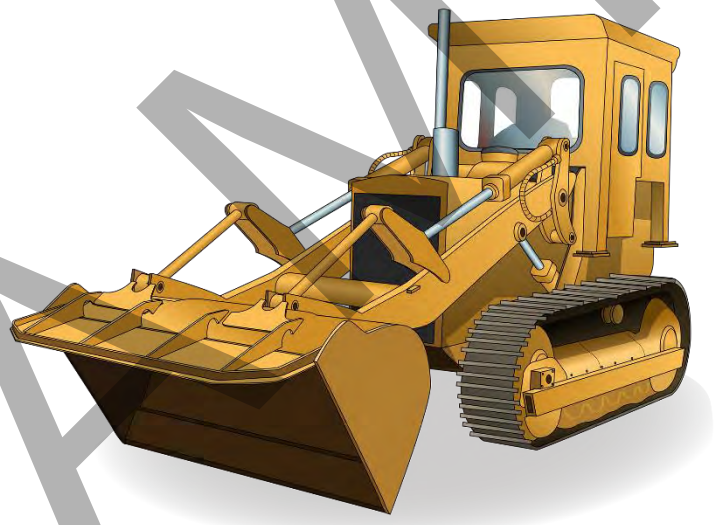
Front End Loader (Tracked)

Learner Workbook

TRAINER'S MARKING GUIDE

RIIMPO322E – Conduct civil construction tracked front end loader operations



Learner Name: _____

Student Number: _____ **Date:** _____

This resource was developed by:

Contents

Contact Details

Candidate's details
Name:
Address:
Student Number:
Phone number:
Email:
I.D supplied / USI No ?
Signature:

Trainer/Assessor's / Supervisor details
Name:
Company/registered training organisation:
Phone number:
Email:
Assessment location:
Assessment date:
Signature:

I declare that:

Student Signature: **Date:**	 This submission is all my own work and has not been copied nor does it violate the material that is listed under the Statement on Plagiarism and Academic Integrity rules.

Training support materials

Training package: RII - Resources and Infrastructure Industry Training Package Version 4.0 - 9.0

Unit of competency: RIIMPO322E Conduct civil construction tracked front end loader operations - Release 3

Application / Context of Assessment

This unit describes the skills and knowledge required to operate a tracked front end loader to shift loads.

This unit applies to those working in site based roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors, and must be sourced from state jurisdictions prior to applying this unit.

Unit Sector
Civil construction

Notes to Candidate:

Practical components of this assessment may be filmed on operate a tracked front end loader operations.
This applies to those who conduct civil construction tracked front end loader operations in the workplace.

Performance Evidence Statement:

The applicant must demonstrate the ability to complete the tasks outlined in the elements and performance criteria of this unit.

Evidence must show that the applicant has successfully completed tracked front end loader operations on at least two occasions, safely, effectively, and efficiently, in accordance with workplace procedures. Demonstrated performance must include:

- ❑ Conducting pre-start checks prior to operations and completing shutdown procedures after operations
- ❑ Driving and operating the equipment, adjusting techniques to suit site conditions
- ❑ Completing operations to specification using at least two different material types, including:
    - Mixing materials
    - Stripping and spreading materials
    - Loading
    - Cutting and boxing
    - Backfilling
    - Lifting and carrying materials

- Site clean-up

- ❑ Selecting and wearing personal protective equipment (PPE) required for work activities
- ❑ Parking and securing equipment in line with safety procedures

In addition, the applicant must:

- ❑ Locate and apply relevant documentation, policies, and procedures
- ❑ Carry out vehicle refuelling procedures where applicable
- ❑ Apply safe work practices, including the identification and reporting of potential hazards, risks, and environmental issues
- ❑ Apply problem-solving and troubleshooting techniques during equipment operation
- ❑ Monitor and manage equipment performance using indicators and alarms
- ❑ Identify common equipment faults
- ❑ Establish load weight and manage changes in the load's centre of gravity during transportation
- ❑ Apply levelling techniques as required by the task
- ❑ Select and use appropriate tools and equipment
- ❑ Use a range of communication techniques and equipment essential to the safe completion of the work, including hand signals, audible signals, and other communication methods
- ❑ Meet all written and verbal reporting requirements and procedures related to equipment operations
- ❑ Organise work activities to meet all task requirements efficiently

Assessment Guidelines

This assessment is designed to be used with the learning materials developed by Easy Guides Australia. The assessor must be satisfied the applicant has successfully demonstrated each aspect of the Unit of Competency. The answers provided are model answers only. The written assessment determines the candidate's underpinning knowledge.

