



Human Factors & Ergonomics Society of Australia Inc.

CPE APPLICATION CHECKLIST FOR MAJOR & MINOR WORK SAMPLES (Confidential)

This checklist has been derived from the ESA and NZES Competency-Based Standards Project (1997).

This checklist can be completed by a CPE Applicant (as a self-assessment tool for their major work sample), a Mentor (to ensure that their Mentee’s major work sample reaches the required standard for the CPE application), or the PAB (as a tool to assess a CPE Applicant’s work major sample).

If this checklist highlights deficits in the major work sample, then minor work sample/s can be used to fill competency/skills gaps in the checklist.

A satisfactory assessment of a major work sample can be achieved with **a minimum of 42 checklist points ticked**. However, this is conditional on:

- a) both points in the “General Considerations” section must be ticked;
- b) all, except the “presentation and/or publications” point in the “Professional behaviour” section must be ticked;
- c) 10 out of 12 points in the “Identifies appropriate information, techniques and Processes” section must be ticked;
- d) all 6 points in the “Assess the match between people and their existing and/or planned activities, equipment, environment and systems” section must be ticked;
- e) 5 out of 8 points in the “Designs and implements intervention/s” section must be ticked;
- f) 10 out of 21 points from the final three sections, “Evaluates, modifies and recommends future interventions”, “Imparts ergonomics skills and information” and “Ergonomic research”, must be ticked.

Checklist completed **for**: _____ (Applicant’s name)

Checklist completed **by**: _____ (Applicant/Mentor name/PAB)

_____ (Applicant/Mentor/PAB signature)

Date completed: _____

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	Tick ✓	
	Major work sample	Minor work sample
General Considerations		
Were all three domains of ergonomics included in either the major work sample or minor work sample?		
Did the major work sample take at least 100 hours to complete?		
1. Professional behaviour		
Communicates effectively. The Applicant:		
• uses appropriate communication method, uses non-gender specific language, meets communication deadlines		
• is comprehensible to the intended audience/s, is organised, logical, unambiguous, concise and accurate		
• communicates effectively in individual and team situations		
• has produced conference/meeting presentations and/or journal publications		
• has produced a report of a publishable standard		



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	Tick ✓	
	Major work sample	Minor work sample
Strives to ensure optimal and ethical project outcomes. The Applicant:		
• collaborates/seek advice/consults others/other disciplines where appropriate	<input type="checkbox"/>	
• practices in a professional and ethical manner	<input type="checkbox"/>	
• demonstrates uncompromising attitude to professional practice and integrity	<input type="checkbox"/>	
2. Identifies appropriate information, techniques and processes		
Appropriately uses diverse information sources and accesses resources such as:		
• anthropometric data and modelling tools	<input type="checkbox"/>	<input type="checkbox"/>
• relevant epidemiological data	<input type="checkbox"/>	<input type="checkbox"/>
• work place and space design data	<input type="checkbox"/>	<input type="checkbox"/>
• human-machine interface design principles/data	<input type="checkbox"/>	<input type="checkbox"/>
• design data for special needs groups	<input type="checkbox"/>	<input type="checkbox"/>



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	Tick ✓	
	Major work sample	Minor work sample
<ul style="list-style-type: none"> relevant organisational records (e.g. absenteeism data, psychophysical data, injury data, organisational climate data, relevant organisational procedures/quality management/safety management data, etc) 		
<ul style="list-style-type: none"> task and job descriptions and/or analyses 		
<ul style="list-style-type: none"> industrial relations law and practice, occupational health and safety legislation, industrial awards/agreements/conditions, standards as appropriate 		
<ul style="list-style-type: none"> risk management techniques appropriate to the application 		
<ul style="list-style-type: none"> relevant equipment, environmental and user information sources (e.g. equipment and environmental specifications, operational/maintenance procedures, etc) 		
<ul style="list-style-type: none"> relevant public-access and research domains literature 		
<ul style="list-style-type: none"> expert and/or user information 		
<ul style="list-style-type: none"> applicable Standards, Codes of Practice and guidance material 		



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	Tick ✓	
	Major work sample	Minor work sample
3. Assesses the match between people and their existing and/or planned activities, equipment, environment and systems		
Appreciates the extent of human variability. The Applicant:		
<ul style="list-style-type: none"> demonstrated an understanding of the influence of users' body size, skill, cognitive abilities, age, sensory capacity, general health and experience etc 		
Determines the demands placed on people and their capacity to interact optimally with their activities, equipment, environment and systems? These include:		
<ul style="list-style-type: none"> physical demands and the influence of light, climate, noise, vibration, biomechanics, physiological (stress, immobilisation, heart rate, fatigue, etc), postures, forces, repetition, tools, equipment, PPE etc on optimal performance 		
<ul style="list-style-type: none"> cognitive demands and the influence of mental workload, vigilance, repetitive work, cycle time, equipment/system interfaces etc on optimal performance 		
<ul style="list-style-type: none"> organisational demands and the influence of job control and content, workload and deadlines, management style, change management style, etc on optimal performance 		



