**Student RPL Assessment (Theory Test)**

**2UAP Workplace Health and Safety Assessment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Unit/Work Group** | Library Studies | | |
| **Qualification Code** | National Code: BSB42115  TAFE SA Code: TP00894 | **Qualification Title:** | Certificate IV Library and Information Services |
| **Unit Code:** | ICTICT203 | **Unit Title:** | Operate application software packages |
| **RPL Assessment Task Title** | 2UAP Workplace Health and Safety Assessment | | |
| **Assessor Name:** | Georgie Reade ([Georgina.Reade@tafesa.edu.au](mailto:Georgina.Reade@tafesa.edu.au)) | | |
| **Date:** | 2019 Academic Year | | |

**Student RPL guide for practical assessment**

|  |  |
| --- | --- |
| **Overview of RPL Assessment** | This assessment will require you to answer several questions and show your workstation area is ergonomically sound.  In this assessment you will demonstrate the following:   * Workplace health and safety (WHS) office work practices |
| **Task/s to be assessed** | This is a written theory test. |
| **Due date:** | You would have received an email from your TAFE SA RPL Coordinator or Lecturer outlining the due date for your assessment. |
| **Location:** | You can complete this assessment anywhere. |
| **Decision making rules:** | To receive a satisfactory outcome for this assessment you must complete all questions correctly (100%). |
| **Assessment conditions:** | It is assumed that you have an appropriate level of knowledge and skill in Workplace Health and Safety (WHS) office work practices to undertake this assessment. |
| **Resources required:** | None. |
| **Results/re-submission:** | You have 2 attempts only to complete this assessment in full. |
| **Submission:** | Please email your RPL submission including all required attachments directly to Georgie Reade, RPL Coordinator/Assessor for TAFE SA Library Studies at [Georgina.Reade@tafesa.edu.au](mailto:Georgina.Reade@tafesa.edu.au) |

**Recognition of Prior Learning (RPL)**

**WHS Ergonomics Requirements Test**

1. ***Take a picture of your workstation area and paste below to show how you have ensured good ergonomic design with consideration to the Workplace Health and Safety Principles you have learned.***

<insert picture here>

**Please make comments below about your work periods and breaks.**

1. ***Describe how you have reduced the energy usage of your workstation (one paragraph)***
2. ***Describe how you have contributed to reduce the wastage of resources, make sure you list those resources (one paragraph)***

1. ***Do you use wrist rests and document holders? Describe why someone would use a wrist rest and a document holder? (One paragraph)***
2. ***Do you use monitor anti-glare and/or radiation reduction screens? Describe why someone would use a monitor anti-glare and/or radiation reduction screen? (One paragraph)***
3. ***Interview a working member of family or someone who works in a local business and ask them if they use a wrist rest, document holder, anti-glare or radiation reduction screen? Describe why they do or don’t - yes or no answers will not be accepted (1/2 paragraph)***
4. ***Describe the job position and the business where they work of the person you have interviewed for question 6. (1/2 page)***

***8 Zip the Excel Assessment folder and rename it to your student ID and email to Georgie Reade (***[***Georgina.Reade@tafesa.edu.au***](mailto:Georgina.Reade@tafesa.edu.au)***).***

\*\*\* END OF ASSESSMENT \*\*\*