



INSPIRE
EDUCATION

BSB41419

Certificate IV in Work Health and Safety



Subject 1

Safety Culture and Compliance

Part A

Version 2.0 | Produced 18 November 2020

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Version control & document history

Date	Summary of modifications made	Version
09 December 2019	<ul style="list-style-type: none"> • Produced version 1.0 following assessment validation 	v1.0
18 November 2020	<ul style="list-style-type: none"> • Created Part A • Revised Knowledge Assessment (Part 1 and Part 2) <ul style="list-style-type: none"> ○ Added LG guidance to all items ○ Revised formatting of instructions 	v2.0

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INTRODUCTION TO THIS WORKBOOK

What is this workbook about?

The units of competency specify the standards of performance required in the workplace. This assessment addresses the following units of competency:

BSBWHS412 – Assist with workplace compliance with WHS laws

1. Assist with identifying the legal framework for WHS in the workplace
2. Assist with providing advice about WHS compliance
3. Assist with establishing WHS legislative compliance
4. Assist with maintaining WHS legislative compliance

BSBRES411 – Analyse and present research information

1. Identify reliable sources of research information
2. Analyse and synthesise research information
3. Present research information

BSBCMM401 – Make a presentation

1. Prepare a presentation
2. Deliver a presentation
3. Review the presentation

For complete copies of the units of competency listed above,
download them from the TGA website:

<https://training.gov.au/Training/Details/BSBWHS412>

<https://training.gov.au/Training/Details/BSBRES411>

<https://training.gov.au/Training/Details/BSBCMM401>

Context for Assessment

To complete the assessments in this workbook, students need to have access to their learning materials and the Internet. The Knowledge and Practical Assessments and Case Studies may be completed wholly at the student's home or chosen place of study.

The associated assessment method in this kit covers all of these components as detailed in the matrix to follow:

Assessment Activities	Units of Competency		
	BSBWHS412	BSBRES411	BSBCMM401
Knowledge Assessment	✓	✓	✓
Case Study	✓	✓	✓
Practical Assessment	✓	✓	✓

ABOUT THE ASSESSMENTS

Assessment Methods

There are three (3) assessment workbooks for Subject 1: Parts A, B, and C.

This Workbook is PART A:

This workbook focuses on the essential knowledge required for the units included in this subject:

- **Knowledge Assessment** - Written assessments to test students' understanding of underpinning knowledge, concepts and/or theories relevant to the units of competency included in this subject.

Workbook Part B:

The Part B workbook focuses on the essential skills and knowledge required for the units included in this subject. Part B uses the following assessment methods:

- **Practical Assessment** - Real life assessment to be conducted in the student's workplace. In instances where the student does not have access to their workplace, a simulated environment will be provided.
 - **Case Study** – Detailed scenarios and simulated environments providing all necessary information required to complete relevant tasks and activities.

Workbook Part C:

The Part C workbook focuses on the essential skills and knowledge required for the units included in this subject. Part C uses the following assessment methods:

- **Practical Assessment** - Real life assessment to be conducted in the student's workplace. In instances where the student does not have access to their workplace, a simulated environment will be provided.
 - **Case Study** – Detailed scenarios and simulated environments providing all necessary information required to complete relevant tasks and activities.

Resources Required for Assessment

Assessor to provide:

- Templates needed for tasks such as survey forms and report template.
- Case studies and simulations
- Information about work activities

You will need access to:

- Office equipment and resources
- Computer with internet access
- Word processing computer program that can save and edit these file types:
 - MS Office Word file formats (documents)
 - MS Office Excel file formats (workbooks and spreadsheets)
 - MS Office PowerPoint file formats (presentations)
 - PDF file format
- A video recording device
- At least three (3) volunteers to participate in the roleplaying activities (may be a friend, relative, or a colleague)
- A safe environment to conduct the roleplaying activity
- Cloud storage (e.g. Dropbox or Google Drive)

INSTRUCTIONS TO ASSESSOR

This is a compulsory assessment to be completed by all students. This assessment tests the student's ability to understand the underpinning generic knowledge related to the units of competency.