This assessment can be customised to suit your requirements. When customising this assessment, you must ensure all performance criteria and knowledge evidence are addressed to maintain the integrity of the assessment.

Reasonable adjustments to assessments should be made to accommodate candidates with special needs.

Determining competency

Evidence from the knowledge assessment together with evidence from the practical assessment should be used by the assessor to determine the candidate's competency.

Right of appeal

On completion of the assessment:
• the candidate is to be advised of assessment result
• the candidate might disagree with the result of the assessment
• the candidate has the right to challenge the assessment result
• an unsuccessful candidate may apply to the R.T.O. for re-assessment.

(Please note: applications for reassessments are subject to the RTO's policies and procedures)

Duration of Assessment: Single session or over a period of time.

Assessment Date: _____

Summary of Practical tasks to be performed.

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

❑ Operate a tracked front end loader operations that safely, effectively and efficiently follows workplace procedures to carry out work activity on at least two (2) occasions, and include:

- ❑ conducting prestart checks prior to commencing operations and shutdown procedures on completion of operations
- ❑ driving and operating the equipment, and adjusting techniques to suit site conditions
- ❑ completion of operations to specification using at least two different material types including:
  - ❑ mixing materials
  - ❑ stripping/spreading materials
  - ❑ loading
  - ❑ cutting/boxing
  - ❑ backfilling
  - ❑ lifting and carry materials
  - ❑ site clean-up
- ❑ select and wear personal protective equipment required for work activities
- ❑ parking and securing of equipment

In the course of the above the candidate must also:

- ❑ locate and apply relevant documentation, policies and procedures
- ❑ carry out vehicle refuelling requirements and procedures where applicable
- ❑ apply safe work practices, identifying and reporting all potential hazards, risks and environmental issues
- ❑ apply problem solving and troubleshooting techniques when operating equipment
- ❑ monitor and manage equipment performance using indicators and alarms
- ❑ identify common equipment faults
- ❑ establish weight of load
- ❑ manage changes in the loads centre of gravity during transportation
- ❑ apply levelling techniques
- ❑ select and use the required tools and equipment
- ❑ use a range of communication techniques and equipment essential to the safe completion of work activity, including hand, audible and other signals
- ❑ meet written and verbal reporting requirements and procedures associated with equipment operations
- ❑ organise work activities to meet all task requirements.

Knowledge Assessment - Introduction

The assessor must be satisfied the candidate has successfully demonstrated each element and performance criteria contained in the Unit of Competency.

Knowledge Assessment Instructions

1. This assessment should be completed in writing (pen not pencil). However, where necessary it may be undertaken verbally. If verbal assessment is undertaken the candidates' responses must be clearly recorded by the assessor. The assessor must clearly note on the assessment that it was undertaken verbally.

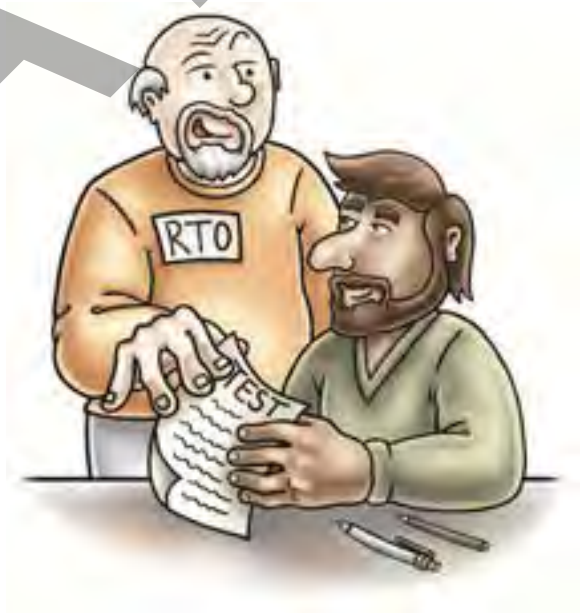
2. Candidates should be allowed 10 minutes reading time before commencing the assessment and a further 180 minutes to complete the assessment.

3. The assessment should be completed in a quiet area free from distraction.

4. The assessment is to be completed without the assistance of learning resources. Students may ask the assessor for assistance to clarify questions they do not understand.

