

Assessment Cover Sheet

Submit this booklet with your reports via email or file share by the due date.

Inspector Level:	Level 1 Routine Visual Level 2 Operational
Assessment:	Assessment 2 – Level 1 Routine Visual and Level 2 Operational Inspection and Reports
Trainer/Assessor:	Lynnel Crockart – Playground Safety Inspectors Australia
Training Dates:	
Training Location:	
Due Date:	

Student Declaration:

I declare this assessment is my own work and I have acknowledged any information I have obtained from other sources and/or individuals in my report and/or in the comment section below.

I declare this assessment has not been submitted for this or any other course I have previously attended, and I have conducted these inspections and written reports after the specified training dates.

I declare this submission complies with the assessment policy www.psia.net.au/terms-and-conditions/. I am aware that further information about plagiarism can be found at www.plagiarism.org/ and that my assessment will be returned and unmarked if plagiarism is detected and will count as an attempt.

Student Name:

Signature:

Student notes for assessor:

(e.g., is there any shared photos or information, list individuals here to declare).

Assessment Information

<p>Resources Permitted:</p>	<p>Certified Playground Safety Inspector Australia Training Manual, and Student Portal practical demonstrations, templates, and examples. Not required but permitted to utilise a Playground Safety Inspection Tool Kit and the Australian Standards.</p>
<p>Assessment Outline:</p>	<p>Each task has clear instructions on how to perform the criteria indicated and what evidence is required when submitting this assessment to be deemed competent. It is expected this assessment can take approximately 12 hours max to complete.</p>
<p>Literacy, Language, Numeracy (LLN) and Student Needs:</p>	<p>Please remind us of any special needs you have.</p> <p>You will have access to the trainer throughout the course for any educational support requirements.</p> <p>Provided it does not affect the validity of this assessment, the trainer will make reasonable adjustment to the assessment to meet your needs if/as required.</p>
<p>Extensions and Reasonable Adjustment:</p>	<p>If you have any extenuating circumstances (e.g., medical, work, or family commitments) when it comes to submitting your assessment by the set due date, please request in writing (e.g., email) before the submission date. Most extensions are capped at 2 weeks from the original due date.</p>
<p>Submission:</p>	<p>Submit maximum 7 files via email or file share to training@psia.net.au by the set submission date.</p> <p>If your files are too large or you are having issues submitting by direct email, <i>WeTransfer</i> https://wetransfer.com/ is a free file share system you can use.</p> <p>If you continue to have issues submitting, please contact our team for support prior to the due date.</p> <p>We will confirm by email when we have received your submission. If you do not receive this email within 2 business days, please contact us immediately as this may impact your results.</p> <p>Ensure you keep a copy of your assignment as we do not return submissions.</p> <p>If you submit late or do not submit and want to complete the course - a late extension fee of \$50 GST incl. applies. This will permit you an additional 3 weeks to submit this assessment. There is strictly two late extensions permitted.</p>

<p>Resulting:</p>	<p><i>Competency Based Learning</i> Our system of instruction, assessment, resulting, and reporting are based on participants demonstrating that they have learnt the knowledge and skills they are expected to as they progress through the course. This is to ensure participants are acquiring the knowledge and skills that are deemed to be essential in the industry.</p> <p>The set tasks in this assignment will provide evidence for the assessor and determine whether you have successfully performed and satisfy the requirements to be resulted as competent.</p> <p><i>Result</i> If you fail to demonstrate competency you will receive additional instruction, time, and support to assist you achieve competency. You are permitted 3 attempts at this assessment and opportunity to re-enrol should you require further attempts or more time to complete.</p> <p><i>Re-enrolment</i> If you are deemed 'not yet competent' on your third attempt, you can re-enrol to the course (fees apply). The trainer will assess the requirements of your re-enrollment (e.g., reattend training and practical session, or additional attempts for the assessment).</p>
<p>Assessment Complaints and Appeals</p>	<p>If you think the assessment process or your assessment outcome is flawed, you may appeal against the assessment decision. Please contact our team, preferably in writing (e.g., email) if you would like the assessment process or your result reviewed.</p> <p>Please ensure you are fully informed of all relevant policies, procedures, and course information you have been provided.</p>
<p>Further Support:</p>	<p>We strive to have all students achieve competency and attain their certification, please reach out if there is any further support we can offer.</p>

Assessment Tasks

Tick off the tasks as you progress through the assessment. 1 box = complete task once, N/A – task not required for 1 or 2 of the playground reports.