Reasonable adjustment applies here, and while the majority of students will complete this assessment as a written assessment, verbal assessment may be an option for those who need it. The assessor must use the response guide as the principal marking tool unless reasonable adjustment is demonstrated.

The assessor guide provides model answers to all the questions, setting out which key responses must be included, and indicates where flexibility is acceptable.

Where there are a number of responses required, this is specified to avoid ambiguity. In these cases, the model answer will provide a list of possible answers. For instance, if a question requires the student to list three (3) examples, then their response must include three (3) of the items listed in the model answer.

***Note to assessors:** Contact details are requested from observers in the feedback forms in case you will have to call them to verify the content of the feedback forms.*

IMPORTANT REMINDER

Candidates must achieve a satisfactory result in ALL assessment tasks to be awarded COMPETENT for the units relevant to this cluster.

INSTRUCTIONS TO STUDENT

The **Knowledge Assessment** in this workbook is divided into two (2) categories:

- Multiple Choice
- Short Answer

Part 1 contains multiple choice questions while Part 2 contains short answer questions. **You must answer all questions using your own words.** However, you may refer to your learner guide and other relevant resources and learning materials to complete this assessment.

Some questions cover processes you would likely encounter in a workplace. Ideally, you should be able to answer these questions based on the processes that are currently in place at your workplace. However, if you do not currently have access to a workplace, then answer the questions based on processes that should be implemented in a typical workplace setting.

Accessing Intranet Pages and External Links

There are instructions in this workbook that will refer you to intranet pages and/or external links. These intranet pages and external links are formatted in Blue Underlined Text or sometimes, these may be indicated by pictures and icons. Hold the Ctrl key (for Windows) or the Command ⌘ key (for Mac) as you click on the text or icon to activate the link.

ASSESSMENT WORKBOOK COVER SHEET

WORKBOOK:	Subject 1, Part A
TITLE:	Safety Culture and Compliance
FIRST AND SURNAME:	
PHONE:	
EMAIL:	

Please read the Candidate Declaration below and if you agree to the terms of the declaration sign and date in the space provided.

By submitting this work, 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.
- I am aware that there is a limit to the number of submissions that I can make for each assessment, and I am submitting all documents required to complete this Assessment Workbook.
- I have organised and named the files I am submitting according to the instructions provided, and I am aware that my assessor will not assess work that cannot be clearly identified and may request the work be resubmitted according to the correct process.
- This work 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.
- I am aware that there is a policy of checking the validity of qualifications that I submit as evidence as well as the qualifications/evidence of parties who verify my performance or observable skills. I give my consent to contact these parties for verification purposes.

Name:

Signature:

Date:

KNOWLEDGE ASSESSMENT

Part 1 – Multiple Choice Questions

1. Match the following duties to the correct individuals and parties as indicated in the relevant WHS legislation:

- a.) Officers
- b.) PCBU
- c.) Other persons at the workplace and workers

Guidance: Refer to the BSBWHS412 Learner Guide for this item.

FORMTE XT	Take reasonable care that their acts or omissions do not affect the health and safety of other persons.
FORMTE XT	Comply with any reasonable instruction from the person conducting a business or undertaking (PCBU) so far as you are reasonably able.
FORMTE XT	Acquire and keep up to date knowledge of work health and safety matters.
FORMTE XT	The provision and maintenance of a work environment without risks to health and safety.

2. Where can you access information about the WHS duties, rights, and obligations of individuals and parties?

Select all that apply.

Guidance: Refer to the BSBWHS412 Learner Guide for this item.

<input type="checkbox"/>	Australasian Legal Information Institute
<input type="checkbox"/>	Corporations Act 2001
<input type="checkbox"/>	Safe Work Australia

<input type="checkbox"/>	ASQA
<input type="checkbox"/>	None of the above

3. Which of the following statements describe the functions of a regulator?

Select all that apply.

Guidance: Refer to the BSBWHS412 Learner Guide for this item.

<input type="checkbox"/>	Provide advice and information on work health and safety to duty holders, such as PCBUs and workers
<input type="checkbox"/>	Foster a cooperative, consultative relationship between duty holders and the people to whom they owe work health and safety duties, and their representatives
<input type="checkbox"/>	Gather, analyse, and publish statistical information about work health and safety
<input type="checkbox"/>	Appoint an appropriate person as HSR

4. The following are sources of WHS information. Categorise each as either an internal or external source.

Write **I** if it is an **internal** source of information.

