

USE HAND AND POWER TOOLS

Learner Workbook STUDENT COPY

RIISAM204E –
Operate small plant and equipment



This resource was developed by

Table of Contents

Contact Details	2
Training support materials	4
Unit Description	4
Assessment Conditions	4
Links	6
Right of appeal	6
Knowledge Assessment	7
Knowledge Assessment Instructions	7
Score for knowledge assessment	22
Practical Assessment	23
Practical assessment instructions	23
Practical assessment tasks	25
Assessment Summary – Competency Sign Off	30

SAMPLE

Knowledge Assessment

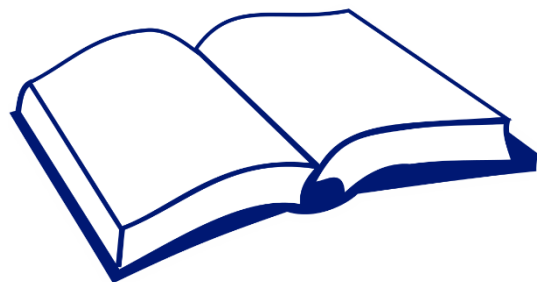


The assessor must be satisfied the candidate has successfully demonstrated each element and performance criteria contained in the Unit of Competency.

Knowledge Assessment Instructions





1. This assessment should be completed in writing (pen not pencil). However, where necessary it may be undertaken verbally. If verbal assessment is undertaken the candidates' responses must be clearly recorded by the assessor. The assessor must clearly note on the assessment that it was undertaken verbally.
2. Candidates should be allowed 10 minutes reading time before commencing the assessment and a further 180 minutes to complete the assessment.
3. The assessment should be completed in a quiet area free from distraction.
4. The assessment is to be completed without the assistance of learning resources. Students may ask the assessor for assistance to clarify questions they do not understand.
5. A pass mark of 90% (27/29) must be achieved for a satisfactory result. The assessor must provide feedback to the candidate to clarify any answers deemed to be incorrect.
6. Reasonable adjustment to the assessment is to be made by the assessor where deemed necessary.
7. This Workbook forms formative assessment. It is OPEN BOOK and students may refer to the Learner Guide when completing the workbook.





1. Prepare for operating small plant and equipment





Question 1 (PC 1.1)	
1. What types of small plant and equipment are used in this unit of competency?	
	

Question 2 (PC 1.1)	
What are some examples of maintenance equipment when using small plant and equipment?	
	

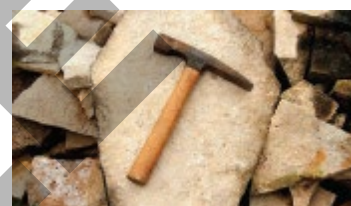
Question 3 (PC 1.1, 1.5)	
What are some examples of power sources when using small plant and equipment?	
	

Question 4 (PC 1.1, 1.5)	
What are key operating techniques when using small plant and equipment?	
	


Question 5 (PC 1.1, 1.5)	
When operating small plant and equipment, what are some examples of material types, characteristics, technical capabilities and limitations, including water, bituminous mixes, timber, fuels and oils and power leads?	
	 


Question 6 (PC 1.1)


What are some examples of small plant and equipment working with clay, silts, stone, gravel, mud, rock and topsoil?





SAMPLE


Question 7 (PC 1.1)	
How do I get, understand and check on work requirements?	
	

Question 8 (PC 1.2)	
How do I get documentation and procedures for the job?	
	

Question 9 (PC 1.3)	
What environmental issues may I need to plan for?	
	

Question 10 (PC 1.4)	
What are some examples of ppe you would wear when operating small plant and equipment?	
	


Question 11 (PC 1.5)	
How do you check for faults in small plant and equipment?	
	

Question 12 (PC 1.5)	
How do you make sure you have the right equipment for the activity?	
	


3. Use small plant and equipment






Question 19 (PC 3.1)
How can you identify hazards when operating small plant and equipment?

	
--	--

Question 20 (PC 3.1)
How can you identify and control risks when operating small plant and equipment?

	
--	---

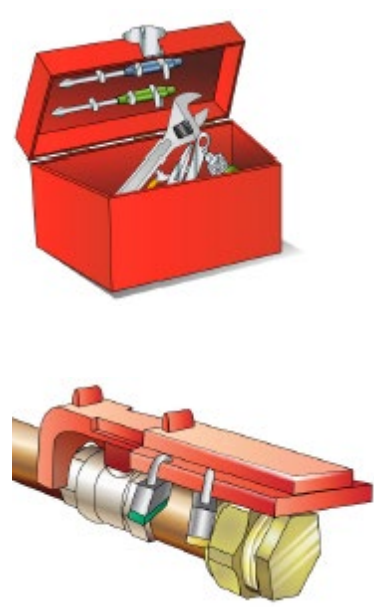
Question 21 (PC 3.2)	
How can you get optimum output but stay within specified tolerances?	
	 

Question 22 (PC 3.3)	
How can you operate small plant and equipment to produce results within specified workplace tolerances?	
	

Question 23 (PC 3.4)	
How can you store small plant and equipment safely when not in use?	

4. Carry out operator maintenance



Question 24 (PC 4.1)	
How can you get small plant and equipment ready for maintenance?	
	

