

LEARNER ASSESSMENT WORKBOOK AND PoE

CONVEY DANGEROUS GOODS BY ROAD

US CODE: 123259

NAME OF LEARNER _____

TABLE OF CONTENTS

ASSESSMENT WORKBOOK	3
ASSESSMENT PLAN	4
1. ASSESSMENT AGREEMENT.....	4
2. ASSESSMENT METHODS TO BE UTILIZED	6
FORMATIVE ASSESSMENT.....	8
COURSE EVALUATION	20

Copyright

Apart from any fair dealing for the purpose of research, criticism, or review as permitted under the Copyright Act, no part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical including photocopying and recording, without permission in writing from the Copyright owner.

Disclaimer

She Group has taken care to ensure that the content of this document is correct. We do not accept responsibility for any loss or damage that may be sustained as a result of reliance by any person on the information contained herein. The information contained in this document is subject to change without notice.

ASSESSMENT WORKBOOK

This Workbook will assist you, the learner, in understanding how the assessment will take place and what strategy will be followed.

There are certain pages within this Workbook that will need to be completed by both you and the assessor and some will need to be placed in your PoE.

You will need to complete the following forms with your assessor:

- 📄 Assessment Plan

You will be required to undergo a Knowledge Test and a Practical Assessment. You then need to use your Practical Logbook in the workplace and record all activities in relation to the outcomes listed therein. The final part of your assessment is the completion of your Portfolio of Evidence which you will need to submit once you have completed all the required assessments and notional hours required for this learning programme.

Good Luck!

ASSESSMENT PLAN

DATE	
TIME	
ASSESSOR	
CANDIDATE	
ID NUMBER	
ADDRESS	
TELEPHONE NUMBER	
FAX NUMBER	
OCCUPATION	
UNIT STANDARD/S	123259 Convey dangerous goods by road
EMPLOYER	
DEPARTMENT	
CONTACT PERSON	
TELEPHONE NUMBER	
SPECIAL ARRANGEMENTS	

1. ASSESSMENT AGREEMENT

We, the undersigned, agree that the above information is correct and that the said assessment/s will take place at the agreed date, time and place.

SIGNATURES:

Date	Candidate
Date	Assessor

Please tick where applicable:

CRITERIA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have attended training		
I understand the purpose of this assessment		
I understand the unit standard/s I will be assessed on		
I know what credits I will gain if I achieve the unit standard/s		
I know my responsibilities as a learner		
I have had enough opportunity to prepare for the assessment		
I have been given a chance to request assistance		
I have been given a chance to participate in the assessment plan		
I understand the assessment plan		
I understand the process of re-assessment should I be declared Not Yet Competent		

The following confirms your assessment – please ensure that you read it carefully, agree with it, and sign it.

NAME _____ **DATE** _____

Dear (name of learner)

ASSESSMENT:

I hereby confirm your forthcoming assessment in the outcomes of the following registered unit standard:

- ☛ Monitor, report and make recommendations pertaining to specified requirements in terms of 123259
Convey dangerous goods by road 123259

The assessments will take place as follows:

	KNOWLEDGE TEST	SUMMATIVE (PoE)	PRACTICAL (PoE)
DATE			
TIME			
VENUE			
LANGUAGE			
SPECIAL NEEDS			

2. ASSESSMENT METHODS TO BE UTILIZED

- ✦ Knowledge Test
- ✦ Portfolio of Evidence
- ✦ Practical Assessment

You will need to prepare yourself in the following ways:

- ✦ Ensure you understand the specific outcomes of each unit standard.
- ✦ Seek clarity with your assessor / workplace mentor / coach should you require doing so.

You will need to bring the following items with you:

- ✦ A working black pen (and a spare!)
- ✦ Pencil and a ruler

You are invited to provide me with any extra evidence to support your competencies, such as letters of recommendation from your supervisor or any other evidence that will support your competence.

You are expected to be prompt. Should you not be clear as to what is expected from you, you may ask questions during the assessments. I will assess you as the candidate, however, you may bring along a third party to observe the assessment process should you wish. The observer will have no responsibilities relating to the assessment process and may not take part in the assessment.