Write **E** if it is an **external** source of information.

Guidance: Refer to the BSBWHS412 Learner Guide for this item.

FORMTE XT	Incident reports
FORMTE XT	Organisational WHSMS
FORMTE XT	Trade unions

FORMTE XT	Newspaper articles
FORMTE XT	Staff handbook

5. Identify whether the following statements are true or false. Tick the corresponding box in the column of your chosen answer.

Guidance: Refer to the BSBWHS412 Learner Guide for this item. The statements in this topic cover internal training requirements,

True	False	Topic Statements
<input type="checkbox"/>	<input type="checkbox"/>	Organisations can determine their personnel's training gaps by using the following formula: $\text{Training Needs} = \text{Training Requirements} - \text{Competencies Held}$
<input type="checkbox"/>	<input type="checkbox"/>	Health and safety audits can be conducted to identify a company's training needs but can only be conducted by a relevant regulator.
<input type="checkbox"/>	<input type="checkbox"/>	The introduction of new equipment, procedures, or legislation leads to an additional need for training within an organisation.
<input type="checkbox"/>	<input type="checkbox"/>	Organisations can use the same methods utilised in the initial hazard identification procedure when they check their control measures.
<input type="checkbox"/>	<input type="checkbox"/>	It is not required to consult affected workers and/or their representatives when determining control measures and other changes to an organisation's WHS systems.
<input type="checkbox"/>	<input type="checkbox"/>	Organisations can gauge the success of implemented changes by reviewing the number of reported incidents and by running surveys.

6. Which of the following are examples of common organisational requirements relevant to presentations?

Select all that apply.

Guidance: Refer to the BSBCMM401 Learner Guide for this item.

<input type="checkbox"/>	Presentation participants must undergo a background check
<input type="checkbox"/>	Presenters must be in business attire
<input type="checkbox"/>	Audience members/participants must be documented via an attendance sheet
<input type="checkbox"/>	Venues and equipment must be requested and reserved within a prescribed notice period

Part 2 – Short Answer Questions

1. Refer to [Work Health and Safety Act 2011](#) for answering the tasks indicated in this item. The tasks are the following:

- 1.1. List two (2) of the general obligations of a PCBU to health and safety representatives
- 1.2. List two (2) work health and safety rights of employees

Item 1.1

a.

b.

Item 1.2

a.

b.

2. Provided in the link below are the National Work Health and Safety Laws as published by Safe Work Australia.

Note that not all States and Territories have adopted the national model. For the purpose of this assessment, use the document provided in the link below as reference to answer the following questions.

Access this link: [Work Health and Safety Act 2011](#)

- 2.1. List at least three (3) objectives of the WHS Act.

Guidance: Refer to Division 2 of the WHS Act 2011.

- 2.2. Briefly explain the principles underpinning the WHS Act.

Guidance: Refer to sections 13-17 of the WHS Act 2011.

2.1.

a.

b.

c.

2.2

3. Identify the relevant regulator for your jurisdiction, then answer the following questions:

3.1. Briefly explain how regulators exercise their power to require documents and information.

3.2. Cite one (1) function of a regulator and provide an example of how this power may/has been exercised.

Guidance: Refer to the BSBWHS412 Learner Guide for this item.

Regulator:

3.1. Explanation:

3.2. Explanation:

4. Identify the recommended organisational policies and procedures for the areas indicated below.

4.1. Cite two (2) ways an organisation can document compliance requirements.

4.2. Provide the recommended steps in addressing instances of non-compliance within an organisation.

4.3. List two (2) responsibilities of management and workers within an organisation's work health and safety policy.

Guidance: Refer to the BSBWHS412 Learner Guide for this item.

<p>4.1. Ways to Document Compliance Requirements:</p>	<p>1.</p> <p>2.</p>
<p>4.2. Steps in Addressing Non-Compliance</p>	<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>
<p>4.3. Responsibilities within a work health and safety policy</p>	<p>Management</p> <p>1.</p> <p>2.</p>

	<p>Workers</p> <p>1.</p> <p>2.</p>
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5. Cite two (2) similarities and two (2) differences between a safety inspection and a safety audit.

