

In association with Safety ‘n Action Workplace Drug Testing Candidate Assessment Pack

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| Part 1: Candidate to Complete (PleasePRINTclearly inBLOCK CAPITAL LETTERS) | | | | | | | | | | | | | | |
| Candidate Name: | |  | | | | | | | | | | | | |
| Company Name: | |  | | | | | | | | | | | | |
| Address: | |  | | |  | | | | | | | | | |
| Phone Number: | |  | | |  | | | | | | | | | |
| Email Address: | |  | | |  | | | | | | | | | |
| Date of Birth: | |  | | | NZQA Number: | | |  | | | | | | |
| Gender: | | Male | Female | | | | | | | | | | | |
| Ethnicity:  (Please specify where appropriate) | | NZ European | | Pasifika | | | | | Other | | | | | |
| Maori | | Asian | | | | |  | | | | | |
| Part 2: Assessor to Complete | | | | | | | | | | | | | | |
| 25458 | Perform urine specimen collection in the workplace for drug testing | | | | | | L3 | | | C2 | V3 | | C / NYC | |
| 25511 | Perform urine drug screening in the workplace | | | | | | L4 | | | C4 | V3 | | C / NYC | |
| Assessor Name: | | Sue Nolan | | | | Course Evaluation: | | | | | | Yes | | No |
| Date: | |  | | | |  | | | | | |  | |  |
| Comments: | |  | | | | | | | | | | | | |
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This course is being run by DrugFree Sites in association with Safety ‘n Action which is an NZQA registered and accredited PTE, therefore the following policies apply:

**Course Health & Safety Statement**

Safety ‘n Action Policy

Safety ‘n Action is committed to ensuring that all areas of our training are conducted under optimum safety conditions. As such we need to ensure that all course participants abide by our Health and Safety Policy.

Prior to you commencing with any area of instruction organised by Safety ‘n Action you will be informed of our Policy and expectations. An important part of our Policy implementation is that you, the participant, sign this form once you understand your obligations.

If you are unsure or have concerns you are asked to discuss these immediately with your Trainer.

**Candidate Commitment**

* I understand that I shall take all practicable steps to ensure my safety during this course.
* I will take no action or inaction that will cause harm to any other person.
* If I have concerns or am unsure I will ask the Trainer for clarification immediately.
* I will notify my Trainer of any potential or actual hazards that I find as soon as I identify them.
* I will also assist other participants to abide by the Health and Safety Policy.
* I will abide by the above policy and the Health and Safety requirements specific to the place/site of my training.
* I have read and understood the Candidate Assessment Guideline for this course.

**Medical Fitness** **to Attend a Course of Training**

I acknowledge that it is my responsibility to inform the Trainer at the commencement (or during the course) if for any reason I am (or should I become) medically unfit to attend (or complete) this training course, or should I feel (or become) uncomfortable with completing any task.

**Important** **Notice**

Should the trainer (or any other individual) shout **STOP** at any time, all persons are to immediately stop what they are doing and await further instructions. This instruction **must** only be given where the risk of real or potential serious harm has been identified.

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| Date: |  |

**Pre- Course Information**  
  
**Introduction**

Safety ‘n Action Limited is a professional training organisation committed to achieving high standards in our training programmes. Please take the time to read the following helpful information regarding your up-coming course.

**Entry and Selection**

Entry to the course is open to all candidates and employees of our clients. There is a requirement that the candidate needs to have written and oral English to be able to enrol on Permit to Work courses. The employer or candidate needs to complete and agree to the terms and conditions of the course prior to acceptance of its employees or candidate onto the programme.

**Cross** **Crediting**

Safety ‘n Action recognises any formal learning which is linked to unit standards, should candidates have achieved a unit or some units which are in the course they are going to study. Candidates need to notify the customer services team prior to commencing the course if they wish to apply for cross crediting, candidates will then be given instruction as to which parts of the course they are able to apply the cross credits and the instructor will be notified.

**Credit Transfer**

Courses offered by Safety ‘n Actionare based on unit standards. Once candidates have successfully completed the course they will be awarded NZQA credits for achievement of these units. Should Safety ‘n Action fail, the candidate will have a current record of learning of the units gained. Other providers offering similar courses will be able to recognise this record of learning and candidates will be able to pick up any training not yet received with these other providers.

