

# Student Assessment Information Book

*AHC20122 Certificate II in Agriculture*

*AHC30122 Certificate III in Agriculture*

*AHC30522 Certificate III in Poultry Production*

*AHC30422 Certificate III in Pork Production*

*AHC40122 Certificate IV in Agriculture*

*AHC50122 Diploma of Agriculture*

*AHCSS00074 Agricultural Chemical Skill Set*



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This document was developed for use of Students, Trainers and Assessors directly engaged by 4 Up Skilling.



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## Version control & document history

| Date       | Summary of modifications made                                               | Version |
|------------|-----------------------------------------------------------------------------|---------|
| 24/01/2023 | Reviewed assessment strategy and created assessment information book.       | 1.0     |
| 18/12/2023 | Updated to reflect new qualification codes.                                 | 2.0     |
| 08/01/2025 | Remove BSB qual and updates on specific advice about assessment conditions. | 3.0     |
| 16/04/2025 | Inclusion of QR code for Assessment Briefing Checklist.                     | 4.0     |

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# Assessment Introduction

This Assessment Information Book outlines the assessment requirements for each unit you will undertake as part of your qualification. In addition to the instructions provided here, the assessor will provide you with individual unit assessment books that will have specific instructions on how to complete each assessment task within each unit.

## Submitting Your Assessment Workbook

Your Coordinator/Assessor may ask you to complete assessment tasks between one training workshop / learning activity and the next; they will then review that assessment task. **The entire completed Assessment Workbook must be submitted to your Coordinator.** If you are emailing a large number of documents, please remember to email them all together in a zip file.

**Your assessment may be completed in one of two (2) ways:**

- Printed PDF copy and completed handwritten; then scanned and emailed or posted.
- Completed digitally in the PDF Form and emailed.

**ATTN: Your Coordinator**

**4 Up Skilling PTY. LTD.**

**9 Binney Street**

**Euroa Vic 3666**

**OR**

**Emailed to your Coordinator.**

**Students have up to three (3) attempts to successfully complete each assessment task.** If part, or all, of your assessment is not yet satisfactory (NYS), your Coordinator will return it to you with feedback about corrections and resubmission.

Please retain a copy of your completed assessment tasks and all associated materials for your own records.

4 Up Skilling accepts no responsibility for materials which are lost in transit. Having a copy of your Assessment Workbook on hand is also useful in case you receive a call from your Assessor wanting to discuss / review certain aspects of your assessment with you.

Please note that 4 Up Skilling may not return original hard copy submitted assessments, unless pre-arranged/requested by the student however, an electronic copy will be returned with feedback from the Assessor.

## Assessment Timeframe

It is important that you undertake your assessment as soon as possible after completing your training workshop or learning activities. Generally speaking, the longer you leave your assessment, the more likely it is that you will forget some of the knowledge you have gained, or the instructions you were given, and the harder it will become to complete.

**Students are expected to submit their assessment by the deadline provided; this is typically on the 15<sup>th</sup> of the month, one or two months after that training workshop or learning activities.**

Where no deadline has been given, it is expected submission will occur six weeks prior to the unit end date recorded on your Training Plan.

If you are unable to meet an assessment deadline, you must provide **written** notice to your Course Coordinator, requesting an extension. A new deadline will be negotiated.

**No further Extensions for the assessment will be permitted without extenuating circumstances.**

**If you do not undertake your assessment within the specified timeframe, you may be required to:**

- **Re-enrol in the course at your own expense; or**
- **Pay an hourly rate to be assessed.**

## Negotiating Assessment

Where possible, the assessment tasks in each assessment book have been designed to provide you with flexibility and choice in how you go about your assessment. However, 4 Up Skilling recognises that the assessment tasks described in each Assessment Workbook are not the only way to demonstrate competence. Should you wish to provide alternative evidence to demonstrate your competence, please discuss this with your 4 Up Skilling Assessor.

