

Assessment Cover Sheet

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

Inspector Level:	Level 3 Comprehensive
Assessment:	Assessment 3 – Comprehensive 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 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.</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 8 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, renewed submission dates 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 = joint task.

Site 1 Playground/Park Name:

Site 2 Playground/Park Name:

Part 1 – Playground Inspection Preparation

Complete the following tasks prior to your inspections

SITE 1 ✓

SITE 2 ✓

Australian Standards

List and describe all current Australian Standards that apply to the site, facilities, playground equipment and surfacing and inspection procedures.

www.psia.net.au/playground-safety/standards/

Work Health Safety guidelines

List and link the Work Health and Safety (WHS) Act for your State or Territory.

List and link the WHS Regulation for your State or Territory.

Codes of Practice

List and link at least two Codes of Practice that must be followed when carrying out inspections.

Organisation or Company Policies and Procedures

List any Organisation or Company policies and procedures (permitted to fabricate if you are independent) that must be followed when carrying out inspections.

Purpose and requirements for inspections

Outline the purpose for these inspections.

Outline the requirements for comprehensive annual and post-installation inspections.

Playground site selection

You are not permitted to conduct comprehensive inspections on the same sites from assessment 2.

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.

Self-Developed Comprehensive Inspection Checklist

You are not permitted to share/use an Organisation or Company checklist for this task.

HINT: build this checklist by adding level 3 comprehensive non-compliance checks to your self-developed operational checklist from assessment 2

Template available on Student Portal

Example available on Student Portal

Develop at least 40 checklist questions at Level 1-3 Comprehensive inspection, ensuring it:

- Identifies the different equipment and facilities
- Checks conformity to Legislation, Australian Standards, WHS guidelines, manufacturers standards which apply to the equipment or facility
- Questions/checks can be rated on their condition and risk
- Includes comment sections to provide detail and document all observed safety risks and hazards or unsafe situations identified

Maintenance and inspection tools

Template available on Student Portal

Example available on Student Portal

HINT: use your form from assessment 2 and build on to it by adding tools required to check for Level 3 Comprehensive (e.g., probes).

Document at least six tools you require during the comprehensive inspections.

Provide a condition rating for the tools using a condition rating matrix. **MATRIX TEMPLATE AVAILABLE ON STUDENT PORTAL.**

Describe at least one check you conducted for each tool to ensure it is in working order.

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.

HINT: use your form from assessment 2 and build on to it by adding detailed Level 3 Comprehensive tasks (e.g., compliance checks) you conduct at the sites.

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
- 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 5 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.

Inspection site details		
On your templates (e.g., checklist, asset register, SWMS) and in your report, provide the full playground or park name and address.		
Include a screenshot of the sites pinpointed map location (e.g., Google Maps) in your report.		
List the owner of the playground in your report.		

Part 2 – Playground Inspection

Complete the following tasks at the playground site	SITE 1 ✓	SITE 2 ✓
Proof of inspection after training completion		
<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>		
Take a photo of this assessment booklet cover sheet with the site in the background.		
Playground site plan		
<div style="border: 1px solid purple; border-radius: 15px; padding: 2px 10px; display: inline-block;">Example available on Student Portal</div>		
Create a 2D site plan (i.e., mud map) of the site.		
This can either be:		
<ul style="list-style-type: none"> a) Drawn by hand or use of a tablet/computer illustration application b) 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. 		
The site plan should include:		
<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 		

Fall Zones

Example available on Student Portal

Create a separate 2D site plan of the existing fall zones for the playground equipment and facilities (specifically the combination unit, slide, swings, and single element such as rocker), checking for compliance.

If available to you, include and compare your fall zone calculations to:

- a) The manufacturer fall zone site plans
- b) The original designs

Inventory and lifespan of existing playground equipment and facilities

Template available on Student Portal

Example available on Student Portal

- Provide a document title (e.g., 'Asset Register')
- Provide the playground site name and address and your personal and Organisation or Company details
- Document the asset name, number (can be fabricated or if unknown state this), manufacturer and purchase date (if you cannot find information speculate this).
- Rate the condition of all assets. [MATRIX TEMPLATE AVAILABLE ON STUDENT PORTAL.](#)
- Provide an estimate the remaining life expectancy and replacement cost of all assets (estimate if unknown)

Playground inspection

Utilising your self-developed inspection checklist:

- 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 AVAILABLE ON STUDENT PORTAL](#)
 - For any maintenance or non-compliance, you identify provide a risk assessment rating. [MATRIX TEMPLATE AVAILABLE 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 the inspection.

<p>Photographic evidence</p>	<p>Template available on Student Portal</p>	<p>Example available on Student Portal</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Capture <u>at least 20 photographs</u> of the playground equipment <input type="checkbox"/> Capture <u>at least 8 photographs</u> of surrounding facilities (e.g., BBQ, bench, pathway, drink fountain, fence, shade shelter, park sign etc.) 		
<p>Capture additional close-up photographs of defects, maintenance, or non-compliance you identified during the inspection</p>		

Part 3 – Report Findings

<p>Complete the following tasks after the playground inspection. Access to a device (e.g., tablet, computer, or laptop) required</p>	<p>SITE 1 ✓</p>	<p>SITE 2 ✓</p>
<p>Manufacturer's instructions</p>		
<p>List and link the manufacturer's instructions and equipment maintenance that applies to the playground equipment and facilities. Alternatively, you can attach the manufacturer's instructions (e.g., pdf) in your submission.</p>		
<p>Management System</p>		
<p>Propose/recommend management systems for the playground owner, outlining <u>at least 2</u> changes you recommend to the following:</p>		
<ul style="list-style-type: none"> <input type="checkbox"/> Frequency of inspections (e.g., more, less, remain) <input type="checkbox"/> The consultation/involvement of management in relation to facility/equipment improvements <input type="checkbox"/> Explanation why you are recommending these changes (e.g., how do they improve the management system of the playground and the benefits of it) 		
<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>		

Report

Template available on Student Portal

Example available on Student Portal

Document and report all tasks and evidence.

Present all photo evidence from the inspection in report format

- Caption each image or image sets with:
 - A title and description of the facility or equipment
 - Intended use of the equipment
 - The manufacturer
 - Intended users (e.g., age)
 - Installation methods and safety parameters (or speculate if unknown)
 - For any urgent action or non-conformity:
 - Include the action required
 - Detail why you consider non-conforming or requiring urgent action
 - Who is responsible for carrying out action (name of worker or supervisor)
 - The date the identified issue must be rectified by
 - Justify your recommendations by referencing the Australian Standards and best practices
 - For any **non**-urgent action or maintenance:
 - Include your recommended action
 - When you recommend the identified issue be carried out by
 - Justify your recommendations by referencing the Australian Standards and best practices

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 8 weeks to submit this assessment. There is strictly two late extensions permitted.