

# **RECORD OF EXPERIENCE**

To: **RTO**

I certify that the applicant for this training and assessment has had experience carrying out the tasks associated with the Plant or Class of High Risk Work involved.

Applicant Name .....Class to be assessed .....

He/She has had approximately .....months/days/hours\* experience, conducted under supervision of a licensed / ticketed competent and responsible person.

Competency areas covered by the applicant's experience:-

*Please nominate the relevant areas.*

- |                                       |                          |  |                          |
|---------------------------------------|--------------------------|--|--------------------------|
| Inspect the area and identify hazards | <input type="checkbox"/> | Choose the right equipment for the job | <input type="checkbox"/> |
| Check all plant and equipment         | <input type="checkbox"/> | Isolate defective items and report     | <input type="checkbox"/> |
| Carry out operations safely           | <input type="checkbox"/> | Communicate in the workplace           | <input type="checkbox"/> |
| Apply correct emergency procedures    | <input type="checkbox"/> | Shut down and secure all equipment     | <input type="checkbox"/> |
| Record defects and maintenance        | <input type="checkbox"/> | Clean, pack up, and secure the site    | <input type="checkbox"/> |

It is considered that he/she has sufficient experience to be able to safely and competently undertake the training and assessment without further practical experience.

The level of supervision considered to be required is:

☐ **DIRECT SUPERVISION**      ☐ **PERIODIC**      ☐ **MINIMAL**  
based on practicability, and the applicant's competence, without placing any person at greater risk.

If the formal assessment shows that the applicant's skills are not yet sufficiently developed, a workplace training program using a Logbook will then be arranged to cover the shortfall.

Name of person making declaration .....

Signature:

.....

Company .....Date .....

**ASSESSOR CONFIRMED**

(signature or stamp here)

*This declaration is to be included with the enrolment and Training and Assessment record of evidence of the applicant, and passed to the RTO for retention.*

*Updated May 2016*