Guidance: Refer to the BSBWHS412 Learner Guide for this item.

<p>Similarities:</p> <p>1.</p> <p>2.</p>	<p>Differences:</p> <p>1.</p> <p>2.</p>
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6. Explain the following in relation to research and analysis.

6.1. Reliability

6.2. Validity

Guidance: Explanations should consider reliability and validity in relation to research, specifically in gathering information. Refer to the BSBRES411 Learner Guide for this item.

6.1. Reliability	6.1.1. In relation to research
	6.1.2. In relation to analysis
6.2. Validity	6.2.1. In relation to research
	6.2.2. In relation to analysis

7. Answer the following questions about processes and strategies for identifying new sources of research information online:

7.1. What is online searching? How is this done?

7.2. What are two (2) research strategies that can be used when conducting an online search? Describe each and explain how they improve the efficiency in a search.

7.3. What is one (1) way that you can ensure your online search is done effectively?

7.4. Consider website search engines (such as YouTube) which provide filters to assist in your search. What is an example of a search setting/feature which can help you find the newest information?

Guidance: Explanations should consider reliability and validity in relation to research, specifically in gathering information. Refer to the BSBRES411 Learner Guide for this item.

7.1. What is online searching? How is this done?

7.2. What are two (2) research strategies that can be used when conducting an online search? Describe each and explain how they improve the efficiency of a search.

Research Strategy #1:

Research Strategy #2:

7.3. What is one (1) way that you can ensure your online search is done effectively?

7.4. Consider website search engines (such as YouTube) which provide filters to assist in your search. What is an example of a search feature/setting which can help you find the newest information?

8. Answer the following questions about processes and strategies for identifying new sources of research information in print:

8.1. Provide one (1) process for finding print sources.

8.2. What is one (1) research strategy that can be used when identifying print sources? Describe and explain how it adds to the efficiency of a search.

8.3. What is one (1) way that you can ensure your offline/print search is done effectively?

8.4. Provide one (1) feature of print material that can help you identify whether the source is new.

Guidance: Explanations should consider reliability and validity in relation to research, specifically in gathering information. Refer to the BSBRES411 Learner Guide for this item.

8.1. Provide one (1) process for finding print sources.

8.2. What is one (1) research strategy that can be used when identifying print sources? Describe and explain how it adds to the efficiency and effectiveness of a search.

8.3. What is one (1) way that you can ensure your offline/print search is done effectively?

8.4. Provide one (1) feature of print material that can help you identify whether the source is new.

For items #9-13, the scenario is that you are an employee of Fresh Start, a start-up company. You have been provided with a copy of select portions of their handbook.

You can access the file “Fresh Start Staff Handbook” in the Assessment Files folder in the Hub.

9. Answer the following questions by accessing and reviewing the Internet Access and Computer Use Policy from Fresh Start’s Handbook.

9.1. What is the purpose of the policy?

9.2. What is the policy’s stance on the usage of computers for personal purposes?

9.3. Who should be contacted if an employee encounters difficulty using his/her login details?

9.4. According to the policy, what must employees do when retrieving information online?

Guidance: You may also refer to the BSBRES411 Learner Guide for this item.

9.1. What is the purpose of the policy?

9.2. What is the policy’s stance on the usage of computers for personal purposes?

9.3. Who should be contacted if an employee encounters difficulty using his/her login details?

9.4. According to the policy, what must employees do when retrieving information online?

10. Answer the following questions by accessing and reviewing the Information and Records Management Policy from Fresh Start's Staff Handbook. The handbook is found in the Assessment Files folder in The Hub.

- 10.1. What is the purpose of the policy?
- 10.2. When should the policy be applied? Cite the two (2) examples provided by the document.
- 10.3. Outline the steps in the procedure for storing files in network drives.
- 10.4. When may employees use cloud storage service providers aside from the one specified?

Guidance: You may also refer to the BSBRES411 Learner Guide for this item.

