

# ForkTime

## Verification of Competency VOC

Verification of Competency “VOC” is an independent Verification Process against current licensing arrangements, industry standards, new legislation requirements, duty of care obligations to ensure the worker has the necessary skills to undertake workplace activities ensuring the worker are trained, competent by not placing themselves and others at risk, meeting your employers legal responsibility to ensure sufficient information, instruction, training and supervision.

A Verification of Competency (VOC) is a method of assessment that can be used to demonstrate the worker’s ability to operate plant & equipment and/or undertake the responsibilities of these roles.

Verification of Competency Process (VOC) conducted by proven & industry based assessors/trainers that have relevant qualifications in their assessment field.

Assessed from the current national unit of competencies, legislative requirements, site rules, policies and procedures, job safety analysis (JSA) / (JSEA), work method statements (WMS)

This system is now wide-spread within industry, now within construction sites, Government sites being a validation process to ensure the workers are competent in their task that they undertake, a system for pre – employment that demonstrate the workers ability to operate plant.

Current Work Health Safety (WHS) legislation requires a person conducting business undertaking (PCBU) is to ensure their workers can clearly demonstrate their ability to perform their tasks related to their job role when plant is used, ensuring safe operation of equipment.

A full assessment is completed from your site or

**At Forkime located at:**

**5 / 21 Groves Ave Mulgrave, NSW (near Windsor).**

## **Assessment process**

includes written or verbal assessment of underpinning knowledge, asking questions, visual demonstrations, validation of experience, collecting evidence prior Licence etc.

## **Key Areas for verification**

- The Health & safety Legislative requirements.
- Key changes in terms.
- Hierarchy of control.
- Hazard identification.
- Industry Knowledge.
- Accidents & incidents.
- Site safety.
- Task skills, or the requirements to perform individual task.
- Task management skills.
- Expectations of the work environment, including working with others.
- Evidence collection prior Licence valid dates, experience.
- Use of plant & equipment.
- Start – up & shut down – site clean up.

The VOC process may also include Gap training or refresher training to meet current legislation requirements, as a rule completed one person at a time or in small groups.

Note: - all Verification of Competency will include training on current legislation upgrades (new information). On completion each candidate will be issued with a Verification of Competency Certificate with valid assessment summary copies of which will be sent to your workplace, a plastic card also issued. (*Duration: 1 - 3 hours*)

**Note:** - you're required to hold current High Risk Work (HRW) photo licence or other plant certification to qualify for a Verification of Competency (VOC) Further information contact Forktime on **02 4577 9577**.