



Remote Assessment Guide



This document contains information about undertaking remote assessment with FPA Australia at times when regular assessment is not a possibility.

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Contact details

Learning & Development

Fire Protection Association Australia

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Email: training@fpaa.com.au

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Copyright details

Copyright FPA Australia

Version 1.2

December 2013

Introduction

Fire Protection Association Australia (FPA Australia) is Australia's major technical and educational fire safety organisation aiming to achieve continual improvement in fire safety through active membership and a range of related activities.

FPA Australia is a national VET regulated (NVR) registered training organisation (RTO) that provides training and assessment services for nationally recognised units of competency from the following qualifications:

CPP20511 Certificate II in Fire Protection Inspection and Testing for fire protection technicians responsible for non-trade installation and regular servicing of fire protection equipment and systems.

CPP30811 Certificate III in Fire Protection Inspection and Testing for fire protection technicians responsible for installation, commissioning and complex servicing of fire protection systems, or supervision of fire protection services work.

We offer training and assessment workshops around Australia or you may select to undertake self-study training designed for you to work through at your own pace, and at a time and place that suits you and your employer.

Please ensure that you read and understand the Student Handbook (located on the FPA Australia website) and your rights and obligations as a student of FPA Australia, before enrolling in our training programs.

Attending a public assessment workshop is by far the most common and realistic way to undertake an assessment with FPA Australia. Still very occasionally, an assessor is not able to get to an individual for assessment, or the individual is not able to get to an assessor for assessment. At these times the process of remote assessment is the most appropriate method of assessment, and involves the individual undertaking the assessment without the assessor being present.

The following sections of this guide explain more about how remote assessment works and what needs to occur when a remote assessment is undertaken.

Remote Assessment Process

Undertaking remote assessment can be a daunting process, but if each step is followed correctly and a little effort is taken to ensure that all points are covered properly, it can be an effective way to gain competence.

This guide will assume that you have already enrolled in the unit of competency and studied all aspects of the materials before your assessment.

Step 1: Contact FPA Australia

Contact the Learning and Development Department of FPA Australia at training@fpaa.com.au or call 1300 731 922 to explain your desire to undertake a remote assessment. We will talk you through the process and send you the required documentation. We will also put you in contact with an assessor who can provide you with the advice specific to undertaking the assessment, and be there in the future for any additional questions you may have.

Step 2: Prepare for your assessment

Once you receive the required documentation from FPA Australia, you will also require the following:

- A video camera or another method of visually recording you undertaking your assessment
- A photocopy of your current drivers licence with a photo on it along with a statutory declaration stating that it is you in the photo. This is proof that it is you in the video undertaking the assessment.
- An observer. Organise for an experienced person to observe and verify that you have undertaken your assessment activities safely and correctly.

Depending on your circumstances, the observer may be your supervisor, your trainer, or a work mate who already has the units of competency in which you wish to be assessed. Your observer will be required to observe and video tape your practical skills demonstrations, and complete the 'Observer(s)' section at the beginning of each set of practical assessment exercises and knowledge questions. They will also need to complete the checklist for every practical assessment exercise by ticking the boxes under the columns C (competent) or NYC (not yet competent), adding their name and signature.

Before you undertake your practical assessment read the checklists in *Part A: Practical Assessment* so that you know what to do for each assessment exercise, and review the information in the relevant participant guide.

Check whether there are any other requirements that you may need to take into account, for example: company or manufacturer documentation such as system specifications, approvals listings, maintenance manuals; Australian Standards, regulations, codes of practice; legal or industry requirements, including OHS policies and procedures.

All assessments are 'open book' assessments. You may use any written resource normally available at the workplace, including those suggested above, during your practical assessment.

Organise resources for each exercise and read the checklists for each assessment exercise to identify the resources you will need. Resources may include a workshop equipped for the assessment exercises that you

will be doing, including all necessary tools, equipment and spare parts; personal protective equipment; workplace documents that relate to the activity such as procedures, checklists, forms, permits.