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	Tick ✓	
	Major work sample	Minor work sample
Determine the match between people and their activities, equipment, environment and systems. The Applicant can:		
<ul style="list-style-type: none"> analyse and interpret the information of external demands and human capacities 		
<ul style="list-style-type: none"> predict the potential consequences of varying degrees of match between demands and capacities (e.g. accidents/critical incidents/errors, discomfort, fatigue, decreased reliability/efficiency, increased training time, etc) 		
4. Designs and implements intervention/s		
Consults and collaborates with stakeholders regarding preferred intervention/s. The Applicant:		
<ul style="list-style-type: none"> obtains stakeholder input via documents/briefs, participatory techniques, stakeholder consultations, cost-benefit analysis, problem identification techniques 		
<ul style="list-style-type: none"> objectively evaluates stakeholder preferences, safety, cost and feasibility and other relevant information in determining the optimal intervention 		
<ul style="list-style-type: none"> communicates limitations, risks, costs, realistic expectations of intervention/s 		



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	Tick ✓	
	Major work sample	Minor work sample
Recommends appropriate intervention/s based on:		
<ul style="list-style-type: none"> risk assessments/risk management processes 		
<ul style="list-style-type: none"> occupational, social, environmental, cultural, financial and individual issues (human demand/capacity match data, organisational culture, individual beliefs and attitudes, etc) 		
<ul style="list-style-type: none"> how intervention/s interact with other activities, equipment, environments and systems (e.g. usability trials, etc) 		
<ul style="list-style-type: none"> requirements/regulations from related fields (relevant Standards, Codes, Guidelines, architectural or engineering constraints/requirements, etc) 		
<ul style="list-style-type: none"> available human/equipment/organisational resources 		
5. Evaluates, modifies and recommends future interventions		
Makes appropriate recommendations for future interventions. The Applicant:		
<ul style="list-style-type: none"> seeks stakeholder feedback and negotiates changes to intervention/s 		



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	Tick ✓	
	Major work sample	Minor work sample
<ul style="list-style-type: none"> uses appropriate, evaluation methods, tools and techniques (professional consensus, actual outcome compared to expected outcome, goals attained/performance indicators met, etc) 		
<ul style="list-style-type: none"> evaluates cost-effectiveness (including cost-effectiveness of alternatives) 		
<ul style="list-style-type: none"> monitors impact of intervention/s over time 		
<ul style="list-style-type: none"> identifies factors influencing intervention/s outcomes (including organisational, political, social and financial factors, barriers to change, critical incidents, etc) 		
<ul style="list-style-type: none"> facilitates modification of intervention/s required as a consequence of evaluation results 		
6. Imparts ergonomics skills and information (if relevant to major or minor work sample)		
Designs and conducts ergonomics education and training. The Applicant:		
<ul style="list-style-type: none"> conducts learning needs analysis 		
<ul style="list-style-type: none"> identifies opportunities for learning in ergonomics and related areas 		
<ul style="list-style-type: none"> incorporates learning principles into the design of education/training package/program 		



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	Tick ✓	
	Major work sample	Minor work sample
<ul style="list-style-type: none"> identifies appropriate education/training method (e.g. face-to-face, group facilitation, mentoring, information products, manuals etc) 		
<ul style="list-style-type: none"> evaluates if the learning objectives have been achieved (assessment, short/long term evaluation, attitude/behaviour change, etc) 		
7. Ergonomic research (if relevant to major or minor work sample)		
Extends the boundaries of current ergonomics knowledge through high quality, <u>supervised</u> research. The Applicant:		
<ul style="list-style-type: none"> addresses ethical and confidentiality issues 		
<ul style="list-style-type: none"> conducts an extensive and relevant literature review and follows relevant guidelines on referencing 		
<ul style="list-style-type: none"> identifies appropriate research questions, including relevant theoretical issues 		
<ul style="list-style-type: none"> uses appropriate research methodologies to address the research questions 		
<ul style="list-style-type: none"> uses a systematic approach to data collection and storage 		
<ul style="list-style-type: none"> undertakes appropriate and accurate data analysis 		



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	Tick ✓	
	Major work sample	Minor work sample
<ul style="list-style-type: none">• undertakes appropriate and accurate interpretation of results which address the research questions and any relevant theoretical issues		
<ul style="list-style-type: none">• prepares appropriate recommendation/s for application of research results		
<ul style="list-style-type: none">• presents research findings at conference/s, seminars and other professional events		
<ul style="list-style-type: none">• publishes the results of research		

Strengths/Weaknesses:

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Other comments:

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