# Instructions to Assessor

To ensure sufficiency of evidence, the Assessor must review a combination of types of evidence to support the RPL assessment judgement. Types of evidence may include (but are not limited to):

* Job descriptions/roles – these need supervisor verification
* Meeting minutes
* Informal training documentation and workplace training
* Work samples
* Portfolio
* Performance Management Reports
* Third Party Report
* Certified Transcripts that confirm formal training – Statements of Attainment, Certificates, Diplomas, Degrees
* Professional conversations
* Involvement in community groups and/or committees
* Emails and/or memos
* Letters and References
* Resume/work history – this needs to be supported by examples and supervisors contacted to verify the detail
* Video, audio recordings
* Photos (identifying the student and performing tasks)

In the Evidence tables under ‘Comments’ the Assessor must:

* Identify gaps by element/performance criteria
* Suggest ways to fill identified gaps (eg. formal training, direct observation, challenge tests etc.).

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The Unit Evidence Summary is to be used for **mapping evidence** submitted by the RPL student against the Unit requirements.

| **Student name** |  | | | | **Student no.** | | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Unit name** | Participate in environmentally sustainable work practices | | | | **Unit code** | | | MSMENV272 |
| **Pre-requisites** (If the unit above has any pre-requisites they should be listed below. Ensure the student has successfully obtained them prior to proceeding. Include evidence of the pre-requisite with your detailed RPL evidence): | | | | | | | | |
|  | | | | | | | | |
| **Student meets the pre-requisite requirements** | | **Yes** |  | **No** |  | **Date** |  | |

To confirm Validity of Evidence the Assessor must cross-reference all components of the unit with the evidence received to determine that competence has been demonstrated.

The components of a unit include: Each element and its performance criteria, each item of required skills or performance evidence, each item of required knowledge or knowledge evidence, and foundational skills and each item in critical aspects or assessment conditions.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Outcome for this unit** | **RPL Granted** |  | **RPL Not Granted** | | |  |
| **Assessor feedback** |  | | | | | |
| **Assessor signature** |  | | | | | |
| **Student feedback** |  | | | | | |
| **Student signature** |  | | | **Date** |  | |
| **Evidence received** | | | | | | |
|  |  | | | | | |
|  |  | | | | | |
|  |  | | | | | |
|  |  | | | | | |
| **Location of evidence** |  | | | | | |

| **Component of the unit is evidenced in:** | **Evidence Item 1** | **Evidence Item 2** | **Evidence Item 3** | **Evidence Item 4** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| **Elements and performance criteria** | | | | | |
| **1. Identify current resource use and environmental issues** | | | | | |
| **1.1.** Identify workplace environmental and resource efficiency issues |  |  |  |  |  |
| **1.2.** Identify resources used in own work role |  |  |  |  |  |
| **1.3.** Confirm current usage of resources |  |  |  |  |  |
| **2. Comply with environmental regulations** | | | | | |
| **2.1.** Read and follow environmental policies and procedures to ensure compliance with federal, state/territory and local government laws, by-laws, regulations and mandated codes of practice, and codes and standards that the organisation applies voluntarily |  |  |  |  |  |
| **2.2.** Ask questions and seek clarification relating to environmental work requirements |  |  |  |  |  |
| **2.3.** Identify incidents, including breaches or potential breaches of environmental regulations and occurrences outside of standard procedures and report to appropriate personnel |  |  |  |  |  |
| **2.4.** Report environmental incidents using workplace forms and procedures |  |  |  |  |  |
| **3. Seek opportunities to improve environmental practices and resource efficiency** | | | | | |
| **3.1.** Follow workplace procedures to improve environmental practices and resource efficiency |  |  |  |  |  |
| **3.2.** Make suggestions for improvements to environmental workplace practices and work plans |  |  |  |  |  |

| **Component of the unit is evidenced in:** | **Evidence Item 1** | **Evidence Item 2** | **Evidence Item 3** | **Evidence Item 4** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| **Foundation Skills** | | | | | |
| Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. |  |  |  |  |  |

| **Component of the unit is evidenced in:** | **Evidence Item 1** | **Evidence Item 2** | **Evidence Item 3** | **Evidence Item 4** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| **Required skills or performance evidence** | | | | | |
| There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and: |  |  |  |  |  |
| **PE1.** Followed environmental policies and identified potential breaches of environmental regulations and suggested improvements within the limit of own authority. |  |  |  |  |  |

| **Component of the unit is evidenced in:** | **Evidence Item 1** | **Evidence Item 2** | **Evidence Item 3** | **Evidence Item 4** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| **Required knowledge or knowledge evidence** | | | | | |
| There must be evidence the candidate has knowledge of: |  |  |  |  |  |
| **KE1.** Environmental sustainability issues relevant to organisation |  |  |  |  |  |
| **KE2.** Resource use and impact of inefficiencies associated with own work role |  |  |  |  |  |
| **KE3.** Environmental and resource efficiency policies and procedures for own work role |  |  |  |  |  |
| **KE4.** Environmental regulations and guidelines and their impact on own work role |  |  |  |  |  |
| **KE5.** The environmental issues, hazards and risks associated with own work role |  |  |  |  |  |

| **Component of the unit is evidenced in:** | **Evidence Item 1** | **Evidence Item 2** | **Evidence Item 3** | **Evidence Item 4** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| **Critical aspects or assessment conditions** | | | | | |
| Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit: |  |  |  |  |  |
| use of suitable facilities, equipment and resources, including: |  |  |  |  |  |
| environmental regulations, guidelines and procedures |  |  |  |  |  |
| workplace incident reporting procedures and forms. |  |  |  |  |  |
| Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors. |  |  |  |  |  |
| **Other information if required** | | | | | |
|  |  |  |  |  |  |