10.1. What is the purpose of the policy?

10.2. When should the policy be applied? Cite the two (2) examples provided by the document.

10.3. Outline the steps in the procedure for storing files in network drives.

10.4. Does the policy allow for employees to use cloud storage service providers aside from the one specified? If yes, when may they do so?

11. Answer the following questions by accessing and reviewing the Computer and E-mail policy from Fresh Start's Staff Handbook. The handbook is found in the Assessment Files folder in The Hub.

- 11.1. What are considered as breaches to the policy? Cite two (2) that were stated within the document.
- 11.2. What should be done if you receive any e-mails from an unknown source?
- 11.3. Who should you approach if you have difficulties encrypting private information?

Guidance: You may also refer to the BSBRES411 Learner Guide for this item.

11.1. What are considered as breaches to the policy? Cite two (2) that were stated within the document.

11.2. What should be done if you receive any e-mails from an unknown source?

11.3. Who should you approach if you have difficulties encrypting private information?

12. Answer the following questions by accessing and reviewing the Privacy and Confidentiality policy from Fresh Start’s Staff Handbook. The handbook is found in the Assessment Files folder in The Hub.

12.1. Which act is this policy based on?

12.2. Select two (2) key features from the policy and identify the [Australian Privacy Principle](#) that it adheres to.

Guidance: Ensure that you choose features which are related to different Australian Privacy Principles.

12.3. According to Fresh Start’s Information Collection Procedure, what are two (2) ways that the organisation will collect personal information?

Guidance: You may also refer to the BSBRES411 Learner Guide for this item.

12.1 Which act is this policy based on?

12.2. Organisational Policy & Procedure, Legal Obligations

Policy Key Feature	Australian Privacy Principle
<p>Guidance: You are expected to state the item number (ex. 1.1) and summarise its statement.</p>	<p>Guidance: You are only required to state the Australian Privacy Principle number and its title (ex. APP # - Title).</p>

<p>12.3. According to Fresh Start's Information Collection Procedure, what are two (2) ways that the organisation will collect personal information?</p> <p>#1:</p> <p>#2:</p>	

13. Answer the following questions by accessing and reviewing the **Code of Ethics** from Fresh Start's Staff Handbook. The handbook is found in the Assessment Files folder in The Hub.

13.1. Consider a situation wherein the Senior Delivery Driver reduces the number of learning opportunities offered to a delivery driver after discovering that he is much older than everyone else.

Which ethical obligation is this non-compliant with? Explain your answer briefly.

13.2. Which ethical obligation affects the maintenance of company information?

13.3. Which ethical obligation affects how employees contribute and seek work health and safety information within the workplace? Explain your answer briefly.

[Guidance: You may also refer to the BSBRES411 Learner Guide for this item.](#)

13.1. Consider a situation wherein the Senior Delivery Driver reduces the number of learning opportunities offered to a delivery driver after discovering that he is much older than everyone else.

Which ethical obligation is this non-compliant with? Explain your answer briefly.

13.2. Which ethical obligation affects the maintenance of company information?

13.3. Which ethical obligation affects how employees contribute and seek work health and safety information within the workplace? Explain your answer briefly.

14. Describe the following presentation aids and materials.

Guidance: Your description must include a definition of the aid/material and a brief explanation of how it is used within a presentation. Refer to the BSBCMM401 Learner Guide for this item.

Presentation Aids and Materials	Description
Whiteboard	
Projector	
Handouts	
Diagram	

15. Briefly describe the following principles of effective communication.

Guidance: Refer to the BSBCMM401 Learner Guide for this item.

Principle	Description
Content	
Process	
Context	

16. Complete the table below by identifying the following:

- 16.1. Two (2) regulatory obligations relevant to presentations
- 16.2. One (1) regulatory requirement under each obligation

Guidance: Refer to the BSBCMM401 Learner Guide for this item. For regulatory requirements, you must state the location of the requirement (e.g. Part X, Division Y, Section Z) and provide a summary of its content.

