AHCMOM213
Operate and Maintain Chainsaws

Training and Assessment Record

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Training and Assessment Records

This Training and Assessment Record (TAR) has been provided to help demonstrate that:

- Training delivered during this course covered all aspects of the Unit of Competency
- Assessment included the skills and knowledge required to demonstrate competency against the unit's critical aspects of evidence.

Due to the individual needs of each workplace, student and training program, this document is designed to provide a basic framework for recording Training and Assessment activities.

To ensure that it complies with nationally accredited training standards, as set out by Australian Skills Quality Authority (ASQA), this document MUST be contextualised to reflect the workplace, and be supported by workplace-specific documentation. Workplace-specific documentation is to be identified in the **Supporting Document Register in the Statutory and Regulatory Requirements** (SARR) document included with this Pertrain Resource.

Assessing at Level 2

The enrolled Unit of Competency is aligned to the Australian Qualifications Framework (AQF) level 2. As such, the complexity and depth of achievement and the level of autonomy required to demonstrate competency for this unit is provided below.

Certificate II Qualification Level Requirements	
Summary	Graduates at this level will have knowledge and skills for work in a defined context and/or further learning.
Knowledge	Graduates at this level will have basic factual, technical and procedural knowledge of a defined area of work and learning.
Skills	Graduates at this level will have basic, cognitive, technical and communication skills to apply appropriate methods, tools, materials and readily available information to: • undertake defined activities • provide solutions to a limited range of predictable problems.
Application of knowledge and skills	Graduates at this level will apply knowledge and skills to demonstrate autonomy and limited judgement in stable contexts and within narrow parameters.

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Training Record

Training delivery is to be recorded in the following table. Both the student and the trainer must sign and date the relevant columns to confirm that the knowledge and skills required by the qualification have been covered in the training delivery. Instructions on completing the record are explained below.

Column 1 (**Performance Criteria)**

This column lists the performance criteria from the Unit of Competency.

Column 2 (**Learning Content)**

This column identifies where the course content was covered during the training, specifically:

- **Knowledge –** The underpinning theories, concepts and principles supporting the technical aspects of the unit (e.g. training resource/manual references).
- **Context –** The when, how and what to do in the context of the students specific workplace (e.g. company policy, procedures, forms and checklists).

  NOTE: The Trainer must complete this section based on worksite-specific information used in the training. All documents used must be recorded in the Supporting Document Register in the SARR.
- **Application –** Identifies where the student has been provided with the opportunity to apply their knowledge and develop their skills in the context of the workplace (e.g. activities, discussions, workbook).

  NOTE: Suggested activities have been included in the supporting PowerPoint presentation. These activities are designed to help the student refine and progress their skills.

  Items marked with an asterisk (*) denote the opportunity to collect supporting evidence that can be collected and attached to this TAR as part of the learner's training record.

Column 3 (**Student Sign and Date):**

The student is to sign and date as confirmation that they are satisfied with the training they have received including, but not limited to, the quality and quantity of information provided and having the opportunity to practice the skills required by the qualification, in preparation for the assessment.

NOTE: If the student feels that they have not received sufficient instruction or opportunity to practice the task, they must not sign the column. The student must discuss the matter with their trainer or the Registered Training Organisation (RTO) with whom they are enrolled.

Column 4 (**Trainer Sign and Date):**

The trainer is to sign and date as confirmation that the training was delivered and that they are confident that the student can perform the requirements of the unit to standard required to pass the qualification assessment.

Comments

The Trainer **must** record all commentary, particularly where there has been a change to the training activity and must advise the student and RTO of these changes and why they were necessary.

Workbooks, logbooks, checklists and other forms or templates that have been provided to the student to support the training, either within the classroom or on site, must also be noted in the comments section.

Completed training documents must be copied and attached to the Assessment Record before the assessment is undertaken to assist the assessor make an informed judgement of competency.

