Observation Checklist 1

SHBXWHS001

Apply safe hygiene, health and work practices

Date of Assessment	Name of workplace

Student name	Student Signature	Student number

		Time period of observation	Feedback to student
1st observation	☐ Satisfactory ☐ Not Satisfactory		

Assessor name	Assessor Signature	Date

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Observation Checklist 1

RTO responsibilities

- The RTO is responsible for the creation and attachment of their own cover sheet that provides clear information to the learner and assessor to fully inform them of the conditions of assessment and specific requirements of the RTO.
- The RTO is responsible for contextualising the Performance Benchmarks provided in the Performance Benchmark Guideline or use their own Performance Benchmarks.
- The RTO is responsible for documenting how the Assessment Conditions of the Training Package have been met.
- The RTO must have their own documentation for recording overall competency for the Unit of Competency.

How to use the Observation Checklist

The Observation Checklist MUST be used with the following documents:

- Step by step instructions in Performance Assessment 1.
- Performance Benchmarks reviewed and amended in the Performance Benchmark Guideline or Performance Benchmarks created by the RTO in the RTO's own documentation.

The RTO should review and contextualise the Performance Benchmarks outlined in the Performance Benchmark Guideline to the RTO's training environment, products, equipment, and procedures used. Alternatively, if the RTO has their own documentation to record the Performance Benchmarks, this should be used.

An authorised person of the institution should sign and date below to confirm the RTO has reviewed and contextualised the Performance Benchmarks and used them to assess competency when completing the Observation Checklist.

_____   _____

Signature   Date

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Observation Instructions

All instructions in Performance Assessment 1 must be followed in the order outlined when completing the Observation Checklist.

1. Assessor is to observe students carrying out the specified salon cleaning routine in Performance Assessment 1 at the following times:
   - Beginning of the day
   - During the day as needed
   - At the end of the day

2. Assessor is to create one (1) simulated blood or body spill as part of the salon cleaning routine and observe the student cleaning the spill in accordance with instructions in Performance Assessment 1.

Audit Note:

This Observation Checklist must be used in conjunction with the Performance Benchmark Guideline and Performance Assessment 1. The combination of the information in these documents contextualises the Observation Checklist. Please see our User and Audit Guide for the Skin Deep Learning Assessment Methodology.

If there are any questions or issues with this assessment during an audit, please call us during the audit.

SHBXWHS001

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Observation Checklist 1

Assessor to complete before carrying out observation

☐   Assessment was conducted in accordance with the step by step instructions provided in Performance Assessment 1

☐   Performance Benchmarks outlined in the Performance Benchmark Guideline document have been contextualised to the RTO or the RTO has their own documentation that outlines the Performance Benchmarks.

☐   The Performance Benchmarks were used to assess the student performance when completing the Observation Checklist.

☐   The student was clearly informed of the Performance Benchmarks prior to, and during assessment.

	Observation 1 Date: _____
Prepare chemicals for use *Observe this section while the student cleans the salon as per the criteria set out in the Performance Benchmark Guideline and instructions in Performance Assessment 1* ***Did the student:***	
1. Mix cleaning chemicals? Write down the PPE the student wore to mix the cleaning chemicals _____	☐ Yes ☐ No
2. Store cleaning chemicals?	☐ Yes ☐ No
Comments/Feedback:	
Perform salon cleaning routine *Observe this section while the student cleans the salon as per the criteria set out in the Performance Benchmark Guideline and instructions in Performance Assessment 1* ***Did the student:***	
3. Clean work surfaces and maintain common areas throughout the day, minimising inconvenience to customers and staff? Time observed: Beginning of the day _____ During the day as needed _____ End of the day _____ Write down the personal protective equipment (PPE) the student wore _____	☐ Yes ☐ No

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4. Store salon equipment?	☐ Yes
	☐ No
5. Sort and dispose of waste into designated bins?	☐ Yes
	☐ No

Comments/Feedback:

Clean blood or body fluid spill

Observe this section while the student cleans the blood or body fluid spill as per the criteria set out in the Performance Benchmark Guideline and instructions in Performance Assessment 1.

Did the student:

6. Clean the blood or body fluid spill by following the procedure outlined in Performance Assessment 1? Write down the personal protective equipment (PPE) the student wore. _____	☐ Yes ☐ No
7. Report the incident?	☐ Yes
	☐ No

Comments/Feedback:

End of Document