



Australian Government

Assessment Requirements for PMAWHS310 Investigate incidents

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to PMAOHS310B Investigate incidents

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:
- recognise and analyse potential situations requiring action and implement corrective action
- secure incident site and collect and preserve evidence and records in accordance with legislative requirements
- analyse information and evidence to determine:
 - possible and likely causes of incident
 - improvements to emergency procedures
- plan and undertake interviews using appropriate communication (listening and questioning) and negotiation techniques
- demonstrate ethical behaviour and cultural awareness in undertaking investigation
- identify and liaise with specialists and support services
- complete forms and records

read and interpret procedures, reports, evidence and statements.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- organisational procedures, including those covering:
 - safety, hazards and hazard control
 - incident, fire and accident reporting and investigation
 - environmental protection
 - risk assessment/risk management
 - record keeping
- hazards that may arise in the job/work environment, and:
 - their possible causes
 - potential consequences
 - risks
 - appropriate risk controls
- factors affecting incident initiation and development for predictable incident types for that plant
- scope and limitations of own role and responsibilities
- appropriate personnel for referral and reporting.

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:
 - should occur in an operational environment while conducting an incident investigation
 - will typically include a supervisor/third-party report focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
 - must include an incident investigation using appropriate tools, equipment and safety gear
 - may use industry-based simulation for all or part of the unit particularly where, lack of opportunity is an issue. If simulation is the major source of evidence, then the simulation must replicate or enhance the situation of a real investigation.
- Assessment should occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors assessment must occur in 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.
- Assessment in a simulated environment should use evidence collected from one or more of:
 - demonstration of skills
 - industry-based case studies/scenarios
 - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) 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.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- 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>