RV = Routine Visual	Playground/Park Name:
OP 1 = Operational 1	Playground/Park Name:
OP 2 = Operational 2	Playground/Park Name:

Part 1 – Playground Inspection Preparation

Complete the following tasks prior to your inspections	RV ✓	OP 1 ✓	OP 2 ✓
<p>Australian Standards</p> <p>List and describe <u>all current</u> Australian Standards that apply to the site, facilities, playground equipment and surfacing and inspection procedures.</p> <p>www.psia.net.au/playground-safety/standards/</p>			
<p>Work Health Safety guidelines</p> <p>List and link the Work Health and Safety (WHS) <u>Act</u> for your State or Territory.</p> <p>List and link the WHS <u>Regulation</u> for your State or Territory.</p> <p><i>Each State and Territory has its own WHS laws and regulator to enforce them. To obtain the applicable WHS legislations google “WHS policies and procedures” in your State or Territory and locate a government website.</i></p>			
<p>Codes of Practice</p> <p>List and link <u>at least two</u> Codes of Practice that must be followed when carrying out inspections.</p> <p><i>To obtain codes of practice Google “codes of practice” in your State or Territory and locate a government website.</i></p>			

<p>Organisation or Company Policies and Procedures</p> <p>List any Organisation or Company policies and procedures (permitted to fabricate if you are independent) that must be followed when carrying out inspections.</p>	
<p>Purpose and requirements for inspections</p> <p>Outline the purpose for these inspections. <i>HINT: inspections are for your training certification with PSIA or include formal work request (e.g., email from Supervisor).</i></p> <p>Outline the requirements for <u>visual routine</u> inspections (i.e., definition).</p> <p>Outline the requirements for <u>operational</u> inspections (i.e., definition).</p>	
<p>Maintenance and inspection tools</p> <p>Template available on Student Portal Example available on Student Portal</p> <p>Document <u>at least three</u> tools you may utilise during the playground <u>inspection</u>.</p> <p>Document <u>at least three</u> tools you may utilise for playground or facility <u>maintenance</u>.</p> <p>Provide a condition rating for the tools using a condition rating matrix. MATRIX TEMPLATE AVAILABLE ON STUDENT PORTAL.</p> <p>Describe <u>at least one</u> check you conducted for each tool to ensure it is in working order.</p>	
<p>Self-Developed Operational Inspection Checklist</p> <p><i>You <u>are not</u> permitted to share/use an Organisation or Company checklist for this task.</i></p> <p>Template available on Student Portal Example available on Student Portal</p> <p>For your third playground (operational 2) inspection develop <u>at least 25</u> checklist questions at Level 1-2 Operational inspection, ensuring it:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identifies the different equipment and facilities <input type="checkbox"/> Checks conformity to Legislation, Australian Standards, WHS guidelines, manufacturers standards which apply to the equipment or facility <input type="checkbox"/> Questions/checks can be rated on their condition and risk <input type="checkbox"/> Has comment sections to provide detail and document all observed safety risks and hazards or unsafe situations identified 	<p>N/A</p> <p>N/A</p>

Job Safety Analysis (JSA)/Safe Work Method Statement (SWMS)

You are permitted to share/use a Company or Organisation JSA/SWMS (provided you have permission) for this task given it covers all criteria and is filled out. Blank forms missing crucial information will not be accepted.

Template available on Student Portal

Example available on Student Portal

- Provide a document title (e.g., 'Safe Work Method Statement')
- Provide the playground site address and your personal and Organisation or Company details
- Provide a brief task description
- Reference the relevant policies and procedures you are required to follow to complete the tasks safely (HINT: see your answers from PART 1 WHS, Codes of Practice, Organisation or Company Policies and Australian Standards)
- List the skills, competencies, and/or certification requirements or industry standard-benchmark required to complete the tasks safely
- List the tools and equipment you require to complete the tasks safely
- List the personal protective equipment (PPE) required to complete the tasks safely
- Detail at least 3 tasks you will be conducting at this playground
 - For each task identify any hazards or risks that may potentially cause harm to yourself and/or the public
 - For each hazard and risk, you identified, detail the control measures you will put in place to make it as safe as possible to you and/or the public
- Include your name and sign off on the document.

N/A

N/A

Playground site selection

If uncertain, we encourage you to confirm suitability of sites selected with us. If you have not selected suitable sites, you will have to reattempt some assessment tasks at an additional playground.

Minimum requirements for playground selection:

- Combination unit
- Single-standing element (e.g., rocker, carousel/spinner)
- Single or set of swings
- Surrounding Park facilities (e.g., fountain, BBQ, bench, toilets)

We recommend an aged playground as they are expected to be mostly non-compliant and provide opportunity for more inspection report findings.