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Student Name			
Performance Criteria	**Learning Content** (Where the content was covered)	**Student Sign & Date**	**Trainer Sign & Date**
1. Assist in the preparation of work site			
1.1 Determine location of worksite and correct tree from scope of works 1.2 Identify site hazards, assess risks and report to supervisor 1.3 Confirm work zone with work crew and monitor site 1.4 Confirm first aid and emergency personnel, equipment and procedures 1.5 Record and implement work health, safety, site, environmental and traffic control measures	**Knowledge:** 3. Work Planning 5. Safety 6. Selecting Tools and Equipment 9. Emergency Response **Context:** • Survey Plans • Risk Management Tools • Emergency Procedures • **TRAINER** to list other relevant Supporting Documents from SARR **Application:** • Attended work briefing* • Risk management activity* • Access, review environmental Management Plan • Review survey plan • Access and review SDS		
Comments / Other References:			
2. Recognise and apply workplace safety procedures			
2.1 Identify hazards relevant to the maintenance and operation of chainsaws, assess risks and implement risk controls 2.2 Select and use personal protective equipment 2.3 Confirm relevant licensing and legislative requirements with regard to the operation of chainsaws with supervisor 2.4 Transport chainsaw and fuel appropriately	**Knowledge:** 2. Legislation, Standards and Site Requirements 5. Safety 6. Selecting Tools and Equipment 7. Operate the Chainsaw **Context:** • Site Procedures • Manufacture Manual • SDS for Chainsaw Fuel • **TRAINER** to list other relevant Supporting		

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	Documents from SARR **Application:** • Access relevant legislation • **TRAINER** to list any relevant activities conducted during training		
Comments / Other References:			
3. Check and prepare chainsaw			
3.1 Select appropriate tools and materials required for maintenance 3.2 Conduct routine checks and maintenance procedures before operation 3.3 Calculate fuel oil ratios before mixing 3.4 Identify, tag, record and report chainsaw faults or malfunctions and organise repair	**Knowledge:** 6. Selecting Tools and Equipment 8. Maintenance **Context:** • Manufacture Manuals • Site procedures • **TRAINER** to list other relevant Supporting Documents from SARR **Application:** • Equipment familiarisation • Set up the work area • Demonstration and practice pre-start checks* • Maintenance records* • **TRAINER** to list any relevant activities conducted during training		
Comments / Other References:			
4. Operate chainsaw			
4.1 Communicate with work team during operations using voice, hand and whistle signals 4.2 Place supports appropriately to ensure a stable base 4.3 Identify materials to be cut and position them for operation 4.4 Assess material to be cut visually for defects	**Knowledge:** 2. Legislation, Standards and Site Requirements 3. Work Planning 4. Work with Others 5. Safety 6. Selecting Tools and Equipment 7. Operate the Chainsaw		

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4.5 Determine cutting methods appropriate to material type and implement risk controls 4.6 Select and use appropriate tools associated with chainsaw use 4.7 Operate chainsaw to cross cut timber using documented low risk work methods 4.8 Maintain effective worksite communication to ensure efficient workflow and address problems 4.9 Identify, assess and control environmental implications associated with chainsaw operation	**Context:** • Manufacturer Manuals • Environmental Management Plan • **TRAINER** to list other relevant Supporting Documents from SARR **Application:** • Demonstration and practice operating the chainsaw for cross cutting and trimming • **TRAINER** to list any relevant activities conducted during training		
Comments / Other References:			
5. Complete and check chainsaw operation			
5.1 Record and report chainsaw damage, malfunction and irregular performance 5.2 Clean and store chainsaw 5.3 Dispose of debris from operation in accordance with environmental requirements 5.4 Maintain relevant reports	**Knowledge:** 2. Legislation, Standards and Site Requirements 9. Emergency Response 10. Post Operational Tasks **Context:** • Environmental Management Plan • **TRAINER** to list other relevant Supporting Documents from SARR **Application:** • End of shift reports* • Clean, maintain and store equipment • **TRAINER** to list any relevant activities conducted during training		
Comments / Other References:			

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Assessment Record

The assessment record is designed to allow the candidate to demonstrate their ability to apply the skills and knowledge required by the qualification in the context of the workplace. The assessment verifies the required knowledge and skill of the candidate through application of practical tasks.

