

TLRG MOBILE ASSESSMENTS

MSMWHS200 Work Safely Practical A...

a) Identifying hazards in the work area.

*Did the learner correctly identify hazards in the work area?

Yes No

Would you like to add photos or video evidence of this assessment task?

Yes No

b) Assessing the risk level of the identified hazards.

*Did the learner accurately assess the risk level of the identified hazards?

Yes No

Would you like to add photos or video evidence of this assessment task?

Menu Index **Submit** Prev Next



TLRG

MOBILE ASSESSMENTS USER GUIDE

Lasting, quality compliance.





TLRG MOBILE ASSESSMENTS

In a time of strict compliance and rigorous auditing, having an easy way to gather, sync and store high quality evidence of assessments is becoming more important than ever. With **Mobile Assessments** organisations can make sure assessors have the ability to make consistent decisions through clear task benchmarking, supported with photo and video evidence.

Mobile Assessments is an evidence-gathering app in the palm of your hand. Suitable for individual or group assessments, it guides assessors through practical observations and prompts them to gather photo, video and audio evidence of learners completing tasks, and attaches them directly to an assessment report.

Access all your organisation's Practical Assessment tools on your phone, tablet or laptop and:

- Gather photo and video evidence.
- Keep geolocated evidence as proof of time and location of assessment.
- Assess single learners or groups.
- Complete assessments live or upload after the assessment is complete.
- Sync completed assessment records with your compliance and admin teams in real time.
- Maintain consistent high levels of evidence gathering and record keeping.
- Reduce time and cost by using devices that your assessors carry with them.
- Add notes to explain exactly what happened during the assessment.
- Automatically generate and email Assessment Records branded to your organisation containing photos and links to video files stored securely on cloud servers.
- Ensure the judgement of your assessors never comes under scrutiny.



HOW DO YOU ACCESS MOBILE ASSESSMENTS?

- Step 1: Purchase the Mobile Assessments plan that you need from our team.
- Step 2: Download the Fastfield App from the iTunes or Google Play store.
- Step 3: Log into the app with the credentials we email to you and start assessing immediately.



HOW DOES IT WORK?

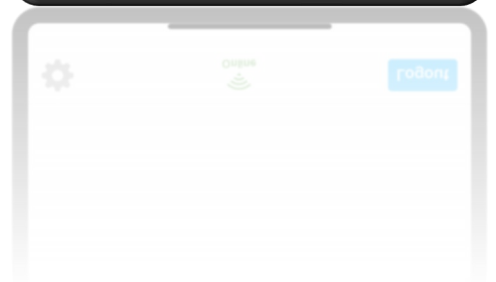
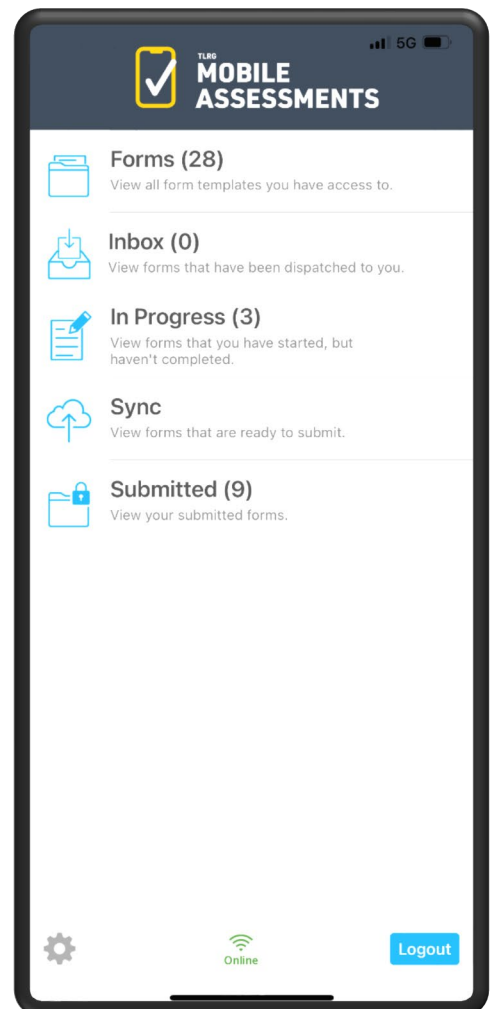
Once setup, the home page of the app has 5 sections - Forms, Inbox, In Progress, Sync and Submitted.

