



# Trainee Assessment Pack

## Unit Standard 10507

Use personal protective equipment within an electricity network environment

Level 2 Credits 4 Version 4

**Name:** \_\_\_\_\_

**NSI #**

**Date:** \_\_\_\_\_

**Result:**  Achieved  Not achieved

Results communicated to trainee via \_\_\_\_\_ on \_\_\_\_ / \_\_\_\_ /20

Trainee to appeal result  No  Yes

Assessor's name: \_\_\_\_\_

Assessor's #: \_\_\_\_\_

Signed: \_\_\_\_\_

Notes to Moderator

## General Information

### Terminology changes

NZQA has made changes to the terminology associated with unit standards effective from 1 August 2010. Terminology changes have been applied to this assessment as detailed below:

Previously known as:		Renamed:	
Special Notes		Explanatory notes	
Elements		Outcomes	
Performance criteria	PC	Evidence requirements	ER
Competent	C	Achieved	A
Not yet competent	NYC	Not achieved	N

### Unit Standard Outcomes

- Outcome 1: Select electricity network personal protective equipment
- Outcome 2: Use electricity network personal protective equipment
- Outcome 3: Service electricity network personal protective equipment
- Outcome 4: Report electricity network personal protection equipment status

### Prerequisite

Unit 6401, Provide first aid, or demonstrate equivalent knowledge and skills.

### Explanatory Notes

Safety of personnel and plant must be a priority throughout the assessment. If the safety requirements are not met the assessment must stop and the candidate will be assessed as not yet competent.

Practical exercises should be used for assessment wherever possible.

*Refer to the unit standard for specific legislation and industry requirements related to this assessment.*

### Assessment Instructions

1. Complete the pre assessment plan checklist.
2. Complete the tasks that follow. Clarify any questions before you begin.

Tick box when done

- |                          |        |                       |
|--------------------------|--------|-----------------------|
| <input type="checkbox"/> | Task 1 | Questionnaire         |
| <input type="checkbox"/> | Task 2 | Practical Observation |
| <input type="checkbox"/> | Task 3 | Letter of Attestation |
| <input type="checkbox"/> | Task 4 | Supporting Evidence   |

3. Achieve competence in all tasks to achieve this unit standard.
4. You are entitled to at least one reassessment.





# 1 Questionnaire

**Answer all questions. This is an open text book assessment. Answers must show understanding of resources and not be copied word for word.**

1. Use the letters (A to H) to match the PPE (Personal Protective Equipment) you would need when working on the jobs listed in the table below.

ER 1.1, 1.2      A    N

Work situation	Typical PPE required
A. Grinding	Head protection
B. Working in an engine room	Hand protection
C. Working on a structure over 3 meters tall	Breathing apparatus
D. Working outside	Foot protection
E. Line inspection work	Eye protection
F. Confined space entry	Fall arrest equipment
G. Running conductors	Hearing protection
H. Construction work	UV protection

2. Electrical insulation gloves require regular testing. How do you know this has been done?

ER 3.2      A    N

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3. From the SM-EI what is the requirement for reporting any hazardous condition or defect of PPE?

ER 4.2      A   N

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4. What should be considered when storing PPE?

ER 3.3      A   N

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5. List 5 items of PPE and the inspections you would make before using each of the items.

ER 1.3 3.2      A   N

Item of PPE	Inspection
1.	
2.	
3.	
4.	
5.	

<b>Trainee Verification</b>			
I verify that this task was completed by me and all of the work submitted is my own.			
Signature:		Date:	
Name:			

**This task is complete when you have signed the verification.**



## 2 Practical Observation

**You must be observed carrying out three (3) complete jobs or assessment events.**

Note: Observation must be carried out by your assessor or someone approved by your assessor. Practical observation assessment may be recorded either on this sheet or on Job Activity sheets.

Trainee Name: \_\_\_\_\_

### Outcome 1 Select electricity network personal protective equipment

ER	Observation Criteria	Observer Comments	Observer initials and date		
1.1	Personal protective equipment requirements are determined in accordance with industry requirements.				
1.2	Personal protective equipment is selected for purpose in accordance with industry requirements.  Range: includes but not limited to <ul style="list-style-type: none"> <li>🔌 Eye protection</li> <li>🔌 Head protection</li> <li>🔌 Hand protection</li> <li>🔌 Hearing protection</li> <li>🔌 Foot protection</li> <li>🔌 Fall arrest equipment</li> <li>🔌 UV protection</li> </ul> May include: <ul style="list-style-type: none"> <li>🔌 Breathing apparatus</li> </ul>				

## Outcome 2 Use electricity network personal protective equipment

ER	Observation Criteria	Observer Comments	Observer initials and date		
2.1	Personal protective equipment is tested and set up on site in accordance with industry requirements.  Range: <ul style="list-style-type: none"> <li>☞ Adjustment</li> <li>☞ Attachment</li> <li>☞ Security</li> </ul>				
2.2	Personal protective equipment is used in accordance with industry requirements.				

