



# A Guide for trainers



**By Easy Guides**

[www.easyguides.com.au](http://www.easyguides.com.au)

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## 9. Mapping of unit

### Elements and Performance Criteria

Element 1	Performance Criteria	Learner Guide/PowerPoint/Review Questions	Assessment	Learner Workbook
Plan and prepare for wheeled front end loader operations	1.1 Access, interpret and apply front end loader operations documentation	<ul style="list-style-type: none"> <li>Who has duty of care?</li> <li><u>Workers</u> duty of care</li> <li>PCBU/Employers duty of care</li> <li>Australian standards</li> <li>Work health and safety legislative requirements</li> <li>Where to find health and safety information</li> </ul> <p><b>Question</b> 1, 2, 3, 4, 5, 6, 15</p> <p><b>PowerPoint Workbook</b> Question/s: 1, 2, 3, 4, 5, 6, 15, 43</p> <ul style="list-style-type: none"> <li>Who has a Duty of <u>Care</u></li> <li>Worker's Duty of Care</li> <li>PCBU/Employer's Duty of Care</li> <li>Work Health &amp; Safety Legislative Requirements</li> <li>The Chain of Responsibility</li> <li>JSA</li> </ul>	<p><b>Knowledge assessment</b> 1</p> <p><b>Practical assessment</b> 1. Pre-start</p>	<p><b>Practical assessment</b> 1. Pre-start</p> <p><b>Question</b> 1, 2, 3, 4, 5, 6, 15</p>
	1.2 Obtain, interpret, <u>clarify</u> and confirm work requirements	<ul style="list-style-type: none"> <li>Worksite requirements</li> <li>Calculations</li> </ul> <p><b>Question</b> 7, 8, 10</p> <p><b>PowerPoint Workbook</b> Question/s: 7, 9, 10</p> <ul style="list-style-type: none"> <li>Calculations</li> </ul>	<p><b>Knowledge assessment</b> 2, 3</p> <p><b>Practical assessment</b> 3. Complete operations to spec.</p>	<p><b>Practical assessment</b> 3. Complete operations to spec.</p> <p><b>Question</b> 7, 8, 10</p>
	1.3 Identify hazards and environmental issues, assess the risks and implement	<ul style="list-style-type: none"> <li>Earthmoving site hazards</li> <li>Environmental management plan</li> </ul>	<p><b>Knowledge assessment</b> 4, 5, 6, 7, 8</p>	<p><b>Practical assessment</b> 2. Drive and operate wheeled</p>

The mapping document shows that the training materials have met the requirements of the unit of competency. These include:

- Elements
- Performance criteria
- Knowledge evidence
- Performance evidence

Mapping is an important document during the auditing process. It provides evidence that the requirements of the unit have been met. A TAFE or private registered training organisation (RTO) must pass the auditing process if they want to get a unit of competency on their scope.

### Training materials audit guarantee

If during a government audit a customer finds that the materials purchased from Easy Guides are deficient in any way then Easy Guides at no charge to the customer will work to update the materials to be compliant with the audit. The customer will provide Easy Guides with the relevant part of the audit report outlining where updating is needed.

## APPENDIX A

# 10 tips for trainers

The following tips are designed to improve training.

### Tip 1 – “Write how you talk” (not really!)

This is not quite true but the message is to use plain, everyday English when producing training materials. It is quite possible that your trainees may not have a university degree so using academic English may seem like a foreign language. Here are a few examples:

Academic, formal English	Everyday, plain English
advantageous	helpful
close proximity	nearby
demonstrate	show
disseminate	send out
endeavour	try
have a responsibility	must
evaluate	check
individual	person
operational	working

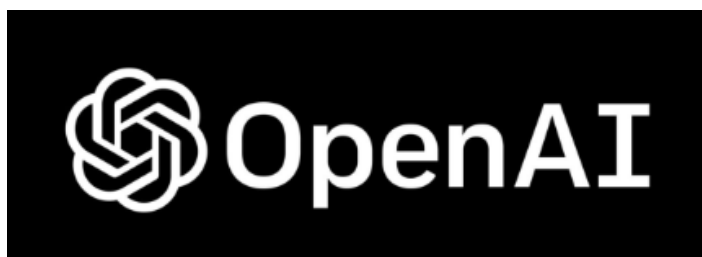
### Tip 2 – “Use everyday English when speaking.”

