



Mining & Quarrying
OCCUPATIONAL HEALTH &
SAFETY COMMITTEE

Verification of Competency Guide

Promoting Work Health and Safety in the Workplace

The South Australian Mining and Quarrying Occupational Health and Safety Committee

Promoting Work Health and Safety in the Workplace

This workplace industry safety resource is developed and fully funded by the Mining and Quarrying Occupational Health and Safety Committee (MAQOHSC).

Disclaimer

IMPORTANT: The information in this guide is of a general nature, and should not be relied upon as individual professional advice. If necessary, legal advice should be obtained from a legal practitioner with expertise in the field of Work Health and Safety law (SA).

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Verification of Competency Guide

AIM

The aim of this Guidance Material is to provide Persons Conducting a Business or Undertaking (PCBUs) with practical guidance on the Verification of Competency (VOC) process.

Forward

In many sections of the *Work Health and Safety Regulations 2012 (SA)*, there is a requirement to ensure that workers and others are provided with information, training and instruction and to ensure that workers are competent to undertake work related tasks.

1. What is Competency?

The *Work Health and Safety Regulations 2012 (SA)*, define a “competent person” as “a person who has acquired through training, qualification or experience the knowledge and skills to carry out the task”.

Competencies serve as the basis for skill standards that specify the level of knowledge, skills and abilities required to safely and successfully complete a task as well as the measurement criteria for assessing the competency.

Competency is a measure of both proven knowledge and proven skills.

2. How is competency assessed or verified?

Competency assessment is the formal process of collecting evidence of the competencies (knowledge and skills) a worker has developed and achieved through:

- A structured learning environment;
- On the job training;
- Third party provided training; or
- Other relevant workplace experience.

Verification of Competency should be evidence based and verified.

3. Content of a Verification of Competency

A Verification of Competency is generally made up of two sections.

1. A theory (knowledge) assessment
2. A practical (skills) assessment

Theoretical knowledge is normally assessed in a training room (office, lunch room or similar) but may also be conducted on the job, such as through documented verbal questioning.

Note: *The documented verbal assessment method may be required for those with language and literacy issues such as a person with English as a Second Language (ESL).*

The theoretical component of the Verification of Competency is generally developed from a procedure or manual and is designed to ensure that the worker has read and understood the requirements of the procedure or manual.

The practical skills assessment is usually conducted on the job by a person that has been deemed competent in the task being assessed and is designed to ensure that the worker performs the task in the manner set out in the procedure or manual.

4. Record Keeping

Documented records of all Verification of Competencies must be maintained for the entire period that a worker is employed at the mine or quarry.

Records of Verification of Competencies may be maintained in a hard copy form, stored in workers training files and or in an electronic form, documents scanned into an electronic file and details recorded in a training matrix.

Note: *See the MAQOHSC Training and Qualifications Register.*

5. Review of Verification of Competencies

Verification of Competencies should be reviewed on a periodic basis, e.g. every 2 years, depending upon the level of risk, to ensure that the competency assessment remains current and appropriate. In addition, should an incident occur that relates to the Verification of Competency then a review of the assessment along with the relevant Safe Operating Procedure shall also be required as part of the incident investigation.

If a Verification of Competency describes a task or process that is no longer required to be followed, then the Verification of Competency should immediately be withdrawn and archived.

FURTHER ASSISTANCE

MAQOHSC Work Health and Safety Specialists are available to provide further advice and assistance on all Work Health and Safety matters.

MAQOHSC Work Health and Safety Specialists are able to be contacted via our website at www.maqohsc.sa.gov.au or email maqohsc@sa.gov.au.

ADDITIONAL INFORMATION

Work Health and Safety Legislation, Codes of Practice, fact sheets, Health and Safety Representatives (HSR) information and guides can be found at the following websites:

SafeWork SA – www.safework.sa.gov.au or call 1300 365 255

Safe Work Australia – www.safeworkaustralia.gov.au or call 1300 551 832



Appendix A: Verification of Competency Example

Electronic version on the company server is the controlled Edition and Revision.
Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current Edition and Revision.

