**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 issue  Did 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?   OR  Describe 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)* |
| *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 |