5. A pass mark of 100% competency must be achieved by meeting all assessment criteria outlined in the unit of competency, in accordance with the requirements specified in the relevant Training Package and the Australian Skills Quality Authority (ASQA) guidelines. This includes correctly answering all questions in the written quiz to demonstrate a thorough understanding of the theoretical knowledge outlined in the unit. The assessor must provide feedback to the candidate to clarify any areas where competency has not been fully demonstrated.

6. Reasonable adjustment to the assessment is to be made by the assessor where deemed necessary.



Knowledge Assessment

Question 1 (PC 1.1) ❑

Use a line to match the correct definition with its meaning.

DEFINITION	MEANING
Acts	Explain specific parts of the Act. For example: Part 4.3 – Confined spaces, Part 4.4 – Falls.
Regulations	Practical guidelines on how to comply with (meet the rules of) legislation. For example: HAZARDOUS MANUAL TASKS Code of Practice.
Codes of Practice /Compliance codes	Work guidelines that set the minimum accepted performance or quality for a specific hazard, process or product. For example: AS 2550 – Cranes, hoists and winches – safe use set.
Australian Standards	Rules for operating safely in a workplace.
Site procedures	Laws that explain how to improve health and safety in the workplace. Check your state or territory regulator for the current version. For example: Model Work Health and Safety Act or Occupational Health and Safety Act.

Answer may include but is not limited to:

1 = 5, 2 = 1, 3 = 2, 4 = 3, 5 = 4

Question 2	❑ **(PC 1.2)**
What are work instructions and what do they explain? Give three (3) examples.	
Answer may include but is not limited to: Work instructions tell you about the job. They include: • What the job is • Where you will do the job • How to do the job • How long the job will take • Equipment and tools you need • What you should do if an unexpected situation arises and the standards or quality requirements for the job.	

Question 3 (PC 1.2) ❑

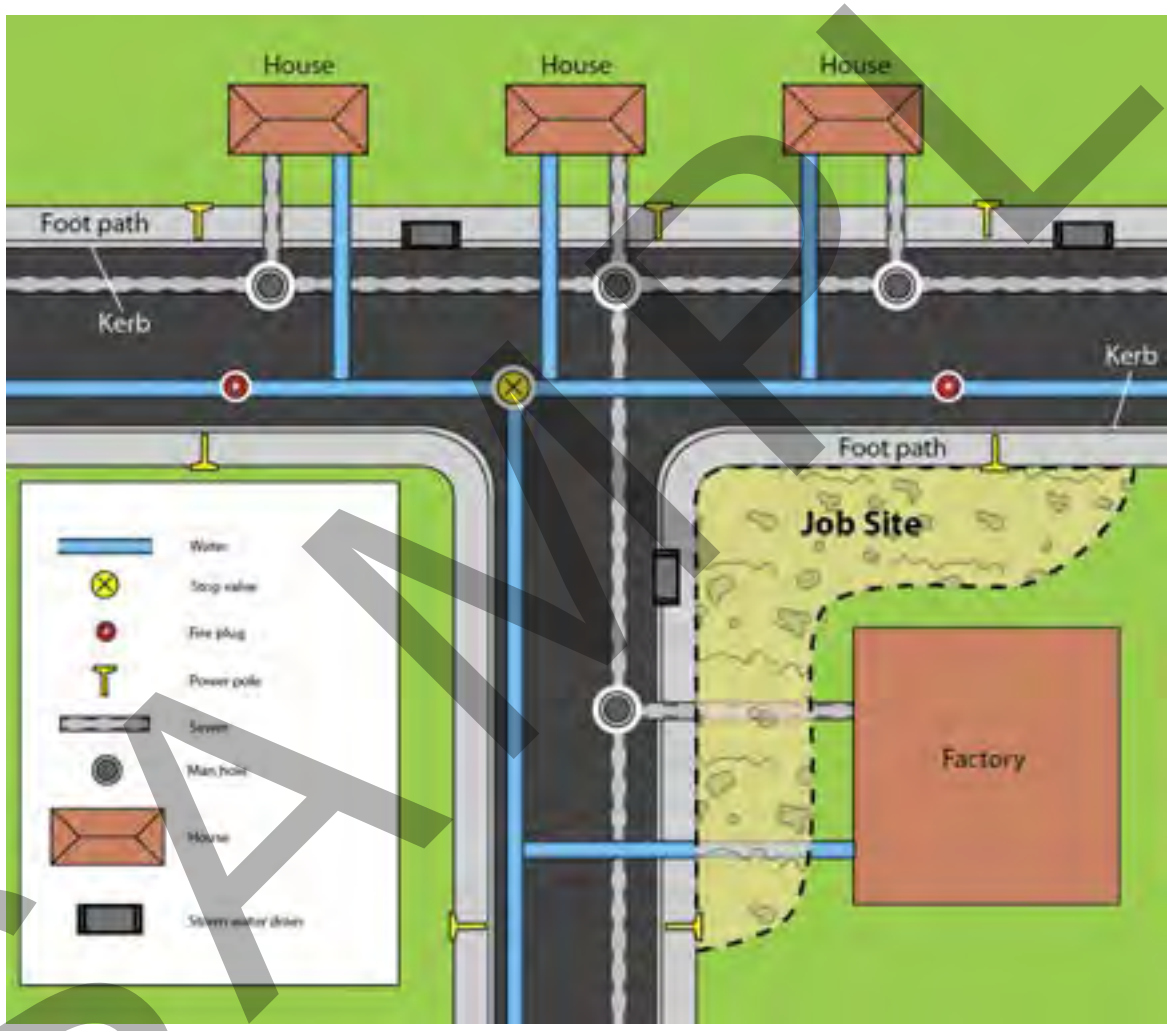
Read the example job plan below. It explains quality requirements for the job and gives examples of the kinds of things you would read in a job plan.

