22195VICCourse in Workplace Spotting for Service Assets

Reaccreditation Submission

May 2012

For office use only	
Accredited by:	Victorian Registration and Qualifications Authority
From:	1 July 2012
To:	30 June 2017
Course code:	22195VIC

BY ND

BY ND

Modification History

Version	Date	Details
1.1	June 2015	Section 4.4 and 5.2 Changes to First Aid and CPR requirements
1.0	May 2012	Initial release. Reaccreditation of *21705VICCourse in Worksplace Spotting for Service Assets*

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Course Development Steering Committee

Chair:	
Mr John McNally	Building Industry Consultative Council Industry Advisory Body (BICCIAB)
Committee Members:	
Mr Fergus Robinson	Master Builders Association of Victoria Industry Representative
Mr Peter Fisher	Civil Contractors Federation Industry Representative and training provider
Mr Paul Smith	Bendigo Regional Institute of TAFE Registered training organisation
Mr Rory McNamara	The Gordon TAFE Registered training organisation
Mr Tom McCormack	Australian Safety Training Pty Ltd Registered training organisation
Mr Mark Travis	MJ in Skills Registered training organisation
Mr Jim Gascoigne	Gascoigne Training and Assessment Pty Ltd Registered training organisation
Mr David Mackie	WorkSafe Victoria Inspector TSME3 Construction and Utilities Program
Mr Geoff Fleming	Electrical Safety Spotter Spotter service provider
Mr Stephen Teirney	Electrical Safety Spotter Spotter service provider
Mr Barry Kearney	Construction Forestry Mining and Energy Union (CFMEU) – Federated Engine Drivers and Firemen's Association (FEDFA) Union Representative
Mr Ray Crampton	Electrical Trades Union Victorian Branch Registered training organisation
Mr Tom Vassallo	Executive Officer, Curriculum Maintenance Building and Construction
Mr Warren Knop	Compliance Officer Infrastructure Safety EnergySafe Victoria

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In attendance	
Mr David Scannell	Curriculum Services Manager Holmesglen Telephone: (03) 9564 1613 Email: david.scannell@holmesglen.edu.au
Ms Adie Carson	Writer and Course Developer Holmesglen Telephone: (03) 9564 2605 Email: adrienne.carson@holmesglen.edu.au

Assessment Panel

Chair:	
Mr Trevor Lange	Accreditation Adviser
Committee Members:	
Mr Alan Daniel	Accreditation Adviser (Document review)
Mr George Adda	Accreditation Adviser
Mr Warren Knop	Industry Representative
In Attendance:	
Mr David Scannell	Course Accreditation Officer Holmesglen Learning Innovation and Development
Ms Jocelyn Jones	Minutes Holmesglen Learning Innovation and Development

Project Manager

Mr David Scannell
Holmesglen
Learning Innovation and Development
PO Box 42
HOLMESGLEN VIC 3148

Telephone: (03) 9564 1613
Facsimile: (03) 9564 1538
Email: david.scannell@holmesglen.edu.au

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Section A: Copyright and course classification information

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Section A: Copyright and course classification information

1. Copyright owner of the course	Copyright of this document is held by the Department of Education and Early Childhood Development, Victoria. © State of Victoria Tom Vassallo Executive Officer, Curriculum Maintenance Manager Building and Construction Holmesglen PO Box 42 HOLMESGLEN VIC 3148 Telephone: (03) 9564 1987 Facsimile: (03) 9564 1538 Email: tom.vassallo@holmesglen.edu.au
2. Address	Department of Education and Early Childhood Development Executive Director, Pathways Participation and Youth, GPO Box 266 Melbourne 3001.
3. Type of submission	This course is submitted as the reaccreditation of *21705VIC Course in Workplace Spotting for Service Assets*.
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6. Course accrediting body	Victorian Registration and Qualifications Authority (VRQA) Level 6, 35 Spring Street MELBOURNE VIC 3000 Telephone: (03) 9637 2806		
7. AVETMISS information			
	ANZSCO (*Australian and New Zealand Standard Classification of Occupations)*	721211	Earthmoving plant operator – construction plant operator (general)
	ANZSIC code (*Australia and New Zealand Standard Industrial Classification – industry type)*	3020	Non-residential building construction
	ASCED code – 4 digit *(Field of Education)*	0403	Building
	National course code	Not yet assigned	
8. Period of accreditation	1 July 2012 to 30 June 2017		

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Section B: Course information

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Section B: Course information

1. Nomenclature	*Standard 1 for Accredited Courses*
1.1 Name of the qualification	Course in Workplace Spotting for Service Assets
1.2 Nominal duration of the course	8 hours
2. Vocational or educational outcomes of the course	*Standard 1 for Accredited Courses* The Course in Workplace Spotting for Service Assets provides an accredited training program and vocational outcomes for a person to be registered as a spotter by Energy Safe Victoria (ESV), when working in the vicinity of overhead and underground assets of plant and equipment. The course does not align with any specific AQF level but rather complements existing competencies gained by workers in the building and construction and electrical industry. Therefore, it is appropriately designated as a 'Course in Workplace Spotting for Service Assets'. On completion of the Course in Workplace Spotting for Service Assets, participants will have the skills and knowledge to: • ensure safe practice as a spotter • identify and address hazards associated with plant operating close to overhead assets • identify and address hazards associated with underground assets • undertake pre-start activities and safety checks • communicate approach limit information to plant operators • facilitate emergency procedures and activities.
3. Development of the course	*Standards 1 and 2 for Accredited Courses*
3.1 Industry/enterprise/ community needs	**Background** ESV, as the electrical safety regulator, is responsible through the Electricity Safety Act 1998 for the safety of electrical supply and use and the efficiency of electrical equipment. ESV (originally known as the Office of the Chief Electrical Inspector – OCEI) was heavily involved in the initial development of the Victorian '**No Go Zones Rules'**, also referred to as this industry's 'guidelines' in conjunction with WorkSafe Victoria, unions, electrical distribution companies and related industry groups. During the development of the rules, it became evident that a form of training was required for persons outside the electrical industry, who worked as safety observers with the various items of plant and equipment in the vicinity of electrical assets. Persons undertaking this training are called 'Spotters'.

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Role of a spotter

The term spotter, originated to identify a person who had an appropriate level of skills, knowledge and training that would allow that person to safely observe, maintain the required clearance requirement and direct the items of plant working in the vicinity of electrical assets away from the identified hazards associated with those electrical assets. Spotters are employed to minimise the risk of electrocution or interaction with pipelines and work where mobile plant and equipment are used in proximity to overhead assets (power lines) or underground assets (electrical conductors and pipelines).

Previous course

The initial Course in Workplace Spotting for Service Assets developed by Holmesglen, on behalf of Higher Education and Skills Group (HESG) (formally Skills Victoria), formalised and structured the training requirements for persons working in the hazardous environment associated with electrical assets and ESV supported the development of this course at that time (2006).

ESV is a Steering Committee member of the course and in August 2011, provided a letter to the course developer, advising that ESV further endorses and supports the review and accreditation of the Course in Workplace Spotting for Service Assets. ESV believes this review will ensure the training is of a high standard and will provide to persons working as spotters, the necessary skills to work safely in the vicinity of electrical assets during plant and equipment operations and to identify potential hazards. Potential hazards may include a source, which has the potential to cause illness, injury, damage or disruption to work, and/or a condition when plant or equipment comes close to an electrical conductor so as to contact it or cause arcing to occur resulting in earthing of the electrical supply to the ground.

In 2010, the currect spotter course wasoffered by at least 17 registered training organisations (RTOs) in and around Victoria.

In the ESV 2010 annual report, the numbers of registered spotters in the section on licensing statistics states:

Worker standards	**2009/ 2010**	**2008/ 2009**	**2007/ 2008**	**2006/ 2007**
Total numbers	7,867	6,697	5,393	2,712

This data clearly shows the increase in the number of registered spotters, thus the need for the continuation of the Course in Workplace Spotting for Service Assets.

HESG (formally Skills Victoria) has commissioned the reaccreditation of the *21705VIC Course in Workplace Spotting for Service Assets*, under advice from industry. David Magee, Senior Project Manager of the Construction and Property Services Industry Skills Council (CPSISC) confirmed by email in August 2011, that whilst checking Training Packages in this industry area, there are no national qualifications matching the *21705VIC Course in Workplace Spotting for Service Assets* and that the CPCO8 Construction, Plumbing and Services Integrated Framework Training Package does not include appropriate units of competency for spotters and therefore no nationally endorsed competencies have been included. CPSISC has also confirmed that there is no intention to conduct developmental work in this area.

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Refer to **Appendix 1** for email from CPSISC to confirm the above.

Industry has considered that it is appropriate for all spotters to receive training and have an awareness of the hazards associated with working near overhead electrical assets with plant and equipment including large vehicles. Support for this type of training has also been received from private and other RTOs who support the continued provision of this course and the reaccreditation process.

Refer to **Appendix 2**for letters of support.

Safety in the workplace remains the most important factor when working with overhead or underground service assets. In the publication 'The guide to best practice for safer construction tasks', published in 2007 by Engineers Australia, the Cooperative Research Centre for Construction Innovation, Icon.Net Pty Ltd, emerging trends show the need to practice safer construction tasks such as senior management-led safety walks, site inspections and hazard-spotting exercises around the construction site.The walks will provide an opportunity for senior managers to talk to field personnel (such as spotters) in the workplace, to get feedback on the project safety master plan and to see if there are any suggestions for improvement. The involvement by senior management reinforces a commitment to a safety culture at all levels of the construction project and construction tasks and would therefore support the spotter as a field worker.

This application for reaccreditation demonstrates that the VET Accredited Course (VAC) continues to meet the current needs of industry according to the Standards for VAC and AQTF, and has been redeveloped to reflect current knowledge and skills, identified in consultation with relevant industry representatives.

3.2 Review for reaccreditation

Standards 1 and 2 for Accredited Courses

This course has been approved to be redeveloped for reaccreditation by HESG as part of the Victorian government 's strategy *Securing Jobs for your Future – Skills for Victoria.*

A sample of industry feedback on training numbers and support received in 2010 by Tom Vassallo, Executive Officer, Curriculum Maintenance – Building and Construction shows more than 622 students completed their training in *21705VIC Course in Workplace Spotting for Service Assets* during 2009 – 2010.

Refer to **Appendix 8** forindustry feedback on training numbers.

Current course

The current course *21705VIC Course in Workplace Spotting for Service Assets* was originally accredited from 1 January 2006 – 31 December 2010. The current course consists of one unit of competency *VBP689 Observe for the safe operation of plant and equipment around above and below ground assets*.

An extension to the accreditation period was granted to 31 December 2011 and a further extension has been granted to 30 June 2012.

Refer to **Appendix 3** for VRQA extension to accreditation period.

Changes made to the course do not impact on outcomes. Therefore, the replacement course is deemed equivalent to the previous course.

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The new unit of competency title will be *VU20834 Observe for the safe operation of plant and equipment around overhead and underground assets.*

During consultation at Steering Committee meetings, it was agreed to replace the words 'above ground' with 'overhead' and the words 'below ground 'with 'underground service assets'. This has resulted in a slight change to the unit title. The current course consists of one unit of competency *VBP689 Observe for the safe operation of plant and equipment around above and below ground assets*.

The VRQA has granted an extension to the 30 June 2012.Details are provided in Appendix 3.

Skills and knowledge outcomes

A Focus Group of industry representatives, RTOs, and practitioners was held on Thursday 26 May 2011 to determine skills and knowledge gaps in the existing course and minor changes have been made to meet the required skills, knowledge and outcomes.

In the original intention to accredit (2006), the unit *VBP004 Work safely near live electrical apparatus as non electrical worker* from the course *21611VIC Course in Working Safely Near Overhead and Underground Assets* was considered, but was found to be unsuitable.

This was because ESV and WorkSafe considered that the levels of responsibility identified in the evidence guide for the 21611VIC program, required underpinning knowledge and performance better suited to supervisory and management staff who have to apply the WorkSafe 'Framework for undertaking work near overhead and underground assets'.

It was agreed at the Focus Group that the spotter's course must continue to encompass training and assessment for overhead and underground service assets. At the skills and knowledge workshop, the unit of competency *CPCCCM3003A Work safely around power sources, services and assets* was examined and found to be unsuitable for inclusion or use in the spotter's qualification because this unit in the CPC08 Training Package refers to overhead service assets only and not to underground assets such as gas pipes.

The skills and knowledge profile reflects the inclusion of minor adjustments to the skills and knowledge in the existing course, *21705VIC Course in Workplace Spotting for Service Assets* and new skills and knowledge to make sure the course meets current ESV and WorkSafe regulations.

Refer to **Appendix 4** forskills and knowledge profile summary.

The Steering Committee members are listed in the acknowledgements section of this document and are also listed in **Appendix 5:** Steering Committee members.

- The first Steering Committee was held on Wednesday 22 June 2011.
- The second Steering Committee was held on Friday 12 August 2011.
- The third Steering Committee was held on Wednesday 14 September 2011.
- Addendum BICCIAB/CFMEU meeting was held on Wednesday 19 October 2011.

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	Throughout the course development process, there has been wide support from private RTO and TAFE teachers, industry and union representation, including spotters who work in the field.Minutes of the Steering Committee meetings can be found in Appendix 6 and Course contents endorsement forms can be found in Appendix 7. Refer to **Appendix 6** for Steering Committee minutes. Refer to **Appendix 7** for Course contents endorsement forms. The findings from the survey information gathered at the Focus Group were presented to the Steering Committee members at the first Steering Committee meeting held on Wednesday 22 June 2011. The Steering Committee members comprised: • industry representatives • RTOs • the safety regulator responsible for electrical and gas safety in Victoria ESV • the industry advisory body for the building and construction and civil construction industry in Victoria (BICCIAB) • associated unions (CFMEU and ETU) representing the spotter industry • safety spotter employers.
4. Course outcomes	*Standards 1, 2 and 3 for Accredited Courses*
4.1 Qualification level	As this is a 'Course in' it is not aligned to an AQF level.
4.2 Employability Skills	*Standard 4 for Accredited Courses* Employability Skills are often referred to as generic capabilities or enabling skills. They describe non-technical skills and competencies that play a significant part in contributing to an individual's effective and successful participation in the workplace. They are defined as eight key skills: • communication • teamwork • problem solving • initiative and enterprise • planning and organising • self-management • learning • technology. The Employability Skills to be achieved in this course are shown in **Appendix 9**.
4.3 Recognition given to the course	*Standard 5 for Accredited Courses* Successful completion of the *22195VICCourse in Workplace Spotting for Service Assets* may result in registration as a spotter with ESV provided the spotter complies with ESV registration requirements. These requirements are explained in Section 4.4 Licensing/regulatory requirements.

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4.4 Licensing/regulatory requirements (if applicable)

Standard 5 for Accredited Courses

There are licensing/regulatory requirements for entry to this course as prescribed by WorkSafe Victoria and ESV. (Refer to the entry requirements as detailed in 5.2 of this submission.)

Registration

To be eligible for registration as a spotter, and to obtain a Spotters Registration Card from ESV, a person must provide evidence of the following to the RTO:

New spotters:

1. Proof of the applicant's age – A person to be registered as a spotter with ESV minimum age is to be 18 years of age.
2. Competency in the form of Certificates/Statement of Attainment from the relevant Training Package/accredited course for each item of plant the spotter is spotting for in compliance with occupational health and safety (OHS) legislative requirements.
3. Current HLTAID003 Provide First Aid or equivalent
4. Current Cardio Pulmonary Resuscitation, in accordance with the Australian Resuscitation Council CPR re certification guideline 10.1 March 2013.
5. Statement of Attainment showing successful completion of the Spotters Course.

When this evidence is received, a spotters registration card will be generated by ESV and sent to that person's residential address.

and for High Risk Work:

6. A licence to perform High Risk Work issued by the WorkSafe Victoria for the item of plant and equipment that person will be spotting for with the exception of a dogger or rigger who can spot for all items of plant and equipment.
7. A person holding a dogging/rigging certificate can after successful completion of the Spotters Course act as a spotter for all types of plant and equipment.
8. For items of plant such as an elevated work platform <11 metres, or a vehicle mounted crane <10 tonne/metres or other plant where there is no licensing requirement, evidence of competency must be demonstrated to obtain a spotter certificate.