Prior to the assessment, the assessor must ensure that the candidate is familiar with this assessment tool and understands what is required of them in order to demonstrate competency for this qualification, specifically:

1. The Performance Criteria they will need to perform during the assessment
2. How evidence will be collected, e.g. observation, oral question, log books
3. The standards the candidate must meet in order to demonstrate competency against the Performance Criteria.

The Performance Criteria is set out in the applicable Unit/s of Competency while the required standards are detailed in the documents listed in the Supporting Document Register, e.g. site procedures, industry codes of practice.

Conducting the Assessment

The assessment must be undertaken in the work environment, under typical working conditions using equipment and procedures normally used on site. Where it is not practical or safe to undertake certain activities required by the assessment on site, these activities may be performed in a simulated environment. If this is the case, the simulated environment provided must be realistic and sufficiently rigorous to cover all aspects of the normal working conditions.

The assessment may be conducted in conjunction with the assessment of other related topics.

Completing the Assessment Record

Assessment observations are recorded in the following table.

Space has been provided at the top of the page to enter candidate's name. Instructions on completing the table are explained below.

Column 1 (Task):

This identifies the task to be completed by the candidate. The tasks are designed to provide opportunity to the candidate to demonstrate their ability, skills and knowledge in relation to the specific criteria being assessed.

To assist the assessor to gain a better appreciation of the candidate's underpinning knowledge, oral questions are provided.

NOTE: The included oral questions are suggestions only.

The assessor should write down and ask their own questions and record the candidate's responses in the comments column.

Scenario / Simulated Activity:

A scenario / simulated activity may be suggested to allow the candidate to display required skills or knowledge that would otherwise not be demonstrated in the set task, e.g. working in adverse conditions, responding to an emergency. The assessor may choose their own scenario / simulated activity relevant to the workplace. However, the responses must meet the requirements of the units of competency. Key references will be provided under each scenario as a guide to the responses required.

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Column 2 (Observations):

The observations are provided to assist the assessor make an informed and comprehensive judgment of the candidate's competency. The observations have been mapped to the qualification and offer guidance on what the candidate needs to perform in order to demonstrate competency.

It is essential that the assessor consider the information identified in the Supporting Document Register when marking the observations. The candidate must perform each task in accordance with workplace requirements including, but not limited to, proficiency standards, relevant policies, procedures and legislative requirements.

The assessor is to tick the corresponding box once they are satisfied that they have observed the candidate perform the task to the required standard. Multiple boxes are provided if the candidate is required to perform the task on more than one occasion.

Observations marked with an asterisk (*) denote supporting evidence that should be collected and attached to this TAR as part of the candidate's Evidence Portfolio.

Column 3 (Comments):

The assessor should consider the Range Statement for the qualification to put the observations into context.

At the assessor's discretion, the candidate may perform alternative activities that demonstrate competence, e.g. fill in forms or log books, write a report, complete a theory assessment. Where applicable these 'reasonable adjustments' **must** be recorded in this column. Where a specific activity is not required or not observed, the assessor must include details in this column, including alternative assessment requirements.

Comments must be recorded where there have been any changes to tasks, questions or observations. Information must also be noted on any conversations that the assessor has with the candidate and detailed reasons for non-successful completion.

Assessment Progression Sign Off Row:

The assessor must sign and date these rows to confirm that the candidate has completed the required task/s to a satisfactory standard. Assessments typically require the candidate to demonstrate their skills over a period of time under various conditions.

Overall Performance Checklist:

This has been provided to help the assessor reflect over the candidate's performance throughout the assessment. By signing off on this checklist, the assessor is acknowledging that the candidate has consistently demonstrated the attributes of a person holding this qualification to the standards required by the workplace and industry in general.