Job plan

Site: Surrey Road and Whitehorse Road, Surrey Hills, VIC

Job summary

The job is to excavate and resurface the left turn lane on a road. The left hand turn lane needs to be excavated to 400 mm below road surface and backfilled with 30 mm of crushed rocks. An asphalt wear coat 40 mm thick needs to be put on top.



The job plan above shows you some quality requirements. For example:

- The excavation must be 400 mm deep
- Cuts must be 50-100 mm apart
- Pavement materials must be made up of 150 mm thick layers
- You need 30 mm of crushed rocks
- Asphalt wear coat must be 40 mm thick.
- You must meet the Standard AS 1742-3 when doing the job.

a) List the steps in the job. List the quality requirement for each step.

Step	Quality requirement
Excavate left lane turn 400 mm below road surface.	• The excavation must be 400 mm deep
Back fill with 30 mm of crushed rock.	• You need 30 mm of crushed rocks
Put an asphalt wear coat of 40 mm on top.	• Asphalt wear coat must be 40 mm thick.

b) What does each house have in common?

- A water pipe.
- A sewer pipe.
- A power pole.
- A man hole.

c) Where is the curb built?

- On the edge of the asphalt of the road.

Question 4 **(PC 1.3) ❑**

What is the aim of an environmental management plan?	
The aim of an environment management plan is to help you remove or lessen the impact on the environment where you are working.	

Question 5 (PC 1.3) ❑

What does the environmental management plan explain? Give four (4) examples.

The environmental management plan explains:

- How to manage waste and recycle scrap materials
- How reduce erosion on the work site
- How to prevent damage to underground services
- How to reduce or prevent air pollution
- How to prevent soil contamination
- How to prevent damage to nature (trees, plants, etc)
- How to avoid environmental damage
- How to manage an environmental incident.

Question 6 (PC 1.3) ❑

What hazards should you look for before you start work? Give six (6) examples.

Answer may include but is not limited to:

- People (other workers and the general public)
- Other vehicles, equipment and machines
- Buildings and other structures
- Low bridges
- Obstructions
- Hazardous materials such as chemicals, gasses, explosives and acids
- Underground services such as gas, water or electricity lines
- Trees
- Overhead powerlines
- Ground conditions such as soft or uneven ground
- Trenches and excavations

Question 7 (PC 1.3) ❑

(a) What is fatigue. Give two (2) examples.

Answer may include but not limited to:

- tiredness even after sleep
- reduced hand-eye coordination or slow reflexes
- short term memory problems and an inability to concentrate
- blurred vision or impaired visual perception
- a need for extended sleep during days off work.