Should you negotiate with your Assessor to provide alternative evidence to what is described in each Assessment Workbook, you may be required to document in writing what the agreed evidence will be (the amendment), and have your Assessor sign the amendment before you proceed. This is required to prevent potential misunderstandings.

***Recognition of Prior Learning (RPL)** – if you believe you already have the knowledge and skills to be able to demonstrate competence in this a unit, speak with your Course Coordinator. You may be able to apply for RPL. *Please be aware that if your employer is facilitating, or paying for, the training they may wish you to participate fully in training and assessment.**

***Reasonable Adjustments** – In the event that you are having difficulty understanding or completing training or assessment (due to disability, language or learning difficulties) please notify your Course Coordinator immediately. Adjustments to your training and/or assessment requirements will be discussed, and a plan put in place to support your learning.*

## Support and Assistance

Should you require any support or assistance when undertaking your training and assessment, you are invited to contact your 4 Up Skilling Course Coordinator. We will do our best to provide you with the guidance you need.

You are also encouraged to refer to any resources provided by 4 Up Skilling, and to network with your peers. There are circumstances where additional one-on-one coaching can be provided by your Trainer or Course Coordinator.

## Resulting Assessment

The result for each *assessment task* can be:

- Satisfactory (S)
- Not Yet Satisfactory (NYS)

The final result for *the unit* can be:

- Competent (C)
- Not Yet Competent (NYC)
- Credit Transfer (CT)
- Withdrawn (WD)
- Did not start (DNS)

For an RPL process, the outcome will either be:

- RG - RPL Granted
- RNG – RPL No Granted

### Extensions:

If you are unable to meet an assessment deadline, you must request an extension from your Trainer or the Course Coordinator in writing; this can be done via email.

- Evidence of participation in learning or assessment for a unit must be submitted to the Trainer/Coordinator to authorise an Extension (**EXT**). This evidence must demonstrate you have been actively working on the unit during the last month;
  - in most instances the Trainer/Coordinator will request submission of any (part of the) assessment you have completed.
- If after this first extension, you require a further extension, a Study Support Plan will be developed in consultation with your Trainer/Coordinator. This plan identifies how you will be supported to complete the assessment. This plan must be agreed to and signed by you.

**NB:** If you do not agree to a Study Support Plan you may be withdrawn or made not yet competent (NYC) for each outstanding assessment.

- Once a Student Support Plan is in place, further extensions will only be authorised on a case-by-case basis (i.e., special/exceptional circumstance) by the Training Manager and/or Quality Manager.

## Re-assessment and Appeals

Students who are assessed as **not yet competent** (NYC) are provided with at least one opportunity to be re-assessed.

Should you be assessed as **not yet competent NYC**, your Assessor will discuss with you the additional evidence that need you to provide, as well as the timeframe for gathering the additional evidence. In some cases, the Assessor may recommend additional training prior to re-assessment.

Should you be dissatisfied with an assessment decision, you may initially take this up with your 4 Up Skilling Assessor. If you remain dissatisfied, please speak directly with your Course Coordinator.

If you are unable to satisfactorily resolve your concerns you are invited to contact the 4 Up Skilling Quality Manager via email ([quality@4upskilling.com.au](mailto:quality@4upskilling.com.au)) and/or Chief Executive Officer (CEO) ([r-richards@4upskilling.com.au](mailto:r-richards@4upskilling.com.au)). Should you remain dissatisfied and wish to pursue the matter further, the CEO will arrange for your assessment to be assessed by an independent assessor. Please see 4 Up Skilling's Complaints and Appeals Policy at: <http://www.4upskilling.com.au/complaints-appeals/>.

## Certification

Students are entitled to receive a Statement of Attainment for the units successfully completed (i.e., units that have been assessed as **competent (C)**).

4 Up Skilling issues Qualification Certificates or Statements of Attainment to people when they have completed all assessments for all the units in which they have been enrolled.