Forms allows you to view all the Practical Assessment tools you use from TLRG and your own tools uploaded by our team. Simply search for the course you need and click on the assessment to 'Start Form'. Once all assessment details and answers have been entered, hit submit.

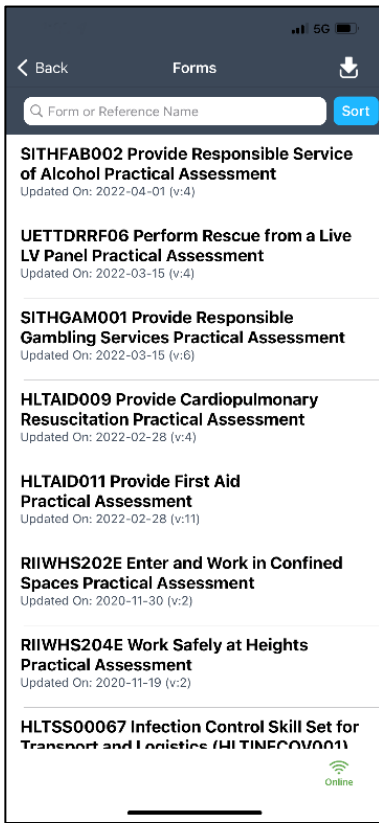
If you don't complete the assessment, you can view it in the 'In Progress' section.

Inbox allows you to view all assessments that have been dispatched to you and the sync feature shows you assessments that are ready to be submitted once you have an internet connection.

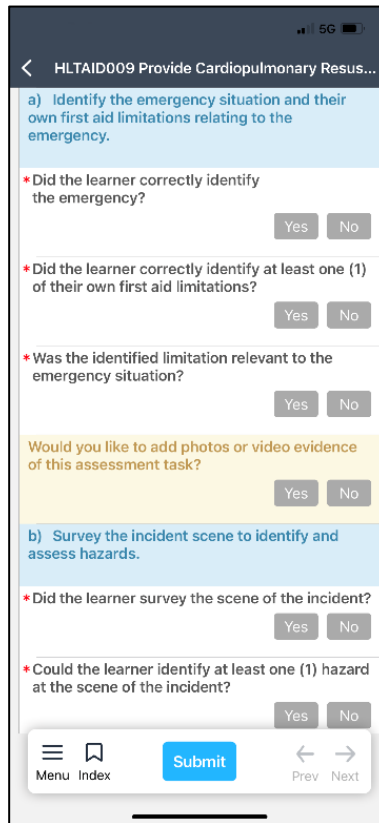
You can also view your submitted assessments in the submitted section.



BENCHMARKING AND ADDING EVIDENCE



1. Choose the Assessment from the Forms list.



2. Complete the details in the form and answer each Yes/No benchmark question based on the learner's performance.

*Did the learner explain alcohol-impaired driving accidents, crime, public violence, family violence and anti-social behaviour associated with alcohol abuse?

Yes No

*Did the learner correctly identify legal drink and drive limits?

Yes No

*Notes

Learner was unable to explain

Would you like to add photos or video evidence of this assessment task?