Practical Assessment



The assessor must be satisfied the candidate has successfully demonstrated each element and performance criteria contained in the Unit of Competency.

It is the assessor's responsibility to decide if the candidate has competently demonstrated a skill. The assessor may question a candidate further if their demonstration needs clarification.



Practical assessment instructions



Practical assessment should be performed in a normal working environment where possible. However, under some circumstances may occur in a simulated work environment (refer to assessment conditions for further information).

The Assessor must:

- Clearly explain to the candidate what is expected of them
- Check that the candidate has been provided with the necessary tools and equipment
- Complete checklists as the candidate goes through the tasks
- Only question a candidate during a practical task if it is safe to do so
- Stop the assessment immediately if the candidate is doing something dangerous
- Stop the assessment immediately if the machine or objects are likely to be damaged
- Inform the candidate of the result of the assessment.

If an assessor needs to stop the assessment because of danger or possible damage, the candidate must be marked as not yet competent. If the assessment is stopped, further training would need to take place before a re-assessment can be undertaken.

Tasks in the assessment do not have to be assessed in isolation they may be done as one continual task.

Assessment Guidelines

This assessment is designed to be used with the learning materials developed by Easy Guides Australia. The assessor must be satisfied the applicant has successfully demonstrated each aspect of the Unit of Competency. The answers provided are model answers only. The written assessment determines the candidate's underpinning knowledge.

This assessment can be customised to suit your requirements. When customising this assessment, you must ensure all performance criteria and knowledge evidence are addressed to maintain the integrity of the assessment.

Reasonable adjustments to assessments should be made to accommodate candidates with special needs.

Practical assessment tasks.



The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

Operate small plant and equipment on at least **two different occasions**, including:

- conducting pre-operational checks
- identifying and managing site hazards
- identifying and using correct operating techniques to achieve optimum output while maintaining specified tolerances
- correctly storing equipment
- completing operator maintenance
- clearing the work area.

During the above, the candidate must:

- locate and apply required documentation, policies and procedures and confirm that the work activity is compliant
- implement the requirements, procedures and techniques required to operate small plant and equipment
- work with others to undertake the operation of small plant and equipment
- communicate with others to receive and clarify work instructions and to determine coordination requirements prior to commencing and during work activities.

Assessment scenario – Making a path

The following three tasks use small plant and equipment to make a path. First the topsoil is removed to prepare the area for the concrete pavers. Secondly the crushed stone is flattened using a compactor. Finally the concrete pavers are cut to size where needed using a brick / masonry saw.



Practical Assessment Task 1 – Making a path (Part A)

Excavation equipment

Excavation equipment: Excavation equipment refers to machinery and tools used for digging, moving, and removing earth or other materials during excavation and earthwork operations. Excavation is a fundamental process in construction, landscaping, mining, and other industries that involves the removal of soil, rocks, or other materials to create trenches, foundations, holes, ditches, or excavated areas.



TASK

You have a mini loader. Your job is to remove 150 mm of topsoil ready for the crushed rock. Your trainer will provide a supply of PPE for you to choose from. The mini loader will be supplied. Your trainer will show you the area where the job is to be done. Once the excavation is complete a 100 mm layer of crushed rock can be put into position.

Your trainer will check that you:

- locate and apply required documentation, policies and procedures and confirm that the work activity is compliant
- communicate with others to receive and clarify work instructions and to determine coordination requirements prior to commencing and during work activities (if applicable)
- conduct pre-operational checks
- identify and manage site hazards. Explain hazard/s and controls.
- wear appropriate PPE
- identify and use correct operating techniques to achieve optimum output while maintaining specified tolerances
- work with others to undertake the operation of small plant and equipment (if applicable)
- complete operator maintenance (if needed).
- correctly store equipment
- clear the work area.

The applicants' performance in the Practical Assessment was deemed to be:

Satisfactory

Not yet satisfactory

Applicant signature:

Date:

Trainer/assessor signature:

Date:

Assessment Summary – Competency Sign Off

Written / Practical Assessment Summary		Satisfactory	Not Satisfactory
Knowledge Assessment		<input type="checkbox"/>	<input type="checkbox"/>
Practical Assessment Task 1 – Making a path (Part A)		<input type="checkbox"/>	<input type="checkbox"/>
Practical Assessment Task 2 – Making a path (Part B)		<input type="checkbox"/>	<input type="checkbox"/>
Practical Assessment Task 3 – Making a path (Part C)		<input type="checkbox"/>	<input type="checkbox"/>
Optional Task			
Practical Assessment Task		<input type="checkbox"/>	<input type="checkbox"/>
Competency:		Not Yet Competent <input type="checkbox"/> Date _____	Competent <input type="checkbox"/> Date _____
Feedback to be given to candidate or to workplace supervisor			
Trainer / Assessor signature: Date:		The learner has been assessed as <input type="checkbox"/> Not Yet competent / <input type="checkbox"/> competent in the elements and performance criteria, critical aspects for assessment, required skills and knowledge for this unit and the evidence presented is: <input type="checkbox"/> Authentic <input type="checkbox"/> Valid <input type="checkbox"/> Reliable <input type="checkbox"/> Current <input type="checkbox"/> Sufficient	