Existing spotters

In order to receive a new registration card, existing spotters who hold Spotters Registration Cards with expiry dates **must provide evidence within three months of the expiry date to show they have:**

- undertaken a spotter refresher course with a Registered Training Provider
- tickets/statement of attainment for any new competencies that have been achieved

and

- Current HLTAID003 Provide First Aid or equivalent and Cardio Pulmonary Resuscitation, in accordance with the Australian Resuscitation Council CPR re certification guideline 10.1 March 2013.

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Persons undertaking spotter duties for underground assets need to be a registered spotter, and must be competent to undertake the work.

It is the belief of the industry that over time, the technologies, techniques and equipment used in the workplace may change significantly from those in place at the time of the candidate's original assessment. The inappropriate recognition and interpretation of these changes has the potential to create hazards in the workplace. To reduce this risk, ESV will only register people to act as spotters if they hold an appropriate spotters ticket which is valid for a period of three years.

To ensure spotters remain up-to-date with any changes in the No Go Zone procedures, spotters must attend refresher training, which is undertaken at the expiry of each three year registration period from the time of their original Statement of attainment and remain up to date by referencing relevant procedures and documents. The documents include:

- framework for undertaking work near overhead and underground assets (WorkSafe)
- guide for undertaking work near underground assets
- using earthmoving equipment near overhead electrical assets.

To meet re-registration requirements, spotters must provide evidence of attending an ESV approved refresher course of training. See the ESV website, www.esv.vic.gov.au for the most recent version of these requirements.

Construction induction training

People who are required to work on a construction site will require a Construction Induction Card (CI Card) issued by WorkSafe. An application to WorkSafe for the registration of a person to perform construction work must include proof of identity and a construction Statement of attainment issued by an RTO (or another acceptable form of evidence) for the unit of competency *CPCCOHS1001A Work safely in the construction industry*. This has been developed to meet the requirements of the National Code of Practice for Induction for Construction Work. Upon completion of this unit of competency participants will receive a statement of attainment and the CI Card.

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5. Course rules

5.1 Course structure

Standards 2, 6 and 7 for Accredited Courses

Attainment of the Course in Workplace Spotting for Service Assets requires the successful completion of the following unit of competency:*VU20834Observe for the safe operation of plant and equipment around overhead and underground assets*. There are no electives.

Unit of competency /module code	Field of Education code (6-digit)	Unit of competency/ module title	Pre-requisite	Nominal hours
Core units/modules				
VU20834	040399	Observe for the safe operation of plant and equipment around overhead and underground assets	Nil	8

5.2 Entry requirements

Standard 9 for Accredited Courses

It is the responsibility of the training provider to confirm participant's eligibility for entry to the course.

Entry into the Course in Workplace Spotting for Service Assets is open to participants who are:

- a minimum of 18 years of age to align with WorkSafe requirements

and have:

- basic communication, literacy, numeracy skills that are sufficiently well developed for them to participate in the training at the Australian Core Skills Framework (ACSF) Level 2 (see explanation in **Note** section)

and

- a Current HLTAID003 Provide First Aid or equivalent

and

- Current Cardio Pulmonary Resuscitation, in accordance with the Australian Resuscitation Council CPR re certification guideline 10.1 March 2013.

and

- competency in the form of Certificates/Statement of attainment from the relevant Training Package/accredited course, for each item of plant the spotter is spotting for in compliance with OHS legislative requirements.

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and for High Risk Work:

- A license to perform High Risk Work issued by WorkSafe Victoria, for the item of plant and equipment that person will be spotting for with the exception of a dogger or rigger who can spot for all items of plant and equipment.
- A person holding a Dogging/rigging certificate can after successful completion of the spotters course act as a spotter for all types of plant and equipment.
- For items of plant such as an elevated work platform <11 metres, or a vehicle mounted crane <10 tonne/metres or other plant where there is no licensing requirement, evidence of competency, must be demonstrated to obtain a spotter certificate.

Note

Level 2 of the ACSF competency is demonstrated by the following achievement indicators:

Learning

- Provide and gather factual information orally, sufficient to explain potential hazards or difficulties.

Reading

- Read and understand permits and instructions and to identify if the information contained in the permit is complete and appropriate for the job.
- Locate, read and interpret information in short simple texts, which may contain simple graphic or diagrammatic information.

Writing

- Write in simple sentences. For example, brief reports or explanations.

Numeracy

- Locate, select and use simple mathematical actions and information in familiar real life activities or texts.
- Use some symbols and diagrams to communicate mathematically. For example, draw simple diagram of the No Go Zone surrounding an asset.

Oral communication

- Communicate verbal and written information in a work or emergency situation.
- Participate in short interpersonal exchanges.
- Use everyday language to provide information or maintain a conversation with others, including colleagues and mentors.
- Listen for relevant information in oral texts across familiar contexts, such as interpretation of verbal instructions from a supervisor.

Note:

- This industry does not accept that people who have not worked in the workplace spotting industry can be assessed as competent within the industry.

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6. Assessment

6.1 Assessment strategy

Standard 10 for Accredited Courses

The assessment of the unit *VU20834 Observe for the safe operation of plant and equipment around overhead and underground assets* is consistent with competency based performance and methods, incorporating specific assessment criteria. Where appropriate, a single or integrated assessment procedure may be used to assess multiple elements/performance criteria.

Evidence of satisfactory performance will be sought through a variety of tasks depending on the criteria specified. In order to demonstrate satisfactory performance, the individual could be required to:

- participate in a range of real or simulated activities
- respond to questions verbally

and/or

- respond to simple questions in writing.

Assessment strategies developed by RTOs must be consistent with the requirements of Standard 1, Element 1.5 of the Australian Quality Training Framework (AQTF) Essential Conditions and Standards for Continuing (or Initial) Registration. Strategies should also include arrangements to advise prospective students and facilitate therecognition of prior learning(RPL) processes.

Assessment strategies should be designed to:

- cover a range of skills and knowledge required to demonstrate the intended course outcomes
- collect evidence on a number of occasions to suit a variety of contexts and situations
- be appropriate to the skills, knowledge, methods of delivery and needs/characteristics of students
- assist assessors to interpret evidence consistently
- recognise prior learning
- be equitable to all groups of students
- be valid, reliable, flexible and fair
- inform students of the context and purpose of the assessment and the assessment process
- provide feedback to students about the outcomes of the assessment process and guidance given for future options
- allow reasonable time to complete a task, which specifically reflects the industry context in which the task takes place.

Assessment strategies must:

- meet the requirements of the relevant Training Package or accredited course
- be conducted in accordance with the principles of assessment and the rules of evidence
- meet workplace and where relevant, regulatory requirements
- be systematically validated.

RTOs delivering the Course in Workplace Spotting for Service Assets should ensure that the assessment strategies used are appropriate to the levels of language, literacy and numeracy used within the program and to the standard required by the industry or community.

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	Recognition of prior learning Participants undertaking this course may be entitled to have their prior knowledge recognised. RPL acknowledges the skills and knowledge that participants have obtained through: • formal training (conducted by industry or educational institutions in Australia or overseas) • work experience • life experience • previous study at educational institutes or training programs in the workplace. Evidence to support an application for RPL may include details of work done by the application, reports, third party reports and evidence of other relevant training completed. Because there are comparable spotter training programs in other states and territories in Australia and people will therefore be employed as spotters in these states and territories, the training provided by RTOs may not necessarily be consistent with the Victorian regulations, the extent of the No Go Zones or physical conditions found on Victorian workplaces. Under these circumstances, each RTO must check with each state authority for regulatory spotter requirements to establish where competency exists and the extent to which prior learning or competence can be recognised. Recognition and automatic credit is granted if a participant has a Statement of Attainment for the unit of competency *VU20834 Observe for the safe operation of plant and equipment overhead and underground assets*.
6.2 Assessor competencies	*Standard 12 for Accredited Courses* Standard 1.4 of the *Australian Quality Training Framework*(AQTF) *Essential Conditions and Standards for Continuing Registration*, states the requirements for the competence of persons assessing the course. See the *User Guide to the AQTF User Essential Conditions and Standards for Continuing (or Initial) Registration* (The complete listing of available AQTF publications can be found at: <www.training.com.au/pages/menuitem5cbe14d51b49dd34b225261017a62dbc.aspx>

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7. Delivery

Standard 11 for Accredited Courses

7.1 Delivery modes

Delivery modes must be consistent with any mandatory requirements specified in the unit of competency.

As spotting involves the physical observation of plant and equipment operating around a workplace, the practical components of the program should be delivered:

- in a workplace

or

- in a simulated workplace that accurately reflects workplace conditions.

The theoretical components of the program may be delivered:

- in a classroom

or

- by distance learning such as self-paced manuals or e-learning.

Adequate supervision must be provided to ensure workplace safety during delivery and assessment, whenever participants are using tools/equipment, working near overhead or underground assets, with dangerous machinery or substances or in potentially hazardous environments. The unit of competency *VU20834 Observe for the safe operation of plant and equipment around overhead and underground assets*, details the range of personal protective clothing and equipment that must be worn where the work situation warrants it to achieve the learning outcomes.

7.2 Resources

Standard 12 for Accredited Courses

The resources, facilities and equipment required to deliver and assess the Course in Workplace Spotting for Service Assets are noted in the evidence guide of the unit of competency.

The use of personal protective equipment(PPE) as OHS resources and the safe use of tools and equipment are implicit within the unit of competency.

PPE is identified in the unit, *VU20834 Observe for the safe operation of plant and equipment around overhead and underground assets* includes:

- head protection
- foot protection – steel capped, rubber soled boots, or steel capped rubber boots
- high visibility vest
- clothing appropriate to the environment in which the spotting is being undertaken (dependent on the site requirements and protection required, etc)
- safety glasses or goggles (depending on site requirements)
- first aid equipment appropriate to the requirements of the first aid competency required as a spotter, ie gloves, resuscitation mask/shield
- hearing protection
- dust protection (eyes or breathing)
- protection from the elements
- UV protection
- sun glare protection
- whistle.

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	The OHS requirements of a spotter include but are not limited to: • assessing and developing modification of the safe work method statements (SWMS) and other relevant and procedural documents • contributing to the protection of the workgroup involved with the plant and equipment being spotted for • assisting with first aid and emergency procedures. Physical resources include but are not limited to: • audio/visual materials depicting spotting situations, techniques, adverse incidents, overhead and underground assets • examples of approved communication and measurement equipment and tools • PPE. Specialised facilities, equipment and other resources essential to the delivery of the course are detailed in the unit of competency comprising the program. Human resources include trainers and assessors who meet the requirements listed in Appendix 3 of the Users' Guide to the Essential Conditions and Standards for Registration (AQTF).
8. Pathways and articulation	*Standard 8 for Accredited Courses* There are no formal articulation or credit transfer arrangements into other VET or higher education qualifications for the Course in Workplace Spotting for Service Assets.
9. Ongoing monitoring and evaluation	*Standard 13 for Accredited Courses* The Executive Officer, Curriculum Maintenance – Building and Construction, is responsible for the ongoing monitoring and evaluation of the Course in Workplace Spotting for Service Assets. Under the AQTF, RTOs must conduct annual individual course evaluations with staff, students and employers and this will form the basis of feedback to the Executive Officer, Curriculum Maintenance – Building and Construction. Formal course evaluations will be undertaken halfway through the accreditation period and will be based on student and teacher evaluation surveys and industry stakeholder's surveys/consultations. These stakeholders should include representatives from the Building Industry Consultative Council Industry Advisory Body, WorkSafe Victoria, Energy Safe Victoria, Construction and Property Services Industry Skills Council, Construction, Forestry, Mining and Energy Union, Master Builders Australia, business employers, spotters, RTOs and teachers. Changes that will be reported to the VRQA may include changes to: • the course structure, by adding units to reflect local industry needs • the nominal duration of the course • articulation and/or credit transfer arrangements • legislation such as OHS/licensing. Should a Training Package be endorsed that contains a qualification equal to *21705VIC Course in Workplace Spotting for Service Assets* and is acceptable to the industry, then the Training Package qualification will supersede this course. The VRQA will be formally notified of any changes to the course documentation.

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Appendices to Section B: Course information

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Appendix 1 –Email from Construction and Property Services Industry Skills Council (CPSISC)

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From: Adrienne Carson [mailto:adriennec@holmesglen.edu.au]
Sent: Thursday, 18 August 2011 12:15 PM
To: David Magee
Cc: Tom Vassallo
Subject: 21705VIC Course in Workplace Spotting for Service Assets,

Hi David

I'm the course developer and project officer working on the reaccreditation of 21705VIC Course in Workplace Spotting for Service Assets.

I'm currently writing the submission document and would like to update my information from CPSISC. Could you please confirm the information I have written below is accurate to date. The email I refer to, I was forwarded to me by Tom Vassallo.

"Skills Victoria has commissioned the reaccreditation of the 21705VIC Course in Workplace Spotting for Service Assets, under advice from industry. David Magee, Senior Project Manager of the Construction and Property Services Industry Skills Council (CPSISC) has confirmed by email in February 2010, that whilst checking Training Packages in this industry area, there are no national qualifications matching the 21705VIC Course in Workplace Spotting for Service Assets and that the CPCO8 – Construction, Plumbing and Services Integrated Framework Training Packagedoes not include appropriate units of competency for Spotters and therefore no nationally endorsed competencies have been included."

Many thanks

Adie Carson
Project Officer
Learning, Innovation and Development
_____

T: +61 3 9564 2605
F: +61 3 9564 1606
E:Adrienne.carson@holmesglen.edu.au
W: www.holmesglen.edu.au

>>> "David Magee" <David.Magee@cpsisc.com.au> 8/20/2011 08:26 PM >>

Hi Adrienne

Based on your information, our knowledge of the Training package and planned future changes to the Training Package the course you are proposing does not duplicate the Training Package nor is there an intention to conduct developmental work in this area.

Cheers David

David Magee
Deputy CEO and Senior Project Manager
BA, MBA, MPET (VET), DipTrngAssSys

| Construction and Property Services Industry Skills Council (CPSISC)
|PO Box 151, Belconnen ACT 2616
| Ph:07 3899 4311|F:07 3899 4249
|E:david.magee@cpsisc.com.au|W: www.cpsisc.com.au

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Appendix 2 – Letters of support

Letters of support were received from the following organisations:

- Energy Safe, Victoria
- WorkSafe, Victoria

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Ref: G60774

16 August 2011

Ms Adie Carson
Project Officer
Learning, Innovation & Development
Holmesglen Tafe
PO Box 42
HOLMESGLEN VIC 3148

RECEIVED
17 AUG 2011
Learning Innovation and Development

Dear Ms Carson

RE: REACCREDITION FOR 21705VIC. COURSE IN WORKPLACE SPOTTING FOR OVERHEAD AND UNDERGROUND ASSETS

Energy Safe Victoria (ESV) as the electrical safety Regulator is responsible through the Electricity Safety Act 1998, for the safety of electrical supply and use and the efficiency of electrical equipment.

ESV (originally known as the Office of the Chief Electrical Inspector)(OCEI) was heavily involved in the initial development of the Victorian 'NO GO ZONE RULES' in conjunction with WorkSafe Victoria, Unions, electrical distribution companies and related industry groups.

During the development of the Rules, it became evident that a form of training was required for persons outside the electrical industry, who worked as safety observers with the various items of plant and equipment in the vicinity of electrical assets.

Subsequently, the term Spotter originated to identify a person who had an appropriate level of skills, knowledge and training that would allow that person to safely observe, maintain the require clearance requirements, and direct the items of plant working in the vicinity of electrical assets away from the identified hazards associated with those electrical assets.

The initial Course in Workplace Spotting for Service Assets 21705VIC developed by Holmesglen TAFE, formalised and structured the training requirements for persons working in the hazardous environment associated with electrical assets, and ESV supported the development of this course at that time.

Therefore, it is advised that ESV further endorses and supports the review and reaccreditation of the Course in Workplace Spotting for Service Assets 21705VIC, and believes this review will ensure the training is of a high standard, and will provide to persons working as Spotters the necessary skills to work safely in the vicinity of Electrical assets during plant and equipment operations.

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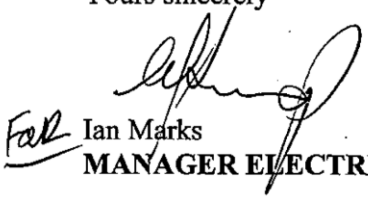
Should you have any questions regarding this matter please call Warren Knop Compliance Officer Infrastructure Safety on 03 92039791.