REV	ISSUED	REVISION	DOCUMENT WRITER / REVIEW	AUTHORISED BY
0	26.08.2016	New Document	J. Bloggs	A. Citizen
This document is scheduled for review: 26.08.2018				
DOCUMENT WRITER	Name: J. Bloggs		Signature:	
AUTHORISED BY	Name: A. Citizen		Signature:	

Insert Company Logo
Here

Title: Sales Loader

Verification of Competency

XYZ Training Form

Employee Details

I, the employee, have read and been shown or verbally informed of all the assessment criteria and understand the assessment process which needs to be completed in order to be considered competent in this safe operating procedure.

Name:	John Smith	Signature:		Date:	29.03.2017	Employee number:	5
Mine / Quarry:				Language and literacy assistance required?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

Part 1: Written Oral Assessment

	Question	Answer	Comments	N/A	C	NYC
1.	When are you required to conduct a daily inspection?					
2.	What are you required to check as part of a daily inspection?					
3.	What UHF channel is used to communicate with trucks?					
4.	List two items of information you must obtain from truck drivers prior to loading.					
5.	When loading from stockpiles, what is the minimum amount of toe that must be left?					
6.	Where must the loader be positioned when weighing the bucket?					

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Title: Sales Loader

Verification of Competency

7.	What information needs to be recorded in the docket book?					
8.	How many copies of the docket does the driver receive?					
9.	Is it ok for a truck to leave the site overloaded?					
10.	After a truck leaves what is required to be done?					
11.	What is to be done with the remaining wet toe material?					
12.	Who controls the movement of sales trucks?					
13.	At the end of each shift, what is required to be done?					
14.	What must you ensure prior to leaving the loader?					
15.	Where do you account for fuel used when refueling the loader?					
16.	If you are loading different products, what must be checked?					

Practical / Oral Assessment Instructions

The Trainee may ask questions to ensure that they understand the correct procedure before they begin and if necessary may also seek clarification of the correct procedure during the assessment.

The Trainee will be asked questions either during or after the assessment to establish the reasons for their decisions and actions. The assessor may get the Trainee to stop the activity to allow questioning.

During the practical assessment if you observe a participant endangering, or about to endanger themselves, others, property or equipment, STOP THE ASSESSMENT IMMEDIATELY and explain the safety situation to the participant. This indicates the participant is Not Yet Competent and may require further training before being reassessed.

The Trainee will not approach this assessment as if it is the first time they have performed the task; they must have had adequate practice. A Record Log Book may be required to demonstrate evidence of adequate practice. Competency will be assessed based on their actions during the assessment, and answers they provide to the underpinning knowledge questions.

Learning Outcomes:

- Upon the completion of this training module you will have an accurate assessment of the trainee's competency and safety awareness.
- Practical assessment is essential so that further training can be carried out as required to ensure all XYZ Quarry personnel are trained to the highest industry standards.

Objectives:

- To monitor the performance of the trainee so as to determine whether he/she is aware of the safety and operational issues associated with the task.
- Ensure that the trainee analyses the task for potential hazards prior to beginning, and carries out the task in a controlled, sequential and safe manner, while also taking into account environmental and production considerations.

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Title: Sales Loader

Verification of Competency

Part 2: Practical Assessment					
Task		Comments	N/A	C	NYC
1.	Did the operator correctly isolate the loader?				
2.	Did the operator check all relevant fluid levels?				
3.	Did the operator conduct a walk around inspection looking for damage or defects?				
4.	Did the operator correctly fill out the daily inspection book?				
5.	Did the operator follow the correct start up procedure?				
6.	Can the operator correctly identify the operating controls?				
7.	Can the operator correctly identify warning lights?				
8.	Did the operator ensure that the UHF radio is on channel 27?				
9.	Did the operator confirm the product to be loaded?				
10.	Did the operator confirm the weight to be loaded?				
11.	Did the operator effectively manage the movement of sales trucks?				
12.	Did the operator ensure that the sales truck was positioned in the correct location prior to loading?				
13.	Did the operator ensure a 150mm toe was left when loading from stockpiles?				