Evidence:

Evidence must be collected throughout the assessment and attached to the Assessment Record to support the assessor's judgement of competency. Evidence may include (but is not limited to) risk assessments, pre-start checklists, work plans, photographs, reports and log books. Tick or list the evidence collected on the Evidence Checklist provided at the end of the assessment.

All evidence is to accompany the Competency Assessment Record when being submitted to the Training Department or RTO. The assessor should consult their RTO, where applicable, to confirm the amount and type of evidence required.

Competency Assessment Record (CAR):

The CAR must be completed at the end of the assessment to record all outcomes and decisions made against the relevant units. The CAR is to be signed by both the assessor and candidate prior to being forwarded to the training department or RTO for administration.

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Candidate Name		
Task	**Observations**	**Comments**
Task A: **Use chainsaw to cross cut timber.** ***Details:*** *Chainsaw used:* _____ *Task requirements:* _____ _____ _____ *Conditions:* _____ _____ _____	☐ Confirmed the task* ☐ Developed work plan with others involved ☐ Selected and wore appropriate PPE ☐ Used risk management tool* to identify, assess and record hazards, risks and controls • Tool used: _____ ☐ Implemented risk control measures ☐ Prepared work area: • Cleared work area and retreat path • Set up exclusion zone and placed required signage • Stabilised items to be cut ☐ Selected tools and equipment suitable for the task ☐ Conducted pre-start inspection* • Ask the candidate to name the components of the chainsaw and explain their function during the inspection ☐ Performed authorised routing maintenance, including: • Sharpening and tensioning saw chain • Checking and topping up fluids • Used correct fuel/oil mix ratio ☐ Tagged out and reported faulty or damaged equipment ☐ Transported equipment to the site safely ☐ Operated chainsaw according to manufacturer specifications ☐ Used correct cutting technique ☐ Checked completed task against the work instructions ☐ Cleared work area ☐ Used correct waste management techniques ☐ Cleaned, checked and maintained equipment ☐ Tagged and reported faulty equipment	

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Candidate Name		
Task	**Observations**	**Comments**
Question 1: Identify 3 safety features on the chainsaw you are using. **Record of Responses:** _____ _____ _____ *Response may include:* • *Hand guards* • *chain brake, chain catcher* • *reduced kickback saw chain* • *muffler and spark arrestor* • *reduced radius guide bar* • *anti-vibration system* • *decompression valve* • *throttle trigger lockout (interlock)* • *guide bar cover (scabbard).*		
Question 2: Name two Australian Standards that relate to chainsaw operations. **Record of Responses:** _____ _____ *Response may include standards for:* • *Chainsaw safety requirements, Guide for safe working practices* • *PPE*		
Question 3: Where would you find information on the approved work method for this task? **Record of Responses:** _____ _____ *Response may include:* • *Site procedures, ask supervisor, standards and codes of practice.*		

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Candidate Name		
Task	**Observations**	**Comments**
Question 4: Describe common defects that can affect work with woody materials. **Record of Responses:** *Response may include:* • *Compression* • *Tension* • *Hang-ups* • *Hollow trunks* • *Nails in wood*		
Scenario / Simulated Activity 1 During operations, the chainsaw gets jammed in the timber. Give one possible reason why this might happen and demonstrate what you would do in this situation. **Record of Response:** *Response may include:* • *Saw may jam due to tension and compression* • *Cutting in the wrong place wrong sequence* • *Saw not be sharp enough* • *To release saw, stop engine, prise cut open/insert wedge, remove saw.*		
Assessor: Sign: ……	Date: ……../……../……	