Yours sincerely



For Ian Marks
MANAGER ELECTRICAL INFRASTRUCTURE SAFETY

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222 Exhibition Street Melbourne VIC 3000
GPO Box 4306 Melbourne VIC 3001
Tel/ 03 9641 1555 Fax/ 03 9641 1222
worksafe.vic.gov.au

RECEIVED
25 AUG 2011
Learning Innovation and Development

24 August 2011

Adrienne Carson
Project Officer
Learning, Innovation and Development
Holmesglen
PO Box 42
HOLMESGLEN VIC 3148

Dear Ms Carson

Work near overhead electrical assets is a major risk to the safety of both workers and other persons in the vicinity of the works. This risk is reflected in many workplace incident's, several of which have resulted in fatalities

The high risks and consequences associated with this type of work is reflected in this work being classified as "high risk construction work' in the *Occupational Health and Safety Regulations* 2007.

WorkSafe in conjunction with ESV & the industry (employers, unions & power companies) have produced several publications giving guidance on controlling the risk of working near over head powerlines.

This guidance shows that the main control measure, after engineering controls, (such as turning power off, or relocating the over head powerlines), is a safe work method which includes the mandatory use of a spotter.

The use of a dedicated spotter is considered necessary to support the other workers who become absorbed in their specific work related tasks and cannot be expected to remain alert to the No Go Zone requirements without direct intervention by the spotter.

The use of a spotter as a control has the universal support of regulators, unions, employers, Dial Before You Dig and asset owners.

For these reasons WorkSafe endorses the accreditation submission and implementation of 21705 VIC Course in Workplace Spotting for Service Assets.

Yours sincerely

Allan Beacom
Director, Construction and Utilities Program

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Appendix 3 – VRQA extension to accreditation period

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RECEIVED
07 OCT 2011
Learning Innovation and Development

Victorian **Registration & Qualifications** Authority

Level 6, 35 Spring St
Melbourne VIC 3000
GPO Box 2317
Melbourne VIC 3001
T 61 3 **9637 2806**
F 61 3 9651 3266
vrqa@edumail.vic.gov.au
www.vrqa.vic.gov.au

Ms Lee Watts
Executive Director
Sector Operations
Skills Victoria
PO Box 266
MELBOURNE VIC 3001

Dear Ms Watts

The Victorian Registration and Qualifications Authority (VRQA) has approved the request to extend the period of accreditation for the following course:

21705VIC Course in Workplace Spotting for Service Assets

A new expiry date of **30 June 2012** has been entered on the VRQA State Register and uploaded to training.gov.au.

It is the VRQA policy to approve only one extension to the period of accreditation. Should there be evidence for continuing need for the course, it will need to be re-accredited prior to the extended expiry date. The re-accreditation process is similar to the accreditation process. Please check the VRQA website for details.

Please ensure course documentation held on file at the VRQA is the current course being delivered. Part B Section 8, *Ongoing monitoring and evaluation* of the original accreditation submission describes the process for course maintenance and evaluation.

For further information, please contact Christine Croker, VRQA Quality Assurance VET Unit, on 03 9651 3271 or email croker.christine.l@edumail.vic.gov.au.

Yours sincerely

Robyn Timmins
Deputy Director, VRQA

22 September 2011

Copy to: CMM Building and Construction, Furnishing and Water

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Appendix 4 – 2011 Skills and knowledge profile summary

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21705VIC Course in Workplace Spotting for Service Assets

Section A: Skills

Employability Skills	**Skills in the current unit VBP689 Observe for the safe operation of plant and equipment around above and below ground assets**	**Importance**		
		Low	**Medium**	**High**
Communication skills	Advise and warn colleagues using hand, verbal and auditory signals.			
	Work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities.			New
	Communicate and work effectively and safely with others.			New
	Read and evaluate the appropriateness of permits and documentation and discuss the requirements of documents with others on site.			
	Call up emergency authorities, explain the nature of the incident and contribute to the writing of reports on the situation in the event of an accident.			
Teamwork skills	Liaise with and advise plant operators and supervisors or site controllers of the presence of potentially fatal risks surrounding the operators in the workplace.			
Technology skills	Estimate/calculate heights, distances and positions using basic trigonometrical and mathematical processes.			
	Measure the height and distance using laser and ultrasonic technology or a suitable alternative.			
Planning and organising skills	Plan for and review the operation of plant and equipment on the site.			
	Continually modify operating plans and processes in light of changes in the workplace and working and environmental conditions, eg traffic management (people and vehicles).			
	Plan and organise activities around areas of potential hazard to minimise the risk of plant and equipment coming in contact with above or below ground assets.			

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Employability Skills	Skills in the current unit VBP689 Observe for the safe operation of plant and equipment around above and below ground assets	Importance		
		Low	Medium	High
Self-management	Gather information from the appearance of the site and relate this to the sites safety documentation.			
	Collect, organise and interpret information on the location of above and below ground assets and identify areas of potential hazard and advise site personnel accordingly.			
Initiative and enterprise skills	Identify when a permit or documentation does not refer to the job situation, is not appropriate to the situation or is incorrectly filled out.			
Problem solving skills	Identify the presence and location of potentially hazardous above and below ground assets and external surrounding interference in workplaces eg pedestrians, traffic, schools, shopping centres, etc.			
	Recognise the characteristics of the asset, determine the level of risk, and establish if the proposed operation falls within the site permit and/or guidelines.			
	Advise the plant operators if the work activity is about to become inappropriate.			
Learning	Embedded into other employability skills.			

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Skills and knowledge profile continues for:

- Section B: Knowledge
- Section C: Outcomes

21705VIC Course in Workplace Spotting for Service Assets

Section B: Knowledge

Knowledge in the current unit VBP689 Observe for the safe operation of plant and equipment around above and below ground assets	**Importance**		
	Low	**Medium**	**High**
Plant and/or equipment operation for which they are spotting.			
Types, characteristics, uses and limitations of plant, tools and equipment.		New	
Measurements and calculations for vertical, horizontal and angular distances.			
The role, responsibilities and limitations of the spotter.			
Plant and equipment control on a workplace using visual and auditory control signals.			
OHS relevant legislation governing work with plant in the vicinity of above and below ground assets.			
OHS relevant codes, industry standards, guidelines and their application.			
Safe work method statements (SWMS).			New
Construction induction training for the CIC.			New
Selection and application of PPE.			
Design envelope of the plant.			
Operational envelope of the plant.			
Document acquisition and management.			
Appropriate systems of communications.			
Emergency procedures application in the workplace.			

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21705VIC Course in Workplace Spotting for Service Assets

Section C: Outcomes

This section identifies appropriate competency outcomes and gaps to ensure a satisfactory basis for assessment

Critical outcomes in the current unit VBP689 Observe for the safe operation of plant and equipment around above and below ground assets	**Importance**		
	Low	**Medium**	**High**
Apply actions and report changes in working conditions to management.			
Comply with the specification of the role, responsibilities and limitations of the spotter.			
Locate, interpret and apply relevant information, standards and specifications.			
Comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations within the vicinity of above and below ground assets.			
Locate and interpret the guidelines governing work with plant and equipment in the vicinity of above and below ground assets.			
Identify hazards associated with the presence of utility assets and services both above and below ground.			
Apply and respond to emergency procedures in the event of an incident involving service assets.			
Confirm employer documentation and or instructions required for the job to meet legal obligations and job specification requirements.			
Select and apply appropriate PPE.			
Identify and apply appropriate safe work control measures to the design and operational envelope of plant.			
Communicate and work effectively and safely with others.			
Identify and use appropriate systems of communications.			
Identify and use appropriate systems, techniques and resources for determining distance.			

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Appendix 5 – Steering Committee members

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Chair:	
Mr John McNally	Building Industry Consultative Council Industry Advisory Body (BICCIAB)
Committee Members:	
Mr Fergus Robinson	Master Builders Association of Victoria Industry Representative
Mr Peter Fisher	Civil Contractors Federation Industry Representative and training provider
Mr Paul Smith	Bendigo Regional Institute of TAFE Registered training organisation
Mr Rory McNamara	The Gordon TAFE Registered training organisation
Mr Tom McCormack	Australian Safety Training Pty Ltd Registered training organisation
Mr Mark Travis	MJ in Skills Registered training organisation
Mr Jim Gascoigne	Gascoigne Training and Assessment Pty Ltd Registered training organisation
Mr David Mackie	WorkSafe Victoria Inspector TSME3 Construction and Utilities Program
Mr Geoff Fleming	Electrical Safety Spotter Spotter service provider
Mr Stephen Teirney	Electrical Safety Spotter Spotter service provider
Mr Barry Kearney	Construction Forestry Mining and Energy Union (CFMEU) – Federated Engine Drivers and Firemen's Association (FEDFA) Union Representative
Mr Ray Crampton	Electrical Trades Union Victorian Branch Registered training organisation
Mr Tom Vassallo	Executive Officer, Curriculum Maintenance Building and Construction
Mr Warren Knop	Compliance Officer Infrastructure Safety Energy Safe Victoria

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Appendix 6 – Steering Committee minutes

1. Minutes from the first Steering Committee meeting held Wednesday 22 June 2011
2. Minutes from the second Steering Committee meeting held Friday 12 August 2011
3. Minutes from the third Steering Committee meeting held Wednesday 14 September 2011
4. Addendum BICCIAB/CFMEU Wednesday 19 October 2011
5. Addendum CCF/EnergySafe Victoria/BICCIAB/CFMEU Monday 5 December 2011

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MINUTES

REACCREDITATION OF 21705VIC COURSE IN WORKPLACE SPOTTING FOR SERVICE ASSETS

MINUTES OF FIRST STEERING COMMITTEE MEETING HELD ON WEDNESDAY 22 JUNE 2011

JACARANDA ROOM, BUILDING 8 BATESFORD ROAD, HOLMESGLEN

1. WELCOME

A Carson welcomed the first Steering Committee members to the first Steering Committee meeting for the reaccreditation of 21705VIC Course in Workplace Spotting for Service Assets. A Carson then introduced herself and explained her responsibilities while this course is being reaccredited.

2. ATTENDANCE/APOLOGIES

PRESENT:

Mr John McNally, Building Industry Consultative Council Industry Advisory Body (BICCIAB)

Mr Peter Fisher, Civil Contractors Federation

Mr Rory McNamara, Gordon Institute of TAFE

Mr Jim Gascoigne, Gascoigne Training and Assessment Pty Ltd

Mr David Mackie, WorkSafe Victoria

Mr Geoff Fleming, Safety Spotter

Mr Stephen Teirney, Safety Spotter

Mr Barry Kearney, Construction, Forestry, Mining and Energy Union (CFMEU) – Federated Engine Drivers and Firemen's Association (FEDFA)

Mr Ray Crampton, Electrical Trades Union

Mr Tom Vassallo, Curriculum Maintenance Manager, Building Industries – Building and Construction

Mr Warren Knop, Energy Safe Victoria

Mr Paul Smith, Bendigo Regional Institute of TAFE

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APOLOGIES:	Mr Tom McCormack, Australian Safe T Training Pty Ltd
	Mr Fergus Robinson, Master Builders Association of Victoria
	Mr Mark Travis, MJ in Skills
IN ATTENDANCE:	Mr David Scannell, Holmesglen
	Ms A Carson, Holmesglen
	Ms Janet Unwin, Holmesglen (Minute taker)

A Carson advised Steering Committee members that she had received an email from P Smith who would like to participate in the reaccreditation of this course. Due to the travel distance required to attend these meetings he has asked if he is able to remain a Steering Committee member and have all correspondence via email.

The motion that P Smith remain a Steering Committee member via email was moved by J McNally, seconded by B Kearney. It was agreed that P Smith remain a Steering Committee member via email.

3. MINUTES OF PREVIOUS MEETING

A Carson explained the responsibilities of being a Steering Committee member and thanked them for offering their time.

- **Memorandum of understanding (MOU) – confidentiality**

  D Scannell explained to the members the need for the Memorandum of understanding (MOUs). T Vassallo then asked if the members could sign these and return them to him by the end of the Steering Committee meeting.

- **Chair nomination**

  T Vassallo nominated J McNally for the position of Chairperson, no other nominees were put forward. D Mackie seconded the nomination. The members unanimously nominated J McNally to the position of Chairperson.

4. BACKGROUND TO NEED FOR THE COURSE

T Vassallo gave the members a brief explanation for the need to the reaccreditation of 21705VIC Course in Workplace Spotting for Service Assets.

5. OVERVIEW OF DEVELOPMENT PROCESS AND TIMELINES

A Carson explained to the Steering Committee members the process and the proposed timeline for the completion of the reaccreditation of 21705VIC Course in Workplace Spotting for Service Assets. A Carson also informed members that this is a Skills Victoria funded project and that the Intention to Accredit Course has already been forwarded to Victorian Registration and Qualifications Authority (VRQA) through Holmesglen internal procedures.

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6. FOCUS GROUP

A Carson explained that the Steering Committee members would be reviewing the unit of competency *VBP689 Observe for the safe operation of plant and equipment around, above and below ground assets* and the recommended changes to 5.2 Entry requirements at the meeting.

7. PROPOSED COURSE STRUCTURE

Steering Committee members where given a draft copy of the proposed unit of competency. A Carson advised members that the text highlighted in orange is the proposed content change and has put a line through the old content not being used in the proposed unit of competency. The members then went through the relevant unit of competency sections with the following changes to be made.

Employability Skills

- New content, no changes

Application of the unit

- New content, no changes

Element 4.5

- Job Safety Analysis (JSA) to be changed to Safe Work Statement (SWMS) – this will need to be a global change though out the unit of competency

Required skills

- Communication skills:
  - Points 1 and 3 – wording of 'colleagues/others' to be changed to 'people'
  - Point 5 – 'contribute to the writing of reports on the situation in the event of an accident' to be a separate point
- Teamwork skills:
  - Point 1 – to now say 'liaise with and advise plant operators and supervisors of the presence of hazards and risks surrounding the workplace'
  - Add new point – 'work with others as part of a team'
- Technology skills:
  - Add new point – 'use communication equipment' (this needs to become the first point)
  - Point 1 – to now read 'estimate/calculate heights, distances, positions and angles'
  - Points 3 and 4 – to be removed

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- Planning and organising skills:
  - Point 1 – remove the wording ‘plan for and’
  - Point 1 – remove the word ‘operation’ to ‘SWMS’
  - Point 2 – remove the wording ‘continually’
  - Point 2 – remove the wording ‘eg traffic management (people and vehicles)’
  - Point 3 – remove the wording ‘plan and organise activities’ and replace with ‘review and coordinate’
- Self management skills:
  - Point 1 – to now read ‘gather site information and relate this to the site safety documentation’
  - Point 2 – remove the word ‘collect, organise’ and replace with ‘review’
  - Add new point – ‘organise self and personal protective equipment (PPE) to undertake spotter activities’
- Initiative and enterprise skills:
  - point 1 – discussion took place that this point could also come under Problem solving. A Carson to merge with Problem solving to make new joint section
- Problem solving skills:
  - Point 2 – change wording to now read ‘guidelines and/or permit to work’
  - Add new point – slot point 1 from Initiative and enterprise skills into this section
  - Point 3 – change the wording to ‘inappropriate and/or hazardous’

D Scannell advised that a Learning skills section needs to be add to the unit of competency. Points to include:

- maintaining currency of industry knowledge and practices.

A Carson agreed and will update the unit of competency when she is amending the changes recommend above.

ACTION: A CARSON

Required knowledge

- Spotter terminology and application of:
  - Point 1 – make ‘no go zone’ to ‘no go zones’ – this will need to be a global change thoughtout the unit of competency
  - Point 1 – remove ‘spotter zone and permit zone’, agreed these are the same as ‘no go zones’

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- Operational knowledge of working around above and below ground assets:
  - Point 6 – to now read 'industry regulations and standards governing the limits of approach'
- Workplace safety and equipment requirements:
  - Point 2 – to now read ' hazard identification and risk minimisation'
  - Point 4 – insert the wording to now read ' fitting and use of personal protective equipment (PPE)'
- Electrical safety for spotters:
  - Point 1 – to now read 'fundamentals of electrical transmission/distribution and traction assets
  - Point 3 – to be removed totally
- Plans, specifications, documentation and drawings:
  - Point 1 – to now read ' the action to be taken if in receipt of a permit to work or documentation, which does not refer to the job situation, is not appropriate to the situation or is inaccurate or incomplete'

Due to time constraints, A Carson asked Steering Committee members to review the curriculum pages relating to the changes to 5.2 Entry requirements for discussion at the next Steering Committee meeting.

