**OHS Practitioner and Professional Certification**

**Demonstrated Capability Assessment (DCA)**

*Completion of the Demonstrated Capability Assessment is about demonstrating the application of a range of knowledge and skills is a requirement for certification.*

*The entry boxes in this form are expandable so the size is no indication of the suggested length.*

*You should complete the Assessment and Submit. Please ensure you have identified a referee who can provide verification to a wide range of your responses****. Referees need to be able to verify responses and speak to your OHS capabilities in the workplace, ideally a Manager or higher.***

Applicants are advised to read the [OHS Global Capability Framework](https://www.inshpo.org/storage/app/media/docs/INSHPO_2017_Capability_Framework_Final.pdf) Skills section (pages 36-43) so they understand the Skills areas, grading levels and performance criteria.

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| Personal Details  |
| **Name**       | **Phone**       |
| **Email**       |  |

*All assessment documents will be treated as confidential documents for the purposes of assessment.*

# Demonstrated Skills areas

*The demonstrated skills areas reflect the competencies in the* [*OHS Global Capability Framework*](https://www.inshpo.org/storage/app/media/docs/INSHPO_2017_Capability_Framework_Final.pdf) *and directly relate to the Skills section pages 36 to 43.*

*Please note that achievement of the competency will be based on addressing the competency area and will be graded using the Performance Criteria in the SKILLS Matrix and scored using 4 levels:*

1. Awareness: Understands the need for and general principles of skill application.
2. Routine application: Applies the skill independently to well-known, routine tasks and to nonroutine tasks under supervision.
3. Skill application: Adapts and applies the skill independently and effectively, also to nonroutine tasks.
4. Creative mastery: Applies the theoretical concepts and practiced skill critically and creatively to new situations.

*For assessment purposes there must be responses for each skill area.*

**Please consider your examples carefully and address the criteria using the STAR Method**

**What is the STAR method?**

1. Situation: Set the scene and give the necessary details of your example.
2. Task: Describe what your responsibility was in that situation.
3. Action: Explain exactly what steps you took to address it.
4. Result: Share what outcomes your actions achieved.

This method will help you prepare clear and concise responses using real-life examples. By using this strategy, you can make sure you’re fully addressing the criteria and demonstrating how you were able to overcome a challenge, communicate effectively, implement something, apply knowledge to a situation or use your technical skills in the workplace.

Please read the **A18- Guide to Completing OHS Demonstrated Capability Assessment**

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| Demonstrated Skills areas |
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| **Communication**Tell us about a time when you have used written, oral and non-verbal communication skills in the workplace• Were they clear, concise, delivered in a logical manner, provide underpinning rationale?• Did they reflect empathy and understanding of the audience? |
| *Supply 1 or more responses to ensure you have addressed the criteria.* |
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| **Professional Presentation Skills**Describe a time you explained technical OHS information (e.g., legislation) or other concepts to others* Was this to the workforce or a broader range of audiences?
* How did you demonstrate a good level of knowledge of the topic?
* What range of communication skills or formats did you use (e.g., discussion, PPT, practical demonstration)?
 |
| *Supply 1 or more responses to ensure you have addressed the criteria.* |
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| **Knowledge Management**Tell us about a time you accessed OHS resources and integrated OHS information from a variety of sources to develop knowledge and as a basis for action |
| *Supply 1 or more responses to ensure you have addressed the criteria.* |
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| **Evidence Based Practice**Tell us about a time when you generated evidence-based information (e.g., legislation, industry standards) to resolve an OHS issue or practice* How did you critically analyse and consolidate the information to justify the solution?

[***OHS BoK Chapter 39.1***](https://www.ohsbok.org.au/chapter-39-1-the-ohs-professional-as-a-critical-consumer-of-research/) |
| *Supply 1 or more responses to ensure you have addressed the criteria.* |
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| **Problem Solving & Critical Thinking**Describe a time when you applied critical thinking, information gathering and communication skills to identify and analyse an OHS issueDid you seek any specialist advice? |
| *Supply 2 or more responses to ensure you have addressed the criteria.* |
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| **Professional Practice**Describe a few examples of how you have kept up to date with professional development* Did you undertake any training to address gaps in your knowledge?