**Students with *outstanding debts (unpaid enrolment fees)* or who have not provided a *USI number* on enrolment will not be eligible to receive their qualification Certificate or Statements of Attainment until these matters have been rectified.**

## Plagiarism

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own.

The following list outlines some of the activities for which a participant can be accused of plagiarism:

- Handing in evidence copied from another student.
- Presenting the work of another individual or group as their own work.
- Submitting evidence without adequate acknowledgement of sources used, including assessments taken totally or in part from the internet.

Plagiarism is a serious act. Participants found to have plagiarised any part of their evidence will be assessed as 'not yet competent' and all course fees will be forfeited.

Should you have any doubts about including the work of other authors in your assessments, please consult with your Coordinator/Trainer. They will advise you on how to best reference your work.

## **Feedback**

4 Up Skilling welcomes your feedback. Your Coordinator/Trainer may provide an Evaluation Sheet with your workshop materials from time to time. Please complete the evaluation, and if not already submitted, please return to the office address above.

On completion of your assessment tasks, your Assessor will also provide you with written feedback for each assessment task within your Assessment Workbook and for your results for the unit of competency overall.

## **Further Information**

Further information for students about their rights and responsibilities with regard to;

- enrolment,
- fees and charges,
- attendance,
- training and assessment and
- complaints and appeals,

may be found in the 4 Up Skilling Student Handbook, available on our website:

<http://www.4upskilling.com.au/information/student-handbook/>.



Your assessment cover sheet will be in the front of each assessment book you receive during your course. It will provide you with the unit/s code and title. You are required to complete the student section with your details, read the declaration and sign and date it prior to submission.

# Assessment Cover Sheet

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                       |                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|---------------------|
| <b>Unit Code &amp; Title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | This will tell you what unit/s you are completing the assessment for. |                     |
| <b>STUDENT TO COMPLETE THIS SECTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                       |                     |
| Student name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                       |                     |
| Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                       |                     |
| Phone:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                       |                     |
| Email address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                       |                     |
| Trainer name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                       |                     |
| Assessment Deadline:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                       |                     |
| <p><b>Student Declaration</b></p> <p>By signing below, I declare that:</p> <ul style="list-style-type: none"> <li>I have read &amp; understood the assessment requirements and have been advised of when they need to be submitted.</li> <li>I have been made aware of my rights and responsibilities as an assessment candidate and choose to be assessed at this time. I also understand that if I feel I am not ready to be assessed and need additional time, I can request this from my Course Coordinator.</li> <li>My individual needs are my responsibility and I have discussed these with my trainer, with assessment adjustments made, if needed.</li> <li>The assessment work submitted is my own and contains no material written by another person except where due reference is made. I am aware that a false declaration may lead to the withdrawal of a qualification or Statement of Attainment.</li> <li>I understand that my assessor may authenticate the work I have submitted.</li> <li>I understand that a copy of my work may be kept for validation (review) purposes.</li> <li>I understand that should I wish to keep a copy of my assessment evidence, I should keep a copy prior to it being submitted.</li> </ul> <p>Ensure you read the student declaration and sign and date prior to submitting your assessment.</p> |                                                                       |                     |
| Student's Signature: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                       | Date: _____         |
| <b>ASSESSOR TO COMPLETE THIS SECTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                       |                     |
| Name of co-corrector:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                       |                     |
| Name of assessor:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                       |                     |
| Date assessment review completed:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                       |                     |
| <b>Overall Result</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>First attempt</b> (circle correct result):                         | <b>C</b> <b>NYC</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Second attempt</b> (if needed):                                    | <b>C</b> <b>NYC</b> |

C – Competent

NYC – Not Yet Competent

**NB:** FINAL RESULT may also be Withdrawn (WD).

There is an assessment briefing checklist in every Assessment Workbook. You are required to complete it prior to submission for each assessment.