ACTION: STEERING COMMITTEE MEMBERS

8. CONFIRMATION OF ACTION ITEMS FOR NEXT MEETING

A Carson confirmed with Steering Committee members the actions that will need to be completed before the next meeting. These are:

- confirmation of the members dates for the next two Steering Committee meetings. Item 9 dates need to be rescheduled
- further documentation regarding the reaccreditation will be sent to members for review before the next Steering Committee meeting
- all changes discussed and agreed by member to be made.

ACTION: A CARSON

- 5.2 Entry requirements – curriculum changes to be reviewed.

ACTION: STEERING COMMITTEE MEMBERS

9. PROPOSED NEXT MEETING DATES

This has been discussed earlier and A Carson will notify Steering Committee members via email.

10. OTHER BUSINESS

No other business was discussed.

The meeting closed at 12.00 pm.

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MINUTES

REACCREDITATION OF 21705VIC COURSE IN WORKPLACE SPOTTING FOR SERVICE ASSETS

MINUTES OF SECOND STEERING COMMITTEE MEETING HELD ON WEDNESDAY 12 AUGUST 2011

JACARANDA ROOM, BUILDING 8 BATESFORD ROAD, HOLMESGLEN

1. WELCOME

A Carson opened the second Steering Committee meeting for the reaccreditation of 21705VIC Course in Workplace Spotting for Service Assets. A Carson reminded participants of timeline in which the third and final meeting is scheduled for Wednesday 14 September where the submission should be finalised. Jane Clancy, Project Manager, was then introduced as Acting Chair, representative for Building Industry Consultative Council Industry Advisory Body (BICCIAB) attending on behalf of John McNally. A Carson welcomed Jocelyn Jones as the new Administration Officer to work on this project

2. ATTENDANCE/APOLOGIES

PRESENT:

Ms Jane Clancy, Building Industry Consultative Council Industry Advisory Body (BICCIAB)

Mr Peter Fisher, Civil Contractors Federation

Mr Rory McNamara, Gordon Institute of TAFE

Mr Geoff Fleming, Safety Spotter

Mr Stephen Teirney, Safety Spotter

Mr Barry Kearney, Construction, Forestry, Mining and Energy Union (CFMEU) – Federated Engine Drivers and Firemen's Association (FEDFA)

Mr Ray Crampton, Electrical Trades Union

Mr Tom Vassallo, Curriculum Maintenance Manager, Building Industries – Building and Construction

Mr Warren Knop, Energy Safe Victoria

Mr Paul Smith, Bendigo Regional Institute of TAFE

Mr Fergus Robinson, Occupational Health and Safety (OHS), Master Builders Association of Victoria

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PRESENT:	Mr Tom McCormack, Australian Safety Training Pty Ltd
	Mr Mark Travis, MJ in Skills
APOLOGIES:	Mr Jim Gascoigne, Gascoigne Training and Assessment Pty Ltd
	Mr David Mackie, Worksafe Victoria
	Mr David Scannell, Curriculum Services Manager
ATTENDANCE:	Mr Tom Vassallo, Skills Victoria
	Ms A Carson, Holmesglen
	Ms Jocelyn Jones, Holmesglen (Minute taker)
	Ms Rita Fischman, Holmesglen, (Observer)

3. MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting were accepted as an accurate record of last Steering Committee Meeting held 22 June 2011, moved by Warren Knop and seconded by Peter Fisher.

4. BUSINESS ARISING

Skills and knowledge

A Carson referred the committee members to the curriculum document dated 2 August 2011 titled 'Changes made to the current unit during course redevelopment'. In accepting the minutes of previous meeting the members agreed to changes in the required skills and knowledge section in the curriculum document. Information collected that initiated changes was sourced from the focus group and feedback from Steering Committee members.

A Carson revisited changes discussed at last meeting. All changes since the last meeting are included in the document dated 2 August 2011 that were emailed to the Steering Committee members.

T Vassallo queried the 'Required skills' section:

- Planning and organising skills to:
  - review and modify the safe work method statement (SWMS) of plant and equipment on the site.
  - review and coordinate activities around areas of potential hazard to minimise the risk of plant and equipment coming in contact with above or below ground assets.

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T Vassallo believed another statement was missing which had been removed regarding 'modifying SWMS and processes to changes'. The members re-confirmed that statement was duplicated therefore it was removed and the existing structure was correct.

T Vassallo also queried the addition of the dot point 'Learning skills'. The members confirmed this statement had been added at the first Steering Committee meeting.

5. CURRENT COURSE DEVELOPMENT REVIEW

Outcomes/critical aspects

A Carson referred to the Evidence guide section of the Unit of Competency. The overview of assessment statement was read by A Carson and members confirmed as:

> 'This unit of competency could be assessed in the workplace, or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate the spotter's role, workplace conditions, responsibilities and limitations'

A Carson reminded the committee on the function of assessment – how to assess competency as a spotter – critical aspects of assessment must comply with **each** statement. Assessors must assess against each statement of evidence. All statements are written as a task.

A Carson referred to the old course document where the critical aspects of evidence were not written as tasks that could be demonstrated for assessment purposes. Committee members were emailed for feedback on outcomes prior to second Steering Committee meeting.

During the discussion on outcomes A Carson mentioned nominal hours and reinforced that they are only discussed at the end of the process. Outcomes at the end of a competency define how long it will take to achieve it. Outcomes determine nominal hours **not** the other way round.

A Carson referred to critical aspects for assessment and evidence required to demonstrate competency in this unit – the members agreed to the following changes:

- A person who demonstrates competency in this unit **must** be able to provide evidence of the ability to comply with the specification of the role, responsibilities and limitations of the spotter.
- Delete all wording after skills to identify and add a colon to second dot point. The statement now reads – 'Assessment must confirm appropriate practical knowledge and skills to:'
- Delete next dot point 'this includes the ability to'

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- Include the word worksite in dot point four to read as 'Apply actions, and report changes in working conditions to **worksite** management'
- Add punctuation to separate concepts in dot point five. Change Occupational Health and Safety (OHS) to Workplace Health and Safety (WHS) and add 'guidance material' to the statement separated by dashes. Change 'code of practice' to 'codes'. The statement should now read as follows:

  'Comply with; –- site safety plan -– WHS legislation – regulations – codes – guidance material applicable to workplace operations within the vicinity of above and below ground assets'
- Delete the sixth dot point
- Amend dot point nine to change envelope into the plural form to cover application to design and operation.
- Insert 'and apply' into dot point eleven to read as:

  'Locate and interpret and apply the guidelines governing work with plant and equipment in the vicinity of above and below ground assets'.

T Vassallo requested cross checking Critical aspects of assessment against Elements and Performance Criteria

- Ensure safe practice as a spotter (the members agreed Element 1 was covered with inclusion of guidance materials)
- Develop strategies to prevent conditions which may give rise to electrical incident (the members agreed Element 2 was covered with identify hazards and SWMS)
- Address hazards associated with plant operating close to above and below ground assets (the members agreed Element 3 was addressed by SWMS however element 3.3 'appropriate techniques are described for locating underground assets to minimise the risk of inadvertent damage' was judged as a technique not an assessment. A Carson advised committee that further explanation of appropriate techniques will be discussed in the Range Statement and feedback from members requested).

ACTION: THE MEMBERS

- Undertake pre-start activities and safety checks (the members agreed Element 4 was covered by SWMS)
- Communicate 'approach limit' information to plant operators and others on site (the members agreed Element 5 was covered by permits and appropriate documentation)
- Perform spotters' duties (the members agreed Element 6 was addressed at a basic level).
- At this point in the meeting members questioned the final part of the draft submission document 'Resources and method of assessment'. This will be discussed at the next Steering Committee meeting.

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ACTION: A CARSON.

Submission Queries

- Entry requirements
- Course title
- Prerequisites

ACTION: A CARSON.

Unit range and range statement

A Carson referred the members to **bolded** words found in the Unit of Competency under Performance Criteria and the corresponding description according to the appearance order, located in the Range Statement. The following list reflects changes only to descriptors (Please note that where OHS appears in the curriculum document it requires global updating to show WHS).

ACTION: A CARSON

Responsibilities – A Carson reinforced the wording used that states, 'include/s but are not limited to'

- amend fourth dot point by removing electrical and adding a dash to read as:
  - 'instigating appropriate procedures in the event of contact with an above or below ground asset – creating additional hazards to plant, equipment or personnel'.
- amend sixth dot point by replacing Job Safety Analysis (JSAs) with SWMS, and adding permits to read as:
  - 'acquiring and working to reports, assessments, SWMS and permits, and maintaining those records/reports as required for legal, WHS and other purposes as required'
- As part of global document change replacing OHS with WHS in dot points six and seven.

Functions and duties

- third dot point duplicated therefore deleted
- addition of new dot point 'Awareness of external interferences and surrounding hazards to the site'.

Operational procedures and limitations

Members agreed on no changes.

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Visual and auditory signals

A Carson referred to Element 1.2 under Performance Criteria and indicated the words '**visual and auditory signals'** needs to be bolded.

ACTION: A CARSON

WHS requirements (modified from OHS requirements)

- first dot point requires confirmation on whether statement reads 'assessing [or] accessing and developing modifications of the SWMS and other relevant and procedural documents'.

ACTION: A CARSON

Personal protective equipment (PPE) includes: (sub-heading amended by removing must and adding includes:)

- amend by separating third dot point into two dot points to further define vests:
  - 'high visibility vest'
  - 'fire retardant vest'
- Add new dot point 'whistle'.

No go zones

- Add punctuation to second dot point to read as 'underground services being 300 mm for individuals and 500 mm for plant or equipment, or 3,000 mm of any underground assets registered under the Pipelines Act or any underground electricity cable with an in-service voltage greater than 66 kV'

Spotter zone

- Separate concepts in dot point into three statements and add text to describe position. It should read as:
  - the area adjacent to overhead assets (powerlines) on poles anywhere within 3.0 m to 6.4 m to each side and below,
  - and on towers 8.0 m to 10.0 m to each side and below
  - and at or within 500 mm of an underground asset (mechanical plant), or 3.0 m of an asset registered under the Pipelines Act.

Permit zone

- Delete the words 'documented', 'the and/or operator on a permit'. It should now read 'that zone which is agreed to by asset owner'.

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Basic concepts of electrical power generation and distribution

A Carson referred the members to confirm the range statement when compared to Element 2.1

- Fifth dot point amended by adding assets to replace cables, lines, transformers, etc. Statement should now read as:
  - 'assumption that all electrical assets must be considered to be electrically live'
- Element 2.1 refers to 'Component parts of electrical distribution systems'
- The members confirmed that (Spotters are trained on electrical assets as documented in Element 2.1).

Components parts of electrical distribution systems

The members agreed with A Carson in recommending Element 2.2 to be changed by removing the word 'permit' and inserting 'allow' to read as:

- 'Component parts of electrical distribution systems are identified to allow their on site recognition'

The members agreed to the addition of the following in the range statement

- Addition of new dot point 'Tiger battens'
- Dot point nine amended by adding new term to read as 'Electrolysis return cabling involved with tram and train traction'
- Addition of new dot point 'Traction cabling'
- Addition of new dot point 'Conduit'
- Addition of new dot point 'Underground service pits and pillars'
- Addition of new dot point 'Construction installation wiring'

A Carson identified the following Range Statements sections for discussion at the third Steering Committee meeting:

- Clearance distances
- Sources of Information
- Above and below ground hazards
- Potential hazards.

ACTION A CARSON

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As previously noted in the meeting by A Carson, during discussion on Critical aspects of assessment, Element 3.3 was judged as a technique not an assessment. A Carson suggested that 'Appropriate Techniques' be added to the Range Statement however time did not allow further discussion.

Addition of new range statement **'Appropriate Techniques'.**

ACTION. A CARSON

Nominal hours

Due to time constraints nominal hours of the course will be discussed at the next Steering Committee meeting.

ACTION: A CARSON

6. ACCREDITATION DRAFT SUBMISSION REVIEW

A Carson flagged this to be discussed at the next Steering Committee meeting.

ACTION: A CARSON

7. CONFIRMATION OF ACTION ITEMS FOR NEXT MEETING

A Carson confirmed with Steering Committee members the actions that will need to be completed before the next meeting. These are:

- Address hazards associated with plant operating close to above and below ground assets (The members agreed with SWMS however Element 3.3 'appropriate techniques are described for locating underground assets to minimise the risk of inadvertent damage' was judged as a technique not an assessment. A Carson advised committee that further explanation of appropriate techniques will be discussed in the Range statement and further feedback sourced from the members)
- A Carson to email the members for feedback on the curriculum document before the next Steering Committee meeting on definitions of 'Appropriate Techniques'.

A Carson has documented the following action statements cited throughout the minutes for actioning before the commencement of the next Steering Committee meeting:

- In range statement Visual and auditory signals, A Carson referred to Element 1.2 in which **visual and auditory signals** requires bolding
- Where OHS appears in curriculum document it requires global updating to show WHS.

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The following action statements have been documented throughout the minutes for discussion led by A Carson at the next Steering Committee meeting:

- In regards to 'WHS Requirements' in range statement – A Carson needs to confirm assessing or accessing will be discussed the third Steering Meeting
- Part C of Draft document 'Resources and Method of Assessment' will be discussed the third Steering Meeting
- Entry requirements, course title, prerequisites will be discussed the third Steering Meeting
- The following Range Statements sections to be discussed at the next Steering Committee meeting:
  - Clearance distances
  - Sources of Information
  - Above and below ground hazards
  - Potential hazards
- Nominal hours to be discussed at the next Steering Committee meeting
- Accreditation draft submission review to be discussed at the next Steering Committee meeting.

8. PROPOSED NEXT MEETING

Wednesday 14th September 2011 commencing at 9.30am to 12.30pm. A light lunch will be provided.

9. OTHER BUSINESS

No other business was discussed.

The meeting closed at 12.00pm.

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MINUTES

REACCREDITATION OF 21705VIC COURSE IN WORKPLACE SPOTTING FOR SERVICE ASSETS

MINUTES OF SECOND STEERING COMMITTEE MEETING HELD ON WEDNESDAY 14 SEPTEMBER 2011

WATTLE ROOM, BUILDING 8 BATESFORD ROAD, HOLMESGLEN

1. WELCOME

A Carson opened the third Steering Committee meeting for the reaccreditation of 21705VIC Course in Workplace Spotting for Service Assets. A Carson reminded participants of extended meeting of three hours to enable all outstanding issues to be discussed at this third and final Steering Committee meeting. If all were in agreement a sign-off of the course endorsement form is a requirement as members of the Steering Committee. A Cason advised that without a signed course endorsement form or approval she cannot submit the accreditation submission. A special thank you was extended to S Teirney and G Fleming for their excellent advice as spotters currently working in industry. J McNally as chair opened the meeting. In response to the recording of apologies A Carson advised that Warren Knop (an apology) was happy with changes from the second Steering Committee meeting and had emailed a confirmation to that effect.

2. ATTENDANCE/APOLOGIES

PRESENT: Mr John McNally, Building Industry Consultative Council Industry Advisory Body (BICCIAB)
Mr Peter Fisher, Civil Contractors Federation
Mr Rory McNamara, Gordon Institute of TAFE
Mr Geoff Fleming, Safety Spotter
Mr Stephen Teirney, Safety Spotter
Mr Barry Kearney, Construction, Forestry, Mining and Energy Union (CFMEU) – Federated Engine Drivers and Firemen's Association (FEDFA)
Mr Ray Crampton, Electrical Trades Union
Mr David Mackie, Worksafe Victoria
Mr Fergus Robinson, Occupational Health and Safety (OHS), Master Builders Association of Victoria
Mr Tom McCormack, Australian Safety Training Pty Ltd

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APOLOGIES: Mr Jim Gascoigne, Gascoigne Training and Assessment Pty Ltd
Mr Warren Knop, EnergySafe Victoria (ESV)
Mr Mark Travis, MJ in Skills
Mr Paul Smith, Bendigo Regional Institute of TAFE

ATTENDANCE: Mr David Scannell, Curriculum Services Manager
Mr Tom Vassallo, Curriculum Maintenance Manager, Building Industries – Building and Construction
Ms A Carson, Holmesglen
Ms Jocelyn Jones, Holmesglen (Minute taker)

3. MINUTES OF PREVIOUS MEETING

A Carson referred members to Item 7 'Confirmation of action items for next meeting'. The first dot point in the summary section refers to Element 1.2 under performance criteria and indicated the words '**visual and auditory signals'** need to be bolded.

