



CATAPULT

TLIF0007

Manage a fatigue risk management system

Unit/Assessment Mapping (Extract)

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This Unit/Assessment Mapping extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit TLIF0007.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

<https://catapultlearning.com.au/product/TLIF0007/>

Unit mapping and assessment checklist

KQ: Knowledge questions

PT : Performance tasks

✓ : Satisfactory

KQ

PT



Elements and performance criteria

1 Implement a heavy vehicle fatigue risk management system

1.1	Heavy vehicle fatigue risk management system and workplace policies and procedures are planned, developed and implemented	Q 1.1.a, Q 1.1.b	T 1	<input type="checkbox"/>
1.2	Workplace fatigue risk management system and related policies and procedures are managed and maintained	Q 1.2.a, Q 1.2.b, Q 1.2.c	T 1	<input type="checkbox"/>
1.3	HVNL requirements, workplace procedures and duty of care for fatigue risk management are identified and managed in accordance with fatigue hierarchy of risk control	Q 1.3.a, Q 1.3.b, Q 1.3.c	T 1	<input type="checkbox"/>
1.4	External risk factors within the supply chain relating to the effects of fatigue are identified and reviewed in accordance with fatigue management regulations	Q 1.4.a, Q 1.4.b, Q 1.4.c	T 1	<input type="checkbox"/>
1.5	Appropriate action is taken in conjunction with relevant parties in the chain of responsibility to ensure compliance with the workplace's fatigue risk management policy and procedures	Q 1.5	T 1	<input type="checkbox"/>
1.6	Appropriate action is taken to ensure communication with drivers and other relevant personnel regarding health, wellbeing and personal fatigue risk management strategies, takes place	Q 1.6.a, Q 1.6.b, Q 1.6.c	T 1	<input type="checkbox"/>
1.7	Training is provided to develop and enhance heavy vehicle driver workplace fatigue risk management strategies	Q 1.7.a, Q 1.7.b, Q 1.7.c	T 1	<input type="checkbox"/>

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2 Operate within a road transport fatigue risk management system

2.1	Fatigue risk management plans, policies and procedures are distributed to relevant personnel in accordance with workplace procedures	Q 2.1	T 2	<input type="checkbox"/>
2.2	Fatigue risk principles are identified and applied while operating within a fatigue risk management system	Q 2.2.a, Q 2.2.b, Q 2.2.c, Q 2.2.d	T 2	<input type="checkbox"/>
2.3	Action is taken to ensure heavy vehicle driver rest and work periods are audited and managed in compliance with HVNL, taking into account driver fitness	Q 2.3.a, Q 2.3.b	T 2	<input type="checkbox"/>
2.4	Reports relating to non-compliance with workplace fatigue incidents are investigated and details of action taken to prevent recurrences are documented in accordance with workplace procedures	Q 2.4.a, Q 2.4.b	T 2	<input type="checkbox"/>
2.5	Relevant personnel who contributed to a non-compliance with workplace fatigue procedures are provided with appropriate feedback	Q 2.5	T 2	<input type="checkbox"/>
2.6	Outcome of incidents and safety investigations are reviewed and analysed to identify the extent to which fatigue may have been a contributing factor	Q 2.6.a, Q 2.6.b	T 2	<input type="checkbox"/>
2.7	Heavy vehicle regulation compliance and fatigue risk management strategies, are identified and implemented	Q 2.7	T 2	<input type="checkbox"/>
2.8	Exemption notice requirements are applied in accordance with workplace procedures and the HVNL	Q 2.8	T 2	<input type="checkbox"/>
2.9	Periodic audits of the fatigue risk management system are carried out in accordance with workplace procedures and HVNL	Q 2.9.a, Q 2.9.b	T 2	<input type="checkbox"/>
2.10	Legal requirements, liabilities and responsibilities for effective fatigue risk management in the workplace are managed and complied with	Q 2.10.a, Q 2.10.b, Q 2.10.c, Q 2.10.d	T 2	<input type="checkbox"/>
2.11	Management and scheduling of heavy vehicle driver rest/work hours, with consideration for trip and road conditions, is carried out in accordance with workplace procedures and HVNL	Q 2.11	T 2	<input type="checkbox"/>
2.12	Processes are followed to identify signs and symptoms of fatigue in heavy vehicle drivers and action is taken in accordance with workplace procedures and HVNL	Q 2.12.a, Q 2.12.b	T 2	<input type="checkbox"/>
2.13	Potential causes and symptoms of fatigue are identified, documented and actions are taken to manage and minimise their effects in accordance with the fatigue risk management system, workplace policies and procedures	Q 2.13.a, Q 2.13.b	T 2	<input type="checkbox"/>