There will be a process of moderation to ensure that the assessment was fair, valid, and reliable.

If you are found "not yet competent" you may appeal to the internal moderator. This must be based on one or more of the following:

- ✦ Unfair assessments
- ✦ Invalid assessments
- ✦ Unreliable assessments
- ✦ The assessor's judgement, if considered biased
- ✦ Inadequate expertise and experience of the assessor if it influenced the assessment
- ✦ Unethical practices

Every candidate will be allowed two pre-assessments after initial assessment, if declared "not yet competent".

If you have any questions relating to the above, please do not hesitate to contact me on the telephone number listed below.

Yours sincerely,

ASSESSOR NAME _____ **ASSESSOR SIGNATURE** _____

ASSESSOR CONTACT NO.: _____

Learner Responsibilities:

- ✦ The learner must prepare thoroughly for the assessment.
- ✦ The learner must be available for the assessment on the agreed time, venue and date.
- ✦ It is the learner's responsibility to inform the assessor and employer should he/she be unable to attend.
- ✦ If the learner is re-assessed, he/she is responsible for arranging new assessment plans with the assessor.
- ✦ If the learner exceeds the number of re-assessments allowed by the provider policy, the assessor reserves the right to remove the learner from the programme.
- ✦ The learner will be responsible for the payment of assessment, moderation and verification costs should they exceed the number of re-assessments allowed by the policy.

Learner Rights:

- ✦ The learner has the right to appeal against any judgement given as a result of assessment should he/she has valid reasons to do so.
- ✦ The learner has a right to an interpreter if necessary, unless the competency of the language is a pre-requisite or necessary for the standard.
- ✦ The learner can ask an impartial witness to attend on an observer basis.
- ✦ The learner may ask to have an internal moderation if he/she does not agree with the assessment. If the verifier confirms the original result the learner will be liable for the costs of verification.
- ✦ The assessor should offer remedial support for the learner or refer to counselling if the outcome of the assessment is Not Yet Competent.

Confidentiality:

Assessment results, outcomes and reviews must be treated as confidential. The information may only be given for record, assessment and moderation purposes.

FORMATIVE ASSESSMENT

During your training, you were required to complete a number of activities within each Lesson in your Learner Study Guide. You need to complete these activities and attach the evidence of each in this section of your PoE.

FORMATIVE ASSESSMENT SO 1

QUESTION 1 (SO1/AC1)

DEFINE THE LEGAL CONCEPTS AND THEIR RESPONSIBILITIES EXPLAINED IN TERMS OF THE NATIONAL ROAD TRAFFIC ACT 93 OF 1996.

LEGAL CONCEPT	DEFINITION/RESPONSIBILITY

QUESTION 2 (SO1/AC1)

PLEASE INDICATE IF THE FOLLOWING IS TRUE OR FALSE

THE QUALIFIED PERSON IS RECEIVER OF THE GOODS. THE PERSON WHO ACCEPTS DANGEROUS GOODS IN EXCESS OF THE EXEMPT QUANTITY THAT HAVE BEEN TRANSPORTED BY ROAD. _____

THE CONSIGNEE IS A PERSON TRAINED TO PERFORM ANY SPECIFIC TASK, NOMINATED BY THE OPERATOR, CONSIGNOR OR CONSIGNEE. UNDER REGULATION 277. _____

QUESTION 3 (SO1/AC2)

HOW MANY AND WHERE SHOULD PLACARDS BE PLACED IN TERMS OF SANS 10232?

WHAT DOES SANS 10232 SAY ABOUT SMALLER VEHICLES?

EXPLAIN THE FOLLOWING:

SIGNAGE MUST INCLUDE AND INDICATE WHAT?