(b) What may cause fatigue at work? Give two (2) examples:

Answer may include but not limited to:

- Excessively long shifts
- Not enough time to recover between shifts and blocks of shifts
- Very strenuous jobs
- Long commuting times

Your score

Knowledge Assessment	
Correct answers:	_____ / **70**
100% must be achieved as this is a competency based assessment.	
Assessor comments to clarify assessment results: _____ _____ _____ _____ _____ _____ _____	
The learner has been assessed as: ❑ **Not Yet Satisfactory** / ❑ **Satisfactory** in the knowledge component of this unit. The responses provided demonstrate the required knowledge and meet the assessment criteria. The evidence presented is: ❑ **Authentic** ❑ **Valid** ❑ **Reliable** ❑ **Current** ❑ **Sufficient**	
Trainer/supervisor name:	
Trainer/supervisor ID:	
Signature:	

If you have any questions about your results, speak to your trainer/supervisor.

Successful completion of course

You will receive a Statement of Attainment if your assessment is successful. You may also receive a convenient business sized card with the RTO's.

Practical Assessment

The assessor must be satisfied the candidate has successfully demonstrated each element and performance criteria contained in the Unit of Competency.

It is the assessor's responsibility to decide if the candidate has competently demonstrated a skill. The assessor may question a candidate further if their demonstration needs clarification.

Note: Performing the actual practical task may be filmed and noted of where the video file is stored and assigned to which candidate, along with a copy of the work order must be submitted to assessor.

Note: See appendix for sample benchmarking items that must be demonstrated by candidate.

Practical assessment instructions

Practical assessment should be performed in a normal working environment where possible. However, under some circumstances may occur in a simulated work environment.

The Assessor must:

- Clearly explain to the candidate what is expected of them
- Check that the candidate has been provided with the necessary tools and equipment
- Complete checklists as the candidate goes through the tasks
- Only question a candidate during a practical task if it is safe to do so.
- Stop the assessment immediately if the candidate is doing something dangerous
- Stop the assessment immediately if the machine or objects are likely to be damaged.
- Inform the candidate of the result of the assessment.
- The assessor is to fill out the Practical Assessment Criteria Checklist and fill out the Competency Sign Off sheet.

If an assessor needs to stop the assessment because of danger or possible damage, the candidate must be marked as not yet competent. If the assessment is stopped, further training would need to take place before a re-assessment can be undertaken.

Practical Assessment 1

You are to demonstrate;

❑ two separate operational activities using a tracked front-end loader. Each task must be completed safely, efficiently, and in accordance with workplace procedures. The assessment will take place in a controlled or live site environment.

Assessment Task 1: Load, Transport and Backfill with Mixed Materials - (Activity Task 1)

You are to operate the tracked front-end loader to load mixed materials, transport them, backfill a trench, level the area, and complete shutdown procedures.

Activity Objectives:

- Conduct a prestart inspection
- Load mixed material into the bucket
- Transport and backfill a trench area
- Level the backfill
- Conduct shutdown and secure equipment

Performance Requirements:

- Select and wear required PPE
- Conduct prestart checks and report any faults
- Locate and apply relevant procedures (e.g. SWMS, site maps)
- Safely refuel (if applicable)
- Adjust operation for site conditions
- Identify hazards and implement controls
- Safely load, transport, and backfill mixed materials (e.g. sand and gravel)
- Monitor alarms/gauges during use
- Demonstrate awareness of load weight and centre of gravity
- Use correct levelling technique to finish backfill
- Use required communication methods (radio, signals)
- Shutdown and park loader in designated safe area
- Complete required documentation (prestart, fault report, task log)

Assessment Task 2: Strip and Spread Soil, Load and Clean Site - (Activity Task 2)

You are to Strip and spread topsoil, load material into a dump truck, then clean and level the worksite using the tracked front-end loader

Activity Objectives:

Practical Assessment 1

The candidate is to complete **two separate operational activities** using a tracked front-end loader. Each task must be conducted **safely, efficiently, and in line with workplace procedures**. The assessment will take place in a controlled or live site environment

Assessment Task 1: Load, Transport and Backfill - (Activity Task 1)
Operate the tracked front-end loader to load mixed materials, transport them, backfill a trench, level the area, and complete shutdown procedures.