## Assessment Briefing Checklist

|                                    |  |
|------------------------------------|--|
| <b>Student name</b>                |  |
| <b>Assessor name</b>               |  |
| <b>Unit of Competency assessed</b> |  |

Please complete all the details assessment briefing checklist. Each box below outlines the information you need to understand prior to assessment.

4 Up Skilling has a short video recording that explains each point.  
Use the QR code below to access this video.

This is the same information for each of your assessments.

|                                                                                                              |
|--------------------------------------------------------------------------------------------------------------|
| Reason and purpose of the assessment                                                                         |
| Competency standards being assessed                                                                          |
| Confirm candidate understanding of how competency-based assessments work                                     |
| Assessment procedure—what candidate must do and how long it should take                                      |
| Requirements for 'competent' result                                                                          |
| What will happen if result is 'C' (competent) and what will happen if result is NYC (not yet competent)      |
| Time / date / location of assessment and/or assessment deadline                                              |
| Other information about the assessment as needed:<br><i>e.g. what to bring, what to wear, how to prepare</i> |
| Reasonable adjustments and/or specific support needs (outlined on individual training plan)                  |
| Appeals process                                                                                              |
| Confidentiality and names of those will have access to assessment records                                    |
| Responsibility to submit authentic evidence (where appropriate)                                              |
| RPL assessment option                                                                                        |



Signed by:

\_\_\_\_\_  
Student signature

If you would like any further information after watching the short video, please contact your course coordinator.

**Remember to add your signature.**

The assessment result page is  
where your assessor will  
record your results.

# Assessment Results

## ASSESSOR TO COMPLETE

Student name:

Please enter your name.

Assessor name:

Your assessor will enter their name here.

### Individual Assessment Results

|                                  |                             |
|----------------------------------|-----------------------------|
| <b>S</b>                         | <b>Satisfactory</b>         |
| <b>NYS</b>                       | <b>Not Yet Satisfactory</b> |
| <b>Interim Assessment Result</b> |                             |
| <b>EXT</b>                       | <b>Extension granted</b>    |
| <b>Final Assessment Results</b>  |                             |
| <b>C</b>                         | <b>Competent</b>            |
| <b>NYC</b>                       | <b>Not Yet Competent</b>    |
| <b>WD</b>                        | <b>Withdrawn</b>            |

Assessment 1

Assessment 2

Assessment 3

All Results

Your individual results of Satisfactory 'S' or Not Yet Satisfactory "NYS" for each assessment will be placed in the appropriate box.

If you are required to resubmit your assessment after correction, your result(s) will be record here.

Your overall result of competent 'C' or Not Yet Competent 'NYC' is entered here.

Unit Code & Title

|                                                | Assessment 1 | Assessment 2 | Assessment 3 | All Results |
|------------------------------------------------|--------------|--------------|--------------|-------------|
| <b>1<sup>st</sup> submission</b>               |              |              |              |             |
| <b>2<sup>nd</sup> submission (if required)</b> |              |              |              |             |

## ASSESSOR'S COMMENTS

**1<sup>st</sup> submission**

Your assessor will leave an overall comment here about your first submission.

(if needed)

**2<sup>nd</sup> submission**

You assessor will leave an overall comment here if you were to require a second submission.

## ASSESSOR SIGN-OFF

**1<sup>st</sup> submission**

**Assessor Signature:**

Your assessor will sign and date when they have assessed your assessment.