Part 2 – Playground Inspection

Complete the following tasks at the playground site	RV ✓	OP 1 ✓	OP 2 ✓
<p>Proof of inspection after training completion</p> <p><i>Your submission will not be evaluated if proof of site visit after the training date is not provided and may count as an attempt.</i></p> <p>Take a photo of this assessment booklet cover sheet with the site in the background.</p>			
<p>Playground site plan</p> <p>Example available on Student Portal</p> <p>Create a 2D site plan (i.e., mud map) of the site.</p> <p>This can either be:</p> <ol style="list-style-type: none"> Drawn by hand or use of a tablet/computer illustration application Alternatively, include an aerial plan (e.g., high quality satellite image from Google maps) and draw on and label items you see when on site. <p>The site plan should include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A title (e.g., playground or park name and address) <input type="checkbox"/> All playground equipment and surrounding facilities at the site (including shade sail poles, trees, gates etc.) <input type="checkbox"/> Legend or labels 	N/A		
<p>Inventory and lifespan of existing playground equipment and facilities</p> <p>Template available on Student Portal Example available on Student Portal</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide a document title (e.g., 'Asset Register') <input type="checkbox"/> Provide the playground site name and address and your personal and Organisation or Company details <input type="checkbox"/> Document the asset name, number (can be fabricated or if unknown state this), manufacturer and purchase date (if unknown state this). <input type="checkbox"/> Rate the condition of all assets. MATRIX TEMPLATE AVAILABLE ON STUDENT PORTAL. <p>Provide an estimate the remaining life expectancy and replacement cost of all assets</p>	N/A		

Playground inspection

You must utilise the provided checklist questions for the RV and OP 1 inspection. You must utilise your self-developed checklist for OP 2 inspection.

- Provide the playground or park name and address
- Provide the date and time you conducted the inspection
- Using the applicable checklist, conduct an inspection on the site capturing photographic evidence as you go
 - Rate the condition of the equipment using a condition rating matrix. [MATRIX TEMPLATE AVILABLE ON STUDENT PORTAL](#)
 - For any maintenance or non-compliance, you identify provide a risk assessment rating. [MATRIX TEMPLATE AVILABLE ON STUDENT PORTAL](#)
 - Specify what actions must be taken to rectify the inspection finding in the comment section
- List any additional equipment and facilities you inspected that was not included on the included checklist
- Include any additional comments from the inspection, and urgent actions
- Sign off at the end of the checklist after you have completed the inspection.

Photographic evidence

Template available on Student Portal

Example available on Student Portal

- Capture photographs of all playground equipment you inspected
- Capture photographs of all surrounding facilities (e.g., BBQ, bench, pathway, drink fountain) you inspected
- Capture photographs of the surrounding environment (e.g., paths, trees/shrubs, playground soft-fall and border/containment)
- Capture additional close-up photographs of defects, maintenance, or non-compliance you identified during the inspection.

HINT: if the site selected is mostly compliant, capture photographic evidence to demonstrate this and that you conducted the inspection questions on your checklist.

Part 3 – Report Findings

Complete the following tasks after the playground inspection. Access to a device (e.g., tablet, computer, or laptop) required	RV ✓	OP 1 ✓	OP 2 ✓
<p>Manufacturer’s instructions</p> <p>List and link the manufacturer’s instructions and equipment maintenance that applies to the two operational inspection playground equipment and facilities. Alternatively, you can attach the manufacturer’s instructions (e.g., pdf) in your submission.</p> <p><i>Manufacturer’s instructions can be obtained from their websites and/or by directly contacting them. If unable to locate the manufacturer’s instructions (e.g., no longer in business or not available) make note in your report and/or substitute similar manufacturer’s instructions.</i></p>	N/A		
<p>Risk and conditions ratings matrix</p> <p>Template available on Student Portal</p> <p>Include the condition ratings and risk assessment matrix you used in the templates (e.g., tool form, inspection checklists, asset registers).</p>			
<p>Report</p> <p>Template available on Student Portal Example available on Student Portal</p> <p>Document and report all tasks and evidence.</p> <p>Present all photo evidence from the inspection in report format</p> <ul style="list-style-type: none"> <input type="checkbox"/> Caption each image with a title and description of the facility or equipment <ul style="list-style-type: none"> <input type="checkbox"/> Detail any maintenance, defects or non-compliance or urgent actions <input type="checkbox"/> Include recommended actions to rectify the identified issues 			

Part 4 - Submission

Submit maximum 7 files via email or file share to training@psia.net.au by the set submission date.

If your files are too large or you are having issues submitting by direct email, *WeTransfer* <https://wetransfer.com/> is a free file share system you can use.

If you continue to have issues submitting, please contact our team for support prior to the due date.

We will confirm by email when we have received your submission. If you do not receive this email within 2 business days, please contact us immediately as this may impact your results.

Ensure you keep a copy of your assignment as we do not return submissions.

If you submit late or do not submit and want to complete the course - a **late extension fee** of \$50 GST incl. applies. This will permit you an additional 3 weeks to submit this assessment. There is strictly two late extensions permitted.