## Outcome 3 Service electricity network personal protective equipment

ER	Observation Criteria	Observer Comments	Observer initials and date		
3.1	Personal protective equipment is cleaned in accordance with industry requirements.				
3.2	Personal protective equipment is tested in accordance with industry requirements.  Range: must include <ul style="list-style-type: none"> <li>☞ Electrical</li> <li>☞ Mechanical</li> <li>☞ Visual</li> </ul> Not limited to the above				

Outcome 4 Report electricity network personal protection equipment status

ER	Observation Criteria	Observer Comments	Observer initials and date		
4.1	Equipment status information is complete, concise, and legible in accordance with industry requirements.				
4.2	Information is reported in the required format and filed within the scheduled time frame in accordance with industry requirements.				

**Observer Verification**

Initial and date the observation criteria to verify that the trainee has completed the tasks competently. You must complete a signature block if you have initialled and dated tasks.

**Observer 1** (required)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Practising Licence # \_\_\_\_\_

Company: \_\_\_\_\_ Position: \_\_\_\_\_

**Observer 2** (complete this block only if there is a second observer)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Practising Licence # \_\_\_\_\_

Company: \_\_\_\_\_ Position: \_\_\_\_\_

**Observer 3** (complete this block only if there is a third observer)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Practising Licence # \_\_\_\_\_

Company: \_\_\_\_\_ Position: \_\_\_\_\_

**This task is complete when the observer has signed the verification.**

**Assessor** to complete this section when observation is conducted by a Technical Expert. Both boxes must be ticked.

Technical Expert experience and/or qualifications are appropriate for the assessment being carried out.

A Technical Expert Form has been completed and is available if requested for post - moderation.





### 3 Letter of Attestation

**This attestation must be completed and signed by a person with the appropriate organisational and legislative authority for the work being undertaken.**

Please consider whether the trainee has consistently demonstrated safe working practices and adherence to codes of practice and organisational policies and procedures over a period of time and in a variety of on job situations.

**Verification Statement**

I verify that the trainee [.....] has the ability, skills, attitudes and knowledge to perform the tasks required in this Unit Standard consistently, in a competent manner.

- ☛ Selecting appropriate PPE for the job
- ☛ Applying PPE correctly and using it as required
- ☛ Cleaning, testing and storing PPE appropriately
- ☛ Complying with company reporting procedures when using PPE

Please comment on the trainee’s performance. (Continue overleaf if required)

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<b>Employer Verification</b>			
Signature: _____	Date: _____		
Name: _____	Current Practising Licence # _____		
Company: _____	Position: _____		





## 4 Supporting Evidence

Complete the table with supporting evidence that relates to this unit standard.

Evidence must relate to three (3) separate jobs.

Tick the document/s supplied as evidence	Reference Number (Put the same number on your evidence)
<input type="checkbox"/> Job / Work Packs	
<input type="checkbox"/> Log Book	
<input type="checkbox"/> Hazard ID / Tailgate Forms	
<input type="checkbox"/> Site Diary	
<input type="checkbox"/> Inspection Test Plans / Check sheets used on the job	
Other – please specify	

**This task is complete when you have listed all your supporting evidence and attached the documents to the assessment pack.**

## Assessment Tasks and Results

This table shows what evidence you must provide and how that evidence will be judged. Your assessor will decide whether you have achieved this unit standard.

Task		Results (what the assessor is looking for)	A/N
1	Questionnaire	All questions must be answered correctly. The trainee verification must be signed.	
2	Practical Observation	All tasks must be completed and carried out competently in accordance with industry and enterprise specific regulations and codes of practice. The observer verification must be signed.	
3	Letter of Attestation	Attestation must be completed and signed by a person authorised by the company.	
4	Supporting Evidence	Evidence must be related to the unit standard. Documentation supplied must link candidate to three separate jobs.	

Assessor feedback to trainee:

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