Assessment Task 2: Strip, Load and Clean Site - (Activity Task 2)
Strip and spread topsoil, load material into a dump truck, then clean and level the worksite using the tracked front-end loader

Practical Assessment Criteria Checklist (Apply to Both Tasks)

Criteria	Task 1	Task 2	Comments
Prestart inspection and fault reporting completed	❑	❑	
Appropriate PPE worn and used throughout	❑	❑	
Workplace procedures and documentation applied	❑	❑	
Hazards identified and managed	❑	❑	
Safe loading and handling of materials	❑	❑	
Effective use of levelling and backfilling techniques	❑	❑	
Adjustments made for site conditions	❑	❑	
Load centre of gravity managed	❑	❑	
Communication signals used appropriately	❑	❑	
Equipment monitored using gauges/alarms	❑	❑	
Equipment parked and secured properly	❑	❑	
Task completed to specification and within timeframe	❑	❑	
Verbal and/or written reports completed	❑	❑	

General Comments:

☐ Satisfactory	☐ Not yet satisfactory
Applicant signature:	**Date:**
Trainer/assessor signature:	**Date:**

📊 Benchmarking Document – Practical Tasks for Tracked Front-End Loader Operations – Marking Guide.

This table sets the **minimum expected performance standards** for the two assessment tasks to demonstrate competence.

🔧 Assessment Task 1: Load, Transport and Backfill

Activity/Criteria	Benchmark (Competency Standard)
Prestart inspection	All critical components checked (e.g. fluids, tracks, controls); issues reported or logged.
PPE usage	Full PPE worn as per site requirements: hard hat, boots, high-vis, gloves, eye/hearing protection.
Loading and transporting materials	Material loaded within equipment limits; carried securely; adjusted technique to suit terrain.
Backfilling a trench	Material evenly distributed; trench filled to site specifications; no over-compaction or hazards.
Levelling technique	Final surface must be level and meet visual and measured tolerances (as per site plan or supervisor).
Communication	Clear use of radio or hand signals when working around others; consistent with site practices.
Monitoring equipment performance	Use of gauges and alarms during task; abnormal indicators identified and responded to.
Shutdown procedure	Machine parked safely; attachments lowered; post-op check completed and issues reported.
Documentation and reporting	Verbal or written task summary completed accurately; any faults or incidents documented.

🔧 Assessment Task 2: Strip, Load and Clean Site

Activity/Criteria	Benchmark (Competency Standard)
Prestart inspection and PPE	Same standard as Task 1.
Stripping and spreading soil	Topsoil removed to uniform depth; spread evenly; erosion and environmental controls maintained.

Activity/Criteria	Benchmark (Competency Standard)
Loading truck	Load evenly distributed in truck; no overloading; safe communication with driver.
Site cleanup	Loose material collected; surface levelled; area left safe and clean as per site or project plan.
Hazard and risk management	Hazards identified (e.g. underground services, soft ground); risks mitigated or reported.
Communication and coordination	Clear communication used when coordinating with other workers or vehicles.
Machine operation and adjustments	Smooth, controlled operation; changes in terrain managed with correct technique.
Monitoring equipment	Gauges checked; faults identified or simulated; abnormal function managed.
Post-operation and shutdown	Same standard as Task 1.
Reporting and documentation	Verbal debrief and any paperwork completed to required site/workplace standards.

Performance Evidence Mapping – Practical Assessment Tasks

Performance Evidence Criteria	Task 1: Load, Transport and Backfill	Task 2: Strip, Load and Site Cleanup	Assessor Notes / Evidence
Conducting prestart checks prior to commencing operations and shutdown procedures on completion	✅	✅	Prestart and shutdown checklist used
Driving and operating equipment, adjusting techniques to suit site conditions	✅	✅	Technique varied by material/site
Completion using at least two material types	✅ (e.g. sand + gravel mix)	✅ (e.g. topsoil + clay)	Materials confirmed by supervisor/logs
- Mixing materials	✅		Mixed during loading or backfill
- Stripping/spreading materials		✅	Topsoil stripping/spreading task
- Loading	✅	✅	Loaded into transport or during handling
- Cutting/boxing	Optional / N/A	Optional / N/A	Not core to current tasks
- Backfilling	✅		Trench backfilling completed
- Lifting and carrying materials	✅	✅	Movement and transport observed
- Site clean-up		✅	Cleanup task at end
Select and wear personal protective equipment (PPE) required	✅	✅	Checked at prestart
Parking and securing equipment	✅	✅	Checked in shutdown procedure
Locate and apply relevant documentation, policies and procedures	✅	✅	Assessor check of SWMS/site docs
Carry out vehicle refuelling requirements where applicable	✅ (if done)	✅ (if done)	Mark only if fuelled on-site
Apply safe work practices; identify hazards, risks, environmental issues	✅	✅	Ongoing observation
Apply problem solving and troubleshooting techniques	✅	✅	Fault handling or obstacle management
Monitor and manage performance using indicators and alarms	✅	✅	Candidate prompted to refer to gauges
Identify common equipment faults	✅	✅	Faults noted or simulated
Establish weight of load	✅	✅	Asked to estimate + match to capacity
Manage changes in centre of gravity during transport	✅	✅	Observed during loading/transport
Apply levelling techniques	✅	✅	Backfill and cleanup levelling
Select and use required tools and equipment	✅	✅	Any hand tools/attachments used
Use a range of communication techniques (hand, audible, signals, etc.)	✅	✅	Spotters, radio, or hand signals used
Meet written and verbal reporting requirements	✅	✅	Daily log or verbal summary
Organise work activities to meet all task requirements	✅	✅	Task planning and execution observed

