Unit 3, Module 3 – Workplace Assignment

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| **Excelling** | Has included a detailed map of the workplace that is clearly labelled and includes more than ten annotated OH&S aspects of significance | Has listed and described in detail more than ten hazards, all of which have been given a risk rating | Includes ten or more photos of the PPE used within the workplace, which have been annotated in detail as to how it reduces risk | Has outlined in detail ten or more steps to report and resolve OH&S issues within the workplace | Annotated in detail more than five OH&S responsibilities for five or more employers or employees within the workplace | Has included ten or more annotated photographic pieces of evidence of OH&S procedures, information and reporting processes/documents within the workplace | Creates fifteen or more open-ended questions for an interview with an employer | PMI Chart included ten and positive ten negative aspects of the interview |
| Has described in detail ten or more risk controls relevant to the hazards identified by the risk assessment | All steps outlined are represented in a logical order | Demonstrates strong communication skills, using a clear voice, engaging in conversation, actively listening, demonstrating the importance of interview questions as well as recording the interview | PMI chart included ten or more interesting facts |
| Is able to list and describe five or more strengths and five or more weaknesses of the OH&S issue resolution process | All interview questions were addressed, whereby the student further questioned the café owner for clarification/ elaboration |
| **Achieving** | Has included a map of the workplace that is labelled and includes more than five annotated OH&S aspects of significance | Has listed and described more than five hazards, all of which have been given a risk rating | Includes five or more photos of the PPE used within the workplace, which have been annotated as to how it reduces risk | Has outlined five or more steps to report and resolve OH&S issues within the workplace | Annotated five OH&S responsibilities for at least five employers or employees within the workplace | Has included five or more annotated photographic pieces of evidence of OH&S procedures, information and reporting processes/ documents within the workplace | Creates ten or more open-ended questions for an interview with an employer | PMI chart included five positive five and negative aspects of the interview |
| Has described five or more risk controls relevant to the hazards identified by the risk assessment | Most steps outlined are represented in a logical order | Demonstrates communication skills, using a clear voice, engaging in conversation, actively listening, demonstrating the importance of interview questions | PMI chart included five or more interesting facts |
| Is able to list and describe three or more strengths and three or more weaknesses of the OH&S issue resolution process | All interview questions were addressed |
| **Satisfactory** | Has included a map of the workplace that is labelled and includes less than five OH&S aspects | Has listed less than five hazards, most of which have been given a risk rating | Includes less than five photos of the PPE used within the workplace; however, has not annotated as to how it reduces risk | Has listed less than five steps to report or resolve OH&S issues within the workplace | Listed three OH&S responsibilities for three employers or employees within the workplace | Has included three or more photographic pieces of evidence of OH&S procedures, information or reporting processes/ documents within the workplace | Creates five or more questions for an interview with an employer; however, some are not relevant to the task/ criteria | PMI chart included two positive two or negative aspects of the interview |
| Has listed less than five risk controls; however, not all are relevant to the hazards identified by the risk assessment | Some steps listed are represented in a logical order | Demonstrates limited communication skills, voice is quiet and level of engagement in conversation is lacking, with 50% or more of the interview questions were addressed | PMI chart included two or more interesting facts |
| Is able to list less than three or weaknesses of the OH&S issue resolution process |
| **Not yet satisfactory** | Has included a map of the workplace and includes less than two OH&S aspects | Has listed less than three hazards, most of which have been given a risk rating | Includes less than three photos of the PPE used within the workplace; however, has not annotated as to how it reduces risk | Has listed less than three steps to report or resolve OH&S issues within the workplace | Listed one OH&S responsibility for one employer or employee within the workplace | Has included one photographic piece of evidence of OH&S procedures, information or reporting processes/ documents within the workplace | Creates five ‘yes/no’ questions for an interview with an employer | PMI chart included one positive one or negative aspect of the interview |
| Has listed less than three risk control; however, not all are relevant to the hazards identified by the risk assessment | Steps listed are not represented in a logical order | Demonstrates limited communication skills and needs assistance when asking interview questions, with less than 50% of the interview questions addressed | PMI chart included one interesting fact |
| Is able to list one strength or weakness of the OH&S issue resolution process |
| Not shown | Not shown | Not shown | Not shown | Not shown | Not shown | Not shown | Not shown |
| **Criteria** | **Workplace map** | **Risk assessment and control** | **PPE** | **Flow chart** | **Organisational chart** | **Photographic evidence** | **Interview** | **Reflection (PMI chart)** |
| **Activity 5** | **Activity 6** |