



ASSESSMENT TOOLKIT
CANDIDATE GUIDE

RIIMPO301D

Conduct hydraulic excavator operations

Insert Logo



skills **DMIC**

DRILLING • MINING • QUARRYING • CIVIL INFRASTRUCTURE

Introduction

In preparation for your assessment, the trainer/assessor will advise you of the best approach in readiness for your assessment.

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You are now required to show your Assessor that you are competent in the tasks that you have learned. This guide will give you all the information that you will require in order to successfully complete your assessments.

The following pages must be completed, signed and returned to the trainer/assessor.

If you have any queries regarding your assessment, you should contact the trainer/assessor for guidance.

Completing the assessment

- All sections of the assessment must be completed with an ink pen.
- Pre-assessment: Make sure you understand the assessment and any appeal processes. Ask the assessor to explain or clarify any information you do not understand. Both you and the assessor must sign the Pre-assessment form prior to commencing the assessment.
- Performance will often need to be demonstrated over a period of time and/or in different locations. More than one assessment of a block of tasks may be necessary. Your assessor may copy any relevant part of a blank assessment tool for re-use, then date it and attach it to the original once completed.
- Where appropriate, the assessor may assess your performance across different conditions e.g. wet and dry weather; day and night; different equipment attachments; different materials, etc.
- Your assessor may provide suitable breaks if needed in the assessment activity between blocks of tasks.
- Outcomes from your theory and other supporting evidence assessments will be reflected in the final assessment summary.
- On completing the overall assessment the "Assessment Summary" sheet must be completed by both the candidate and the assessor.
- The assessor will communicate any feedback comments to you if required.
- If the Not Satisfactory box is ticked, the assessor will inform you and possibly your supervisor to discuss further training needs to be given, to bring you up to a satisfactory level.
- Prior to commencement, you have the right to appeal under your organisation's Fair Treatment policy (or equivalent).



Marking Guide – Conduct hydraulic excavator operations

The following information outlines the assessment items Candidates will be required to complete for this unit. For each separate assessment method there are acceptable responses recorded and parameters are set in which the assessment context is defined.

Note that some methods require collection of a number of pieces of ‘evidence’ over a period of time. Other methods, such as the theory assessment, will take a limited number of time.

Assessment Method 1			
Nature of task:	Direct Observation and Competency Conversation		
Location for assessment:	Candidate Workplace		
Supervision:	Trainer/ Assessor		
Commence Date:		Complete Date:	
Information:			
<ol style="list-style-type: none">1. Skills need to be applied in the workplace in a variety of circumstances. As such, assessors must ensure that the Candidate can competently and safely undertake the task/s being assessed in different situations and conditions, to industry standards. Sound assessment practice involves the assessor determining that Candidates/employees are able to demonstrate the required level of performance prescribed by the unit of competency consistently, over time, and in a range of workplace conditions/settings.2. Assessors will evaluate the skills demonstrated by Candidates as specified in the Observation Checklist, (contained in the Assessor Guide).The Assessor will also conduct a competency conversation to determine and record your competence. In other words, these questions guide conversation with you and assist in assessment. The notes taken about this conversation are important evidence for the assessment.3. The Assessor will provide feedback to you and record results appropriately.4. You as the Assessor should ascertain appropriate times and dates with your Supervisors/ Managers and plan for the assessment.5. The Assessor should explain the elements of the observation at the pre-assessment and outline how you will be required to demonstrate competence at the time of the observation.			