Regulatory Obligations	Regulatory Requirements

17. Complete the table below by identifying the following:

- 17.1. Two (2) information collection methods to support the review of presentations
- 17.2. Two (2) information collection methods to support collecting feedback about presentations

Guidance: Refer to the BSBCMM401 Learner Guide for this item. Consider the methods for 17.2. as ways to improve the quality of feedback that you are collecting.

	Review of Presentations	Collecting Feedback about Presentations
Method 1		
Method 2		

18. Identify two (2) examples of organisational obligations relevant to making presentations. Briefly explain each.

Guidance: Refer to the BSBCMM401 Learner Guide for this item.

1.

2.

19. Identify and briefly explain two (2) methods used for:

- 19.1. Assessing WHS compliance
- 19.2. Maintaining WHS compliance

Guidance: Consider methods for maintaining WHS compliance as ways to ensure the continued effectiveness of an organisation's policies, procedures, processes and systems. Refer to the BSBWHS412 Learner Guide for this item.

19.1.

19.2.

20. Consider a situation where a company is implementing changes within their workplace. What are two (2) methods you can use when implementing changes to:

20.1. WHS policy statement

20.2. WHS procedures, processes and systems

Guidance: Refer to the BSBWHS412 Learner Guide for this item. For 20.2, consider that the changes in procedures, processes, and systems are relevant to managing hazards and risks within the workplace.

20.1.

20.2.

EVIDENCE TO SUBMIT

Make sure that you have everything listed below. You may use the tick boxes to help you mark files ready for submission.

#	Evidence Document	Completed
1	Completed Workbook	<input type="checkbox"/>

Reminder:

Submit this file as a Word (.docx) or a PDF document (.pdf). Follow this filename format:



[last name]_[first name]_Subject 1_Part A

End of Assessment

WORKBOOK CHECKLIST

(For Assessor's Use ONLY)

Review the candidate's assessment against the checklist below:

The candidate has completed all the assessments in the workbook:

Knowledge Assessment

IMPORTANT REMINDER

Candidates must achieve a satisfactory result in ALL assessment tasks to be awarded COMPETENT for the units relevant to this cluster.

To award the candidate competent in the units relevant to this subject, the candidate must successfully complete all the requirements listed above according to the prescribed benchmarks.

OVERALL MARKING FORM

(For Assessor's Use ONLY)

To the Assessor: Complete the Marking Form provided on the next page to record the assessment outcomes of the candidate. To complete the form:

- Provide all the required details in the Assessment Details Section
- For each unit of competency,
 - Tick S (Satisfactory), if the candidate has completed the assessment item according to the marking guide and prescribed benchmark answers.
 - Tick NYS (Not Yet Satisfactory), if the candidate has not completed the assessment item according to the marking guide and prescribed benchmark answers.
- Review and confirm that all evidence submissions from the candidate meet the Rules of Evidence. Tick S if satisfactory; otherwise, tick NYS if not yet satisfactory.
- Check all signatures provided by the candidate in their evidence submissions. Confirm if these match the signature the candidate provided to the Training Provider.
- Record all third-party personnel you contacted and provide the other required information.
- In the 'Overall Result for this Workbook' section of the form, tick S (Satisfactory), if the candidate has met all requirements in this form and all assessment items have been completed to a satisfactory level, otherwise, tick NYS (Not yet satisfactory).
- Provide other comments and feedback on the candidate's performance, as necessary.
- Complete the Assessor's Declaration by filling in your details, date signed, and affixing your signature.

Assessment Details

Candidate's Name:	
RTO Name	
RTO Contact Number	
RTO Email Address	
Assessor's Name:	
Subject	Subject 1 Safety Culture and Compliance, Part A
Unit(s) of Competency	<p>BSBWHS412 – Assist with workplace compliance with WHS laws</p> <p>BSBRES411 – Analyse and present research information</p> <p>BSBCMM401 – Make a presentation</p>

OVERALL MARKING RESULT FORM

(For Assessor's Use ONLY)

