

RTC3218A**Unit Descriptor****Undertake a site assessment**

Undertake a site assessment

Unit Sector

No sector assigned

ELEMENT	PERFORMANCE CRITERIA
1. Identify purpose for site assessment	1.1 Client brief is prepared and agreed 1.2 Project objectives are outlined
2. Collect and collate base information	2.1 Existing resources are identified and acquired 2.2 Site maps and plans are sourced 2.3 Base plan is prepared of the site
3. Prepare for a site visit	3.1 Occupational Health and Safety hazards associated with undertaking a site visit, are assessed for potential risks and controls implemented accordingly 3.2 Location, ownership and site boundaries are verified 3.3 Covenants which could affect the landscape design are identified and recorded 3.4 Climate and weather conditions are ascertained from historical data 3.5 Where required, formal approval is sought to visit site
4. Undertake site inspection	4.1 Site orientation is undertaken 4.2 Existing on-site and adjacent site features that may impact upon the project objectives are identified and recorded 4.3 Site grades are visually identified and recorded 4.4 Soil types are identified from soil identification reference chart guidelines and soil maps and recorded on site inventory report 4.5 Soil samples for testing by others are gathered and prepared according to test kit instructions
5. Document information	5.1 Site survey information is documented in accordance with enterprise procedures 5.2 Documents are completed and forwarded to supervisor/manager according to enterprise procedures

KEY COMPETENCIES

What processes should be applied to this competency standard? There are a number of processes that are learnt throughout work and life, which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the key competencies, although others may be added. The questions below highlight how these processes are applied in this competency standard. Following each question a number in brackets indicates the level to which the key competency needs to be demonstrated where 0 = not required, 1 = perform the process, 2 = perform and administer the process and 3 = perform, administer and design the process.

Key Competency	Example of Application	Performance Level
Communicating ideas and information	Ideas and information may need to be communicated to the client via a site inventory report and other site plans	2
Collecting analysing and organising information	Information on existing site features may need to be collected, analysed and organised from visual inspections and/or inspections of existing plans and maps	2
Planning and organising activities	A logical sequence of events may need to be implemented in the form of a check list when undertaking a site assessment and all details of that assessment need to be recorded	2
Working with others and in teams	Team work may be required when visiting a site and recording information	2
Using mathematical ideas and techniques	Mathematical ideas and techniques such as the reading of measurements and site levels may be required	2
Solving problems	Problems may arise when assessing site boundaries and caveats	2
Using technology	Technology may be applied when using levelling equipment and when using computers to generate plans and record information	2

RANGE STATEMENT

Existing features

features may include

- topography
- vegetation
- hydrology
- services above and below ground
- amenities
- buildings and structures
- access points
- site modifications
- fauna
- location of boundaries
- aspect, streams, paths, banks and gullies.

Covenants

covenants may include

- easements
- right of ways
- altered boundaries
- council regulations or restrictions

Site orientation

- compass bearings and magnetic north
- points of access
- utility service locations
- physical constraints of site
- safety threats and hazards
- environmental problems

Environmental impact statement

may include

- positive and/or negative outcomes re proposed works and site suitability
- if drainage and irrigation were proposed, then this may reduce excess water nutrient and chemical flow into natural waterways but if the proposed design envisaged a lot of excavation, then this may impact on soil condition and stability

Occupational Health and Safety hazards

may include

- solar radiation
- uneven surfaces
- tapes
- strings and levelling equipment that may be tripped over
- existing on-site obstacles

Datum

- a datum is a level surface above or below which all heights are measured
- a datum is assigned a value, ie, 10000, 1000, 100, etc
- the datum is usually selected by the surveyor for establishment of a starting point on a permanently fixed point, however an assumed datum can be set at 0.00 if a survey is not used
- on site a local datum point could simply be a step or a nail in a fence, which all levels are referred to

Levelling equipment

may include

- spirit levels
- line bubbles
- water levels
- boning rods
- dumpy levels
- tilting levels
- plumb bobs
- staves and tripods

Soil testing

may include

- tests for pH
- salinity
- texture and soil type

samples for testing may include

- plugs
- core samples

Soil kit

test kits may include

- a dry test
- Commonwealth Scientific Industrial Research Organisation (CSIRO) kits
- EC Meters and pH kits

Documenting information

through

- plans
- maps
- reports
- schedules and field notes.

The sport and recreation industry

covers

- industry sectors of community recreation, fitness, outdoor recreation and sport
- significant roles played by activity organisations, industry peak bodies, professional organisations
- large volunteer base
- high turnover of volunteers
- high levels of part time and casual employment
- irregular working hours
- relatively few professional positions
- workforce employed mostly in operational positions
- mainly small business or self-employed personnel
- slow to take up technology
- over 2/3 of the sport and recreation industry have no formal/recognised qualifications
- significant reliance upon industry credentials and involvement in the activity itself

EVIDENCE GUIDE

Critical aspects of evidence to be considered

- Assessment must confirm sufficient knowledge in undertaking a site assessment
- Assessment of performance should be over a period of time covering all categories from the Range Statements applicable to the learner's work environment
- In particular, assessment must confirm the ability to
 - use basic surveying techniques
 - produce information on site features, soil type and composition
 - collected, analysed and accurately record site levels according to recognised land surveying techniques.
 - transfer the skills and knowledge required to undertake a site assessment to a different work environment, eg, this could include different sites, environments and reasons for assessing the site

Interdependent assessment of units

- This unit must be assessed after attainment of competency in the following unit(s)
 - Nil
- This unit must be assessed in conjunction with the following unit(s)
 - Nil
- For the purpose of integrated assessment, this unit may be assessed in conjunction with the following unit(s)
 - Nil

Required knowledge and skills

- Required knowledge
 - Plant recognition
 - Map reading
 - Soil pH, texture and type
 - Basic measuring and survey equipment
 - Current land use and environmental threats and problems to site
 - Occupational Health and Safety hazards associated with undertaking a site assessment
 - Protocols of accessing and visiting the site
- Required skills
 - Identify purpose for site assessment
 - Collect and collate base information
 - Prepare for site visit
 - Undertake site inspection
 - Document information

Resource implications

- Physical resources - assessment of this competency requires access to
 - levelling equipment
 - soil test kit
 - appropriate documentation and resources normally used in the workplace
- Human resources - assessment of this competency will require human resources consistent with those outlined in the Assessment Guidelines. That is, assessors (or persons within the assessment team) should
 - be competent in this unit
 - be current in their knowledge and understanding of the industry through provision of evidence of professional activity in the relevant area
 - have attained the National Competency Standards for Assessment: BSZ401A, BSZ402A and BSZ403A

Consistency in performance

- Competence in this unit must be assessed over a period of time in order to ensure consistency of performance over the Range Statements and contexts applicable in the work environment

Context for assessment

- This unit of competency must be assessed in the context of a sport or recreation activity. For valid and reliable assessment the sport or recreation activity should closely replicate the work environment. The environment should be safe with the hazards, circumstances and equipment likely to be encountered in a real workplace
- Assessment of this unit of competence will usually include observation of processes and procedures, oral and/or written questioning on required knowledge and skills and consideration of required attitudes
- Where performance is not directly observed and/or is required to be demonstrated over a "period of time" and/or in a "number of locations", any evidence should be authenticated by colleagues, supervisors, clients or other appropriate persons

Essential Assessment Information

There is **essential information about assessing this competency standard for consistent performance and where and how it may be assessed** , in the Assessment Guidelines for this Training Package. All users of these competency standards must have **access** to the **Assessment Guidelines** . Further advice may also be sought from the relevant **sector booklet** .