Yes No

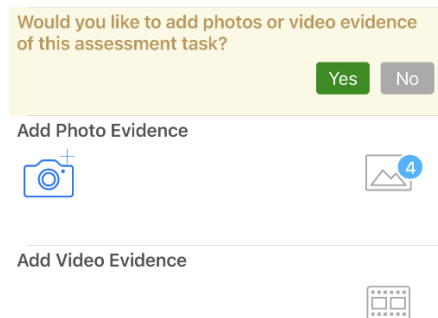
Add Photo Evidence



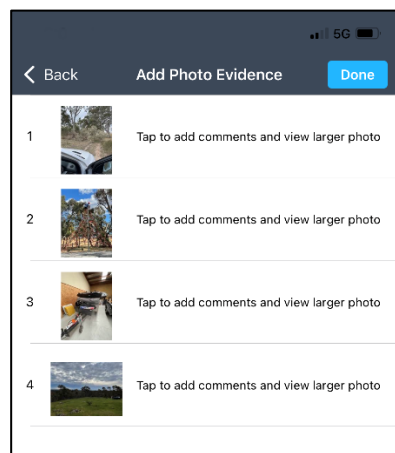
Add Video Evidence



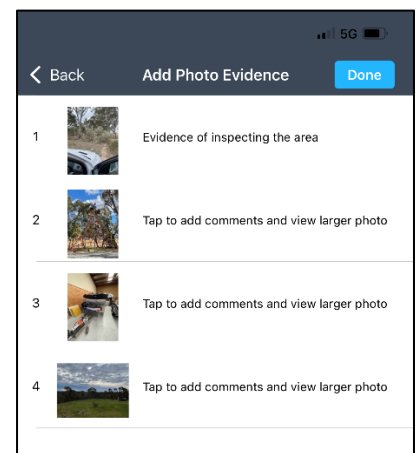
3. Where a learner does not demonstrate something correctly, add notes describing what happened. You will be prompted after each step of the task to add photos or videos as evidence.



4. After adding photos or videos the form will display how many photos/videos you have added.



5. Click on the icon to open a gallery of the photos/videos. Here you can click on each one to zoom in and you can also add notes explaining what is happening in each one.



6. Any notes you make will appear next to the photo in the app and in the report that is generated once you submit the assessment form.

Task Comments and Feedback

Use this space to add any notes about the assessment that may be relevant to determining competency.

* Completion of Assessment Task

Satisfactory

Not Satisfactory



7. Once each assessment task is complete, use the feedback area to make additional notes about the task and determine if the completion of the task was Satisfactory or Not Satisfactory.

Additional Evidence


Use this section of the Mobile Assessment Form to upload additional supporting photo and video evidence.

Would you like to add extra photos or video evidence of this assessment task?

Add Photos

Add Video



Would you like to add a second video?

8. The final part of the assessment allows you to upload additional evidence to support the assessment decisions.

Assessment Sign-off


Assessment Summary Comments and Feedback

No additional feedback

*** Assessor Declaration**

I, the person conducting the assessment, declare that the above-mentioned learner participated in an appropriate assessment in accordance with the assessment plan, and outcomes and objectives of the unit of competency. The information recorded above is a true reflection of this learner's assessment. The learner has been provided with feedback and informed of the assessment result and the reasons for the decision.

*** Signature**



9. The Sign-off area has a declaration made by the assessor and a signature panel.

Assessment Sign-off



Assessment Summary Comments and Feedback

No additional feedback

*** Assessor Declaration**

I, the person conducting the assessment, declare that the above-mentioned learner participated in an appropriate assessment in accordance with the assessment plan, and outcomes and objectives of the unit of competency. The information recorded above is a true reflection of this learner's assessment. The learner has been provided with feedback and informed of the assessment result and the reasons for the decision.

*** Signature**

10. Once these steps are completed the form can be submitted.

COMPLETING THE ASSESSMENT IN REAL TIME (Great for 1-1 assessments):

1. Log in to the Fastfield App using your email and password.
2. Go to My Forms.
3. Choose the Assessment you want from the list.
4. Click start.
5. Complete the details about the learner.
6. Answer Yes or No to each benchmark.
7. Add notes, photos or videos when prompted.
8. Submit the completed form at the end.
9. It will sync with the online server once you are connected to the internet.
10. A report will be generated and emailed or stored online in accordance with your preferences.

COMPLETING THE ASSESSMENT REPORT AFTER THE ASSESSMENT (Better for groups):


1. Log in to the Fastfield App using your email and password before starting the assessment.
2. Go to My Forms.
3. Choose the Assessment you want from the list.
4. Click start.
5. Complete the learner details section for each learner.
6. Exit the app.
7. Work through the assessment with learners, taking photos and videos with your phone (you may need a printed version of the assessment tool for guidance).
8. After the assessment is completed, you can log into the app and complete a form for each learner, adding photos and video from the library on your phone.
9. It will sync with the online server once you are connected to the internet.
10. A report will be generated for each learner and emailed or stored online in accordance with your preferences.



ASSESSMENT REPORTS



Once the assessment is completed and the information synced a detailed Assessment Report is generated. This report contains all of the information, photos and links to videos associated with each learner that was assessed.

