**Job role competence checklist**

**Role:** *Quad bike guide (include site details if relevant e.g. Quad bike guide for the back of farm trip)*

**Name of Staff Member:**

Note: Ensure the competencies cover all the safety responsibilities of the role

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| --- | --- | --- | --- | --- | --- | --- |
| **Required competencies (skills or knowledge)** | **Method of checking competence** | **Qualification current?****In-house checks - competent or not?**  | **Qual expiry date** | **Assessor signature***(or person who has sighted the relevant qualification)* | **Candidate signature** | **Date** |
| **General**  |
| *Can apply their role within the trip’s standard operating procedures*  | *In-house* | *yes* | *N/A (not applicable)* |  |  |  |
| *Can demonstrate good situational awareness and visual scanning skills* | *In-house* | *yes* | *N/A* |  |  |  |
| *Knows how to correctly use the operation’s safety equipment including ATVs and helmets* | *In-house* | *no* | *N/A* |  |  |  |
| *First aid for location where help may take several hours to arrive* | *PHEC qualification*  | *yes* | *June 2015* |  |  |  |
| **Activity Specific**  |
| *Skills as per those listed in the ‘xxx’ qualification*  | *Name the qualification that staff should have*  | *yes*  | *Feb 2016* |  |  |  |
| *‘x’ amount of logged experience* | *View log book* | *yes* |  |  |  |  |
| *If there is no qualification, list the required competencies here. The following examples are from the all-terrain vehicle activity safety guideline:**Can demonstrate quad bike riding skills sufficient to apply their role within the supervisory system* | *In-house* |  | *N/A* |  |  |  |
| *Can apply a process to teach and assess ATV driving skills* |  |  |  |  |  |  |
| *Can apply a process to teach and assess driving skills* |  |  |  |  |  |  |
| *Can identify and manage dangerous equipment via replacement or isolation or repair* |  |  |  |  |  |  |
| *Etc* |  |  |  |  |  |  |
| **Site Specific**  |
| *Has done three trips under supervision of a senior guide* | *In-house* | *yes* |  |  |  |  |
| *Has gone through emergency escape tracks at tree bridge and grass road* | *In-house* | *yes* |  |  |  |  |
| *Knows where areas of cell phone coverage are as per the activity operational plan* | *In-house* | *yes* |  |  |  |  |
| *Knows location of key for farmer’s gate* | *In-house* | *yes* |  |  |  |  |

**Description of in-house assessments**: *include where, when and what was done to assess competence - continue on a separate sheet if necessary.*

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| --- |
| **Further training required** |
| **Overall result**: (please circle one) **Competent** to fulfil this role **Not Competent** to fulfil this role |

**Comments:** *this could include things such as ‘able to fulfil part of the role but must be supervised for other part’ until training completed*

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**Assessor’s name**  **Signature Date**

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**Candidate’s name**  **Signature Date**

**In-house assessor credentials:** *Note that in-house assessors must have knowledge of the standard applicable for the skills being assessed, and be able to demonstrate skills and knowledge in the competencies that are being assessed to at least the level that they are assessing.*