**Date:**

**2<sup>nd</sup> submission**

**Assessor Signature:**

**Date:**

## ASSESSMENT PLAN

You will be supplied an Assessment plan in each Assessment Workbook. The Assessment Plan will give you an overview of each assessment you are required to complete for that unit or cluster of units. Some units are clustered together and assessed holistically whereas, other are assessed separately / individually. Each assessment plan will advise you of which units are being assessed.

| ASSESSMENT PLAN                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Assessment Overview</b>                 | <p>To receive a Statement of Attainment for the unit you must meet the evidence requirements for the unit. This includes evidence that you can:</p> <p><i>Example:</i></p> <ol style="list-style-type: none"> <li>1. Apply work health and safety policies and procedures</li> <li>2. Assist in workplace hazard identification and risk control</li> <li>3. Observe safe practices during work operations</li> <li>4. Participate in arrangements for maintaining the health and safety of all people in the workplace</li> </ol> <p>The assessment tasks in this Assessment Workbook have been designed to help you provide sufficient evidence to demonstrate your competence against this unit(s).</p>                                                                                                                                                                                                                             |
| <b>Target group</b>                        | <p>This unit of competency is a core unit in all the following qualifications:</p> <p><b>AHC30122 Certificate III in Agriculture,</b><br/> <b>AHC30422 Certificate III in Pork Production</b><br/> <b>AHC30522 Certificate III in Poultry Production</b></p> <p>This unit is aimed at all learner groups outlined in the relevant TAS(s) for each qualification</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Assessment Conditions</b>               | <p>Competency is to be assessed in the workplace or workplace and simulated environments that accurately reflect performance in a real workplace. Assessors must satisfy current standards for RTOs.</p> <p>Or <i>(for example)</i></p> <p><i>Physical conditions:</i></p> <ul style="list-style-type: none"> <li>- a commercial poultry production site or an environment that accurately represents workplace conditions</li> </ul> <p><i>Resources, equipment and materials:</i></p> <ul style="list-style-type: none"> <li>- live poultry from the age of day old to 14 days</li> <li>- poultry production shed, materials, resources, tools and equipment, including PPE</li> <li>- safety data sheets</li> </ul> <p><i>Specifications:</i></p> <ul style="list-style-type: none"> <li>- health and safety, animal welfare, infection control, biosecurity and environmental protection procedures for the activities.</li> </ul> |
| <b>Assessment methods</b>                  | <p>The assessment tasks in this Assessment Workbook have been designed to help you provide sufficient evidence to demonstrate your competence against this unit(s). There is a total of XX assessment task(s). Each task must be completed satisfactorily to gain an overall competent result for the unit(s):</p> <p>Assessment 1: Short Answer Questions<br/>         Assessment 2: PROJECT<br/>         Assessment 3: PORTFOLIO<br/>         Assessment 4: PRACTICAL REPORT</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Purpose &amp; context of assessment</b> | <p>This unit of competency describes the skills and knowledge required to carry out enterprise work health and safety policies and procedures.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

These are the Elements of the unit that must be assessed.

This will tell you which qualification(s) the assessment has been written for.

Where will the assessment take place and who can assess you.

Specific conditions that must be met during assessment might also be outlined

How many tasks you will need to complete.

What individual assessments you will need to complete (examples only)

Purpose of the assessment

|                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Industry standards &amp; contextualisation requirements</b>                                                      | <p>This unit is applicable to individuals. They typically work within clear reporting lines and procedures.</p> <p>All work must be carried out to comply with workplace procedures and work health and safety and other relevant legislation and codes.</p> <p>This unit applies to individuals who actively participate in the workplace safety system and work under broad direction and take responsibility for their own work. They work in a range of known contexts and complete routine activities.</p> <p>NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) and occupational safety and health (OSH) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State and Territory OHS legislative requirements.</p> <p>No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.</p> |
| <p>How the assessment targets your industry standards and industry requirements</p>                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Process for gaining stakeholder review &amp; approval</b>                                                        | <p>4 Up Skilling engage with industry during assessment validation as specified in the 4 Up Skilling's Validation Policy (see Form USV). Validation activities should follow the 4 UP Skilling's Validation Schedule, at a minimum, and aim to continuously improve assessment practice, and processes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p>Information about 4 Up Skilling's validation process to ensure the assessments meet specific industry needs.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

Instructions for each assessment will be included in a template like this at the front of each assessment.