A Carson referred members to the first dot point in the following section, 'Items for next meeting summary of action statements for discussion in the minutes'. With reference to changes in the draft unit titled 'Course in Workplace Spotting for Service Assets' members were referred to the second dot point 'Visual and auditory signals may include' in the Range statement. A Carson asked for clarification of the word accessing or assessing

The members agreed to assessing and a rewording of the statement to read as 'Assessing and modifying of the SWMS and other relevant and procedural documents'

A Carson to edit the curriculum documents to reflect this agreed change.

Clarification from the members was also sought for the correct spelling of the regulatory bodies' names. It was agreed that both names of the bodies would presented each as one word with the applicable upper case letter to read as the following:

· 'EnergySafe Victoria' and 'WorkSafe'

A Carson to arrange amendments to the curriculum documents to standardised the spelling

ACTION: A CARSON

The minutes of the previous meeting were accepted as an accurate record of last Steering Committee Meeting held 12 August 2011, with agreement to the abovementioned amendments moved by P Fisher and seconded by R McNamara.

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4. COURSE DEVELOPMENT

(Please note that unique to the usual Steering Committee meeting routine, in this particular meeting all working documentation was protected on a large screen that served as a platform to enable real time editing of unit and course information)

A Carson asked members to prioritize any issues that should be discussed at the meeting and raise them at the outset of the meeting rather than follow the set agenda.

D Scannell highlighted the AEShareNet logo (signifies free access for education) www.aesharenet.com.au that appears on the footer of curriculum documents. As of Friday 16 September the AEShareNet licensing system has been suspended. Crown copyright still exists however the mechanism for distribution will not be resolved for at least another month. The implication of this is no new educational resources can be hosted on TSN website without the new copyright distribution agreement.

A Carson suggested discussion should begin with the unit of competency. It was noted that all changes to the draft unit from the previous Steering Committee meeting were accurately represented and confirmed by members of the committee.

Unit descriptor

A Carson reminded members that this statement in the introduction of the curriculum document should be a simple description of no more than a few lines. Most of the current script commencing with 'perform the duties' will be relocated to the unit section titled 'Application of the unit'.

It was agreed by the members that the unit descriptor is also not the place where entry requirements are located. Course information on registration with EnergySafe Victoria or other regulatory requirements is to be documented in the Course outcomes under section 4.4. Therefore the last paragraph in the unit descriptor commencing with 'For registration with…' was removed.

The following paragraph noting a revised unit descriptor statement was the result of intense discussion around a visual presentation from the data projector with members agreeing that the current description of the 'application of the unit' best serves as the unit descriptor

> 'This unit of competency will allow a person who is a Spotter, to observe the operation of the mobile plant, to warn the equipment operator when they are about to encroach into the no go zones surrounding an overhead and underground asset'.

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It was agreed to by the Steering Committee members that a global change will be made replacing the wording 'above ground' with 'overhead' and 'below ground' with 'underground' assets.

A Carson to arrange amendments to the curriculum documents to reflect changes to unit descriptor and agreed global changes.

ACTION: A CARSON

Application of the unit

Much of the discussion in reaching an agreement on the correct wording shifted to registration, appropriate ticket of competency, definitions and licensing, with a mix of observations raised. A Carson reminded members that the objective of the committee was to ensure the course on offer allows students to be competent as spotters. First aid certification, doggers' licencing, plant operation was a matter of registration (EnergySafe Victoria) which is outside the scope of the Steering Committee. A Carson informed members that to change the regulator requirements, industry requires evidence to support the regulator undertaking the investigation.

Prerequisites Units

A Carson suggested there are no prerequisites for the course or unit of competency. Prerequisites or other units of competency are not an entry requirement for registration. In the existing course, a long list of prerequisites has created much confusion therefore to avoid misunderstanding no prerequisites or units of competence are required. All members of the Steering Committee agreed

Entry requirements

A Carson reinforced that the entry requirement section is critical and needs to be clearly stated. A Carson referred the members to the draft requirements (5.2 Entry requirements) which supported feedback from the other Registered training organisations (RTOs). To clarify entry requirements members were requested to reflect on the following proposal:

- appropriate entry requirements for Course in Workplace Spotting
- practical advantage to complete other skills before entering course.

To be registered as a spotter D Scannell suggested a 'Minimum of two years experience', which was determined by the Steering committee members as impossible to service.

Much debate on entry requirements and licencing continued off and on for the first two hours of the three-hour meeting. In conclusion to this discussion A Carson took a vote on following status of entry requirements (over page), and members agreed at end of the discussion to all the detail. The following requirement was projected on the large screen and confirmed by all members of the Steering Committee:

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'Entry into the Course in Workplace Spotting for Service Assets is open to participants who are:

- a minimum of 18 years of age to align with WorkSafe requirements

Participants must also have:

- a current Level 2 First Aid Certificate, or a current First Aid Certificate that is inclusive of a module on electricity

and

- a current Cardio Pulmonary Resuscitation/Expired Air Resuscitation (CPR/EAR) Certificate

and

- a Licence to perform high risk work issued by WorkSafe Victoria for the item of plant and equipment that person will be spotting for with the exception of a dogger or rigger who can spot for all items of plant and equipment

or

- for all non-high risk license plant, successfully completed:
  - an assessment (approved by EnergySafe Victoria) for all non-high risk license plant
  - delivered by an RTO that can demonstrate the person's knowledge of the machine and its operation.
- sufficiently well developed communication, literacy and numeracy skills to participate in the training at the Australian Core Skills Framework (ACSF) Level 2'.

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R McNamara inquired into the process undertaken by a potential student enrolling in a type of spotter awareness training without entry requirements. T Vassallo recommended a spotter short course overview without certification. Entry requirements are requirements for enrolling in a course that leads to registration. Once again A Carson questioned this requirement, do potential students:

- complete all skills training before enrolling in a spotting course, or;
- enrol in spotting course then in a suitable timeframe complete other requirements before being eligible for registration?.

The Steering Committee members agreed that the Course in Workplace Spotting could not be offered as an awareness course as it requires training and evidence of competency.

1. Licensing requirements

A Carson introduced licensing requirements by informing members that the script was extracted directly from EnergySafe Victoria website and cannot be changed by the Steering Committee.

With reference to 4.4 Licensing/regulatory requirements:

- no change to the first two dot points
- as the regulators sets these requirements, delete the final two dot points.

D Scannell advised the Steering Committee that that the reference to *CPCCOHS1001A 'Work safely in the construction industry'* should be known as CI card or Construction Industry not White card as documented in the 'Notes' section.

D Scannell advised that the current preamble for 'New spotters' needed clarification and recommended the addition of the following to the statement to read as:

'There are no licencing or regulatory requirements for undertaking this course however to be eligible for registration as a spotter, and to obtain a Spotters Registration Card from EnergySafe Victoria, a person must produce evidence of:

The members agreed with the corrections to the 'New spotter's' statement and the deletion of the third and fourth dot points and requested it formerly be noted as approved by the steering committee. A Carson will email W Knop (ESV) to advise the need to change EnergySafe Victoria's website and will arrange amendments to the curriculum documents to record the above agreed changes.

ACTION: A CARSON

D Scannell left the meeting at this point.

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Before confirming the course title, A Carson distributed two documents for the members' information:

- Employability skills – a standard document that will be an appendix to the submission. This document was distributed with all endorsements and skills approved at the focus group and at the first Steering Committee meeting
- a research document from NCVER – highlighting apprentices and trainees in-training in 'Machine and stationary plant operators, and Mobile plant operators'. This document was for information only

Unit and Course Title

Both the unit of competency and course will be allocated new codes and the current titles require verification. Currently the unit title is; 'Observe for the safe operation of plant and equipment around above and below ground assets'.

A Carson reminded members of another similar unit that **does not** cover the below ground service assets. This course was developed to cover observing underground and overhead assets and mobile plant operators' approach to no go zones.

A Carson directed members in distinguishing the difference between the course and unit titles. Members agreed the course title to remain the same 'Course in Workplace Spotting for service assets' and agreed to the unit of competency title as:

> 'Observe for the safe operation of plant and equipment around overhead and underground assets"

Nominal hours

The Steering Committee members agreed the nominal hours to remain 8 hours

Range statement

A Carson reminded member of the relationship between the range statement and performance criteria.

Sources of information

With reference to element 3.1:

- global change to EnergySafe Victoria and Worksafe in first dot point
- remove authorities from 'Water supply companies/authorities' in fourth dot point
- inclusion of new dot points:
  - Local Government
  - Statutory authorities

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Above and below ground assets

The members agreed to a global change in descriptor replacing '**Above and below ground assets'** to '**overhead and underground'**

Please refer to Element 3.2

- Final statement should read '***Hazards*** associated with ***above and below ground assets*** are identified to establish their potential for serious incidents'. 'for disaster' removed from end of Element 3.2

Potential hazards

In the Range statement 'The ***potential*** (hazards) may be defined as:' changed to 'The ***hazards*** may be defined as:' after deletion of 'potential' and replacing with hazards as a bolded word and removing parenthesis.

Appropriate Techniques

With reference to Element 3.3:

- remove indentation/dash to create dot point three

Pre start considerations

With reference to Element 4.1:

- Delete dot point six
- statement changed to read 'communication of tasks, hazards and controls to the workgroup' after the inclusion of 'to' in the statement in dot point eleven
- statement changed to 'ensuring that the permit is applicable' by substituting 'is applicable' with 'to work is in hand' in dot point thirteen

Industry standards governing the limits of approach

With reference to Element 4.2:

There was discussion over the status of some Australian Standards and Legislation. A Carson reminded members that during the mid accreditation period a course modification should take place to update status details. The members agreed the following three documents cited on EnergySafe Victoria's website need to be added to Industry standards governing the limits of approach range statement:

- Framework for Undertaking Work near Overhead and Underground Assets (WorkSafe)
- Guide for Undertaking Work near Underground Assets
- Using Earthmoving Equipment near Overhead Electrical Assets

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Measuring equipment and techniques

With reference to Element 5.1:

· delete ‘rule of thumb’ processes documented in the third dot point

Equipment and methods of communication

With reference to Element 5.2:

· edit first sub section to read – ‘radio communication’ in first dot point

Communication signalling methods

With reference to Element 5.3:

· edit statement to read ‘verbal’ in third dot point

A Carson to update range statement and note proposed actions during mid accreditation

ACTION: A CARSON

Evidence guide

Members questioned the use of ‘optional’ in the title ‘Overview of Assessment’. It was agreed to remove the wording in the descriptor.

· members requested the statement to revert back to Occupational Health and Safety (OH&S). A Carson informed the committee that Workplace Health and Safety (WHS) can only be used in the document if the legislation has passed, and at the time of writing the submission with old legislation current, the committee must use OH&S. The Steering Committee members agreed to this. The second dot point ‘WHS legislation’ was edited.

· Global change to ‘overhead and underground’ in second dot point

Context of and specific resources for assessment

A Carson introduced this section of the unit as the specific resources needed in order for a student to complete task/assessment with most of the detail derived from the range statement

· remove from all course documentation the wording that relates to Fire retardant vest and High visibility vest

· add ‘measuring tools and equipment to task appropriate, after the fifth dot point

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Method of Assessment

Members inquired into various 'types' of assessment however A Carson reinforced that a curriculum document informs about task and not how a qualification is delivered.

T Vassallo referred members to formative and summative assessment techniques

5. RECOMMENDATION FOR ACCREDITATION

Members were requested by A Carson to mark 'no' to Question 4, as this course does not meet any licensing requirements. Members were requested to mark 'No' to Question 5 as there is no related specific legislation.

A Carson requested Steering Committee members to complete, sign and date form.

6. SUMMARY OF ACTIONS

A Carson has documented the following actions for editing throughout the curriculum documents before submission for reaccreditation:

- 'EnergySafe Victoria' and 'WorkSafe'. A Carson to arrange amendments to the curriculum documents to standardised the spelling
- A Carson to arrange amendments to the curriculum documents to reflect changes to unit descriptor and agreed global changes.
- A Carson will email W Knop (ESV) to advise the need to change EnergySafe Victoria's website and will arrange amendments to the curriculum documents to record the above agreed changes
- A Carson to update range statement and note proposed actions during mid accreditation

7. OTHER BUSINESS

No other business was discussed.

A Carson thanked J McNally and Steering Committee members for their time and efforts

Meeting concluded at 1.12 pm

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MINUTES

REACCREDITATION OF 21705VIC COURSE IN WORKPLACE SPOTTING FOR SERVICE ASSETS

ADDENDUM
TO THE MINUTES FROM THE THIRD STEERING COMMITTEE MEETING
WEDNESDAY 19 OCTOBER 2011

LID EXTERNAL MEETING ROOM
BATESFORD ROAD, HOLMESGLEN

1. WELCOME

A Carson called the special meeting for the reaccreditation of 21705VIC Course in Workplace Spotting for Service Assets as a result of a discussion between Building Industry Consultative Council Industry Advisory Body (BICCIAB), Construction, Forestry, Mining and Energy Union (CFMEU) and Holmesglen post the third Steering Committee meeting held 14 September 2011.

2. ATTENDANCE/APOLOGIES

PRESENT:	Mr John McNally, Building Industry Consultative Council Industry Advisory Body (BICCIAB)
	Mr Barry Kearney, Construction, Forestry, Mining and Energy Union (CFMEU) – Federated Engine Drivers and Firemen's Association (FEDFA)
	Mr Alex Tadic, Construction, Forestry, Mining and Energy Union (CFMEU)
	Mr Warren Knop, EnergySafe Victoria (ESV)
APOLOGIES:	Ms Anne Duggan, Construction, Forestry, Mining and Energy Union (CFMEU)
	Mr David Scannell, Course Accreditation Officer (CAO) Holmesglen
ATTENDANCE:	Ms A Carson, Holmesglen
	Mr Tom Vassallo, Curriculum Maintenance Manager, Building and Construction
	Ms Jocelyn Jones, Holmesglen (Minute taker)

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3. TELEPHONE CONFERENCE

A Carson presented background of special addendum meeting:

On Friday 23 September 2011 commencing 11.30 am, D Scannell (CAO), J McNally (BICCIAB), A Duggan (CFMEU) and A Carson held a telephone conference where concerns were raised by A Duggan and J McNally regarding the treatment of spotters' competency and safety when dealing with underground assets in the licensing and registration requirements of the curriculum documents. A. Duggan interpreted the status of registration statement as:

- an individual is not required to be a registered spotter to work with underground assets.

It was agreed to change the wording in the two curriculum documents under the sections titled '*Licensing/regulatory requirements'* and '*Entry requirements'*. A Dugan (CFMEU) also requested non-licenced equipment competencies such as earthmoving to be included in registration requirements. The telephone conference concluded at 12.30pm.

4. MEETING NOTES FROM 19 OCTOBER 2011

Competency and underground assets

The special meeting began with a discussion on changes made as results of the telephone conference were sent for confirmation prior to distribution to Steering Committee members. Confirmation of the changed wording was not received from all parties and the CFMEU raised an additional concern of course relevancy therefore A Carson called for the special addendum meeting.

At the special meeting, A Carson informed members of CFMEU's concern of course relevancy if underground assets are not representative in Entry and Registration requirements to prove competency from a safety viewpoint for people who work with underground assets. In summary the CFMEU felt the current wording in the curriculum documents were only representative of overhead assets therefore this would make the Course in Workplace Spotting for Service Assets redundant as another unit of competency exists that deals exclusively for overhead assets.

The performance criteria, elements and critical aspects of evidence in the curriculum document refer to underground assets. It has been proposed underground assets be included in Entry and Registration requirements to ensure safety and regulatory requirements are met. The curriculum was considered sound as agreed at previous Steering Committee meeting on 14 September 2011.