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KQ**PT**

2.14 Trip conditions, timelines, work and rest requirements are planned and reviewed to minimise driver fatigue in accordance with workplace procedures	Q 2.14.a, Q 2.14.b, Q 2.14.c	T 2	<input type="checkbox"/>
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2.15 Deviations to proposed trips are advised to heavy vehicle drivers and relevant personnel in accordance with workplace procedures and HVNL	Q 2.15	T 2	<input type="checkbox"/>
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3 Manage operations within a road transport fatigue risk management system

3.1 Reviews/comparisons of trip schedules to actual work/rest hours are undertaken and where non-compliance is identified, action is taken to analyse, rectify and document the non-compliance in accordance with workplace procedures	Q 3.1	T 3	<input type="checkbox"/>
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3.2 Heavy vehicle driver input into schedules is obtained and considered when planning trips	Q 3.2	T 3	<input type="checkbox"/>
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3.3 Trip conditions, timelines, work and rest requirements are planned and reviewed to minimise driver fatigue in accordance with workplace procedures	Q 3.3	T 3	<input type="checkbox"/>
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3.4 Heavy vehicle driver schedules are managed in accordance with HVNL and workplace procedures	Q 3.4	T 3	<input type="checkbox"/>
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3.5 Loading and unloading heavy vehicles are managed so as not to contribute to driver becoming impaired by fatigue in accordance with HVNL and workplace procedures	Q 3.5.a, Q 3.5.b	T 3	<input type="checkbox"/>
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3.6 Audit requirements are continuously managed in accordance with HVNL and workplace procedures	Q 3.6	T 3	<input type="checkbox"/>
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4 Communicate required information to relevant personnel

4.1 Fatigue risk management system policies and procedures are communicated to all personnel, this communication is documented and training is provided to maintain compliance with HVNL	Q 4.1.a, Q 4.1.b	T 4	<input type="checkbox"/>
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4.2 Non-compliance involving external parties in the chain of responsibility is recognised, reported and communicated in accordance with workplace procedures and HVNL	Q 4.2	T 4	<input type="checkbox"/>
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4.3 Heavy vehicle drivers are provided with feedback on identified non-compliance with fatigue risk management strategies	Q 4.3	T 4	<input type="checkbox"/>
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4.4 Support, training and/or counselling is provided to heavy vehicle drivers to address non-compliance	Q 4.4.a, Q 4.4.b	T 4	<input type="checkbox"/>
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4.5 Changes in schedules/rosters and workplace procedures that impact on fatigue risk management are documented and communicated to relevant personnel	Q 4.5	T 4	<input type="checkbox"/>
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KQ: Knowledge questions**PT : Performance tasks****KQ****PT****✓ : Satisfactory****5 Update and maintain records**

5.1	Fatigue risk management record storage and retrieval policies and procedures are followed	Q 5.1.a, Q 5.1.b	T 5	<input type="checkbox"/>
5.2	Road transport fatigue risk management system and workplace policies and procedures are reviewed and amended as required to ensure compliance with HVNL	Q 5.2	T 5	<input type="checkbox"/>
5.3	Work diary/records are monitored and audited for compliance with workplace procedures and HVNL, and audit findings are documented	Q 5.3.a, Q 5.3.b	T 5	<input type="checkbox"/>
5.4	Relevant heavy vehicle workplace records are maintained and stored in accordance with workplace policies and procedures, and HVNL	Q 5.4.a, Q 5.4.b	T 5	<input type="checkbox"/>
5.5	Potential fatigue hazards and control measures are listed on a fatigue risk management register in accordance with workplace procedures and HVNL	Q 5.5.a, Q 5.5.b	T 5	<input type="checkbox"/>
5.6	Exemptions to work and rest hours and/or record keeping are appropriately identified and documented	Q 5.6	T 5	<input type="checkbox"/>
5.7	Workplace records, systems and procedures are reviewed to ensure compliance with HVNL	Q 5.7	T 5	<input type="checkbox"/>