Assessment Summary Cover Sheet

RIIMPO301D - Conduct hydraulic excavator operations

Candidate	Assessor
<p>Candidate name:</p> <hr/> <p>(Print)</p> <p>Candidate comments:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Assessor name:</p> <hr/> <p>(Print)</p> <p>Assessor comments:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>Candidate information</p> <p>Any documentation provided as evidence must be prepared by you to a satisfactory standard and be in accordance with workplace/site policy and procedures, and industry standards.</p> <p>If collecting material for an assessment portfolio, please ensure that the confidentiality of colleagues, workers and other persons is protected, and block out any sensitive information.</p> <p>If you have any doubts regarding confidentiality and privacy issues, contact the organisation concerned.</p>	<p>Co-Assessor</p> <p>Co-Assessor name:</p> <hr/> <p>(Print)</p> <p>Co-Assessor comments:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<hr/> <p>(Signature)</p> <hr/> <p>(Date)</p>	<hr/> <p>(Signature)</p> <hr/> <p>(Date)</p>
<p>Candidate Declaration:</p> <p>I declare that all work submitted for assessment has been completed by me, that all work has been attributed in the references provided for each item and that the intellectual property of authors is acknowledged.</p> <p>Where work has been completed as part of a group activity, the work of each individual has been recognised.</p>	



Assessment Method 2 Theory - Questioning

The following questions form part of your final Assessment in gaining competency in the following unit;

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Q1. Identify two (2) sources of information that you could refer to if you needed to clarify the correct way to complete a task associated with a hydraulic excavator.

Q2. Identify three (3) pieces of personal protective equipment (PPE) that you may be required to wear during hydraulic excavator operations.

Q3. Disposing of site contaminants correctly is covered in:

- A. Heritage policies
- B. Environmental and site procedures
- C. Government legislation
- D. Supervisors advice

Q4. Identify two (2) examples of communications equipment OR techniques that could be used during hydraulic excavator operations in your industry.

Q5. If you need to isolate an excavator for any reason, how should you inform other site personnel that they should not start or operate the machine?

- A. Place a notice on the crib room information board
- B. Place an isolation tag on the excavator's ignition
- C. Send an e-mail to all site personnel
- D. Erect a barricade around the excavator



The following questions form part of your final Assessment in gaining competency in the following unit;

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Q6. Identify one (1) type of geological data that you may need to obtain and read prior to hydraulic excavator operations in your industry.

Q7. Identify one (1) type of survey data that you may need to obtain and read prior to hydraulic excavator operations in your industry.

Q8. Identify three (3) different signs that an excavator operator might be fatigued?

Q9. Reorder the steps below to show the correct procedure for shutting down and isolating a hydraulic excavator during park-up, an inspection or maintenance activities.

- A. Turn the ignition off and remove the key
- B. Tag out the equipment (if required) and complete tag out records
- C. Lock hydraulic arm lever
- D. Lower any attachments to the ground
- E. Put the excavator in neutral

Q10. Identify three (3) environmental OR site risks/hazards that should be looked for during a pre-work site inspection.



The following questions form part of your final Assessment in gaining competency in the following unit;

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Q11. You have noticed smoke coming from the engine compartment.

Place the following steps in the correct procedure order (e.g. where “1” is the first step and “6” is the last step).

- ___ Transmission in “PARK”
- ___ Manually activate the fire suppression system
- ___ Park machine safely and lower bucket to ground
- ___ Evacuate the machine
- ___ Place an emergency call over the two-way radio
- ___ Shut down the engine

Q12. Place the following in order to identify the correct procedure if your machine breaks down in the mining area (e.g. where “1” is the first step and “6” is the last step).

- ___ Turn on hazard lights
- ___ Notify Supervisor and others in immediate area
- ___ Shut down the engine if necessary
- ___ If safe, stay in cab and wait for assistance
- ___ Park up and ground bucket
- ___ Apply slew/travel brake

Q13. What action do you take if any warning lights continue to show after starting?

- A. Rev the engine to get them to go out
- B. Keep the engine idling and report any faults
- C. Shut the engine down and report any faults
- D. Shut the engine down and restart after 5 minutes



The following questions form part of your final Assessment in gaining competency in the following unit;

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Q14. Place the following in correct order for testing the fire suppression system.