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The following documents with the changed wording were presented at the special meeting:

- Section 4.4 Licensing/regulatory requirements sourced from versions dated:
  - document dated 18 October 2011
  - document dated 6 October 2011
  - document dated 28 September 2011
  - Part 4 from Section B: Course information from curriculum documents
- Section 5.2 Entry requirements sourced from versions dated:
  - document dated 18 October 2011
  - document dated 6 October 2011
  - document dated 28 September 2011
  - Part 5 from Section B: Course information from curriculum documents

W Knop (ESV) tabled an email received from A Beacom and D Mackie (WorkSafe Victoria) addressing concerns raised by the CFMEU. (D Mackie is also a current member of the Steering Committee):

- What constitutes the meaning for a 'competent person' who undertakes the work as a spotter for underground assets?
- What competency should/must that person hold to undertake this work?

WorkSafe Victoria has stated that one does not have to undertake the Course in Workplace Spotting for Service Assets to work as an observer in an underground situation however they must be 'competent' and there lies the concern. WorkSafe Victoria has responded with the following to what constitutes the meaning of a 'competent person':

- a suitably trained individual with sufficient experience to safely perform, with minimal supervision, work outlined in '*Worksafe Framework for Undertaking Work Near Overhead and Underground Assets'* (2006)
- needs to be literate and can demonstrate and understand the Framework for undertaking work in which she or he is working
- needs to be able to consider what work they are going to do and how they will do it at the planing stages
- a competent person who undertakes the task of observing and warning against unsafe approach to overhead and underground assets. A spotter for overhead electrical cables shall have successfully completed an endorsed training course.

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CFMEU had raised concerns of what constitutes 'competent' and referred to what was defined and accepted by BICCIAB which as noted by T Vassallo appears different from official line of Department of Education, Employment and Workplace relations (DEEWR) which funds industry skills councils. In a nutshell DEEWR emphasises consistent knowledge and demonstration of skills, whereas CFMEU believes to perform as a spotter you must demonstrate competence and understanding of underground asset – which is delivered in the spotters course and is a registration requirement but not an entry requirement.

Section 5.2 Entry Requirements (document dated 18 Oct):

- The meeting agreed no change to first two dot points.
- W Knop (ESV) queried the coverage of 'Level 2 First Aid Certificate' in the third dot point and suggested it to be replaced with Victorian Workcover Authority (VWA) Code of practice for first aid 'Compliance Code *First Aid in the Workplace'* Edition 1 September 2008 in which the employer can select a specific module for his/her business. The members of the meeting agreed to W Knop (ESV) emailing the correct title for addition to the statement for first aid coverage. A Carson to follow up.

ACTION: A CARSON

- No change to fourth dot point.
- A Carson proposed a fifth dot to read:
  - *Tickets of Competency in the form of Certificates/Statement of Attainment from the relevant training package for each item of plant the spotter is spotting for above and belowground assets*.
- The meeting agreed to the following to meet CFMEU's concerns on non-licenced equipment competencies as fifth dot point
  - *Tickets of Competency in the form of Certificates/Statement of Attainment from the relevant training package/accredited course for each item of plant the spotter is spotting for in compliance with Occupational Health and Safety (OH&S) legislative requirements*

ACTION: A CARSON

- The meeting agreed to delete the sixth dot point which was repositioned to this point at the third Steering Committee meeting
- High risk work – the meeting agreed that the following remain as dot point seven:
  - *A licence to perform High Risk Work issued by WorkSafe Victoria for the item of plant and equipment that a person will be spotting for with the exception of a dogger or rigger who can spot for all items of plant and equipment*

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- The members of the meeting agreed to delete the second paragraph of dot point seven previously agreed upon at the third Steering Committee meeting. The second paragraph began with the wording '*successfully complete an assessment! .'*

ACTION: A CARSON

- The meeting agreed to reinsert the paragraph on dogging and rigging to create dot point 8:
  - *A person holding a Dogging/Rigging Certificate can after successful completion of the Spotters course act as a spotter for all types of plant and equipment*

ACTION: A CARSON

- The meeting agreed to add a final paragraph to create a ninth dot point with one alteration to remove the word 'some' next to evidence and replace only with the word evidence to read as:
  - *For items of plant such as an Elevated Work Platform <11Metres, or a Vehicle mounted Crane <10 Tonne/Metres or other plant where there is no licensing requirement, evidence of competency must be demonstrated to obtain a Spotter Certificate.*

This action to be repeated for the licensing requirements.

ACTION: A CARSON

Section 4.4 Licensing/regulatory requirements (document dated 18 Oct):

- No change to the first statement.
- A Carson added additional wording under the subheading 'registration' to the statement to read as '*evidence of the following to the RTO:*' to which the members of the meeting agreed
- No change to first statement under the subheading '*New Spotters'*
- A Carson proposed the second statement under the heading '*New spotters'* to read as:
  - *Tickets of Competency in the form of Certificates/Statement of Attainment from the relevant training package/accredited course for each item of plant the spotter is spotting for in compliance with Occupational Health and Safety (OH&S) legislative requirements*
- T Vassallo proposed the inclusion of the following in second statement which was not agreed to by the members:
  - *Training package/certificate III or above*

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- The meeting agreed to the following as second statement under the heading '*New Spotters'*:
  - *Tickets of Competency in the form of Certificates/Statement of Attainment from the relevant training package/accredited course for each item of plant the spotter is spotting for in compliance with Occupational Health and Safety (OH&S) legislative requirements*
- It was agreed to delete all statements prior to the 19 October special meeting by participants in the telephone conference under the paragraph that begins with the wording '*When this evidence is received!* '
- Under the title *High risk work*, the meeting agreed to the following paragraph being reinserted in statement six to read:
  - *A licence to perform 'High Risk Work' issued by WorkSafe Victoria for the item of plant and equipment that a person will be spotting for with the exception of a dogger or rigger who can spot for all items of plant and equipment*

ACTION: A CARSON

- The meeting agreed to reinsert the paragraph on dogging and rigging in statement seven to create the following paragraph:
  - *A person holding a Dogging/Rigging Certificate can after successful completion of the Spotters course act as a spotter for all types of plant and equipment*

ACTION: A CARSON

- The meeting agreed to add the final paragraph in statement eight with one alteration to remove the word 'some' next to evidence and replace only with the word evidence to read as:
  - *For items of plant such as an Elevated Work Platform <11Metres, or a Vehicle mounted Crane <10 Tonne/Metres or other plant where there is no licensing requirement, evidence of competency must be demonstrated to obtain a Spotter Certificate.*

The meeting concluded at 11.40 am

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holmesglen

MINUTES

REACCREDITATION OF 21705VIC COURSE IN WORKPLACE SPOTTING FOR SERVICE ASSETS

ADDENDUM
TO THE MINUTES FROM THE THIRD STEERING COMMITTEE MEETING
MONDAY 5 DECEMBER 2011

CONFERENCE ROOM, BUILIDNG 8
BATESFORD ROAD, HOLMESGLEN

1. WELCOME

A Carson called the special meeting for the reaccreditation of 21705VIC Course in Workplace Spotting for Service Assets as a result of one objection raised by two members of the Steering Committee Meeting in relation to the consultation process and the addendum to the Third Steering Committee meeting.

2. ATTENDANCE

PRESENT: Mr John McNally, Building Industry Consultative Council Industry Advisory Body (BICCIAB)

Mr Barry Kearney, Construction, Forestry, Mining and Energy Union (CFMEU) – Federated Engine Drivers and Firemen's Association (FEDFA)

Mr Peter Fisher, Civil Contractors Federation

Mr Tom McCormack, Australian Safety Training Products Pty Ltd (via teleconference with prior agreement)

Mr Warren Knop, EnergySafe Victoria (ESV)

ATTENDANCE: Ms A Carson, Holmesglen

Mr Tom Vassallo, Curriculum Maintenance Manager, Building and Construction

Ms Jocelyn Jones, Holmesglen (Minute taker)

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3. CONSULTATION PROCESS

A Carson presented the background to the meeting called on 19 October 2011 as documented in the '*Addendum to the minutes from the third Steering Committee meeting held Wednesday 19 October 2011*'

Subsequent to the Steering Committee meeting held Wednesday 19 October 2001, A Carson emailed members of the Steering Meeting a revised *Final endorsement for submission of reaccreditation 21705VIC Course in Workplace Spotting for service assets* form requesting it to be signed by members and returned no later than Wednesday 16 November 2011.

A Carson received one of objection regarding the consultation process and called another meeting to resolve the issue. Members were advised that the extension to the endorsement for course reaccreditation, which was due to expire 30 November 2011, has been extended to June 2012.

4. MEETING NOTES FROM 5 DECEMBER 2011

The following documents were presented at the special meeting:

- Section 4.4 Licensing/regulatory requirements:
  - document filepath dated 2 December 2011 'Final submission Licensing requirements'
- Section 5.2 Entry requirements:
  - document filepath dated 2 December 2011 'Final submission Licensing requirements'
- Minutes of the third Steering Committee Meeting held on Wednesday 14 September 2011 with the section on 'Entry requirements' highlighted and changes agreed to a third Steering Committee meeting tabbed clearly for the members
- Addendum to the minutes from the third Steering Committee meeting held Wednesday 19 October 2011

Section 5.2 Entry Requirements (document filepath dated 2 December 2011):

After a lengthy discussion on safety and exploring specific competencies in training packages, the Steering Committee Members agreed to the following:

- Under the sub heading New Spotters the Steering Committee members agreed to eliminated the words 'Tickets of' from the second dot point which now reads:
  - *Competency in the form of Certificates/Statement of Attainment from the relevant training package/accredited course* for each item of plant the spotter is spotting for in compliance with Occupational Health and Safety (OHS) legislative requirements.

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Section 4.4 Licensing/regulatory requirements (document filepath dated 2 December 2011):

After a lengthy discussion on safety and exploring specific competencies in training packages, the Steering Committee Members agreed to the following:

- Under the sub heading New Spotters the Steering Committee members agreed to eliminated the words 'Tickets of' from the second dot point which now reads:
  - *Competency in the form of Certificates/Statement of Attainment from the relevant training package/accredited course for each item of plant the spotter is spotting for in compliance with Occupational Health and Safety (OHS) legislative requirements.*

Discussion took place on quality of training and assessment and the role of the regulator, EnergySafe Victoria (ESV) in licensing arrangements for new spotters. W Knop (ESV) with the support of the members agreed to tackle competency and compliance by requesting participants to produce evidence of having undertaken an assessment approved by ESV on any item of plant and that this requirement is to be policed by ESV. It was recommended by the Steering Committee members to improve the information requirements provided by ESV with explicit information advising of competency for item of plant with no ticket.

ACTION: ENERGYSAFE VICTORIA

The meeting concluded at 11.40 am

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Appendix 7 – Course contents endorsement forms

Course contentsendorsement forms were received from the following:

- Mr Barry Kearney, Construction Forestry Mining and Energy Union (CFMEU) – Federated Engine Drivers and Firemen's Association (FEDFA)
- *Mr Alan Beacom, WorkSafe Victoria
- Mr Fergus Robinson, Master Builders Association of Victoria
- Mr Geoff Fleming, Electrical Safety Spotter
- Mr Jim Gascoigne, Gascoigne Training and Assessment Pty Ltd
- Mr John McNally, Building Industry Consultative Council Industry Advisory Body
- Mr Mark Travis, MJ in Skills
- Mr Paul Smith, Bendigo Regional Institute of TAFE
- Mr Peter Fisher, Civil Contractors Federation
- Mr Ray Crampton, Electrical Trades Union, Victorian Branch
- Mr Rory McNamara, The Gordon TAFE
- Mr Stephen Teirney, Electrical Safety Spotter
- Mr Tom McCormack, Australian Safety Training Pty Ltd
- Mr Tom Vassallo, Executive Officer, Curriculum Maintenance, Building and Construction
- Mr Warren Knop, Energy Safe Victoria

* 15 December 2011, David Mackie representing WorkSafe Victoria is a member of the Steering Committee. When he was requested to sign and send a copy of the Course Endorsement form, he said that he did not have the authority to do this and sent the form on to his manager Alan Beacom. Alan has now signed the course contents endorsement form, thereby agreeing to the Course as developed.

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Course Contents Endorsement Form

Course title(s)	21705VIC Course in Workplace Spotting for service assets

The steering committee oversees the development of the course and ensures that:

- the contents and qualification structure meet the needs of industry, enterprises and/or the community
- the course meets all relevant occupational health and safety regulations, licensing requirements and any other legislation that is appropriate to the course
- the employability skills summary reflects the needs of the job role
- any risks associated with the course have been identified

Each member of the steering committee must complete and sign a copy of this form to certify that they agree that course meets the requirements as specified.

1. **The structure of the course(s) meets the identified industry/enterprise/community need.**

   ☑ Yes ☐ No

2. **The qualification level is appropriate to industry needs**

   ☑ Yes ☐ No

3. **The content of the course(s) includes all relevant occupational health and safety requirements for this industry/community (if appropriate).**

   ☑ Yes ☐ No ☐ Not Applicable

4. **The course(s) meets any licensing requirements for this industry/community.**

   ☑ Yes ☐ No ☐ Not Applicable

5. **The course(s) complies with any relevant legislation specific to the industry/community (if appropriate).**

   ☑ Yes ☐ No ☐ Not Applicable

6. **The content of each unit reflects the knowledge and skills required to achieve the vocational outcome.**

   ☑Yes ☐ No

If you feel as a steering committee member that you cannot agree that one or more of the above requirements has been adequately addressed, please provide details of your concerns. (Please attach additional pages if required.)

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Name: B. KEARNEY **Signature:** B Kearney **Date:** 21-11-11

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Course Contents Endorsement Form

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- any risks associated with the course have been identified

Each member of the steering committee must complete and sign a copy of this form to certify that they agree that course meets the requirements as specified.

1. **The structure of the course(s) meets the identified industry/enterprise/community need.**

   ☑ Yes ☐ No

2. **The qualification level is appropriate to industry needs**

   ☑ Yes ☐ No

3. **The content of the course(s) includes all relevant occupational health and safety requirements for this industry/community (if appropriate).**

   ☑ Yes ☐ No ☐ Not Applicable

4. **The course(s) meets any licensing requirements for this industry/community.**

   ☑ Yes ☐ No ☐ Not Applicable

5. **The course(s) complies with any relevant legislation specific to the industry/community (if appropriate).**

   ☑ Yes ☐ No ☐ Not Applicable

6. **The content of each unit reflects the knowledge and skills required to achieve the vocational outcome.**

   ☑Yes ☐ No

If you feel as a steering committee member that you cannot agree that one or more of the above requirements has been adequately addressed, please provide details of your concerns. (Please attach additional pages if required.)

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……..

Name: ……Allan Beacom…….…. **Signature:** … …….**Date:** 15 / 12 / 11

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Course Contents Endorsement Form

RECEIVED
14 NOV 2011
Learning Innovation and Development

Course title(s)	21705VIC Course in Workplace Spotting for service assets

The steering committee oversees the development of the course and ensures that:

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- the course meets all relevant occupational health and safety regulations, licensing requirements and any other legislation that is appropriate to the course
- the employability skills summary reflects the needs of the job role
- any risks associated with the course have been identified

Each member of the steering committee must complete and sign a copy of this form to certify that they agree that course meets the requirements as specified.

1. **The structure of the course(s) meets the identified industry/enterprise/community need.**

   ☑ Yes ☐ No

2. **The qualification level is appropriate to industry needs**

   ☑ Yes ☐ No

3. **The content of the course(s) includes all relevant occupational health and safety requirements for this industry/community (if appropriate).**

   ☑ Yes ☐ No ☐ Not Applicable

4. **The course(s) meets any licensing requirements for this industry/community.**

   ☑ Yes ☐ No ☐ Not Applicable

5. **The course(s) complies with any relevant legislation specific to the industry/community (if appropriate).**

   ☑ Yes ☐ No ☐ Not Applicable

6. **The content of each unit reflects the knowledge and skills required to achieve the vocational outcome.**

   ☑Yes ☐ No

If you feel as a steering committee member that you cannot agree that one or more of the above requirements has been adequately addressed, please provide details of your concerns. (Please attach additional pages if required.)

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Name: Fergus Robinson **Signature:** ..... **Date:** 11/11/2011

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Course Contents Endorsement Form

Course title(s)	21705VIC Course in Workplace Spotting for service assets

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- any risks associated with the course have been identified

Each member of the steering committee must complete and sign a copy of this form to certify that they agree that course meets the requirements as specified.