The method of assessment

## ASSESSMENT 1: SHORT ANSWER QUESTIONS

|                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Assessment instructions</b>                     | <p>Example: Student should answer all of the following questions <i>(providing a short answer in the space provided)</i>.</p> <p>Answers can be written in this workbook for submission.</p> <p>Where additional space is required, students may attach additional pages to this assessment, clearly labelling answers with the relevant question number.</p>                                                                                                                                                                                                           |
| <b>Evidence to be submitted</b>                    | <p>Specific instructions about what you will need to submit will be added here.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Assessment Conditions, Timing &amp; Context</b> | <p><b>Note:</b> This assessment task will take approximately 1 hour to complete &amp; should be completed in your own time. It must be submitted by the due date provided by your trainer. <i>(Also see Assessment timeframe pg. 5)</i>. Where no due date is provided, assessments must be submitted prior to your next workshop.</p> <p> <input type="checkbox"/> simulated workplace           <input type="checkbox"/> active workplace<br/> <input type="checkbox"/> training room           <input checked="" type="checkbox"/> personal environment         </p> |
| <b>WHS issues</b>                                  | <p>What WHS issues need to be considered for this assessment?</p> <p>Any WHS issues that you may be subject to while completing this specific assessment will be noted</p>                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Resources for learner /Equipment needed</b>     | <p>Students are required to supply/refer to the following documents/equipment when completing the assigned assessment task:</p> <p><b>{List documents and/or equipment needed e.g., workplace policy/PPE or state 'NA'}</b></p> <p>We will list the resources and or equipment that you will need to complete your assessment here.</p>                                                                                                                                                                                                                                 |

### CO-CORRECTOR ASSESSOR to complete

#### Short Answer Questions: feedback for the student.

At the end of each individual assessment task your assessor will complete the results table and mark you as Satisfactory or Not Yet Satisfactory.

If you have been marked Not Yet Satisfactory there will be specific feedback about what you are required to resubmit to successfully complete the assessment. You are allowed two submissions for every assessment.

Satisfactory ☐

Not yet satisfactory ☐

Co-corrector signature:

Date:

Assessor signature:

Date:

A Co-corrector might review your assessment along with an Assessor. If this is the case, they will sign and date here.

## **ALWAYS READ THE INSTRUCTIONS FOR EACH ASSESSMENT TASK PRIOR TO COMMENCING IT!**

There are a range of other types of assessment that might be included in an Assessment Book. These can include (but are not limited to):

- Projects – It is likely that Templates will be provided to assist you to complete the project.
- Portfolio
  - this may include collecting copies of workplace documents and attaching them to your Assessment Workbook and/or
  - collecting photo evidence of specific items or tasks in your workplace and attaching them to your Assessment Workbook
- Practical Assessment - this includes assessment of your ability to complete specific tasks relevant to each unit of competency. **See the next page** for more details about practical assessment.

