

SCAFFOLDING BASIC

RECORD OF TRAINING LOGBOOK

CPCCLS2001



This book can also be used as an evidence record of recognition of prior learning (RPL) and as evidence of formative assessment tasks

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SAMPLE

Purpose of this training record logbook

This Training Record Logbook has been designed to meet the requirements of the relevant sections of the *National Standard For Licensing Persons Performing High Risk Work* (particularly Sections 5.1, 6.8, 6.9 and 6.10).

Workplace Training

The national high risk licensing system requires that licence training be delivered under the ‘umbrella’ of a registered training organisation (RTO). However, 6.4 of the National Standards states that:

6.4 Practical training can be undertaken in the workplace as part of the production work of the trainee, or in a training facility that includes a simulated work environment, or using a combination of both these training environments.

The Employer, in consultation with the RTO, needs to discuss the role this ‘Training Record Logbook’ can have in the overall training process.

As a minimum requirement, it is expected that the person supervising a trainee must hold the licence in the licence class that is being supervised, eg. forklift truck. A general rule of thumb is that the trainee must be within earshot and eyesight of the supervising person **at all times**.

Recognition of prior learning (RPL)

As well as being a record of training, this logbook can also be used as a document to record evidence of RPL.

Formative assessment

Formative assessment requires trainers to make regular checks of learner’s needs to shape training accordingly. This logbook can be used to conduct assessment tasks and record any further training that was necessary.

Requirements of a training record logbook

The relevant sections of the *National Standard For Licensing Persons Performing High Risk Work* have been printed below.

Supervision

- 6.6 A trainee must always be under the direct supervision of a person who holds a licence relating to the high risk work being supervised, unless the person who oversights the practical training judges, and can demonstrate, that:
- (a) the circumstances of a particular task make this degree of supervision impractical or unnecessary; and
 - (b) the level of the trainee's competency is such that direct supervision can be reduced; and
 - (c) a lesser degree of supervision would not place the trainee or any other person at risk.

Records of training and assessment

- 6.8 A trainee undertaking training in the workplace must maintain a written record of practical training that consists of the following information:
- (a) the trainee's name and address;
 - (b) the name of the RTO supervising the training;
 - (c) the dates and times on which the trainee performed the high risk work;
 - (d) information about the tasks performed, including the type of equipment used or operated and the outcomes achieved;
 - (e) a signed entry by the person who supervised each occasion of training which includes the person's name and licence number.
- 6.9 The information in paragraphs 6.8 (c), (d) and (e) must be recorded at the completion of each training session.
- 6.10 In addition to requirement under the AQTF, an RTO must retain all records relating to the training and assessment for a period established by the licensing authority in consultation with the relevant state/territory registering body.

3

Set Up Task

PC 1.4

Identify hazards and controls

Before you start to put up any scaffolding, you need to put in place measures to prevent and control hazards.

Description of work/training performed
<p>I filled out a Safe work method statement (SWMS) and followed it. This included showing how I would control the hazards and risks. I set up barricades around the work area to keep other workers out of the work area. I put up DANGER AUTHORISED PERSONS ONLY signs to warn others to keep out.</p>
<p>The location of the scaffold was close to powerlines of less than 133kV. I checked the minimum safe working distances with a supervisor and the electricity company. I found that it was OK to erect the scaffold in this area. I used tiger tails to help me see where the powerlines were. I wore appropriate PPE such as gloves, a helmet and boots.</p>
<p>Because I would be working in the evening and would be a bit dark, I set up extra lighting so I could see the work area clearly.</p>

Date/time	No. of hours	Plant & equipment (eg slings, cranes, communication, PPE)	Supervising person
Date: <u>19 / 9 / 2022</u> Start time: <u>10</u> am pm	20 minutes	<ul style="list-style-type: none"> - SWMS - Barricades - Warning signs 	Name: <u>Joseph Burrows</u> Signed: <u>Joseph Burrows</u> Class: <u>Scaffolding-Basic</u> Cert No: <u>323 565 1</u> State of Issue: <u>WA</u> Issue Date: <u>26 / 01 / 2018</u> Expiry Date: <u>26 / 01 / 2023</u>
Date: <u>29 / 9 / 2022</u> Start time: am <u>2.30</u> pm	20 minutes	<ul style="list-style-type: none"> - Modular scaffold - PPE-gloves, helmet, boots - Tiger tails 	Name: <u>Joseph Burrows</u> Signed: <u>Joseph Burrows</u> Class: <u>Scaffolding-Basic</u> Cert No: <u>323 565 1</u> State of Issue: <u>WA</u> Issue Date: <u>26 / 01 / 2018</u> Expiry Date: <u>26 / 01 / 2023</u>
Date: <u>30 / 9 / 2022</u> Start time: <u>8</u> am pm	20 minutes	<ul style="list-style-type: none"> - Modular scaffold - Portable lighting - PPE-gloves, helmet, boots - Tiger tails 	Name: <u>Joseph Burrows</u> Signed: <u>Joseph Burrows</u> Class: <u>Scaffolding-Basic</u> Cert No: <u>323 565 1</u> State of Issue: <u>WA</u> Issue Date: <u>26 / 01 / 2018</u> Expiry Date: <u>26 / 01 / 2023</u>

Plan task



1

Plan task

PC 1.1

Review task instructions

Check task instructions. Talk to others to make sure you understand the job and get any other information you need.