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Knowledge evidence

Actions required to address non-compliance with fatigue risk management procedures within the supply chain	Q 5.7	<input type="checkbox"/>
Fatigue management signs, symptoms and strategies	Q 2.12.a, Q 2.12.b	<input type="checkbox"/>
Fatigue risk management hierarchy of risk control	Q 1.2.a, Q 1.2.b, Q 1.2.c	<input type="checkbox"/>
Fatigue risk management principles	Q 1.2.a, Q 1.2.b, Q 1.2.c	<input type="checkbox"/>
Heavy vehicle fatigue risk management workplace policies and procedures	Q 1.1.a, Q 1.1.b	<input type="checkbox"/>
Non-compliance and penalties related to relevant driver fatigue legislation	Q 6.1	<input type="checkbox"/>
Parties within the chain of responsibility, including: <ul style="list-style-type: none"> ▪ consignors/consignees ▪ drivers and owner drivers ▪ employers, prime contractors and operators ▪ loaders ▪ loading managers ▪ packers ▪ schedulers 	Q 1.3.a, Q 1.3.b, Q 1.3.c	<input type="checkbox"/>
Periodic audit requirements	Q 3.6	<input type="checkbox"/>
Principal obligations relating to fatigue risk management in HVNL including: <ul style="list-style-type: none"> ▪ consideration of traffic conditions in managing speed and fatigue ▪ fatigue, work and rest options ▪ loading and unloading heavy vehicles ▪ securing loads ▪ trip conditions including vehicle dimension and load limits 	Q 2.2.a, Q 2.2.b, Q 2.2.c, Q 2.2.d	<input type="checkbox"/>
Processes and resources for assessing heavy vehicle driver fatigue management competence	Q 2.12.a, Q 2.12.b	<input type="checkbox"/>
Program for assisting drivers to assess their level of fatigue and evaluate their fitness for work in accordance with HVNL	Q 2.3.a, Q 2.3.b	<input type="checkbox"/>
Record keeping responsibilities and HVNL compliance obligations	Q 5.3.a, Q 5.3.b	<input type="checkbox"/>
Relevant WHS/OHS legislation	Q 6.2	<input type="checkbox"/>
Risk mitigation control measures	Q 6.3 / 6.4	<input type="checkbox"/>

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Road transport fatigue risk management system	Q 6.3 / 6.4	<input type="checkbox"/>
Strategies and requirements to ensure management of fatigue	Q 6.5	<input type="checkbox"/>
Training resources for the workplace's fatigue risk management system	Q 4.1.a, Q 4.1.b	<input type="checkbox"/>
Training programs for heavy vehicle transport operators operating under a fatigue risk management system	Q 4.1.a, Q 4.1.b	<input type="checkbox"/>

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Performance evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion.	T 1, T 2, T 3, T 4, T 5	<input type="checkbox"/>
Applying relevant work health and safety (WHS)/occupational health and safety (OHS) legislation	T 2	<input type="checkbox"/>
Applying strategies to address signs and symptoms of heavy vehicle driver fatigue	T 2, T 4	<input type="checkbox"/>
Applying workplace fatigue risk management policies and procedures	T 2, T 4	<input type="checkbox"/>
Communicating effectively with relevant personnel	T 2, T 4	<input type="checkbox"/>
Complying with Heavy Vehicle National Law (HVNL) fatigue management requirements	T 2, T 3	<input type="checkbox"/>
Identifying fatigue risk factors for heavy vehicle drivers	T 1	<input type="checkbox"/>
Identifying, preparing and actioning non-compliance reports	T 2, T 3	<input type="checkbox"/>
Identifying relevant documentation on fatigue risk management and HVNL	T 2, T 3, T 5	<input type="checkbox"/>
Implementing a road transport fatigue risk management system	T 2, T 4	<input type="checkbox"/>
Implementing compliance with trip, work and rest requirements	T 2	<input type="checkbox"/>
Monitoring and maintaining work diaries/records and all relevant workplace documentation in accordance with workplace procedures and HVNL	T 3, T 5	<input type="checkbox"/>
Participating in internal reviews and periodic audits	T 3	<input type="checkbox"/>
Planning and monitoring heavy vehicle trips	T 2, T 3	<input type="checkbox"/>
Providing training on the fatigue risk management system	T 4	<input type="checkbox"/>
Recognising non-compliance with fatigue risk management strategies and HVNL, and taking appropriate corrective action	T 2, T 3	<input type="checkbox"/>

Trainer/ assessor user instructions

smallprint training and assessment materials are a commercially produced resource designed to support and underpin a Registered Training Organisation's (RTO's) delivery strategies.

smallprint resources

As a provider of commercially available resources to a range of client organisations, smallprint is aware of and considerate of their clients' need to be compliant with quality standards such as NVR, AQTF and State VET Regulations.

smallprint ensures that all its resources are current according to information provided by the official National Register of Information on Training Packages, training.gov.au (TGA).

smallprint assessment tools are mapped against:

- elements and performance criteria
- performance evidence
- knowledge evidence

The RTO must conduct their own validation and mapping to verify that the assessment tools and instruments used:

- enable the collection of evidence that complies with the principles of assessment and the rules of evidence
- can be used by different trainer/ assessors
- can be consistently applied in a range of assessment situations
- fit effectively with the RTO's TAS

If any gaps are identified the RTO must develop their own evidence gathering methods, assessment tools or activities to address these gaps.