QUESTION 4 (SO1/AC3)

LIST WHAT DOCUMENTS SHOULD BE CARRIED WHEN TRANSPORTING HAZARDOUS GOODS

QUESTION 5 (SO1/AC3)

PLEASE SELECT A, B, C OR D FROM THE LISTS BELOW

ALL DANGEROUS GOODS CARRIERS MUST BE

A	FITTED WITH A "DESIGNATED SPACE" IN THE CAB, SO AS TO BE VISIBLE FROM THE EXTERIOR ON 3 SIDES.	B	FITTED WITH A COFFEE MAKER THAT IS IN REACH FROM AT LEAST 3SIDES
C	FITTED WITH A "DESIGNATED SPACE" TO SLEEP AND EAT IN ON WEEKENDS	D	FITTED WITH A SUFFICIENT AMOUNT OF SURVIVAL KITS IN CASE OF EMERGENCIES

THE DESIGNATED SPACE MUST BE

A	BLACK	B	YELLOW
C	ORANGE	D	RED

QUESTION 6 (SO1/AC4)

NAME THE DOCUMENTS THAT VEHICLES MUST CARRY

FORMATIVE ASSESSMENT SO 2

QUESTION 6 (SO2/AC2)

CONDUCT A DANGEROUS GOODS COMPLIANCE VEHICLE CHECK LIST

DANGEROUS GOODS COMPLIANCE VEHICLE CHECK LIST ALL DANGEROUS GOODS VEHICLE TYPES				
No	COMPLIANCE ITEM AND DESCRIPTION		YES	NO
1	Vehicle roadworthy and displays correct Operator Card: "D" or "G,D" or "D,G"			
2	Danger Warning Diamond on front (Orange Warning Diamond and Bracket)			
3	Battery Cover fitted with proper non-conductive, ventilated cover			
4	External isolator switch (accessible to driver) and to marked "ON" and "OFF"			
5	HAZCHEM BRACKETS AND PLACARDS 3 PER UNIT		YES	NO
5.1	On RIGHT hand side of vehicle	Ensure that all placards display correct and current information on Dangerous Goods to be conveyed. Specialist Advice Number must be contacted and be able to give information on product or goods that will be conveyed.		
5.2	On LEFT hand side of vehicle			
5.3	At REAR of vehicle			
5.4	"No Smoking" decals on all three sides	The decals must be displayed on all three sides of the vehicle, along with the Dangerous Goods Decals or Hazchem Labels. It is recommended that all decals be of size 290 X 290 mm (<3500kg GVM = 190x190)		
5.5	"No Open Flame" decals on all three sides			
5.6	"No Cellphone" decals on all three sides			
6	FIRE EXTINGUISHERS - 2 PER UNIT FOR ALL VEHICLES TO BE EASILY ACCESSIBLE TO DRIVER IN AN EMERGENCY		YES	NO
6.1	Correct type and size (9 Kg DCP)	Note that Fire extinguishers must be placed on both sides of the vehicle (rigid) and two on both sides of each unit in a combination of vehicles. Fire extinguishers must be placed upright and serviced every six months.		
6.2	Service label visible and current			
6.3	Quick released and accessible			
6.4	Extinguishers pressurized / charged with gauge indicating green			
7	DANGEROUS GOODS TRANSPORT DOCUMENTATION		YES	NO
7.1	"Document" holder/designated space (ORANGE CONTAINER)			
7.2	Compatibility Chart for Mixed Loads			
7.3	Transport Emergency card (TREM CARD / TREC)			
7.4	Dangerous Goods Declaration (DGD)			
7.5	Emergency procedure plan and emergency contact details			
7.6	Route instructions and/or route plan			
7.7	MSDS (if applicable or emergency contact information)			

8	LOADING AND CONTAINMENT AREA		YES	NO
8.1	Clear, clean and no evidence of previous spills and leaks			
8.2	Packaged goods vehicles - sides (drop-sides) raised at least 600mm from floor			
8.3	Cab separation/partition between driver and goods compartment			
8.4	Adequate ventilation in goods compartment for goods emitting vapours			
9	PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT		YES	NO
9.1	Overall (Acid resistant)	Please note that suitable PPE and PPC must be issued to the driver and crew of a vehicle conveying dangerous goods and hazardous materials. The list is to be used as a guideline for the minimum PPE and PPC. Consult MSDS for correct specification. Also note that staff exposed to Dangerous Goods must undergo regular medical assessments as per the Hazardous Substances Act.		
9.2	Gloves - Leather			
9.3	Safety Glasses			
9.4	Safety Boots / Safety Shoes			
9.5	Dust mask or respirator			
10	PERMITS, LICENSES, MEDICAL ASSESSMENTS & TRAINING		YES	NO
10.1	Display Dangerous Goods Permit - Permit No			
10.2	Display explosive/radioactive permit - Permit No			
10.3	Hazardous Waste Transport Permit / Certificate - No			
10.4	Driver and crew - Hazchem Training Card - ID No			
10.5	Driver's License and PrDP – "D" (G,D,P)			
10.6	Driver's Medical Certificate (valid)			
	Additional Comments: Please note that vehicles less than 3500kg GVM may be subject to reduced sizes on certain signage and equipment as listed above.			

