competent operation of plant or equipment for task ensuring any pre-checks are completed and operating safely and efficiently.</i>		
13. Student monitored waste containment to ensure adequate storage is available throughout task. Full waste containers are emptied or replaced as required throughout task. <i>Student visually monitored containment area and ensured that containers that were full were replaced or emptied. At no point in the observation should the containment be overflowing due to being too full.</i>		
14. Student labelled segregated areas according to requirements <i>Labels were placed or maintained on containers or containment areas according to organisational requirements.</i>		
15. Student inspected segregated waste to confirm compliance with quality requirements <i>Inspection of waste was observed. Assessor should confirm waste does meet with job or organisational requirements.</i>		
16. Student completed any required workplace documentation <i>Documentation may include inspection records and details of any corrective actions taken during task.</i>		
17. Student cleaned and maintained work site and equipment used. <i>Any faults or damage are reported according to organisational requirements</i>		
18. Student checked PPE for damage and reported any damage if faulty		
19. Student effectively communicated throughout the task, and demonstrated positive interpersonal skills working within a team <i>Effective communication is demonstrated by speaking clearly, concisely, listening to instructions, clarifying information and directions, maintaining communication with others throughout the task</i>		
20. Student worked safely throughout the task		
21. Student worked efficiently and organised their work methodically throughout the task		

PART B - Verbal Questions Assessor to provide a summary of student	Tick when Satisfactorily answered
<p>1. Explain job requirements, timeframes involved, any client requirements, hazards and risks and any requirement of the SWMS</p> <p><i>Answer will vary depending on task and organization. Assessor should confirm student response against work instructions, SWMS and other relevant organizational documents.</i></p>	
<p>2. Explain how equipment is operated</p> <p><i>Answer will vary depending on task and equipment used. Assessor should confirm student response against equipment instructions or workplace procedures.</i></p>	

Task outcome:	Satisfactory <input type="checkbox"/>	Not Satisfactory <input type="checkbox"/>
Comments		
Please add any feedback to the student about this task on the Assessment Cover Sheet. Keep a copy of the completed Assessment Task Cover Sheet.		
If Not Satisfactory, what arrangements have been made for reassessment?		
Please note any reasonable adjustments for this task below.		
Student name:		
Trainer/assessor name:		
Trainer/assessor signature:		

RECORD OF ASSESSMENT OUTCOME

This section records the outcome of each task/assessment requirement so that the final assessment outcome can be determined for the units

✓ CPPWMT3001 Identify and segregate waste

The table below shows all the assessment requirements for this unit. Once a student has satisfactorily completed all requirements related to the unit, they can be given a Final Assessment Result of 'Competent'. A number of spaces have been provided to record multiple attempts. Final Assessment Results should only be recorded once all tasks have been attempted.

Assessment requirements/tasks	Task Outcome				
	Satisfactory (S) Not satisfactory (NS)	Date item achieved	Assessor initials		
1. Knowledge Test					
2. Safety Data Sheet					
3. Workplace Observation					
Final Assessment Results	Result (C/NYC)		Date		
CPPWMT3001 Identify and segregate waste					
Student name:					
Assessor name:					
Assessor signature:		Date:	/ /		