If used correctly smallprint assessment tools should provide the basis for a comprehensive assessment in accordance with the rules of evidence and the principles of assessment.

smallprint does not promote that the use of their resources by RTOs will ensure compliance with all VET Regulations.

There are a number of requirements which impact on compliance with VET Regulations and it is the responsibility of the RTO to meet those requirements including the development of their own Training and Assessment Strategy (TAS) or Learning and Assessment Strategy (LAS).

smallprint resources consist of:

- a learning resource
- an assessment workbook

Learning resource

The smallprint learning resource provides content for learning and new skills development.

Each resource is divided into topics which relate directly to the learning elements and performance criteria for each unit.

At the end of each section the learner is provided with:

- a set of true or false questions
- a set of multi choice questions

These questions are self-marking and do not form part of the assessment for the unit. They provide an opportunity to test their understanding of their progress.

The resource is designed for self-paced learning but is also suitable for face to face or workshop delivery.

Trainer/ assessor requirements

The trainer/ assessor should provide supplementary information including interpretation of the contents of this resource.

They should initiate discussion about the subject matter and should encourage the learner to contribute their own experiences and interpretations of the material.

The learner should be encouraged by their trainer/ assessor to undertake additional research.

This might include:

- reading
- reflection
- drawing upon their knowledge in practice situations beyond what has been facilitated by the trainer

It is not necessary to work through the guides in the order in which they are written; however this is at the discretion of the trainer/ assessor.

The assessment workbook contains the following sections:

- about this unit
- what is competency based training
- how will my competency be assessed
- the tools that will be used to assess competency including:
 - assessment agreement
 - foundation skills checklist
 - skills recognition (RPL) checklist
 - knowledge questions
 - third party agreement
 - performance tasks
 - completion record

Trainer/ assessor requirements

The trainer/ assessor needs to ensure the learner understands:

- the structure of units of competency
 - this specific unit
 - how competency-based assessment works
 - assessment conditions applicable to this unit
 - resources required for assessment
 - rules of evidence
 - reasonable adjustment to ensure equity in assessment for people with disability or with special needs
 - complaints and appeals procedures
 - what constitutes competency
 - your role as a trainer/ assessor
-

Assessment agreement

Purpose

To ensure that the learner understands the assessment process.

Trainer/ assessor requirements

The trainer/ assessor needs to ensure the learner understands:

- how and when the assessment will occur
- the tools that will be used to collect evidence
- the assessment conditions that apply to this unit
- adjustments available if special needs apply
- their rights in relation to complaints and appeals
- all work must be their own
- plagiarism is not acceptable

The learner and the trainer/ assessor both need to sign this form.

Foundation skills checklist

Purpose

To determine foundation skills as defined for this unit of competency.

Trainer/ assessor requirements

Foundation skills are generally defined as:

- LLN Skills
 - reading
 - writing
 - oral communication
 - numeracy
- Employability skills
 - navigate the world of work
 - interact with others
 - get the work done

Different training packages identify foundation skill requirements in a variety of ways.

In some packages foundation skills are described as being explicit in the performance criteria of the unit of competency.

In others specific foundation skills are identified for individual units of competency.

In others all foundation skills are identified separately.

The trainer/ assessor need to identify the foundation skills levels of the learner to determine whether they have the skills to cope with the training, or whether additional support needs to be provided.

The trainer/ assessor should source and use foundation skills assessment methodologies that are suitable for their learning cohort.

On completion of the assessment the trainer/ assessor should record their final comment and mark as satisfactory/ not satisfactory as appropriate.

Skills recognition assessment

Purpose

To obtain evidence of existing skills and knowledge through:

- previous training courses
- workplace documents
- skills obtained through unpaid work
- references
- other

Trainer/ assessor requirements

The trainer/ assessor needs to determine how they wish to use this section.

Evidence of existing skills may be provided for parts of this unit. This may mean that some of the knowledge questions or performance tasks do not need to be completed.

Where this is done trainer/ assessors should clearly identify and inform the learner what is required.

RTOs may wish to use this section as a Recognition of Prior Learning (RPL) process.

However the trainer/ assessor need to ensure that the evidence provided meets the principles of assessment and rules of evidence.

On completion of the assessment the trainer/ assessor should record their final comment and mark as satisfactory/ not satisfactory as appropriate.