- ___ Press test button on control panel
- ___ Check alarm sounds and light flashes
- ___ Start the engine
- ___ Press test button followed by reset button for system reset and restart machine
- ___ Check for engine shutdown
- ___ Let air pressure build up after starting

Q15. During start-up, hydraulic controls should be checked that they are functioning correctly and the _____ should be _____ to ensure even wear and grease distribution.

- A. boom / raised fully
- B. machine / slewed through 360°
- C. bucket / fully extended
- D. stick / fully extended

Q16. What must you do if, when moving using a spotter, you lose sight of the spotter or signals are not clear?

- A. Stop and don't move until contact/ understanding is established
- B. Stop and get out of the cab to look for the spotter
- C. Sound the horn three times and keep moving back
- D. Keep moving but call up on two-way to find out where the spotter is

Q17. The bucket can be slewed over persons / machines / vehicles as long as it is empty.

- True
- False

Q18. The slew function can be used to shift rocks, clean floors and clean up walls.

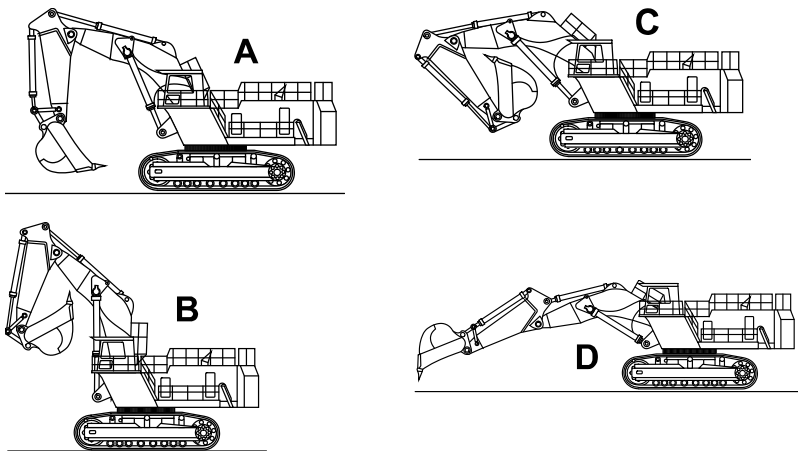
- True
- False



The following questions form part of your final Assessment in gaining competency in the following unit;

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Q19. What position should the machine be in when travelling the machine on level ground, with no overhead obstructions, for some distance?



Q20. When travelling some distance, track roller temperatures need to be monitored as excessive heat can build up in them.

True

False

Q21. The excavator should not be walked up or down a slope over _____ degrees or across a slope over _____ degrees.

A. 10 / 5

B. 20 / 10

C. 30 / 15

D. 40 / 20

Q22. When operating near power lines, you cannot work (fully extended) closer than _____ metres.

A. 3

B. 5

C. 10

D. 15

Assessment Method 3 Supporting Evidence - Supervisor Testimony

Assessment Method 3 Supporting Evidence - Supervisor Testimony		
Unit of Competency:	RIIMPO301D - Conduct hydraulic excavator operations	
Employee Name:		
Employee's start date with organisation:		
Manager Name:		
Workplace & Address:		
<p>To form part of the process of gathering evidence of competence the Assessor is seeking 'Supervisor Testimony' from the Candidate's line manager. As part of the assessment for the unit listed above, the 'Performance and Knowledge' required for this unit has been mapped to the Foundation skills required for this unit.</p>		
Do you believe the Candidate displays the following skills to perform their job tasks to industry standards to meet the following:	Satisfactory (✓)	
<ul style="list-style-type: none"> • Communication (verbal and non-verbal) and Interpersonal Skills to: <ul style="list-style-type: none"> – Clarify and confirm work instructions and requirements – Coordinate the inspection and preparation of the work area with others – Coordinate work activities before, during and after completion with other site personnel and other stakeholders as required – Inform others of equipment isolation – Make verbal reports – Use a range of communications equipment and techniques 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> • Reading skills to read, understand and apply relevant documentation such as: <ul style="list-style-type: none"> – Legislation and regulation (as required) – Organisational and site policies and procedures (e.g. those relating to risk, to the environment, or specifically to the operation and maintenance of hydraulic excavators) – Manufacturer's specifications, guidelines and manuals (such as those for specific hydraulic excavators) – Work plans, instructions and requirements (such as quality or output requirements) – Workplace signs 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> • Numeracy skills to: <ul style="list-style-type: none"> – Interpret geological and survey data 	Yes <input type="checkbox"/>	No <input type="checkbox"/>



