



Fire & Rescue Services ITO

## Assessor Assessment Guide Unit Standard 3309

### Carry out and report on inspections for fire and rescue risk planning (Level 2, Credit 2, Version 3)

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 carry out pre incident building inspections for fire and rescue risk planning, and prepare and submit documentation.

An update of an existing plan or proposal for a new plan is to be presented for a real risk.

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 carried out a pre incident building inspection, developed a plan and submitted it within the requirements of the National Commander's instructions.

**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

Primary references for this unit standard are the National Commander's Instructions and New Zealand Fire Service *training notes*. These are available from the NZFS, PO Box 2133, Wellington.

#### Assessors General Notes:

Check practice notes to ensure any additional criteria are considered.

[http://www.frsito.org.nz/assessors/resources/Practice\\_notes.html](http://www.frsito.org.nz/assessors/resources/Practice_notes.html)

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

**Level Descriptor**

Level	Process	Employing	Responsibility
2	<b>Carrying out processes that:</b> <ul style="list-style-type: none"> <li>• Are moderate in range</li> <li>• Are established and familiar</li> <li>• Offer a clear choice of routine responses</li> </ul>	<b>Employing:</b> <ul style="list-style-type: none"> <li>• Basic operational knowledge</li> <li>• Readily available information</li> <li>• Known solutions to familiar problems</li> <li>• Little generation of new ideas</li> </ul>	<b>Applied:</b> <ul style="list-style-type: none"> <li>• In directed activity</li> <li>• Under general supervision and quality control</li> <li>• With some responsibility for the quantity and quality</li> <li>• With possible responsibility for guiding others</li> </ul>

	Information or actions that may provide support for competency	
General	<b>Has the candidate:</b> <ul style="list-style-type: none"> <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	<b>Carry out pre incident building inspection for fire and rescue risk planning.</b>		
1.1	Candidate must complete building inspection and note features that could be of significance to fire fighting.  <b>Consider the following:</b> <ul style="list-style-type: none"> <li>• Access for Fire Service vehicles &amp; personnel;</li> <li>• Building construction &amp; orientation;</li> <li>• Exposures;</li> <li>• Evacuation details;</li> <li>• Fixed fire fighting installation(s);</li> <li>• Life risk problems;</li> <li>• Location and detail of any special hazards, e.g. gas, fuel, electrical, hazardous substances &amp; their storage, industrial processes;</li> <li>• Practical fire fighting water supplies.</li> </ul> <b>Did the candidate:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Inspect building and note relevant features?</li> </ul> <b>Assessor notes:</b>	<b>Significant features noted on inspection form.</b>	

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
1.2	Candidate must develop a risk plan to meet the requirements of the National Commander's Instructions.  <b>Did the candidate:</b>  <input type="checkbox"/> Develop a risk plan?  <b>Assessor notes:</b>	<b>Risk plan developed.</b>	

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>Prepare and submit documentation.</b>		
2.1	Candidate must collate information and data gathered from all crew members.  <b>Did the candidate:</b>  <input type="checkbox"/> Collate information into single source?  <b>Assessor notes:</b>	<b>Information collated into single document.</b>	
2.2	Candidate ensures building sketch plans are drawn and show details to meet the requirements of the National Commander's Instructions.  <b>Consider the following:</b> The building plan must be drawn to scale with appropriate symbols used to identify features, including( <ul style="list-style-type: none"> <li>• entrances,</li> <li>• exists,</li> <li>• stairways,</li> <li>• Dangerous Goods stores,</li> <li>• static and reticulated water supplies) where existent.</li> <li>• life safety systems,</li> <li>• fire alarm panels,</li> <li>• risers,</li> <li>• fire extinguishers,</li> </ul>	<b>Accurate plan drawn.</b>	
	<b>Did the candidate:</b>  <input type="checkbox"/> Produce an accurate building plan?  <b>Assessor notes:</b>		

<b>Element and PC</b>	<b>Evidence Typical answer/product/performance expected from the learner/candidate(s)</b>	<b>Judgement Statement (A statement that defines the standard to be achieved)</b>	<b>Result C/NYC</b>
2.3	<p>Candidate must submit a risk plan that meets the requirements of the National Commander's Instructions or organisations SOPs.</p> <p><b>Did the candidate:</b></p> <p><input type="checkbox"/> Submit plan to requirements?</p> <p><b>Assessor notes:</b></p>	<b>Submitted plan meets requirements.</b>	