📌 Notes for Assessor:

- Use this as a working **checklist during assessment**.
- Mark each criteria as achieved (✅) or note areas for reassessment.

- Ensure all tasks are conducted **safely**, **in real or simulated site conditions**, and meet the **standard of work required**.

Mapping Table – Assessment Tasks to Elements and Performance Criteria

Element & Performance Criteria	Mapped to Task 1	Mapped to Task 2	Evidence / Notes
Element 1: Plan and prepare for tracked front end loader operations			
1.1 Access, interpret and apply documentation			Site plans, SWMS, SOPs referenced before task
1.2 Obtain and confirm work instructions			Instructions clarified with assessor/site supervisor
1.3 Identify hazards, assess risks and implement control measures			Hazards identified, controls applied
1.4 Select and wear PPE			PPE worn and checked before operation
1.5 Identify and implement traffic management signage			Traffic control and signage discussed or applied
1.6 Select equipment and attachments			Correct loader setup confirmed
1.7 Obtain and interpret emergency procedures			Emergency response discussed during briefing
1.8 Coordinate and communicate planned activities			Verbal/radio communication used prior to task
Element 2: Operate front end loader in line with established requirements			
2.1 Conduct prestart and start-up checks			Prestart checklist completed
2.2 Identify and report equipment faults			Fault reporting simulated or real
2.3 Drive and operate loader according to conditions			Adjusted driving to site/material conditions
2.4 Monitor hazards and ensure safety			Active hazard monitoring during operation
2.5 Monitor equipment performance using indicators			Gauges/alarms monitored throughout task
Element 3: Attach, secure, lift, carry and place			
3.1 Establish weight of load			Candidate estimates and works within limits
3.2 Use lifting gear within safe work load (if applicable)	N/A	N/A	Not directly assessed in current tasks
3.3 Position machinery for effective material movement			Loader placement safe and efficient
3.4 Shift load using appropriate signals			Spotter/communication used when loading or backfilling

3.5 Park, shut down and conduct post-op inspection			Post-operation checks and shutdown completed
Element 4: Relocate the front end loader			
4.1 Prepare loader for relocation			Machine moved between task zones
4.2 Move safely between sites			Travel route followed safely
4.3 Assist loading/unloading from float/trailer (if applicable)	Optional	Optional	May be simulated if required
Element 5: Conduct housekeeping activities			
5.1 Clear work area and dispose/recycle materials			Site cleaned and materials moved/disposed appropriately
5.2 Manage/report hazards			Hazards identified and logged during tasks
5.3 Complete and file documentation			Daily log or assessment form completed

Written / Practical Assessment Summary – Competency Sign Off

Student NAME: _____ **Date:** _____

Written and Practical Assessment Summary	**Satisfactory**	**Not Satisfactory**
0. Written Assessment – (Booklet .docx .pdf) – Quiz Assessment	❑	❑
1. Practical Assessment Task 1 – Check list	❑	❑
1. Practical Assessment Task 2– Check list	❑	❑

Competency:	Not Yet Competent ❑ Date_____	Competent ❑ Date_____

Feedback to be given to candidate or to Workplace Supervisor

Trainer / Assessor signature: **Date:**	The learner has been assessed as ❑ **Not Yet competent /** ❑ **competent** in the elements and performance criteria, critical aspects for assessment, required skills and knowledge for this unit and the evidence presented is: ❑ **Authentic** ❑**Valid** ❑ **Reliable** ❑ **Current** ❑**Sufficient**