

## Job Competency Checklist

**Role:** *Include site details if relevant eq quad bike guide for the back-of-farm trip*

**Staff member:** *Ensure the competencies cover all the safety responsibilities of the role*

Skills or knowledge required	Competency check method	Qualification or In-house check	Expiry date	Assessor's signature	Employee's signature	Date
<b>General</b>						
<i>Can apply their role within the trip's SOPs</i>	<i>In-house</i>	<i>Yes</i>	<i>NA</i>			
<i>Can demonstrate good situational awareness and visual scanning skills</i>	<i>In-house</i>	<i>Yes</i>	<i>NA</i>			
<i>Knows how to use the safety equipment</i>	<i>In-house</i>	<i>Yes</i>	<i>NA</i>			
<i>First aid for remote location</i>	<i>PHEC qualification</i>	<i>Yes</i>	<i>June 2025</i>			
<b>Activity specific</b>						
<i>Skills as per those listed in the 'xxx' qualification</i>	<i>Qualification that staff should have</i>	<i>Yes</i>	<i>1 Aug 2024</i>			
<i>x amount of logged experience</i>	<i>View logbook</i>	<i>Yes</i>				
<i>If there is no qualification, list the required competencies, eg can demonstrate riding skills</i>	<i>In-house</i>		<i>NA</i>			

Skills or knowledge required	Competency check method	Qualification or In-house check	Expiry date	Assessor's signature	Employee's signature	Date
<i>Can apply a process to teach and assess, eg ATV driving skills</i>	<i>In-house</i>	<i>Yes</i>				
<i>Can identify and manage dangerous equipment</i>	<i>In-house</i>	<i>Yes</i>				
<b>Site specific</b>						
<i>Has done ±3 trips supervised trips / courses</i>	<i>In-house</i>	<i>Yes</i>				
<i>Has gone over emergency escape tracks</i>	<i>In-house</i>	<i>Yes</i>				
<i>Knows where cellphone blindspots are</i>	<i>In-house</i>	<i>Yes</i>				
<i>Knows location of the key for farmer's gate</i>	<i>In-house</i>	<i>Yes</i>				

<p><b>Description of in-house assessments</b> <i>Include where, when, and what was done to assess competence</i></p>   
<p><b>Further training required or recommended</b></p>   

<Insert organisation name / logo here>

<b>Overall result</b> <i>Circle one</i>	<b>Competent to fulfil this role</b>	<b>Not yet competent to fulfil this role</b>
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**Comments** *eg able to fulfil part of the role but must be supervised for other parts until training is completed*

\_\_\_\_\_  
*Assessor's name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Staff member's name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

*Note:* In-house assessors must have evidence of knowledge of the relevant sector standard and have higher skills and knowledge in the competencies that are being assessed.