Whether language is informal or formal is called register. You use different registers depending on who you are speaking to. For example, you speak to your boss differently to the way you speak to your friends. You speak to your children differently to the way you speak to your grandparents.

Here is an example:

- Formal register – “I apologise for any inconvenience caused.”
- Informal register – “I’m sorry.”

### Tip 3 – Use pictures



There are programs on the Internet that will generate images from text. One of them is called Open AI DALL-E <https://labs.openai.com/>

OpenAI's DALL-E, will allow users to generate images using their own words. The image generations endpoint allows you to create an original image given a text prompt. Generated images can have a size of 256x256, 512x512, or 1024x1024

<https://platform.openai.com/docs/guides/images/image-generation-beta>

The Images API provides three methods for interacting with images:

1. Creating images from scratch based on a text prompt
2. Creating edits of an existing image based on a new text prompt
3. Creating variations of an existing image

### Tip 4 – Use Chat GPT to write content



Chat GPT (Generative Pre-trained Transformer) is a type of artificial intelligence language model developed by OpenAI. It is designed to generate human-like responses to text-based inputs, such as chat messages or written questions, in a conversational context.

The Chat GPT language model is pre-trained on vast amounts of text data and uses a deep learning algorithm called a transformer to generate responses that are contextually appropriate and meaningful. The model is capable of generating natural-sounding

language and can be fine-tuned for specific tasks such as language translation, text summarisation, and conversation generation.

Chat GPT has many practical applications, including customer service chatbots, virtual assistants, and educational tools. It has also been used in research and development in the field of natural language processing (NLP) and has contributed to advancements in machine learning and AI technology.

Chat GPT 3.5 is free but Chat GPT 4 will cost money.

## Tip 5 – Don't forget visual learners



**All the weight behind the point of balance on a forklift truck acts as a counterweight.**

**A**

Diagram A illustrates the concept of a fulcrum. On the left, a seesaw is shown with a wooden crate labeled 'Load/weight' on the left side and a black bag labeled 'Counterweight' on the right side. A black triangle labeled 'Point of balance (fulcrum)' is positioned under the center of the seesaw. On the right, a yellow forklift is shown with a dashed green box labeled 'Counterweight' around its rear section. A red arrow points to a black triangle labeled 'Point of balance (fulcrum)' located at the front of the forklift's chassis.

**B** What is The Fulcrum Point On A Forklift

It is the load center and load side that determines the load capacity of a forklift. A load center is a distance from the face of the forks to the load center of gravity. A load side is a distance from one edge of an object to another.

In this example, visual learners would much prefer A than B. The information is the same but it is presented very differently.

Visual learners are individuals who learn best through visual aids such as images, diagrams, videos, and other visual representations. They tend to process and retain information better when it is presented to them in a visual format.

Visual learners often have a good spatial awareness and a strong ability to visualise concepts in their mind's eye. They may prefer to take notes with pictures or diagrams rather than just text.



This booklet was prepared by James Tennant  
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James completed his Master of Arts with a study of readability (how easy it is to read a passage of text). He showed that through pictures and plain English, documents can keep their meaning but be easier to read.

As the company has grown, the principles of simple communication has been applied to creating Learner Guides, Trainer's Resources, PowerPoint presentations and online learning programs.

The growth of Easy Guides comes from this knowledge and the large network of contacts Easy Guides has built in industry and government. Easy Guides are also in demand because trainers and students find the training materials easy to use. With short words and lots of pictures, students find the books easy to understand.

To find out more about Easy Guides Australia go to  
<https://www.easyguides.com.au/>