**Assessment** **Guidelines**

Student progress/requirement for completion. Learning objectives are detailed at the beginning of each training module and assessment is conducted throughout the course. A practical assessment may also be conducted in some programmes. Candidates will be required to achieve competence in all areas of the assessment to be awarded the unit and credits. A certificate is issued on competency. Assessment is conducted in compliance with competency based assessment according to NZQA criteria. If requested by the individual or the company, all unit standards achieved are reported to NZQA by Safety ‘n Action. Candidates requiring help in areas of writing and reading skills will be provided assistance. Please approach the instructor at the beginning of the programme if assistance is required.

**Reassessment**

Candidates are able to re-sit assessments for which they didn’t achieve competency. If candidates wish to re-sit assessments they will need to contact the customer services team who will arrange for this to take place.

**Assessment Disputes (Appeals)**

In the event that candidates have a concern about their assessment we ask that in the first instance you talk with the instructor or contact the customer services team. The instructor will re-assess the candidate in consultation with the Safety ‘n Action management team. If the Candidate is still not satisfied following the re-assessment procedure Safety ‘n Action will initiate external post assessment moderation with the appropriate advisory group member for a final assessment decision.

**Code of Conduct**

Safety ‘n Action requires all candidates attending courses to be respectful of the rights and needs of others. Please be punctual and be prepared to attend the complete programme without external interruption. We request cell phones be turned off during training. Candidates are required to dress appropriately for training and comply with specific personal safety dress codes required by the employer e.g. safety footwear, eye protection, overalls, gloves etc

**Cell Phones**

Students are requested to switch off their cell phones during training. If you must make/take an urgent call please refrain from doing so in a manner that may disturb others.

**Disciplinary Procedures**

Safety ‘n Action Limited reserves the right to remove a participant from training in the event of disruptive behaviour that is detrimental to the learning programme. A resolution will be sought between the participant and their immediate manager to resolve the issue. In the event a satisfactory result cannot be achieved the participant will not be reinstated and no refund will be due.

**Complaints**

If a candidate or company has a complaint in regard to the training this shall be made in writing to Safety ‘n Action. All complaints will be investigated and responded to immediately. If required the candidate may contact NZQA directly on 0800 QA HELP.

**Welfare & Guidance**

Candidates are able to approach the instructor regarding support, guidance and cultural sensitivities. Some training programmes will require a degree of physical fitness and can place the candidate under stress. Candidates must advise instructors prior to the course of any medical or physical disabilities or conditions. All aspects of the Privacy Act and the Health and Safety in Employment Act will be complied with in respect to Candidate privacy and welfare.

**Treaty of Waitangi / Te Tiriti O Waitangi**

Safety `n Action recognises the Treaty of Waitangi as the founding document of New Zealand and seeks to apply the principles of the Treaty in our day to day activities.

**Te Reo Assessment**

Candidates may request to be assessed in Te Reo Maori. As this is likely to involve engaging a suitably qualified third party to carry out the assessment or translate written submissions, a request must be submitted to the customer services team in writing 14 days prior to the assessment taking place. On receiving such a request, the customer services team will immediately forward the request to the Management Team and make arrangements for carrying out the assessment.

**Privacy Act**

Safety ‘n Action collects and stores information to comply with the requirements of the Tertiary Education Commission (funding and student statistical returns), New Zealand Qualifications Authority (Record of Learning and Unit Standard outcomes), employers (academic outcomes) and Industry Training Organisations (funding and academic outcomes). The information is also used to select students for qualifications, to manage internal administrative processes, and for internal reporting. Information about students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records. In addition, when required by statute Safety ‘n Action leases information to Government agencies such as the New Zealand Police, Department of Justice, Department of Work and Income, and the Accident Rehabilitation Compensation Corporation (ACC), NZ Immigration Service.

NZQA’s Report of External Evaluation and Review (EER) Category and Statement Provider Category 1

Statement (Report dated 13th January 2014):

NZQA is Highly Confident in the educational performance of Safety ‘n Action Limited.

NZQA is Highly Confident in the capability in self-assessment of Safety ‘n Action Limited.

**Safety ‘n Action Team** Phone: 0800 222 388 Email: [admin@safetynaction.co.nz](mailto:admin@safetynaction.co.nz) Website: [www.safetynaction.co.nz](http://www.safetynaction.co.nz)

**DrugFree Sites** Sue Nolan (MSc. (Hons) Managing Director Phone : 021877606  Email ;  [sue@drugfreesites.co.nz](mailto:sue@drugfreesites.co.nz)  Website : [www.drugfreesites.co.nz](http://www.drugfreesites.co.nz)