QUESTION 7 (SO2/AC1)

EXPLAIN WHAT INFORMATION IS NEEDED TO ENSURE SAFE HANDLING OF HAZARDOUS SUBSTANCES

QUESTION 11 (SO2AC6)

COMPLETE THE NINE HAZARD CLASSES TABLE, THAT INCLUDE THE, DEFINITION, HAZARDS AND TRANSPORT

DOT Hazard Class	Definition	Hazards	Transport
Class 1: Explosive/Shock Sensitive			
Class 2: Gases Flammable Gas			
Non-Flammable Gas (including compressed gas)			
Class 3 Flammable Liquid			
Class 4 Flammable Solid			
Class 5.1 Oxidizer			
Class 5.2 Organic Peroxide			

Class 6 Poison			
Toxic			
Highly Toxic			
Class 8: Corrosive			
Organic Acids			
Inorganic Acids			
Caustics			
Water Reactive			
Pyrophoric			
Controlled			
Substances			

QUESTION 12 (SO2/AC7)

EXPLAIN THE STEPS OF CHECKING THAT SUBSTANCES ARE COMPATIBLE

QUESTION 16 (SO3/AC4)

IDENTIFY 5 ITEMS THAT WILL BE INCLUDED IN A SPILL KIT

QUESTION 17 (SO3/AC5)

PLEASE INDICATE OF THE FOLLOWING STATEMENTS ARE TRUE OR FALSE

IN ACCORDANCE WITH SANS 10231 "TRANSPORTATION OF DANGEROUS GOODS OPERATION" – 2006, ALL ACCIDENTS INVOLVING DANGEROUS GOODS VEHICLES MUST BE REPORTED TO THE NATIONAL DEPARTMENT OF TRANSPORT WITHIN 30 DAYS _____

SANS 10231 DESCRIBES AN INCIDENT AS A PLANNED EVENT DURING THE TRANSPORT OR STORAGE OF DANGEROUS GOODS INCLUDING LEAKAGE, SPILLAGE, FIRE OR OTHER UNPLANNED OCCURRENCE _____

OPERATORS ARE OBLIGED TO INFORM THE EMERGENCY SERVICES AND THE POLICE IF ANY INCIDENT INVOLVING THEIR VEHICLES HAS TAKEN PLACE _____

THE REPORTING FORM AS PER SANS 10231 ANNEXURE D MUST NOT BE USED _____

COURSE EVALUATION

DATE _____ PRESENTER _____

VENUE _____ CO-PRESENTER _____

We would appreciate your objective evaluation of the course.

Kindly detach these pages and hand to your assessor.

Please evaluate by using the following scale:

Excellent = **3** Acceptable = **2** unacceptable = **1**

PRESENTERS

1. How do you rate the presenter/s in terms of the following:

		Evaluation		
a)	Style of presentation?	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
b)	Pace?	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
c)	Knowledge of subject?	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
d)	Obtaining participation?	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
e)	Clarity?	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
f)	Facilitation skills?	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

General comments on the presenter/s:

TRAINING METHODOLOGY

1. How do you rate the training and visual aids in terms of the following:

		Evaluation		
a)	Manuals and handouts?	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
b)	Transparencies / powerpoint slides?	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

General comments on the training methodology:

3. Would you say that the course content is applicable?

a) Yes

b) No

If your answer is No, explain why:

VALUE ADDED

4. Rate your overall satisfaction:

a) Excellent

b) Acceptable

c) Unacceptable

Explain why:

GENERAL

Suggestions for improvement:

Thank you for your Time!