Description of work/training performed

SAMPLE

Date/time	No. of hours	Plant & equipment (eg slings, cranes, communication, PPE)	Supervising person
Date: Start time: am pm			Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm			Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm			Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:

Select and inspect plant and equipment



2

Select and Inspect Plant and Equipment

PC 2.1

Choose risk controls and fall protection

Make sure risk control and fall protection equipment is working well.

Description of work/training performed

SAMPLE

Date/time	No. of hours	Plant & equipment (eg slings, cranes, communication, PPE)	Supervising person
Date: Start time: am pm			Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm			Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm			Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:

2

Select and Inspect Plant and Equipment

PC 2.2

Choose personal safety equipment (PPE)

You need to check your safety equipment before and after any scaffolding work.

Description of work/training performed

SAMPLE

Date/time	No. of hours	Plant & equipment (eg slings, cranes, communication, PPE)	Supervising person
Date: Start time: am pm			Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm			Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm			Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:

2

Select and Inspect Plant and Equipment

PC 2.3

Remove defective equipment

Inspect scaffold and equipment for defects.
Tag out and report faulty equipment.

Description of work/training performed

SAMPLE

Date/time	No. of hours	Plant & equipment (eg slings, cranes, communication, PPE)	Supervising person
Date: Start time: am pm			Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm			Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm			Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:

2

Select and Inspect Plant and Equipment

PC 2.4

Choose communication equipment

Choose the communication equipment you will use such as two-way radio. Make sure it is working well.

Description of work/training performed

SAMPLE

Date/time	No. of hours	Plant & equipment (eg slings, cranes, communication, PPE)	Supervising person
Date: Start time: am pm			Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm			Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm			Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:

Notes



SAMPLE

Set up task



3

Set Up Task

PC 3.1

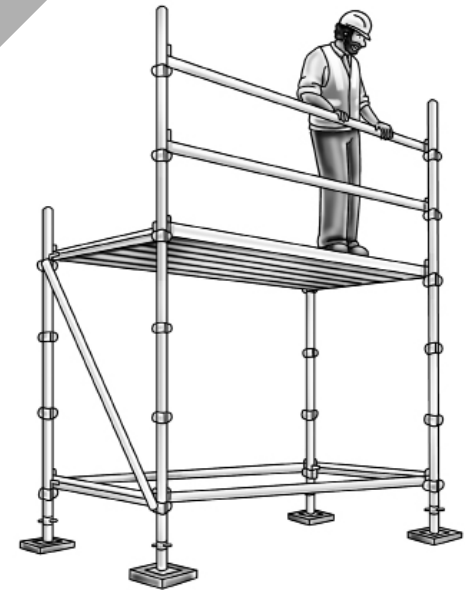
Communicate with other workers

Communicate with other workers on the job so that everyone knows what has to be done and any risk controls that will be used. Make sure risk controls don't affect the work of others on site.

Description of work/training performed

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Date: Start time: am pm			Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
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Date: Start time: am pm			Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:

Undertake basic scaffold activities



4

Undertake basic scaffolding activities

PC 4.1

Eric and dismantle scaffolding

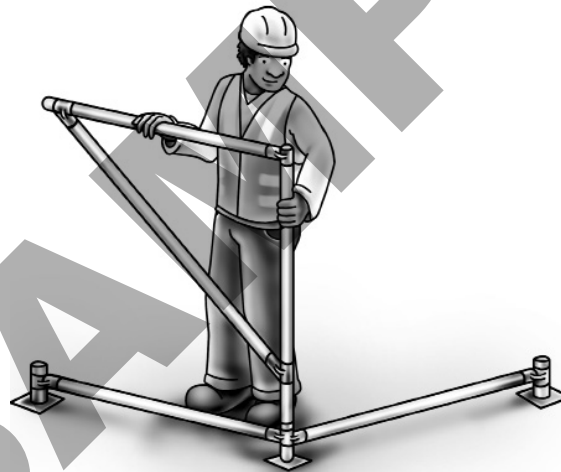
Put up and take down scaffold and equipment while keeping stable according to manufacturer's requirements.

Description of work/training performed

SAMPLE

Date/time	No. of hours	Plant & equipment (eg slings, cranes, communication, PPE)	Supervising person
Date: Start time: am pm			Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
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Date: Start time: am pm			Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:

Complete task



5

Complete task

PC 5.1

Remove excess materials from work area

Remove materials such as tools, equipment, debris, and waste.

Description of work/training performed

SAMPLE

Date/time	No. of hours	Plant & equipment (eg slings, cranes, communication, PPE)	Supervising person
Date: Start time: am pm			Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
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