Step 3: Do your practical assessment

If an exercise requires a practical skills demonstration you must demonstrate the items in the exercise to your observer and have them video your demonstration. Ensure you cover all aspects of each exercise on the checklist and take your time to ensure that the video captures you undertaking the activity appropriately. You can add supporting evidence to your assessment by explaining why you are undertaking certain activities while being recorded.

You and your observer must complete the assessment checklist for the exercise, and ensure you sign and date where ever indicated.

When preparing the evidence of your practical skills demonstrations consider whether you have any supplementary evidence that could help to show that you have the practical skills that you have demonstrated. If you wish, you may attach supplementary evidence, such as relevant workplace documents, that help to show that you have the practical skills that you have demonstrated.

Step 4: Do your knowledge assessment

Answer the questions in Part C: Underpinning Knowledge Written Assessment without the assistance of anyone else, including your observer.

Note: All assessments are 'open book' assessments. You may use any written resource normally available at the workplace during your knowledge assessment.

Step 5: Obtain a letter of support

Ask your observer to write a letter of support to FPA Australia to confirm that:

- you have undertaken your practical assessment safely and correctly
- you have completed the knowledge assessment without the assistance of others
- you have the required ancillary skills (if they have been specified in practical assessment exercise(s)).

The letter must:

- be on the observer's company letterhead
- be dated and signed by the observer
- include the observer's work title e.g. Supervisor
- contain the following wording: I (*observer name*) certify that (*participant name*) has demonstrated the practical assessment exercises for (*list unit code[s] and title[s]*) safely and correctly. (*participant name*) has answered each underpinning knowledge question without the assistance of others (*participant name*) has demonstrated the ancillary skills listed in (*list relevant unit code(s) and practical assessment exercise number*).

Your observer may need to adjust the wording of the letter to account for variations in your assessment. Include the original of the letter with your evidence and keep a copy for your own records.

Step 6: Prepare your assessment evidence

Use the following checklist to help you prepare your evidence for each unit being assessed.

Practical assessment	
	Participant Information: Part A completed by participant and observer
	<i>For assessment exercises requiring a practical skills demonstration:</i>
	Checklist completed by participant and observer
	Record (video) of demonstration attached to checklist
	Brief explanation of what was done at each stage of the demonstration, clearly showing the sequence of the activity, attached to checklist
	Supplementary evidence, if relevant, attached to checklist
	<i>For assessment exercises requiring documentary evidence:</i>
	Checklist completed by participant and observer
	Documentary evidence attached to checklist
	<i>For assessment exercises covering ancillary skills:</i>
	Checklist completed by participant and observer
	Letter of support confirms participant has demonstrated ancillary skills
	Name of participant added to each item of evidence
	Unit code (e.g. CPPFES2004A) and number of practical assessment exercise added to each item of evidence
	Copy of completed <i>Part A: Practical Assessment</i> and evidence kept for participant's records
Knowledge assessment	
	Participant Information: Part C completed by participant and observer
	All questions answered by participant
	Name of participant added to each sheet of questions and answers
	Copy of completed <i>Part C: Underpinning Knowledge Written Assessment</i> kept for participant's records

Letter of support	
	Letter of support from observer (must be the original) included in evidence
	Copy of letter of support kept for participant's records
Statutory Declaration	
	Statutory declaration attached
Presentation of evidence	
	Evidence is well organised and easy to follow
	It is easy for the assessor to identify which unit the evidence relates to
	It is easy for the assessor to identify which participant has provided the evidence

Step 7: Submit your evidence

For each unit submit to FPA Australia:

- the completed *Part A: Practical Assessment* and your practical assessment evidence
- the completed *Part C: Underpinning Knowledge Written Assessment*
- your observer's letter of support.
- Statutory declaration

We will organise for one of our assessors to assess your evidence. The assessor may contact you or your observer if they identify any gaps in your skills and knowledge, or have queries about your evidence.

Send your evidence to:

Learning & Development

Fire Protection Association Australia

PO Box 1049, Box Hill, VIC, 3128