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Candidate Name		
Task	**Observations**	**Comments**
Task B: **Use chainsaw to cross cut timber.** ***NOTE: Task must differ from Task A to allow candidate to demonstrate consistent ability in a range of contexts.*** ***Details:*** *Chainsaw used:* _____ *Task requirements:* _____ _____ _____ *Conditions:* _____ _____ _____	☐ Confirmed the task* ☐ Developed work plan with others involved ☐ Selected and wore appropriate PPE ☐ Used risk management tool* to identify, assess and record hazards, risks and controls • Tool used: _____ ☐ Implemented risk control measures ☐ Prepared work area: • Cleared work area and retreat path • Set up exclusion zone and placed required signage • Stabilised items to be cut ☐ Selected tools and equipment suitable for the task ☐ Conducted pre-start inspection* ☐ Performed authorised routing maintenance, including: • Sharpening and tensioning saw chain • Checking and topping up fluids • Used correct fuel/oil mix ratio ☐ Tagged out and reported faulty or damaged equipment ☐ Transported equipment to the site safely ☐ Operated chainsaw according to manufacturer specifications ☐ Used correct cutting technique ☐ Checked completed task against the work instructions ☐ Cleared work area ☐ Used correct waste management techniques ☐ Cleaned, checked and maintained equipment ☐ Tagged and reported faulty equipment	

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Candidate Name		
Task	**Observations**	**Comments**
Question 5a: Where is the closest first aid kit on site? **Record of Response:** **Question 5b:** How would you contact the first aid officer if needed during this shift? **Record of Response:** *Response to reflect to site first aid resources and procedures.*		
Question 6: How do you know what communication methods to use for each task? **Record of Response:** *Response to include:* • *Supervisor will advise* • *Shift briefing* • *Site Procedures*		
Scenario / Simulated Activity 2 During your site inspection, you notice what appears to be an animal nest very close to the work site. Describe/demonstrate what would you do? *Response should include:* • *Refer to environmental requirements (legislation, Environmental Management Plan)* • *Report to supervisor.*		
Scenario / Simulated Activity 3 During operations, the weather turns bad and a storm is brewing. a. How will you contact your supervisor to determine whether or not to continue working? b. How will you communicate this decision with the rest of the work team?		

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Candidate Name		
Task	**Observations**	**Comments**
Record of Response: *Response to include:* • *As per site procedures, may be face to face communication or via 2-way Radio.*		
Task C: **Conduct Authorised Operator Maintenance on Chainsaw**	☐ Confirmed the task* ☐ Developed work plan ☐ Selected and wore appropriate PPE ☐ Identified work site hazards ☐ Assessed and controlled risks ☐ Conducted pre-start inspection* and tagged out and reported faulty equipment ☐ Maintained chainsaw in accordance with manufacturer specifications ☐ Used tools and equipment suitable for the task ☐ Checked completed task against the work instructions ☐ Cleared work area ☐ Cleaned, checked and maintained equipment ☐ Tagged and reported faulty equipment ☐ Stored serviceable equipment in designated storage area. ☐ Submitted written and/or verbal reports*	
Question 7: Name 2 sources of information you would consult before mixing 2-stroke fuel. **Record of Responses:** *Response may include:* • *Equipment manufacturer guidelines* • *SDS* • *Site Procedures.*		