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Title: Sales Loader

Verification of Competency

14.	Did the operator ensure that the loader was stationary and on level ground whilst weighing each bucket?				
15.	Did the operator correctly fill out the docket book?				
16.	Did the operator supply the correct copies to the driver?				
17.	Did the operator ensure that the trucks are not over loaded prior to leaving site?				
18.	Did the operator conduct a clean-up of any spillage?				
19.	When loading different products, did the operator inspect the bucket for contamination?				
20.	Did the operator ensure that the loader was securely parked with the bucket grounded prior to leaving the loader?				
21.	At the end of the shift, did the operator clean the cabin and windows?				
22.	Did the operator correctly refuel the loader?				
23.	Did the operator correctly record the amount of fuel used in the fuel record book?				

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Title: Sales Loader

Verification of Competency

Assessment Decision		Competent <input checked="" type="checkbox"/>	Not Yet Competent <input type="checkbox"/>
Employee: I agree with the assessment decision and accept the authorisation from the date signed below.			
Name:	John Smith	Signature:	Date: 01.04.2017
Assessor: I have checked that all sections, signatures and dates in this assessment are complete and correct.			
Name:	A. Bloke	Signature:	Date: 01.04.2017
Evidence attached			
Safe Operating Procedure <input checked="" type="checkbox"/>	Licence / Ticket <input type="checkbox"/>	Log Book <input type="checkbox"/>	Other <input type="checkbox"/>
Assessment type			
Verification of Competency <input checked="" type="checkbox"/>	Task Observation <input type="checkbox"/>	Repeat Assessment <input type="checkbox"/>	
Outcome has been recorded in			
Training Matrix <input checked="" type="checkbox"/>	Employee's Training File <input checked="" type="checkbox"/>		

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Title: _____
Verification of Competency

Appendix B: Verification of Competency Template

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0		New Document		
This document is scheduled for review: 26.08.2018				
DOCUMENT WRITER		Name:	Signature:	
AUTHORISED BY		Name:	Signature:	

**Insert Company Logo
Here**

Title: _____

Verification of Competency

XYZ Training Form

Employee Details

I, the employee, have read and been shown or verbally informed of all the assessment criteria and understand the assessment process which needs to be completed in order to be considered competent in this safe operating procedure.

Name:		Signature:		Date:		Employee number:	
Mine / Quarry:				Language and literacy assistance required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Part 1: Written Oral Assessment

Question	Answer	Comments	N/A	C	NYC
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

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Here

Title: _____

Verification of Competency

Practical / Oral Assessment Instructions

The Trainee may ask questions to ensure that they understand the correct procedure before they begin and if necessary may also seek clarification of the correct procedure during the assessment.

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Learning Outcomes:

- Upon the completion of this training module you will have an accurate assessment of the trainee's competency and safety awareness.
- Practical assessment is essential so that further training can be carried out as required to ensure all (*insert company name*) personnel are trained to the highest industry standards.

Objectives:

- To monitor the performance of the trainee so as to determine whether he/she is aware of the safety and operational issues associated with the task.
- Ensure that the trainee analyses the task for potential hazards prior to beginning, and carries out the task in a controlled, sequential and safe manner, while also taking into account environmental and production considerations.

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Title: _____
Verification of Competency

Part 2: Practical Assessment					
	Task	Comments	N/A	C	NYC
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Insert Company Logo
Here

Title: _____

Verification of Competency

Assessment Decision				Competent <input type="checkbox"/>	Not Yet Competent <input type="checkbox"/>
Employee: I agree with the assessment decision and accept the authorisation from the date signed below.					
Name:		Signature:		Date:	
Assessor: I have checked that all sections, signatures and dates in this assessment are complete and correct.					
Name:		Signature:		Date:	
Evidence attached					
Safe Operating Procedure <input type="checkbox"/>	Licence / Ticket <input type="checkbox"/>	Log Book <input type="checkbox"/>	Other <input type="checkbox"/>		
Assessment type					
Verification of Competency <input type="checkbox"/>	Task Observation <input type="checkbox"/>	Repeat Assessment <input type="checkbox"/>			
Outcome has been recorded in					
Training Matrix <input type="checkbox"/>	Employees Training File <input type="checkbox"/>				

