

# Recognition for Unit of Competency

Unit Number: **HLTOHS200A**

Unit Name: **Participate in OHS processes**

Teaching Section: **Dental Assisting**

## Step 1: Read the unit competency requirements (If you have the skills/knowledge to meet these elements, go to step 2)

**Unit Descriptor:** This unit specifies the workplace performance required for an entry level employee to participate in OHS processes in the workplace, in order to ensure their own health and safety at work, as well as that of others in the workplace who may be affected by their actions

ELEMENTS	PERFORMANCE CRITERIA
1. Plan and prepare to work safely	<ul style="list-style-type: none"> <li>Identify hazards in the work area, and take action to control risk</li> <li>Report residual risk according to organisation procedures</li> <li>Carry out pre-start checks as required according to work procedures</li> </ul>
2. Conduct work safely	<ul style="list-style-type: none"> <li>Use personal protective equipment correctly and maintain when required</li> <li>Follow work procedures and workplace instructions for ensuring safety when planning and conducting work</li> <li>Report incidents and injuries to designated personnel</li> <li>Undertake OHS housekeeping in work area</li> <li>Manage own levels of stress and fatigue to ensure ability to work safely</li> </ul>
3. Participate in OHS consultative activities	<ul style="list-style-type: none"> <li>Make a constructive contribution to workplace meetings, workplace inspections or other OHS consultative activities</li> <li>Raise OHS issues with designated personnel according to organisation procedures</li> <li>Provide input to improve workplace OHS systems and processes, according to organisation procedures, to eliminate hazards or reduce risk</li> <li>Maintain and update own knowledge of OHS issues as they apply to workplace systems, equipment and processes</li> </ul>
4. Follow emergency response procedures	<ul style="list-style-type: none"> <li>Identify and report emergency situations</li> <li>Follow organisation procedures for responding to emergencies</li> <li>Apply knowledge of roles and responsibilities of OHS representatives and OHS committees</li> </ul>

## Step 2: Complete your personal and unit details

TAFE NSW  
 Student Number:  Last Name:  First Name:

SAM Number:  Unit Number:  Unit Name:

## Step 3: List your evidence for recognition

List your evidence below providing as much detail as possible. **Note:** recognition can only be granted for a full unit of competency. If you can meet most of these elements but not all, contact the appropriate teaching section to discuss gap training.

**Attach additional paper if more space is required.**

Qualifications &/or formal statements	Professional Development & Training	Work Experience	Other Experience & Skills
List your qualifications and/or formal statements relevant for this unit. Evidence may include: Statement of Attainment, Certificate, Diploma etc.	List any other training and development activities completed at work. Eg: Staff Development Activities, Training Sessions, One to one training by a qualified senior staff member.	List what you do or have done at work that meets the unit description. Eg: activities, duties, projects. etc. Evidence may include: letter of confirmation from your employer, duty statement.	List your membership of organisations, voluntary work, community work or self employment/home business. Evidence may include: membership certificate, reference letter from clients.

**Student Declaration** All information I provide to support this application is true and correct. **Recognition Granted:**  YES  NO

Signature of Student:	<input type="text"/>	Reason for Non Approval (if applicable):	<input type="text"/>
Date submitted:	/ /		
Name of Assessor:	<input type="text"/>		
Signature of Assessor:	<input type="text"/>	Date Processed:	/ /

## Step 4: Attach all certified documents and sign the Student Declaration

Do not send original qualifications, formal completion statements or membership certificates. Instead, supply certified copies. Certified means you need to have your original documents sighted and a copy signed by:

- a Justice of the Peace (JP) or any Officer of the Court
- a teacher or Course Information Office at OTEN
- a TAFE NSW staff member

To find your local JP visit <http://jp.lawlink.nsw.gov.au/public/>.

Note: If your name is different from that on the evidence documents you are submitting, you will also need to provide certified proof of your change of name, eg Marriage Certificate.

## Step 5: Complete the **PURPLE** 'Enrolment Adjustment-Recognition of prior learning and previous studies form for submission with your application.

Once completed, the PURPLE Enrolment Adjustment form must be attached to the top of all documentation ready for submission. It is important to keep copies of all completed forms for your own reference.

## Step 6: Secure all documentation and submit (by post or in person)

Electronically submitted versions will not be accepted. Applications must not be faxed or emailed, as the Assessor and the Delegate must sight the original signatures of certification, as well as the applicant's own original signature.

Important notes: Recognition applications will only be processed for currently enrolled students. If not currently enrolled, you need to apply to enrol by completing an OTEN Enrolment Application form that you must include with your recognition application.

Submit your completed application by post or in person to:

If currently enrolled

**Recognition Officer**

OTEN

51 Wentworth Road

STRATHFIELD NSW 2135

If not currently enrolled (with your completed OTEN Enrolment Application form)

**Student Services**

OTEN Student Services - Enrolments

Locked Bag 2012

STRATHFIELD NSW 2135