Do you believe the Candidate displays the following skills to perform their job tasks to industry standards to meet the following:	Satisfactory (✓)	
<ul style="list-style-type: none">• Writing skills to complete:<ul style="list-style-type: none">– Work reports and records– Incident/accident reports– Risk and environmental reports– Maintenance records	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none">• Learning skills to recognise and responds to:<ul style="list-style-type: none">– When work activities are non-compliant– Hazards, risks and environmental issues– Appropriate personal protective equipment (PPE) for work activities– Faults in tools, equipment and attachments– Changing work conditions– Inefficient operation of hydraulic excavators– Recyclable materials– Operator fatigue	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Any other comments:		
Candidate Signature:		
Manager Signature:		
Date:		



Assessment Method 4 Workplace Portfolio (Project)

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You are required to assemble a portfolio of evidence that shows that you can identify and access the compliance documentation that applies to hydraulic excavator operations on your site AND that you can complete any required administrative or housekeeping processes associated with hydraulic excavator operations on your site. There are two mandatory parts and one optional part to this portfolio, which are described in greater detail below.

- **Part A: Compliance and Work Documentation:** In this part, you must identify the key compliance documentation that applies to hydraulic excavator operations on your site and provide copies of these documents to your assessor. Key compliance documentation could include (but is not limited to) legislation, regulation, company policies and procedures, Australian standards and manufacturer's guidelines, manuals and specifications.
- You are also required to provide copies of work requirements and instructions related to hydraulic excavator operations that have been assigned to you.
- **Part B: Administration, Housekeeping and Written Work Samples:** In this part, you are required to provide work samples of any administrative, housekeeping or written tasks related to hydraulic excavator operations that you have completed as part of your role to your assessor. These could include (but are not limited to) forms, records or reports, completed templates/checklists or screen shots of company system use.
- **Part C (optional): Hydraulic Excavator Operation:** In this optional part, you may be requested to supply video or photographic evidence of you operating a hydraulic excavator at work, or of excavation works that you have completed. Your assessor will advise you if this part of the portfolio is required, and will also tell you what you should film or photograph.



Additional Section

This section provides scope for you to add supplementary assessment items. It can be used to customise additional assessment methods and/or contextualised questions.

The Context of Assessment

The RTO/Compliance Manager should take time to consult with the candidate's site to determine the information that will complete the list below. Each of the assessment methods in this Guide should then be conducted using this list as a reference. This will help to ensure that the assessment process is consistent with the organisation's/site's work context.

Where assessment is being conducted in a simulated environment, the RTO should complete this page based on the documentation, policies, procedures and equipment that are used in the simulated environment. Further information about appropriate simulated assessment environments can be found in the SkillsDMC Companion Volume: Implementation Guide, available from www.skillsdmc.com.au.

The Assessor using this document should take time to familiarise themselves with the items in the list below. Where this is not possible, the Assessor should consider working with an Industry Subject Matter Expert from the organisation/site who is already familiar and experienced with the items listed.

Specific company policies that must be assessed against:

-
-
-

Specific company procedures (including work procedures) that must be assessed against:

-
-
-

Specific legislative/regulatory/statutory documentation that must be adhered to during the assessment:

-
-
-



Additional Items

Candidate Name:			
Assessor Name:			
Evidence			
		Satisfactory (✓)	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Feedback to Candidate:			
Workplace project comments:			
Candidate Signature:		Date:	
Assessor Signature:		Date:	