## ASSESSMENT 3: PRACTICAL REPORT

|                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Assessment instructions</b><br><br><div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Specific assessment instructions will be added here.</p> </div>                                                                                 | <p>During this assessment task, the Assessor, or Referee will observe you while you complete each of the criteria outlined in the checklist.</p> <p>You may also be asked questions by the assessor/referee while undertaking the tasks to confirm the application of your knowledge.</p> <p><b>See below, "Further Information and Instruction for Students."</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Evidence to be submitted</b><br><br><div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Specific instructions about what you will need to submit will be added here.</p> </div>                                                        | <p>The completed report supplied along with any relevant document and/or video evidence attached, where relevant and listed within the task.</p> <p><b>Note: Where video evidence is submitted, answers to supplied questions may be included orally in your video or in writing and attached to this document.</b></p> <p><i>A video Declaration form, found at the back of the Student Assessment Book must also be completed by the student to ensure authenticity.</i></p>                                                                                                                                                                                                                                                                                                                                 |
| <b>Assessment Conditions</b><br><br><div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Information that will tell you how long this assessment is expected to take AND where it is expected you will complete the assessment.</p> </div> | <p>Competency is to be assessed in the workplace or workplace and simulated environments that accurately reflect performance in a real workplace setting.</p> <p><input checked="" type="checkbox"/> simulated workplace      or      <input checked="" type="checkbox"/> active workplace</p> <p>Performance must be demonstrated consistently over time and in a suitable range of contexts.</p> <p style="text-align: center;">OR</p> <p>An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.</p> <p>There must be evidence that the individual has:</p>                                                                                                                                                                                          |
| <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>The unit may specify specific criteria that must occur in an active workplace.</p> </div>                                                                                             | <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Specific Performance Evidence from the unit of competency may be listed here.</p> </div> <p>Assessment of the skills in this unit of competency must take place under the following conditions:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Specific Assessment Conditions from the unit of competency may be listed here.</p> </div> <p><input checked="" type="checkbox"/> active workplace (only)</p> <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Who is able to conduct the assessment.</p> </div> |
| <b>WHS issues</b>                                                                                                                                                                                                                                             | <p>What WHS issues need to be considered for this assessment?</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Any WHS issues that you may be subject to while completing this specific assessment will be noted.</p> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |



|                                            |                                                                                                                          |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Resources for learner<br>/Equipment needed | Students are required to supply/refer to the following documents and/ or equipment when completing this assessment task: |
|                                            | We will list the resources and or equipment that you will need to complete your assessment here.                         |

### **Further Information & Instructions for Students:**

This Practical Report is to be completed by a 4 Up Skilling assessor, on site, on at least one occasion. If a farm visit cannot be arranged (e.g., biosecurity issues on farm), please contact your 4 Up Skilling Co-ordinator to discuss how it will be completed.

**THIS IS OUR PREFERRED METHOD OF PRACTICAL ASSESSMENT.**

#### **Options may include:**

- A practical simulation may be arranged off site with your assessor.  
OR
- Your workplace supervisor ('referee') can complete this practical assessment with you in your workplace. The name and contact details of your supervisor will need to be provided in the template below (Section A). It is recommended a video recording of the assessment be completed where possible (instructions below).  
OR
- **If doing this assessment unsupervised**, you will need to supply video evidence of your practical skills.
  - At the start of the video recording, please state:
    - your full name
    - the unit code (AHCXXXXXX)
    - the assessment title (Practical Report)
    - the date of the video.
  - Please ensure that your face is shown at least once throughout the video.
  - Lastly, please sign the Video Student Declaration on the last page of this workbook to confirm and declare the person demonstrating the skills and knowledge in the video is you. Thank you.

Where high risk activities are involved, your Assessor may advise you that this assessment cannot be conducted unsupervised.

A Referee may be your immediate Supervisor or Manager but NEVER a colleague at the same level as yourself.

### **Further Information & Instructions for Referees:**

*As the nominated workplace supervisor ('Referee'), please complete this Practical Report as supplementary evidence of the candidate's skill & application of knowledge. The report should be completed in the candidate's workplace. Please add your details in the template below (Section A).*

**PLEASE SHARE THIS INFORMATION WITH YOUR REFEREE to ensure they complete the checklist properly.**

*The purpose of the Practical Report is to:*

- *Provide supplementary evidence that the candidate can competently demonstrated both the skills & knowledge, as identified in the table below (Section B). It is expected that these 'skills & knowledge' have been acquired and mastered over time, in varying contexts in their workplace.*
- *Tick each criterion that the student can perform satisfactorily. Please provide additional comments to describe what you have observed or noted.*
- *If there is any doubt of the candidate's ability to demonstrate the skills & knowledge identified below, please provide your comment/recommendations.*

*Your support of the candidate is greatly appreciated.*

## SECTION A: REFEREE TO COMPLETE

Student's name:

Referee's Name:

Referee First and Last name must be included.

