



Fire & Rescue Services ITO

## Assessor Assessment Guide Unit Standard 16935

### Incorporate and evaluate legislation in standard operating procedures in fire and rescue services (Level 5, Credit 10, Version 2)

In order to achieve competency in this unit standard a candidate must display an understanding of the knowledge components by completing an oral or written assessment and practically demonstrate the performances required to incorporate legislation into standard operating procedures; evaluate the application of legislation in standard operating procedures; and apply legislation that supports the activities of fire and rescue services as statutory bodies.

This assessment may take place at a real or at a simulated practical event.

The assessor may elect to question candidates during completion of the practical assessment to ensure theoretical knowledge can be applied during practice. This technique also provides the assessor with reinforcement that knowledge has been retained.

Where a candidate is being assessed on the basis of a RCC process evidence must be produced that indicates a candidate has successfully directed operations at a defensively controlled fire at both structure and vehicle fires in a safe manner without causing avoidable environmental or equipment damage.

**Assessors may use this guide to record evidence of a candidates overall performance but should be aware that this may not, on its own be an adequate record for moderation purposes without appropriate notes or appendices. Notes should include a summary of the process used and a statement about the quality of the candidate's performance.**

**ASSESSORS SHOULD ALWAYS REVIEW THE REQUIREMENTS CONTAINED IN THE UNIT STANDARD DOCUMENT PRIOR TO CONDUCTING ASSESSMENTS**

For this unit the following resources are available from FRSITO to assist Learners, Instructors and Assessors:

- Assessor Assessment Guide
- Learner Assessment Guide

#### Assessors General Notes:

- Candidate must hold Unit Standard 16934, *Apply legislation in fire and rescue services*, before this unit can be registered on their NZQA Record of Learning

Assessor Name	_____	Assessor No.	_____
Candidate Name	_____	NZQA No.	_____
Date of Assessment	_____	Final Result	_____

**Level Descriptor**

<b>Level</b>	<b>Process</b>	<b>Employing</b>	<b>Responsibility</b>
<b>5</b>	<b>Carrying out processes that:</b> <ul style="list-style-type: none"> <li>• Require a wide range of specialised technical or scholastic skills</li> <li>• Involve a wide choice of standard and non-standard procedures</li> <li>• Are employed in a variety of routine and non-routine contexts</li> </ul>	<b>Employing:</b> <ul style="list-style-type: none"> <li>• A broad knowledge base with substantial depth in some areas</li> <li>• Analytical interpretation of a wide range of data</li> <li>• The determination of appropriate methods and procedures in response to a range of concrete problems with some theoretical elements</li> </ul>	<b>Applied:</b> <ul style="list-style-type: none"> <li>• In self-directed and sometimes directed activity</li> <li>• with broad general guidelines or functions</li> <li>• With full responsibility for the nature, quantity and quality of outcomes</li> <li>• With possible responsibility for the achievement of group outcome</li> </ul>

	<b>Information or actions that may provide support for competency</b>	
General	<b>Has the candidate:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Gained Unit Standard 16934?</li> <li><input type="checkbox"/> Satisfactorily completed a pre course self test?</li> <li><input type="checkbox"/> Satisfactorily completed an oral or written on course or post knowledge assessment?</li> <li><input type="checkbox"/> Satisfactorily completed simulation exercises?</li> <li><input type="checkbox"/> Attend a course covering the Unit Standard subject matter?</li> <li><input type="checkbox"/> Provided proof of experience through records?</li> <li><input type="checkbox"/> Practically demonstrated in a practical scenario?</li> <li><input type="checkbox"/> Other (please list)?</li> </ul> <hr/> <hr/>	Assessor Notes:

Element and PC	Evidence Typical answer/product/performance expected from the learner/candidate(s)	Judgement Statement (A statement that defines the standard to be achieved)	Result C/NYC
1	<p><b>Incorporate legislation into standard operating procedures</b></p> <p><b>Range:</b> May include but not limited to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fire Service Act 1975</li> <li><input type="checkbox"/> Forest and Rural Fires Act 1977</li> <li><input type="checkbox"/> Civil Defence and Emergency Management Act 2002</li> <li><input type="checkbox"/> Hazardous Substances and New Organisms Act 1996</li> <li><input type="checkbox"/> Building Act 1991</li> <li><input type="checkbox"/> Building Regulations 1992</li> <li><input type="checkbox"/> Fire Safety and Evacuation of Buildings Regulations 1992</li> <li><input type="checkbox"/> Employment Relations Act 2000</li> </ul>		
1.1	<p>Candidate must incorporate legislation into organisational policy and procedures over a range of response contexts.</p> <p><b>Range: contexts may include but are not limited to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> structure fires</li> <li><input type="checkbox"/> rescues</li> <li><input type="checkbox"/> medical emergencies</li> <li><input type="checkbox"/> road traffic accidents</li> <li><input type="checkbox"/> rural fires</li> <li><input type="checkbox"/> hazardous substance emergencies</li> <li><input type="checkbox"/> national civil emergencies</li> </ul> <p><b>Did the candidate:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Satisfy the requirements of the range?</li> </ul> <p><b>Assessor notes:</b></p>	<p><b>Legislation incorporated into organisational policy and procedures over a range of response contexts.</b></p>	

Element and PC	Evidence Typical answer/product/performance expected from the learner/candidate(s)	Judgement Statement (A statement that defines the standard to be achieved)	Result C/NYC
<b>2</b>	<b>Evaluate the application of legislation in standard operating procedures.</b>		
2.1	<p>Candidate must apply legislation to standard operating procedures and evaluate in accordance with the fire and rescue service provider requirements.</p> <p><b>Did the candidate:</b></p> <p><input type="checkbox"/> Apply legislation to SOPs?</p> <p><b>Assessor notes:</b></p>	<p><b>Legislation applied to standard operating procedures and evaluate in accordance with the fire and rescue service provider requirements.</b></p>	
2.2	<p>Candidate must incorporate legislation in standard operating procedures and review in terms of its application and relevance to the organisation's policies and procedures.</p> <p><b>Did the candidate:</b></p> <p><input type="checkbox"/> Incorporate legislation into SOPs?</p> <p><b>Assessor notes:</b></p>	<p><b>Legislation is incorporated in standard operating procedures and review in terms of its application and relevance to the organisation's policies and procedures.</b></p>	
2.3	<p>Candidate must ensure policies established support and guide people when applying legislation to standard operating procedures in accordance with the fire and rescue service provider requirements.</p> <p><b>Did the candidate:</b></p> <p><input type="checkbox"/> Policies in line with legislation and SOPs?</p> <p><b>Assessor notes:</b></p>	<p><b>Policies established support and guide people when applying legislation to standard operating procedures in accordance with the fire and rescue service provider requirements.</b></p>	

Element and PC	Evidence Typical answer/product/performance expected from the learner/candidate(s)	Judgement Statement (A statement that defines the standard to be achieved)	Result C/NYC
<b>3</b>	<b>Apply legislation that supports the activities of fire and rescue services as statutory bodies.</b>		
3.1	<p>Candidate must ensure legislation that is applied is relevant to the performance of standard operating procedures, and supports the purpose of the statutory responsibilities of the fire and rescue service provider in response activities.</p> <p><b>Did the candidate:</b></p> <p><input type="checkbox"/> Apply legislation relevant to SOPs?</p> <p><b>Assessor notes:</b></p>	<p><b>Ensure legislation that is applied is relevant to the performance of standard operating procedures, and supports the purpose of the statutory responsibilities of the fire and rescue service provider in response activities.</b></p>	