Knowledge Assessment		
Part 1	S	NYS
Question Item 1	<input type="checkbox"/>	<input type="checkbox"/>
Question Item 2	<input type="checkbox"/>	<input type="checkbox"/>
Question Item 3	<input type="checkbox"/>	<input type="checkbox"/>
Question Item 4	<input type="checkbox"/>	<input type="checkbox"/>
Question Item 5	<input type="checkbox"/>	<input type="checkbox"/>
Part 2	S	NYS
Question Item 1	<input type="checkbox"/>	<input type="checkbox"/>
Question Item 2	<input type="checkbox"/>	<input type="checkbox"/>
Question Item 3	<input type="checkbox"/>	<input type="checkbox"/>
Question Item 4	<input type="checkbox"/>	<input type="checkbox"/>
Question Item 5	<input type="checkbox"/>	<input type="checkbox"/>
Question Item 6	<input type="checkbox"/>	<input type="checkbox"/>
Question Item 7	<input type="checkbox"/>	<input type="checkbox"/>
Question Item 8	<input type="checkbox"/>	<input type="checkbox"/>
Question Item 9	<input type="checkbox"/>	<input type="checkbox"/>
Question Item 10	<input type="checkbox"/>	<input type="checkbox"/>
Question Item 11	<input type="checkbox"/>	<input type="checkbox"/>
Question Item 12	<input type="checkbox"/>	<input type="checkbox"/>
Question Item 13	<input type="checkbox"/>	<input type="checkbox"/>
Question Item 14	<input type="checkbox"/>	<input type="checkbox"/>
Question Item 15	<input type="checkbox"/>	<input type="checkbox"/>
Question Item 16	<input type="checkbox"/>	<input type="checkbox"/>
Question Item 17	<input type="checkbox"/>	<input type="checkbox"/>
Question Item 18	<input type="checkbox"/>	<input type="checkbox"/>
Question Item 19	<input type="checkbox"/>	<input type="checkbox"/>
Question Item 20	<input type="checkbox"/>	<input type="checkbox"/>
Rules of Evidence	S	NYS

All knowledge and skills evidence submissions are valid.	<input type="checkbox"/>	<input type="checkbox"/>
All knowledge and skills evidence submissions are authentic.	<input type="checkbox"/>	<input type="checkbox"/>
All knowledge and skills evidence submissions are sufficient.	<input type="checkbox"/>	<input type="checkbox"/>
All knowledge and skills evidence submissions are current.	<input type="checkbox"/>	<input type="checkbox"/>

Signature Authentication Checklist

This checklist will guide you in authenticating the signatures provided by the candidate in their assessment workbook and evidence submissions.

Read each checklist item and tick YES only if you confirm that the item is a true and accurate reflection of the signature authentication you have conducted.

Checklist Item	Check if completed
I confirm ALL signatures provided by the candidate in their evidence submissions match with the signature they provided to the Training Provider	<input type="checkbox"/>

Third Party Verification Log

Instructions for the Assessor:

You are required to contact all third-party personnel involved in the candidate’s assessment to verify the candidate’s performance and evidence submissions and to confirm with them whether the candidate’s evidence submissions are true and accurate.

Complete this Third-Party Verification Log to document your completion of this process. In completing this log, provide all of the following required information for each third-party personnel:

- Name of third-party personnel contacted
- Role in the candidate’s assessment (e.g. workplace supervisor, observer, or learner)
- Contact details (phone number or email address)
- Date contacted

You must also confirm that third-party personnel have verified the candidate’s evidence submissions are true and accurate.

Name of Third-party Contacted	Role in the Candidate’s Assessment	Contact Details (Phone number or email address)	Date contacted	Third-Party verifies evidence submissions of the candidate are true and accurate?
				Yes <input type="checkbox"/> No <input type="checkbox"/> Assessor’s notes:
				Yes <input type="checkbox"/> No <input type="checkbox"/> Assessor’s notes:
				Yes <input type="checkbox"/> No <input type="checkbox"/> Assessor’s notes:

Overall Result for this Workbook	S	NYS
Overall Result	<input type="checkbox"/>	<input type="checkbox"/>

Assessor's Comments/Feedback

Assessor's Declaration	
I declare that the results recorded in this Assessment Cluster Final Result Record are a true and accurate record of the candidate's results for each task.	
Assessor's Name	Assessor's Signature
Date	

End of Marking Form (For the Assessor's Use Only)

WE WOULD LOVE YOUR FEEDBACK!

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