



Assessment Conditions for **Remote Location** Work Health and Safety Induction Refresher

MARCSTA is a not-for-profit organisation.

All proceeds are reinvested in the industry for future development of safety and training.

Published by the Mining and Resource Contractors Safety Training Association
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Introduction

MARCSTA currently offer the option for candidates to refresh their Work Health and Safety Induction card every two years by attending a half day refresher program with a nominated MARCSTA provider.

It has become evident that some candidates are unable to complete the refresher program due to being located in remote areas. In this circumstance, MARCSTA have introduced an option of completing a written assessment.

MARCSTA has two goals in providing an alternative refresher option:

1. To recognise that some candidates require alternative arrangements for their refresher due to remote locations and inaccessibility of access to a MARCSTA provider.
2. To enable candidates to maintain their Work Health and Safety Induction to ensure compliance with Occupational Safety and Health requirements.

Pre-requisite to Sit Assessment

To be eligible to sit the refresher assessment a candidate must have:

- A current MARCSTA or be within the 90 day renewal period allowed
- Knowledge of the relevant occupational safety and health legislation

All candidates for refresher will be required to demonstrate a satisfactory level of literacy.

A 'satisfactory level of literacy' has been defined as the ability to read and comprehend the questions in the assessment.

Assessment Information

There is a certain process that a candidate must undertake in order to meet the requirements to sit the refresher assessment.

Firstly the candidate will need to download the Remote Refresher Application Form and forward to MARCSTA with payment.

The application form will include a provision for the candidate to nominate a suitable person to supervise the assessment process. A person considered suitable is a:

- Qualified Trainer and Assessor
- Mine Manager
- Workplace Manager or Supervisor
- Justice of the Peace

MARCSTA will forward to the nominated person the assessment paper, a copy of the assessment conditions, self addressed stamped envelope and two statutory declaration forms prior to the assessment being conducted. One statutory declaration is for the candidate and the second is for the nominated person to complete. Email may be considered as a means of forwarding material in certain circumstances, the candidate will need to contact MARCSTA to discuss this option.

The candidate will then be forwarded the Work Health and Safety Induction Manual, and it is recommended that the candidate study the book prior to sitting the assessment as it is a closed book.

On completion of the assessment the nominated person will be required to return to MARCSTA the assessment paper and the two completed statutory declarations, within two weeks of completion date.

MARCSTA will mark the assessment paper, which must achieve a pass mark of 80%. A candidate will be notified of their assessment result by email or post. A candidate achieving a successful pass mark will be forwarded their new Work Health and Safety Induction card and the candidate's details will be updated on the MARCSTA web site.

A candidate who is unsuccessful and does not receive an 80% pass mark will be required to attend a full day Work Health and Safety Induction program.

Payment

Payment can be made by direct debit, cheque or money order. Direct debit details can be obtained by contacting MARCSTA on 9355 1400. If paying by cheque or money order please make payable to MARCSTA and send to:

MARCSTA
Suite 5
Petroleum House
12 Brodie Hall Drive
Technology Park
Bentley WA 6102

Refund Conditions

A refund of fees will only be provided if 48 hours notice is given prior to the commencement of the scheduled assessment date and all material is returned to MARCSTA in good condition. All refunds are subject to a \$20.00 administration fee. No refund will be granted if advice is received less than 48 hours notice, unless there are extenuating circumstances. A change of assessment date may be possible on application to the MARCSTA Training Manager.

Assessment Type

The assessment consists of 50 questions and will require a candidate to hand write their response to each question. The 50 questions are selected at random by computer program and no two assessment papers will be the same.

Candidates will have one hour to answer the questions, and must achieve an 80% pass mark.

In certain circumstances extra time maybe granted to a candidate where:

- They have a difficulty with reading and writing, but can still comprehend the written material.
- Physical injury may hinder their progress whilst writing

Assessment Conditions

The following conditions must be adhered to during the assessment process:

1. 10 minutes read-through is allowed of the assessment paper.
2. Only writing materials such as a pen are allowed.
3. There is no option for a candidate to refer to any training material.
4. The assessment must be completed by the candidate seeking the refresher.
5. The supervisor is not permitted to assist the candidate with answering questions.
6. There will be no conversation or discussion of assessment questions amongst candidates.
7. The assessment will be conducted in a room free from disturbances and interruptions.
8. No mobile phones are to be permitted
9. Assessment material is not to be removed from the room during the assessment.
10. Candidates are to behave in a manner conducive to assessment conditions and not to disturb other candidates.
11. No additional assessments papers to be produced or copied.

Failure by a candidate to comply with the above conditions may result in them being asked to leave the assessment room and will render the assessment void.

Guidelines for Candidates

Candidates will be required to comply with the 'Assessment Conditions' and ensure that they have adequately prepared for the assessment by studying the Work Health and Safety Induction manual.

A candidate can contact MARCSTA at any time to seek information or clarification on the remote refresher process via email safety@marcsta.com or phone 9355 1400.

Candidates who wish to view the MARCSTA Access, Equity and Client Service policy can do so via the website www.marcsta.com

Guidelines for Nominated Person

As the nominated person to supervise the assessment, there is a responsibility placed upon you to ensure that the candidate completes the assessment as specified in the 'Assessment Conditions'.

There is a further responsibility to ensure that the assessment paper and the statutory declarations are returned to MARCSTA within the specified time frame of two weeks.

MARCSTA takes their responsibility to industry and candidates seriously and places a measure of trust with the nominated person to ensure that candidates comply with the assessment conditions. This further ensures that candidates are in fact competent in occupational safety and health knowledge and able to work within industry safely.

A nominated person can contact MARCSTA to seek guidance and clarification of any issues that may arise via email safety@marcsta.com or phone 9355 1400.

Good Luck