1. **The structure of the course(s) meets the identified industry/enterprise/community need.**

   ☑ Yes ☐ No

2. **The qualification level is appropriate to industry needs**

   ☑ Yes ☐ No

3. **The content of the course(s) includes all relevant occupational health and safety requirements for this industry/community (if appropriate).**

   ☑ Yes ☐ No ☐ Not Applicable

4. **The course(s) meets any licensing requirements for this industry/community.**

   ☑ Yes ☐ No ☐ Not Applicable

5. **The course(s) complies with any relevant legislation specific to the industry/community (if appropriate).**

   ☑ Yes ☐ No ☐ Not Applicable

6. **The content of each unit reflects the knowledge and skills required to achieve the vocational outcome.**

   ☑Yes ☐ No

If you feel as a steering committee member that you cannot agree that one or more of the above requirements has been adequately addressed, please provide details of your concerns. (Please attach additional pages if required.)

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Name: GEOFF FLEMING **Signature:** ..... **Date:** 13/12/11

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- the employability skills summary reflects the needs of the job role
- any risks associated with the course have been identified

Each member of the steering committee must complete and sign a copy of this form to certify that they agree that course meets the requirements as specified.

1. **The structure of the course(s) meets the identified industry/enterprise/community need.**

   ☑ Yes ☐ No

2. **The qualification level is appropriate to industry needs**

   ☑ Yes ☐ No

3. **The content of the course(s) includes all relevant occupational health and safety requirements for this industry/community (if appropriate).**

   ☑ Yes ☐ No ☐ Not Applicable

4. **The course(s) meets any licensing requirements for this industry/community.**

   ☑ Yes ☐ No ☐ Not Applicable

5. **The course(s) complies with any relevant legislation specific to the industry/community (if appropriate).**

   ☑ Yes ☐ No ☐ Not Applicable

6. **The content of each unit reflects the knowledge and skills required to achieve the vocational outcome.**

   ☑Yes ☐ No

If you feel as a steering committee member that you cannot agree that one or more of the above requirements has been adequately addressed, please provide details of your concerns. (Please attach additional pages if required.)

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Name: James A. Graham Signature: ..... Date: 12-12-2011

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- the employability skills summary reflects the needs of the job role
- any risks associated with the course have been identified

Each member of the steering committee must complete and sign a copy of this form to certify that they agree that course meets the requirements as specified.

1. **The structure of the course(s) meets the identified industry/enterprise/community need.**

   ☑ Yes No

2. **The qualification level is appropriate to industry needs**

   ☑ Yes No

3. **The content of the course(s) includes all relevant occupational health and safety requirements for this industry/community (if appropriate).**

   ☑ Yes No Not Applicable

4. **The course(s) meets any licensing requirements for this industry/community.**

   ☑ Yes No Not Applicable

5. **The course(s) complies with any relevant legislation specific to the industry/community (if appropriate).**

   ☑ Yes No Not Applicable

6. **The content of each unit reflects the knowledge and skills required to achieve the vocational outcome.**

   ☑Yes No

If you feel as a steering committee member that you cannot agree that one or more of the above requirements has been adequately addressed, please provide details of your concerns. (Please attach additional pages if required.)

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Name: JOHN MCNALLY **Signature:** ..... **Date:** 5/12/11

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Course Contents Endorsement Form

9E04 1538

Course title(s)	21705VIC Course in Workplace Spotting for service assets

The steering committee oversees the development of the course and ensures that:

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- the course meets all relevant occupational health and safety regulations, licensing requirements and any other legislation that is appropriate to the course
- the employability skills summary reflects the needs of the job role
- any risks associated with the course have been identified

Each member of the steering committee must complete and sign a copy of this form to certify that they agree that course meets the requirements as specified.

1. **The structure of the course(s) meets the identified industry/enterprise/community need.**

   ☑ Yes ☐ No

2. **The qualification level is appropriate to industry needs**

   ☑ Yes ☐ No

3. **The content of the course(s) includes all relevant occupational health and safety requirements for this industry/community (if appropriate).**

   ☑ Yes ☐ No ☐ Not Applicable

4. **The course(s) meets any licensing requirements for this industry/community.**

   ☑ Yes ☐ No ☐ Not Applicable

5. **The course(s) complies with any relevant legislation specific to the industry/community (if appropriate).**

   ☑ Yes ☐ No ☐ Not Applicable

6. **The content of each unit reflects the knowledge and skills required to achieve the vocational outcome.**

   ☑Yes ☐ No

If you feel as a steering committee member that you cannot agree that one or more of the above requirements has been adequately addressed, please provide details of your concerns. (Please attach additional pages if required.)

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Name: MARK PRATT **Signature:** M **Date:** 7 December 2011

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1. **The structure of the course(s) meets the identified industry/enterprise/community need.**

   ☑ Yes ☐ No

2. **The qualification level is appropriate to industry needs**

   ☑ Yes ☐ No

3. **The content of the course(s) includes all relevant occupational health and safety requirements for this industry/community (if appropriate).**

   ☑ Yes ☐ No ☐ Not Applicable

4. **The course(s) meets any licensing requirements for this industry/community.**

   ☑ Yes ☐ No ☐ Not Applicable

5. **The course(s) complies with any relevant legislation specific to the industry/community (if appropriate).**

   ☑ Yes ☐ No ☐ Not Applicable

6. **The content of each unit reflects the knowledge and skills required to achieve the vocational outcome.**

   ☑Yes ☐ No

If you feel as a steering committee member that you cannot agree that one or more of the above requirements has been adequately addressed, please provide details of your concerns. (Please attach additional pages if required.)

Name: paul smith … **Signature:** ..... **Date:** 1-12-11

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- any risks associated with the course have been identified

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1. **The structure of the course(s) meets the identified industry/enterprise/community need.**

   ☑ Yes No

2. **The qualification level is appropriate to industry needs**

   ☑ Yes No

3. **The content of the course(s) includes all relevant occupational health and safety requirements for this industry/community (if appropriate).**

   ☑ Yes No Not Applicable

4. **The course(s) meets any licensing requirements for this industry/community.**

   ☑ Yes No Not Applicable

5. **The course(s) complies with any relevant legislation specific to the industry/community (if appropriate).**

   ☑ Yes No Not Applicable

6. **The content of each unit reflects the knowledge and skills required to achieve the vocational outcome.**

   ☑Yes No

If you feel as a steering committee member that you cannot agree that one or more of the above requirements has been adequately addressed, please provide details of your concerns. (Please attach additional pages if required.)

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Name: P. Fisher **Signature:** .....**Date:** 5.12.11

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1. **The structure of the course(s) meets the identified industry/enterprise/community need.**

   ☑ Yes ☐ No

2. **The qualification level is appropriate to industry needs**

   ☑ Yes ☐ No

3. **The content of the course(s) includes all relevant occupational health and safety requirements for this industry/community (if appropriate).**

   ☑ Yes ☐ No ☐ Not Applicable

4. **The course(s) meets any licensing requirements for this industry/community.**

   ☑ Yes ☐ No ☐ Not Applicable

5. **The course(s) complies with any relevant legislation specific to the industry/community (if appropriate).**

   ☑ Yes ☐ No ☐ Not Applicable

6. **The content of each unit reflects the knowledge and skills required to achieve the vocational outcome.**

   ☑Yes ☐ No

If you feel as a steering committee member that you cannot agree that one or more of the above requirements has been adequately addressed, please provide details of your concerns. (Please attach additional pages if required.)

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Name: K Crompton **Signature:** ..... **Date:** 9/12/12

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1. **The structure of the course(s) meets the identified industry/enterprise/community need.**

   ☑ Yes ☐ No

2. **The qualification level is appropriate to industry needs**

   ☑ Yes ☐ No

3. **The content of the course(s) includes all relevant occupational health and safety requirements for this industry/community (if appropriate).**

   ☑ Yes ☐ No ☐ Not Applicable

4. **The course(s) meets any licensing requirements for this industry/community.**

   ☑ Yes ☐ No ☐ Not Applicable

5. **The course(s) complies with any relevant legislation specific to the industry/community (if appropriate).**

   ☑ Yes ☐ No ☐ Not Applicable

6. **The content of each unit reflects the knowledge and skills required to achieve the vocational outcome.**

   ☑Yes ☐ No

If you feel as a steering committee member that you cannot agree that one or more of the above requirements has been adequately addressed, please provide details of your concerns. (Please attach additional pages if required.)

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Name: Rory McNamara **Signature:** ..... **Date:** 2-12-11

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Course Contents Endorsement Form

Course title(s)	21705VIC Course in Workplace Spotting for service assets

RECEIVED
15 NOV 2011
Learning Innovation and Development

☑ Yes ☐ No

The qualification level is appropriate to industry needs

☑ Yes ☐ No

The content of the course(s) includes all relevant occupational health and safety requirements for this industry/community (if appropriate).

☑ Yes ☐ No ☐ Not Applicable

The course(s) meets any licensing requirements for this industry/community.

☑ Yes ☐ No ☐ Not Applicable

The course(s) complies with any relevant legislation specific to the industry/community (if appropriate).

☑ Yes ☐ No ☐ Not Applicable

The content of each unit reflects the knowledge and skills required to achieve the vocational outcome.

☑Yes ☐ No

If you feel as a steering committee member that you cannot agree that one or more of the above requirements has been adequately addressed, please provide details of your concerns. (Please attach additional pages if required.)

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Name: Stephen Tierney **Signature:** ..... **Date:** 14/11/2011

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- any risks associated with the course have been identified

Each member of the steering committee must complete and sign a copy of this form to certify that they agree that course meets the requirements as specified.

1. **The structure of the course(s) meets the identified industry/enterprise/community need.**

   ☑ Yes ☐ No

2. **The qualification level is appropriate to industry needs**

   ☑ Yes ☐ No

3. **The content of the course(s) includes all relevant occupational health and safety requirements for this industry/community (if appropriate).**

   ☑ Yes ☐ No ☐ Not Applicable

4. **The course(s) meets any licensing requirements for this industry/community.**

   ☑ Yes ☐ No ☐ Not Applicable

5. **The course(s) complies with any relevant legislation specific to the industry/community (if appropriate).**

   ☑ Yes ☐ No ☐ Not Applicable

6. **The content of each unit reflects the knowledge and skills required to achieve the vocational outcome.**

   ☑Yes ☐ No

If you feel as a steering committee member that you cannot agree that one or more of the above requirements has been adequately addressed, please provide details of your concerns. (Please attach additional pages if required.)

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Name: Tom McCormack **Signature:** ..... **Date:** 7/12/11

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Course Contents Endorsement Form

Course title(s)	21705VIC Course in Workplace Spotting for service assets

The steering committee oversees the development of the course and ensures that:

- the contents and qualification structure meet the needs of industry, enterprises and/or the community
- the course meets all relevant occupational health and safety regulations, licensing requirements and any other legislation that is appropriate to the course
- the employability skills summary reflects the needs of the job role
- any risks associated with the course have been identified

Each member of the steering committee must complete and sign a copy of this form to certify that they agree that course meets the requirements as specified.

1. **The structure of the course(s) meets the identified industry/enterprise/community need.**

   ☑ Yes No

2. **The qualification level is appropriate to industry needs**

   ☑ Yes No

3. **The content of the course(s) includes all relevant occupational health and safety requirements for this industry/community (if appropriate).**

   ☑ Yes No Not Applicable

4. **The course(s) meets any licensing requirements for this industry/community.**

   ☑ Yes No Not Applicable

5. **The course(s) complies with any relevant legislation specific to the industry/community (if appropriate).**

   ☑ Yes No Not Applicable

6. **The content of each unit reflects the knowledge and skills required to achieve the vocational outcome.**

   ☑Yes No

If you feel as a steering committee member that you cannot agree that one or more of the above requirements has been adequately addressed, please provide details of your concerns. (Please attach additional pages if required.)

.....

.....

.....

Name: TOM VASSALLO **Signature:** ..... **Date:** 5/12/2011

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Victorian Registration & Qualifications Authority

Course Contents Endorsement Form

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2. **The qualification level is appropriate to industry needs**

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   ☑ Yes No Not Applicable

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   ☑ Yes No Not Applicable

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   ☑ Yes No Not Applicable

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   ☑Yes No

If you feel as a steering committee member that you cannot agree that one or more of the above requirements has been adequately addressed, please provide details of your concerns. (Please attach additional pages if required.)

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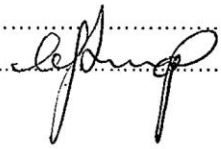
Name: Warren Knop **Signature:**  **Date:** 5-12-11

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Appendix 8 – Industry feedback on training numbers

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Industry feedback on training numbers to support the reaccreditation of *21705VIC Course in Workplace Spotting for Service Assets* received by Tom Vassallo, Executive Officer, Curriculum Maintenance – Building and Construction, 2010.

Actual training numbers 2009 – 2010	**Future expected training numbers 2010 – 2011**
50	RTO response is that they will continue to provide training
100	RTO response is that they will continue to provide training
130	150
30	35 to 50
125	RTO response is that they will continue to provide training
112 (2008)	RTO response is that they will continue to provide training
17 licences issued over a four month period	200
58	RTO response is that they will continue to provide training
No accurate training numbers available from this RTO	RTO response is that they will continue to provide training
No accurate training numbers available from this RTO	RTO response is that they will continue to provide training
Total training numbers for 2009 – 2010: 622	

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Appendix 9 – Employability Skills summary

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22195VIC Course in Workplace Spotting for Service Assets

The following table contains a summary of the Employability Skills as identified by WorkSafe Victoria, EnergySafe Victoria and spotting industry representatives. The Employability Skills facets described here are broad industry requirements that may vary depending on requirements for the *22195VIC Course in Workplace Spotting for Service Assets*.

Employability Skills	**Industry/enterprise requirements for 22195VIC Course in Workplace Spotting for Service Assets include the following facets**:
Communication skills	Advise and warn colleagues using hand, verbal and auditory signals.
	Work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities.
	Communicate and work effectively and safely with others.
	Read and evaluate the appropriateness of permits and documentation and discuss the requirements of documents with others on site.
	Call up emergency authorities, explain the nature of the incident and contribute to the writing of reports on the situation in the event of an accident.
Teamwork skills	Liaise with and advise plant operators and supervisors or site controllers of the presence of potentially fatal risks surrounding the operators in the workplace.
Technology skills	Estimate/calculate heights, distances and positions using basic trigonometrical and mathematical processes.
	Measure the height and distance using laser and ultrasonic technology or a suitable alternative.
Planning and organising skills	Plan for and review the operation of plant and equipment on the site.
	Continually modify operating plans and processes in light of changes in the workplace and working and environmental conditions. For example, traffic management (people and vehicles).
	Plan and organise activities around areas of potential hazard to minimise the risk of plant and equipment coming in .contact with above or below ground assets.
Self-management	Gather information from the appearance of the site and relate this to the sites safety documentation.
	Collect, organise and interpret information on the location of above and below ground assets and identify areas of potential hazard and advise site personnel accordingly.
Initiative and enterprise skills	Identify when a permit or documentation does not refer to the job situation is not appropriate to the situation or is incorrectly filled out.

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Employability Skills	**Industry/enterprise requirements for 22195VIC Course in Workplace Spotting for Service Assets include the following facet**:
Problem solving skills	Identify the presence and location of potentially hazardous above and below ground assets and external surrounding interference in workplaces, eg pedestrians, traffic, schools, shopping centres.
	Recognise the characteristics of the asset, determine the level of risk and establish if the proposed operation falls within the site permit and/or guidelines.
	Advise the plant operators if the work activity is about to become inappropriate.
Learning skills	Maintain the currency of industry knowledge and practice including regulations and standards governing the limits of approach to spotter activities and No Go Zones.

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Section C: Units of competency

VU20834 Observe for the safe operation of plant and equipment around overhead and underground assets.....110

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VU20834	**Observe for the safe operation of plant and equipment around overhead and underground assets**
Unit descriptor	This unit of competency will allow a person who is a spotter to observe the operation of the mobile plant, to warn the equipment operator when they are about to encroach into the No Go Zones surrounding an overhead or underground asset.
Employability Skills	This unit contains employability skills. Refer to the Appendix in the accreditation submission document for the employability skills summary.
Pre-requisite unit(s)	There are no prerequisites to this course.
Application of the unit	This unit of competency is required by a person who wishes to apply for registration as a spotter with EnergySafe Victoria (ESV) for operations around overhead and underground assets on work sites.

