

Incorporating: Client Management Work communications Work records Work site operations		
Has the candidate successfully completed the Knowledge Evidence requirements by demonstrating knowledge of each of the line items below?	Yes/No (Y/N)	Signed (Initialed)
Client management		
clients		
client briefs		
extent of works		
clarifying extent of works with client		
terminology		
written record of contract		
providing written specification to client		
feedback from client		
confirmation of site preparations		
methods of gaining access to site		
methods of gaining approval by owner or site management		
notification of local residents and authorities		
methods of informing clients and organisations		
reporting to owner or site manager		
submission of forms to clients		
determination of stakeholder needs		
advising client and stakeholders of need for further advice or testing		
Work communications		
meetings		
participating in meetings		
conducting a meeting		
toolbox meeting:		
– toolbox meeting participation		
– toolbox meeting documentation		
communication of written specification		
worksite communications		
communication systems using voice signals		
communication systems using hand signals		

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communication systems using whistle signals		
specific rigging communications		
communications quality		
discussion with work team:		
– effective communications with work team		
– discussion and confirmation of work-zones		
– discussing rigging system with work team		
– maintaining communications		
effective communications:		
– clarification of inconsistencies		
– interpretation of written or verbal work instructions		
– deadlines and priority planning		
– variations and difficulties		
terminology		
arboriculture terminology		
arboriculture work environment		
work environment terminology:		
– equipment terminology		
– aerial rescue terminology		
– climbing terminology		
– cable and bracing terminology		
– terminology of rigging processes and equipment		
Work records		
work records and forms		
pro-forma documents		
providing written specification to work crew		
areas of improvement:		
– recording areas of improvement		
completing required records		
records maintenance:		
– maintenance of workplace records		
completion of forms:		
– recording completed programs		
work health and safety records		
WHS records with regards to incident reporting		
records of aerial rescue:		
– types of rescue reporting		

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Work site operations		
work sites		
scope of works		
using maps		
using maps and markers:		
– specific address		
– road sections		
– kilometre markers		
measurement markers:		
– using fixed reference points		
– boundary lines		
– residential housing		
– residential fences		
methods of locating trees:		
– using maps		
– location of worksite		
– location of trees		
– location of correct tree		
work zones		
confirmation of work zones		
areas for safe work zones		
estimation of areas for safe work zones		
monitoring work zone movement		
arboriculture work environment		
traffic management around worksite		
management of work zone		
work team activities		
coordination of work team activities		
sequence of work team activities		
communication to all personnel		
site monitoring		
work team movements		
environmental conditions		
on-site safety and security of equipment		
rope management		
clearing sites		
cleaning sites		

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work team		
capacity of team and equipment		
limits of team and equipment		
processing capacity of ground crew		
drop zones		
designated drop zone		
determination of drop zone		
placement of dropped pruning material		
minimisation of environmental damage		
removal of tree materials and debris		
manual handling method		
collecting pruned material		
plant material and debris processing		
removal of plant material and debris from site		
disposing of pruned material		
environmentally aware and sensitive disposal		
recycling pruned material		
risk assessment documentation		
applicable licensing, legislative, regulatory, or certification requirements		
workplace procedures, site standards and requirements		
low risk work practices		
low risk operating procedures		
Safe Work Method Statements (SWMS)		
compliance with local regulations		
compliance with Australian Standards		
specific government regulations		
tree protection regulations		
preservation regulations		

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Assessment conditions			
Assessment may be conducted in a simulated or real work environment; however, determination of competency requires the application of work practices under work conditions.	Yes/No (Y/N)	Signed (Initialled)	
Have assessments been demonstrated consistently over time?			
Have assessments been demonstrated in a suitable range of contexts?			
Have assessments been demonstrated with a productivity-based outcome?			
Have assessments been demonstrated with multiple assessment events and reports?			
Assessor Declaration			
Assessors must satisfy current standards for RTOs in the assessment of arboriculture units of competency.	Yes/No (Y/N)	Signed (Initialled)	
Have assessments been conducted only by persons who have:			
<ul style="list-style-type: none"> • arboriculture vocational competencies at least to the level being assessed? 			
<ul style="list-style-type: none"> • current arboriculture industry skills directly relevant to the unit of competency being assessed? 			
Assessor name	Assessor qualification	Year	Full Signature
Competency Determination			
This section determines the skills and knowledge required to perform and use client management, work communications, work records and work site operations.			Competent /Not yet competent
The candidate is competent in the client management, work communications, work records and work site operations components of AQF level 4 Arboriculture.			
Competency Assessment Completion			
Assessor name	Date	Full Signature	

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