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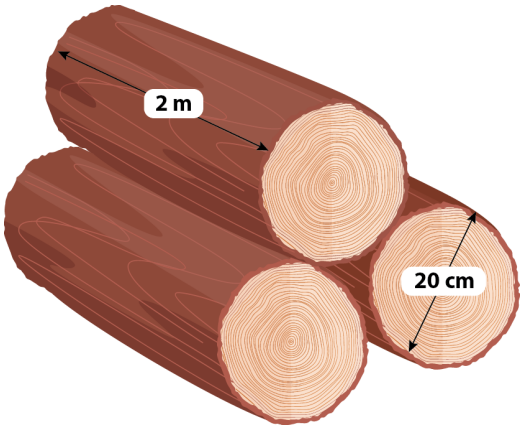
Candidate Name		
Task	**Observations**	**Comments**
Question 8: You must arrange for removal of the 3 hardwood logs that are illustrated below.  If 1 cubic metre of hardwood has a mass of 1.1 tonne, can you carry these logs in the back of a light vehicle utility whose tray dimensions are 2560mm (2.56m) long and 1842mm (1.842m) wide, and whose carrying capacity is 1 tonne? **Record of Response:** *Response to include:* • *Calculate volume of each log: πr^2 x H = 3.1416 x 0.1 x 0.1 x 2 = 0.062832m^3* • *Optional - round up for ease of calculation to 0.07m^3* • *Calculate mass of each log: 0.07 x 1.1 = 0.077 tonne* • *Calculate total mass of 3 logs: 3 x 0.077 = 0.231 tonne* • *Compare dimensions and mass to vehicle carrying capacity: size of logs is less than tray dimensions, weight is less than tray capacity. Therefore logs can be carried in this vehicle (must be suitably restrained).*		
Scenario / Simulated Activity 4 During your post-operational inspection, you notice a major fault with the equipment that is beyond your ability and authorisation to fix. Demonstrate what you would do in this situation. *Response should include:* • *Tag item "Out of Service"* • *Report to supervisor or maintenance as per site procedures.*		
Scenario / Simulated Activity 5 It is the end of your shift. • Describe the records and reports that you would complete and submit. • Demonstrate how you would access, complete and submit one of these reports.		

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Candidate Name		
Task	**Observations**	**Comments**
Record of Response: _____ _____ *Response may include:* • *Hazard / Incident reports* • *Shift report* • *Handover report* • *Maintenance report* • *Reports to be accessed, completed and submitted as per site requirements.*		
Assessor: Sign: …… Date: ……../……../…….……		

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Overall Performance Checklist

Overall Performance	Assessor Sign & Date
Did the individual comply with site procedures and apply safe work practices throughout the task?	
Did the individual wear the correct PPE at all times?	
Did the individual consistently manage a range of different tasks/operations/activities within the role and work environment?	
Did the individual manage changes in workplace conditions or routine?	
Did the individual communicate effectively with others and coordinate activities throughout the task?	
Did the individual work well with others and perform work efficiently within the required level of responsibility and workplace expectations?	
Did the individual ensure housekeeping activities were maintained during the task?	

Evidence Portfolio

Evidence must be attached to this Training and Assessment Record			
☐ Completed and Signed Assessment Record	☐ Signed and Dated Overall Performance Checklist		
☐ Fully Completed and Signed Competency Assessment Record			
☐ Risk Assessment	☐ Shift Briefing Record	☐ Work Plan	☐ Hazard Report
☐ Photographic evidence	☐ _____	☐ _____	☐ _____
Please ensure that you have taken a photo of the individual (must be digital) for issuance of an ID card, if applicable.			

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Competency Assessment Record				
This Competency Assessment Record documents a candidate's assessment outcome against the qualification listed below. The assessor must complete this page only when a final decision of the candidate's competence has been determined.				
Candidate's / Student's Full Name				
Work Site				
ID Confirmation	**Original sighted**: ☐ Yes ☐ No **Type**: ☐ Drivers Licence ☐ Other **Number:**			
Assessment Type	☐ Assessment	☐ Recognition (RPL / RCC)	☐ Familiarisation	☐ Verification of Competence
Unit(s) Covered	AHCMOM213 Operate and maintain chainsaws			
Assessment Dates	……../……./…….	……../……./…….	……../……./…….	……../……./…….
Assessor Name(s)				
Evidence ***(where required)*** The original documents must have been sighted and certified copies attached	☐ Training Record ☐ WPHS / OHS Tickets (relevant to any unit listed above) ☐ Site Authorisation or Skills report from employer, SSE, or approved delegate ☐ Log Book / Record ☐ Assessment Record			
Assessment Outcome	☐ Competent		☐ Not Yet Competent	
Reasonable Adjustment (where applicable)				
Overall Comments and Feedback to the Individual				
Candidate Signature				Date:
Assessor(s) Signature				Date:
Subject Matter Expert (if applicable)	Name:	Signature:		Date:
Authorised Delegate Name, Position, Signature (if required)	Name / Position:	Signature:		Date:

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