Date Submitted: 25-05-2022 01:32PM
Submitted By: john@assessor.com
Innovative RTO




Innovative RTO: Sample Assessment Operations


Assessment Details

Date	25-05-2022
Assessor Name	John Assessor
Learner Name	Jane Citizen
	 -38.75613899191195, 144.28275439325338 25-05-2022 01:32PM
Learner Email	learner@course.com
Learner ID Photo	


Assessment 1 – Plan for Assessment Operations

Instructions	Learner plans out work by locating workplace policies and work instructions for operations and confirming: * Task requirements. * Site policies and procedures. * Site quality requirements. * Health and safety guidelines. * Basic geological and survey data. * Emergency response procedures.
Did the learner correctly locate the source of information?	Yes
Was the learner able to accurately interpret and explain the information?	Yes
Add Photo Evidence	
Add Video Evidence	Click to Download


Date Submitted: 25-05-2022 01:32PM
Submitted By: john@assessor.com
Innovative RTO




Innovative RTO: Sample Assessment Operations

Did the learner demonstrate how to complete the task?	Yes
Add Video Evidence	Click to Download
Was the learner able to accurately conclude the task?	Yes
Add Photo Evidence	

Assessment Sign-off

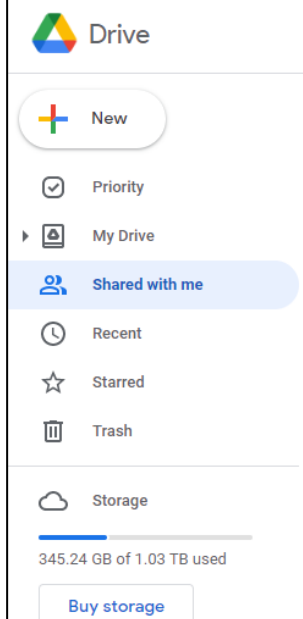
Assessor Declaration	I, the person conducting the assessment, declare that the above-mentioned learner participated in an appropriate assessment in accordance with the assessment plan, and outcomes and objectives of the unit of competency. The information recorded above is a true reflection of this learner's assessment. The learner has been provided with feedback and informed of the assessment result and the reasons for the decision.
Signature	

Form Locations



ACCESSING REPORTS IN GOOGLE DRIVE – PAID OPTIONAL EXTRA

You have the option of adding Google Drive cloud storage to your service. This feature stores a copy of every single assessment report in a designated folder on Google Drive that requires a login to access. This requires you to have a Google Account and the folder will appear in your Google Drive under 'Shared With Me'



The screenshot shows the Google Drive interface. At the top, it says 'Drive'. Below that, there are several options: 'New', 'Priority', 'My Drive', 'Shared with me' (highlighted in blue), 'Recent', 'Starred', and 'Trash'. At the bottom, there is a storage indicator showing '345.24 GB of 1.03 TB used' and a 'Buy storage' button.

FREQUENTLY ASKED QUESTIONS

Can multiple people use one login?

No. Only one person can be logged into the app at a time with the same account. Multiple user accounts can be purchased allowing your assessors to conduct assessments in different locations at the same time.

How much does the app cost?

The app itself is free. The cost is to access the pre-built assessment tools within the app.

What devices can I use for Mobile Assessments?

The app is available on both Android and Apple devices. It uses the camera and microphone of your device. You can use a smartphone or tablet to access and complete the assessment within the app.

Can I assess multiple people at the same time?

Yes. You can swap between assessments within the app with a couple of quick swipes.

Can assessment reports have my company branding on them?

Yes. We will set up the reports to have your company details and logo on them.

Can I take photos and videos and then add them into the assessment afterwards?

Yes. You can take photos and video of the assessment and add them into the app afterwards. You can also complete the assessment form via the web application from a PC.

Does each assessor need a different account?

Yes. The assessor's details are included in the report and only one login per account can be used at a time.

What options are there for cloud storage?

We can set up for reports to be automatically saved to Google Drive for an additional fee. Please ask us if you want to use this feature.

How long does the assessment stay on my assessor's phone?

Completed assessments remain on your phone until they are synced with the system (requiring internet connection) and selected to be removed from within the app by the assessor.

Can you build me a custom assessment tool?

Yes. Please contact us to discuss your needs. We can add custom tools to your account for a fee.

Can I build my own assessment tools in the app?

No. Our pricing model includes our team adding in your assessments or populating your app with our assessments, whatever suits your needs.

Does it matter if I fill out the assessment back at the office?

The app uses geo-location to track where the assessment is being done. If you complete the assessment on site then complete the assessment form in a different location the geo-location information will be inconsistent.