Knowledge questions

Purpose

To obtain evidence of the learner's essential knowledge as outlined in the:

- elements and performance criteria for this unit
- knowledge evidence for this unit

The questions address each performance criteria and are designed to elicit responses that provide evidence of the essential knowledge. The questions are also designed to include the specific knowledge requirements that relate to performance criteria.

Where essential knowledge requirements have not been referred to in performance criteria, additional questions are provided.

Trainer/ assessor requirements

The trainer/ assessor needs to determine which questions need to be answered to ensure a satisfactory outcome.

The trainer/ assessor should provide clear instructions to the learner as to:

- which questions should be answered
- the manner in which responses should be presented eg, hand written in the space provided, in a word processed document, verbally, on-line
- whether additional questions need to be answered

The questions are designed to be answered in written format. The trainer/ assessor may ask for verbal responses. Where verbal responses are provided the trainer/ assessor needs to clearly note this and ensure that responses are recorded verbatim.

When questions are answered the trainer/ assessor should provide feedback to the learner. Where responses are unsatisfactory the learner should be given the opportunity to provide additional information.

On completion of each answer the trainer/ assessor should record their final comment and mark as satisfactory/ not satisfactory as appropriate.

Third party evidence collection agreement

Purpose

To provide third parties with clear instructions about their role.

Trainer/ assessor requirements

The performance tasks has been designed to be observed by either a trainer/ assessor or a third party.

This allows for the fact that some tasks may not be directly observable by the trainer/ assessor due to:

- the complexity of the task
- the need for tasks to be repeated or observed over time
- the presence of an observer may compromise workplace safety
- work activities involving issues of confidentiality and privacy

Where a third party is used to observe the tasks the trainer/ assessor must ensure that the third party clearly understands their role and that they are in a position that allows them to regularly and consistently observe the learner's work performance.

They must be informed that:

- they are not required to conduct the assessment
- their feedback is sought as confirmation that the learner has demonstrated the skills covered in the unit to the standard required
- the assessment decision will be made by a qualified assessor

They must also be informed of:

- the tasks to be observed
- the type and the quantity of evidence to be collected and reported
- the number of performances to observe
- the questions to ask to confirm understanding of the tasks
- the time frames and performance standards applicable to the learner's work performance
- the environment in which the tasks should be performed
- how to record their observations

The third party evidence collection agreement should then be signed.

Purpose

To obtain evidence of the learner's ability to:

- perform the tasks outlined in the elements and performance criteria
- perform the specific requirements outlined in the performance evidence

The tasks address:

- individual performance criterion
- where appropriate a group of performance criteria or an element of competency

The tasks are also designed to include the specific performance evidence requirements that relate to performance criteria. Where performance evidence requirements have not been included in performance criteria additional tasks are provided.

The tasks are designed to be observable and provide evidence that the learner has the necessary skills. Observations should occur over a period of time. Performance can be observed in an actual workplace or in a simulated environment.

Some units will require that certain tasks are performed a specific number of times.

Trainer/ assessor requirements

The trainer/ assessor needs to determine which of the tasks need to be performed to ensure a satisfactory outcome.

The trainer/ assessor should provide clear instructions to the learner as to:

- when the tasks are to be performed
- where the tasks are to be performed
- what they are required to do
- how many times the tasks are to be performed
- who will be observing them
- whether additional tasks need to be answered

Where tasks cannot be easily be observed they can be assessed using role plays and simulations. If performance of particular tasks cannot be observed you might enter into a discussion with the learner or ask them to explain a procedure. In some instances tasks might relate to the production of work products (portfolios/ documents/ outcomes). Although it might not be possible for the trainer/ assessor to observe the total process, the end product of work can provide evidence of performance.

When tasks have been completed the trainer/ assessor should provide feedback to the learner. Where performance is unsatisfactory the learner should be given the opportunity to attempt the task/s again.

Where the tasks have been observed by a third party the trainer/assessor should discuss with the third party what has been observed to ensure that all relevant criteria have been covered and that evidence provided meets the principles of assessment and rules of evidence. This should be recorded as part of the trainer/ assessor comments.

On completion of each task the trainer/ assessor should record their final comment and mark as satisfactory/ not satisfactory as appropriate.

Completion record

Purpose

To record the results of work completed in the assessment workbook.

Trainer/ assessor requirements

The trainer/ assessor needs to ensure that the:

- assessment conditions for this unit were met
- learner answered all questions required to the expected standard
- learner performed all the tasks required to the expected standard
- learner has been provided with comments and feedback regarding any additional assessment requirements

The completion record should be completed and signed by the learner and trainer/ assessor.