ELEMENT	**PERFORMANCE CRITERIA**
Elements describe the essential outcomes of a unit of competency. Elements describe actions or outcomes that are demonstrable and assessable.	Performance criteria describe the required performance needed to demonstrate achievement of the element – they identify the standard for the element.Where bold/italicised text is used, further information or explanation is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.
1. Ensure safe practice as a spotter	1.1 Role of the spotter and their ***responsibilities*** are identified and defined in terms of the ***function, duties, operational procedures and limitations*** of their work.
	1.2 The significance of ***visual and auditory signals*** is explained.
	1.3 OHS requirements for spotting operations are specified and demonstrated within site safety requirements.
	1.4 ***Personal protective equipment (PPE)*** required for spotting operations is selected, applied and demonstrated during work operations.
	1.5 The terms 'No Go Zones', ***'spotter zone'*** and ***'permit zone'*** are defined with terminology complying with that provided in the No Go Zones framework.

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ELEMENT	PERFORMANCE CRITERIA
2. Develop strategies to prevent conditions which may give rise to an electrical incident	2.1 ***Basic concepts of electrical power generation and distribution*** are established. 2.2 ***Component parts of electrical distribution systems*** are identified to enable their on site recognition. 2.3 Potential for the component parts of electrical distribution systems to impact on site safety and health are identified. 2.4 Hazards are associated with plant operating close to electrical assets are recognised. 2.5 Plant and equipment, site conditions and location of the electrical assets on the site are identified to determine their impact on site operations. 2.6 ***Clearance distances required from overhead and underground conductors*** are specified to comply with the standards provided in the No Go Zones framework.
3. Address hazards associated with plant operating close to overhead and underground assets	3.1 ***Sources of information*** are identified for the location of underground assets. 3.2 ***Hazards*** associated with ***overhead and underground assets*** are identified to establish their potential for serious incidents. 3.3 ***Appropriate techniques*** are described for locating underground assets to minimise the risk of inadvertent damage.
4. Undertake pre-start activities and safety checks	4.1 ***Pre-start considerations*** for preparing to work near electrical conductors and underground assets are explained to confirm all relevant safety issues are addressed. 4.2 ***Industry standards governing the limits*** of approach of equipment to overhead powerlines and underground assets are applied to determine when the No Go Zones will be penetrated. 4.3 Permit documentation is assessed to ensure that the information it contains is appropriate to the job application and is comprehensible. 4.4 Further clarification of the documentation/instructions is obtained from the employer before work proceeds if there is any confusion. 4.5 Spotter actively participates in the development/revision of the workplace Safe Work Method Statements (SWMS) and associated documentation to ensure compliance.

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ELEMENT	PERFORMANCE CRITERIA
5. Communicate 'approach limit' information to plant operators and others on site	5.1 Use of appropriate ***measuring equipment and techniques***to calculate distances are demonstrated to industry recognised standards of accuracy.
	5.2 ***Equipment and methods of communication***used by No Go Zones spotters are specified and the reasons for their use justified.
	5.3 Industry recognised ***communication signalling methods*** used by No Go Zones spotters are demonstrated to recognised standards.
	5.4 Clearance distances of the plant and equipment working near overhead and underground assets are communicated in accordance with the No Go Zones framework and appropriate documentation.
6. Perform spotter's duties	6.1 Spot for the entry of plant and equipment into No Go Zones to industry standards to ensure safety of self and others.
	6.2 Procedures to be followed in the event of contact being made by plant or equipment with an electrical conductor or other asset are followed in accordance with OHS procedures, No Go Zones framework and industry best practice.

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required skills for this unit are:

- Communication skills to:
  - interact, communicate and work effectively and safely with people
  - read and evaluate the appropriateness of permits and documentation and discuss the requirements of documents with others on site
  - contact emergency authorities
  - explain the nature of the incident
  - contribute to the writing of reports on the situation in the event of an accident
  - advise and warn people using hand, verbal and auditory signals

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- Teamwork skills to:
  - carry out spotter duties as part of a workgroup
  - liaise with and advise plant operators and supervisors and others of the presence of hazards surrounding the workplace
- Technology skills to:
  - use communication equipment
  - estimate/calculate heights, distances, positions and angles
- Planning and organising skills to:
  - review and modify the SWMS of plant and equipment on the site
  - review and co-ordinate activities around areas of potential hazard to minimise the risk of plant and equipment coming in contact with overhead or underground assets
- Self-management skills to:
  - gather site information and relate this to the site safety documentation
  - review and interpret information on the location of overhead and underground assets and identify areas of potential hazard and advise site personnel accordingly
  - organise self, equipment and PPE to undertake spotter activities
- Initiative, enterprise and problem solving skills to:
  - identify when the documentation does not refer to the job situation is not appropriate to the situation, or is incorrectly filled out
  - identify the presence and location of potentially hazardous overhead and underground assets and external surrounding interference in workplaces eg pedestrians, traffic, schools, shopping centres
  - recognise the characteristics of the asset, determine the level of risk, and establish if the proposed operation falls within the guidelines and/or 'permit to work'
  - advise the plant operators if the work activity is about to become inappropriate and/or hazardous
- Learning skills to:
  - maintain the currency of industry knowledge and practice including regulations and standards governing the limits of approach to spotter activities and No Go Zones

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Required knowledge for this unit includes:

- Spotter terminology and application of:
  - No Go Zones
- Responsibilities, function, duties, operational procedures and limitations of spotter work
- Operational knowledge of working around overhead and underground assets:
  - equipment and methods of communication used by No Go Zones spotters
  - the control of plant and equipment at a workplace using visual and auditory control signals
  - the 'design envelope' and 'operating envelope' of the plant or equipment for which they are spotting
- Techniques to locate underground assets to minimise the risk of inadvertent damage
- Prestart safety activities and checks
- Industry regulations and standards governing the limits of approach
- Workplace safety and equipment requirements:
  - occupational health and safety requirements relating to site safety
  - hazard identification and risk minimisation
  - the No Go Zones system of control for plant and equipment working around overhead and underground assets as identified in the 'No Go Zones' framework document
  - fitting and use of PPE
  - measuring equipment and techniques
- Electrical safety for spotters:
  - fundamentals of electrical transmission, distribution and traction assets
  - the potential of electricity to cause injury, death or damage
  - SWMS
  - development and revision of safe work method statements to ensure compliance of the health and safety of work site personnel, the public and the wider environment whilst working with plant and equipment around overhead and underground assets
- Plans, specifications, documentation and drawings:
  - the action to be taken if in receipt of a 'Permit To Work' or documentation, which does not refer to the job situation, is not appropriate to the situation or is inaccurate or incomplete
- Specific emergency procedures to be applied in the event of an incident involving service assets

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RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold/italicised wording in the Performance Criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

The ***responsibilities*** of a spotter include but are not limited to:	• implementing the requirements of the industry standards for the No Go Zones • communicating effectively and accurately with the workgroup in the operational zones • instigating appropriate procedures in the event of contact with an overhead or undergroundelectrical asset, creating additional hazards to plant, equipment or personnel • ensuring that appropriate people (employers, emergency personnel, site supervisor, asset owners) are notified in the event of contact or incident with an overhead or underground asset • acquiring and working to reports, assessments, and SWMS, and maintaining those records/reports and permits, as required for legal, OHS and other purposes as required • implementing requirements as per asset owner and OHS requirements.
The ***function and duties*** of a spotter include but are not limited to:	• obtaining appropriate documentation • observation of the safe operation of plant and equipment around overhead and underground assets • observation of the safe operation of plant and equipment around underground assets • warning plant operators of proximity of limits of approach • communicating approach limits and hazard control • communicating with plant operators and others by using approved methods of communication • interpreting the appropriateness of permits and safety analyses to the job application • responding to emergency situations and accessing appropriate assistance • managing an emergency in an appropriate manner until relieved by site supervisor or emergency response teams

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	• initiating appropriate first aid and emergency procedures in the event of an accident • safely administering first aid • awareness of external interference and surrounding hazards to the site.
The ***operational procedures and limitations*** of a spotter include but are not limited to:	• recognising the design envelope of the equipment to be used • recognising the operational envelope and the range of movement of the equipment being operated • recognising the operational movements of the load or suspended load • recognising the requirements of the task to be undertaken • estimating of the height of the overhead asset • recognising the conditions which may vary the height of overhead assets • identifying resources to locate undergroundassets • establishing from relevant sources the location of underground assets • identifying communication methods appropriate to the operating situation • undertaking appropriate measures/procedures in the event of contact with an overhead or underground asset. • checking that information received from asset owner is appropriate, accurate for the task, is complete and understood • being alert and responsive to changing environmental conditions and their impact on the task • being alert and responsive to changes in site hazards and/or personnel.
Visual and auditory signals may include:	• communication methods to be used which are appropriate to the environment, task or situation when communicating with the plant operator, dogmen or others involved in the task at hand • assessing and modifying the SWMS and other relevant and procedural documents • contributing to the protection of the workgroup involved with the plant and equipment being spotted for • assisting with first aid and emergency procedures.

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Personal protective equipment (PPE) includes:

- head protection
- foot protection – steel capped, rubber soled boots, or steel capped rubber boots
- high visibility vest
- clothing appropriate to the environment in which the spotting is being undertaken (dependent on the site requirements and protection required, etc.)
- safety glasses or goggles (depending on site requirements)
- first aid equipment appropriate to the requirements of the first aid competency required as a spotter, ie gloves, resuscitation mask/shield
- and may also include:
  - hearing protection
  - dust protection (eyes or breathing)
  - protection from the elements
  - UV protection
  - sun glare protection
  - whistle.

A ***spotter zone*** may be defined as:

- the area adjacent to overhead assets (powerlines)
  - on poles:
    - anywhere within 3.0m to 6.4 m to each side and underground

    and
    - on towers 8.0 m to 10.0 m to each side

    and
    - at or within 500 mm of an underground asset (mechanical plant)

    or
    - 3.0 m of an asset registered under the Pipelines Act.

Permit zonemay be defined as:

- that zone which is agreed to by the asset owner. and/or operator on a permit.

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The ***basic concepts of electrical power generation and distribution*** include but are not limited to the:	• variations in conductor • concept of electricity taking the shortest path to ground • affects of electrical incidents on the human body • step and touch potential • assumption that all electrical assets must be considered to be electrically live • concept that severed lines or cables cannot be considered to be live only from one direction • variations which enhance the potential to arc.
The ***component parts of electrical distribution systems*** include but are not limited to:	• overhead conductors/cables/lines • underground service pits and pillars • transmission towers and easements • tiger battens • power poles • transformers on poles or on-ground situations • sub-stations/kiosks inprivate/commercial and industrial locations • earth systems and grids • strainers, catenaries and support cables • traction cabling • conduits • electrolysis return cabling involved with tram and train traction • telecommunications systems • construction installation wiring.
The ***clearance distances required from overhead and underground conductors*** may be defined as:	• the No Go Zones, permit zone, spotter zone and the open area (no restrictions).

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Sources of information include but are not limited to:	• EnergySafe Victoria • WorkSafe Victoria • electricity/gas distribution and supply companies • water supply companies • communications companies • electricity faults call line • gas faults call line • Dial before you dig • local government authority • statutory authority.
Hazards may be defined as*:*	• a source which has the potential to cause illness, injury, damage or disruption to work • a condition when plant or equipment comes close to an electrical conductor so as to contact it or cause arcing to occur resulting in earthing of the electrical supply to the ground.
Overhead and underground assets include but are not limited to:	• electrical conductors, earth systems, cathodic protection systems • telecommunication cables, including fibre optic and co-axial cabling • gas lines at distribution and transmission pressures • liquid lines – water, LPG, sewerage • drainage systems.
Appropriate techniques may include:	• dial before you dig: – dial before you dig is a national referral service • the asset owners respond by providing advice as to the location of any underground pipes and cables, along with information on how to work safely and carefully whilst excavating in the vicinity of underground plant.

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The ***pre-start considerations***for preparing to work near electrical conductors include, but are not limited to the:	• type of work or task to be performed • availability of a current SWMS • atmospheric conditions • surrounding environment • selection of a strategic position to undertake spotting • site requirements being met, ie induction, etc • site visit being undertaken to physically check plant clearances, etc • pre-start check being undertaken on equipment • ensuring that the SWMS is completed, accurate and up-to-date • communication of tasks, hazards and controls to the workgroup • checking of emergency procedures and contact numbers • ensuring that the permit to work is in hand (if applicable).
Industry standards governing the limits of approach include but are not limited to:	• framework for undertaking work near overhead and underground assets (WorkSafe) • Guide for undertaking work near underground Assets • Using earthmoving equipment near overhead electrical assets • AS 2550 Cranes and the various subcodes • AS 2648.1 1995 Underground service identification tape colours • AS/NZS 2978 1995 Insulating mats for electrical purposes • AS 1319 1994 Safety signs for the occupational environment • Electrical Safety Act 1998 • Electrical Safety (Network Asset) Regulations 1999 • Electrical Safety (Installations) Regulations 1999 • Occupation Health and Safety Act 2004 • Gas Safety Act 1997 • Telecommunications Act 1997.
The ***measuring equipment and techniques*** may include:	• industry standard practices in calculating distances • using trained personnel to operate laser or other suitable measuring equipment to assist the spotter.

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The ***equipment and methods of communication*** used by No Go Zones spotters must include:	• a pea-type whistle, on the spotter's person and may also include: – radio communication – verbal communications, dependent on the site and environment – industry standard hand, whistle and/or radio signals – air horn • mobile phone or other means to contact emergency personnel or site managers etc.
Communication signaling methods must include:	• pea-type whistle • hand.

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Elements, Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment section in Section B of the Accreditation Submission.

Overview of assessment	This unit of competency could be assessed in the workplace or a close simulation of the workplace environment provided that simulated or project-based assessment techniques fully replicate the spotters role, workplace conditions, responsibilities and limitations.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	A person who demonstrates competency in this unit must be able to provide evidence of the ability to comply with the specification of the role, responsibilities and limitations of the spotter. Assessment must confirm appropriate practical knowledge and skills to: • apply actions, and report changes in working conditions to worksite management • comply with the following as applicable to workplace operations within the vicinity of overhead and underground assets: – site safety plan – OHS legislation – regulations – codes – guidance material.

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- select and apply appropriate PPE
- identify hazards associated with the presence of utility assets and services both overhead and underground
- identify and apply appropriate safe work control measures to the design and operational envelopes of plant
- confirm employer documentation and or instructions required for the job to meet legal obligations and job specification requirements
- locate, interpret and apply the guidelines governing work with plant and equipment in the vicinity of overhead and underground assets
- identify and use appropriate systems of communications
- identify and use appropriate systems, techniques and resources for determining distance
- communicate and work effectively and safely with others
- apply and respond to emergency procedures in the event of an incident involving service assets.

Context of and specific resources for assessment

- The application of competency may be assessed in the workplace or simulated workplace.
- Assessment is to occur under standard and authorised workplace practices, safety requirements and environmental constraints.
- Assessment of essential underpinning knowledge, other than confirmatory questions, will usually be conducted in an off site context.
- Assessment is to comply with relevant regulatory requirements.

The resources, facilities and equipment essential to the delivery and assessment of this unit are:

- plant, tools and/or equipment operation for which they are spotting
- OHS relevant legislation governing work with plant in the vicinity of overhead and underground assets
- OHS relevant codes, industry standards and guidelines
- SWMS
- appropriate documentation examples
- access to appropriate systems of communications
- emergency procedures appropriate to a spotters workplace
- measuring tools and equipment appropriate to the task.

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Appropriate PPE including:

- head protection
- foot protection – steel capped, rubber soled boots, or steel capped rubber boots
- high visibility vest
- clothing appropriate to the environment in which the spotting is being undertaken (dependent on the site requirements and protection required, etc)
  - safety glasses or goggles (depending on site requirements)
  - first aid equipment appropriate to the requirements of the first aid competency required as a spotter, ie gloves, resuscitation mask/shield
  - hearing protection
  - dust protection (eyes or breathing)
  - protection from the elements
  - UV protection
  - sun glare protection
  - whistle.

Method of assessment

Assessment **must** be by direct observation of:

- tasks with questioning on underpinning knowledge that consistently confirms the learner's ability to engage in the work of a spotter
- reinforcement of the integration of employability skills with workshop/workplace tasks and job roles
- the learner's ability to apply the underpinning knowledge to a range of circumstances and environments.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements in the workplace
- where the assessment is part of a structured learning experience, the evidence collected must relate to a number of performances assessed at different points in time, and separated by further learning and practice, with a decision on competency only taken at the point when the assessor has complete confidence in the person's demonstrated ability and applied knowledge.

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