



Australian Government

**Assessment Requirements for
PMAWHS420 Develop first aid procedures
and manage resources**

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to PMAOHS420B Develop First Aid procedures and manage resources

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and include the ability to:

- communicate effectively orally and in writing
- coordinate participative processes
- plan for and develop procedures incorporating input from others
- evaluate policy/procedures and make recommendations for improvement
- determine the need for training and professional development and coordinate appropriate responses
- manage own professional development and currency of certification
- monitor the implementation of the system and make amendments, including:
 - correct application of procedures
 - alignment to current first aid practice/standards
 - need for information/communications
 - integration with other systems/procedures
- write procedures, including technical and numerical information.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- organisational procedures, including those covering:
 - safety, hazards and hazard control
 - incident, fire and accident
 - environmental protection
 - risk assessment/risk management
- hazards that may arise in the job/work environment, and:
 - their possible causes
 - potential consequences
 - risks
 - appropriate risk controls
- regulatory framework
- state and territory regulations relating to currency of skills and knowledge

- training and assessment processes and methods
- identifying and evaluating training/assessment options
- techniques for identifying skills/training needs
- national training agenda
- the role of professional development
- first aid principles and practices.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
 - a single project which provides sufficient evidence of developing new or reviewing existing first aid procedures which satisfy the requirements of all the elements and performance criteria
 - multiple smaller projects which together provide sufficient evidence of developing new or reviewing existing first aid procedures which satisfy the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should use a real project in an operational workplace. Where this is not possible or practical, assessment must occur using a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- In addition, the assessor or anyone acting in subject matter expert role in assessment must demonstrate both technical competency and currency. If the assessor cannot demonstrate technical competency and currency they must assess with a subject matter expert who does meet these requirements.
- Technical competence can be demonstrated through one or more of:
 - relevant VET or other qualification/Statement of Attainment

- appropriate workplace experience undertaking the type of work being assessed under routine and non-routine conditions
- appropriate workplace experience supervising/evaluating the type of work being assessed under routine and non-routine conditions
- Currency can be demonstrated through one or more of:
 - being currently employed undertaking the type of work being assessed
 - being employed by the organisation undertaking the type of work being assessed and having maintained currency in accordance with that organisation's policies and procedures
 - having consulted/had contact with an organisation undertaking the type of work being assessed within the last twelve months, the consultation/contact being related to assessment
 - conducting on-the-job training/assessments of the type of work being assessed
 - being an active member of a relevant professional body and participating in activities relevant to the assessment of this type of work.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875>