Phone number:

We will phone your Referee to confirm your skills. Their work phone number must be included.

Referee's Position:

Referee Position title must reflect someone senior to you.

Relationship to the student: (i.e. supervisors, mentor, peer)

How long have you worked with the student in this capacity?

Referee's Signature:

MUST BE SIGNED by REFEREE

Practical report checklist begins on the next page.

**SECTION B: ASSESSOR OR REFEREE TO COMPLETE**

Unit code and title

 The student was observed to satisfactorily carry out the following criteria listed below on the date(s) indicated: *(please tick for yes)*

Unless otherwise specified you only need to demonstrate each criterion once.

Two dates are included in case you are unable to demonstrate all the criteria on one occasion.

 DATE 1  
 / /

 DATE 2  
 / /

1. {Add skills to demonstrate}

Comment:

This section will outline the specific things you need to demonstrate. It may include specific tasks or skills that demonstrate your ability to meet the requirements of the unit of competency.

Please ensure your Referee includes a comment about what they observed i.e., the skill that you demonstrated.

Must be dated on the date(s) you completed each criterion outlined in the checklist.

☐
☐

2. {Add skills to demonstrate}

Comment:

Each box must be marked to record that you completed the criteria listed.

☐
☐
☐
☐
☐
☐

3. {Add skills to demonstrate}

Comment:

There may be many more itemised criteria in each checklist. Please ensure you read the list carefully, so you don't miss completing one of the skills/tasks required for competency.

☐
☐

4. {Add skills to demonstrate}

Comment:

☐
☐

Overall comments/ feedback from the referee:

Please have your Referee complete an overall comment about your skills and what you demonstrated.

## SECTION C: ASSESSOR TO COMPLETE

The Practical Report was completed by:

☐ a 4 Up Skilling assessor.

The 4 Up Skilling Assessor will tick this box if completing your assessment face-to-face.

OR

☐ the nominated referee

Please ensure your Referee ticks this box if they completed your Practical Assessment

OR

☐ is accompanied by a video to validate the referee's findings.

AND

☐ video evidence does not validate the student's competence or criteria required.

☐ The referee was called to discuss their comments and findings:

Conversation notes:

A 4 Up Skilling Assessor will contact your Referee to confirm your skills. They will record notes from this conversation here.

Tick this box if you are submitting video

## Practical Report: Feedback for the Student

Only a Qualified Trainer and Assessor can complete this section.  
Please ensure your Referee DOES NOT tick these boxes or sign the assessment.

Satisfactory ☐

Not yet satisfactory ☐

Co-corrector signature:

Date:

Assessor signature:

Date:

## FORM: STUDENT VIDEO DECLARATION

**STUDENT TO COMPLETE** – *only if you are providing video evidence for the Practical Report Assessment*

STUDENT'S NAME: \_\_\_\_\_

**YOU ONLY NEED TO COMPLETE THIS PAGE WHEN  
YOU ARE SUBMITTING VIDEO EVIDENCE**

STUDENT'S DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

ASSESSMENT TASK: **PRACTICAL REPORT – SUBMITTED VIDEO EVIDENCE**

DATE OF VIDEO:

DATE 1 \_\_\_\_/\_\_\_\_/\_\_\_\_

DATE 2 \_\_\_\_/\_\_\_\_/\_\_\_\_ (if relevant)

UNIT CODE: \_\_\_\_\_

### **STUDENT DECLARATION**

By signing below, I declare that:

- I have been advised of the assessment requirements, have been made aware of my rights and responsibilities as an assessment candidate, and choose to be assessed at this time, by this method.
- The assessment video named and dated above is my own and captures myself demonstrating the required skills and knowledge for the unit of competency listed.
- I am aware that a false declaration may lead to the withdrawal of a qualification or Statement of Attainment.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_