ORDescribe a time when you recognised the limits of your own knowledge or skills and sought specialist advice[***OHS BoK Chapter 38.3***](https://www.ohsbok.org.au/chapter-38-3-ethics-and-professional-practice/) |
| *Supply 2 or more responses to ensure you have addressed the criteria.* |

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| **Ethical Practice**Tell us about a time you displayed ethical practice (detailed account)[***OHS BoK Chapter 38.3***](https://www.ohsbok.org.au/chapter-38-3-ethics-and-professional-practice/) |
| *Supply 1 or more responses to ensure you have addressed the criteria.* |
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| **Engaging** Tell us about a time when you engaged with others on OHS matters.* Who were your networks (e.g., Managers, technical staff, union)
* How did you act when issues were raised?
 |
| *Supply 1 or more responses to ensure you have addressed the criteria.* |
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| **Mentoring & Being Mentored**Describe a time when you coached or mentored others in an OHS skill or topic* What approach did you take?
 |
| *Supply 1 or more responses to ensure you have addressed the criteria.* |

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| **Teamwork**Tell us about a time when you worked independently and as part of a team to address OHS issues* Did you work within multidisciplinary teams, collaborate with other OHS professional (internal and external)?
* How did you influence the team?
 |
| *Supply 1 or more responses to ensure you have addressed the criteria.* |
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| **Negotiation & Management of Conflict**Describe in detail a time when you received pushback to an OHS issue and how you handled it |
| *Supply 1 or more responses to ensure you have addressed the criteria.* |
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| **Personal Leadership**Tell us in detail about a time when you made a judgement about an OHS matter * Was this a high-level call or more operational level?
* What responsibility did you take for your own technical knowledge and practices?
 |
| *Supply 1 or more responses to ensure you have addressed the criteria.* |

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| **Project Management**Describe one or more times when you developed and implemented a strategy, program, idea or solution to an OHS issue* Did you take a leadership role to operationalise the strategy?
* Did it require you to plan, implement and monitor outcomes of the project?
* How effective were your project management skills?
* Were you responsible to implement change associated with this project?
 |
| *Supply 1 or more responses to ensure you have addressed the criteria.* |
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| **Managing Others**Provide an example of when you managed others, including contractors* What approach did you take? *(not applicable for Certified Practitioner applications)*
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| *Supply 1 or more responses to ensure you have addressed the criteria.* |
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| **Training**Describe an example/s of training you delivered to the workplace* What was the knowledge or skill to address?
* Who was the target audience?
 |
| *Supply 1 or more responses to ensure you have addressed the criteria.* |

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| **Surveying, Inspecting & Auditing**Describe an inspection or auditing program you were involved with* What tasks did you carry out?
 |
| *Supply 1 or more responses to ensure you have addressed the criteria.* |
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| **Investigating**Describe an incident or non-conformance you investigated* Did you critically analyse and pull together information to provide a practical solution/outcome? Did you demonstrate objectivity?
 |
| *Supply 1 or more responses to ensure you have addressed the criteria.* |
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| **OHS Measuring & Monitoring**Tell us about an OHS monitoring program in the workplace and how you used the information |
| *Supply 1 or more responses to ensure you have addressed the criteria.* |

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| **OHS Risk Management** Describe the types of risk management tools and processes you use in the workplace * Where and how did you use them?

**Types of hazards at work**Describe the types of hazards you’ve been involved with in the workplace[***OHS BoK Chapter 31.1***](https://www.ohsbok.org.au/chapter-31-1-risk/)[***OHS BoK Chapter 31.2***](https://www.ohsbok.org.au/chapter-31-2-ohs-risk-and-decision-making/) |
| *Supply 2 or more responses to ensure you have addressed the criteria.* |
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| **OHS Systems Management**Describe an OHS management system that you’ve been involved with in the workplace and how you applied the system[***OHS BoK Chapter 12.2***](https://www.ohsbok.org.au/chapter-12-2-ohs-management-systems/) |
| *Supply 1 or more responses to ensure you have addressed the criteria.* |

**Declaration**

I certify that the examples provided are my own and they are a true and correct description and analysis of the OHS practice undertaken.

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| Signature of candidate  |       |
| Date |       |

**Certification Criteria**

Knowledge as demonstrated through qualifications and a minimum period of OHS practice is assessed separately. Demonstrated competence in practice is assessed through a portfolio of evidence, Referee interview and Applicant interview. The skills areas and grading scale are taken from the [OHS Global Capability Framework](https://www.inshpo.org/storage/app/media/docs/INSHPO_2017_Capability_Framework_Final.pdf) (pages 36-43). Applicants are asked to provide a working example of them demonstrating these skill areas in the workplace.

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| **Personal & Professional Skills** |  |
| Communication | Professional Presentation Skills | Knowledge Management and Evidence-based Practice | Problem-Solving & Critical Thinking | Professional & Ethical Practice |
| **Influence** |  |
| Engaging | Mentoring & Being Mentored |  |  |  |
| **Leadership & Management** |  |
| Teamwork | Negotiation & Management of Conflict | Personal Leadership | Project Management | Managing Others |
| **OHS Professional Technical Skills** |  |
| Training | Surveying, Inspecting & Auditing | Investigating | OHS Measuring, Monitoring & Risk Management | OHS Systems Management |