Step 1. Describe the situation

Determine the most suitable method of assessment

To determine the most suitable method of assessment, we need to know three things: What are we going to assess? Who are we going to assess? And how are we going to assess them?

Task 1.1

Please consider the following and answer accordingly.

What to submit: completed responses in the table provided

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| 1. What is the purpose and context of the assessment? |
| **Your answer:**  This assessment tools is being developed for Supervisors that need and require skills in effective workplace relationships, through skills in motivation, mentoring and coaching, conflict resolution.  Provides evidence of how the learners are progressing according to defined standards throughout their learning to achieve competence. |
| 1. What are the benchmarks? Note: This is the unit of Competency that you have selected to assess. Contact your trainer if you require advice on choosing a Unit of Competency to form the benchmarks from? |
| **Your answer:**  BSBFLM303 Contribute to effective workplace relationships  Petcare Foods policy and procedures and other organization and federal or state legislation.  Confidentiality and Privacy requirements |
| 1. Who are the target candidates and what specific needs might they have? How would they prefer to be assessed? |
| **Your answer:**  This is existing managers and supervisor who develop and lead teams in a manufacturing environment, responsible for the operation of a section within the manufacturing function, supporting the manager with the day-to-day management of their manufacturing area, overseeing a group of members and ensuring an efficient operation in achieving business targets.  The candidate have been mentored or coached over the last few months both females and male’s ages range from 18 years old to 65 years old. Some have hearing and vision issues they need to be taken into account when doing the assessments    The learners have totally different backgrounds some have high LLN skill set and other have moderate LLN skills they both may require some form of support through this unit of assessment. |
| 1. Who else might to be involved in, or informed of, the assessment? |
| **Your answer:**  Petcare Foods: Board of directors, general managers and departmental heads  Other assessors |
| 1. Is there an overriding assessment strategy to be followed? How could you find out if there were? |
| **Your answer:**  **How could you find out if there were?**  You can check ISBA, ASQA,  **Is there an overriding assessment strategy to be followed?**  No overriding strategy, but there is a training strategy the assessment chosen for this unit is a written and group assessment.  A pre-assessment should be taken place prior to the course, to assess if the has any LLN issues so appropriate strategy are put in place to assist the learners.  The trainer will act as the assessor in this process and should be aware of individual involvement and performance of all learners.  Where learning gaps are evident and opportunities for reinforcement of learning, prior to further assessments.  The may gather further evidence of competency through:  • observation of participant contribution to discussion  • short answer assessment/discussion questions  • successful completion of training activities and exercises  • successful completion of written assessment  • successful completion of practical assessment |
| 1. What workplace health and safety (WHS) issues must be considered? Please submit evidence of this in the form of a risk assessment. You can **use Template 3** from your **TAE Useful Templates** for this. See below |
| **Your answer:**  See template 3 for a full risk assessment details   * Access to classroom * Desks and chairs * Psychological impacts * Welfare and Facility * Fire and emergency   These should be clearly mentioned at the beginning of each session as classrooms may change from week to week. |
| 1. Are there any industry requirements and/or contextual guidelines that must be considered? How could you find out if there were? |
| **Your answer:**   1. In consultation within the food manufacturing industry and Industry experts so the tools can be aligned with the best industry practices. 2. Where will the assessment be conducted in the workplace, classroom 3. Methods of collecting evidence through direct observation, portfolio, questioning or third party evidence 4. The instructions should be appropriate for the learner taking into account any LLN issue, and the conditions of the assessment that may impact on the learners. |
| 1. Identify and list any need for reasonable adjustment. And is there anything else that may impact on the assessment? |
| **Your answer**   1. In consultation with Petcare Foods and other industry experts. 2. The assessment has to be flexible to accommodate the learner’s needs and the work place requirements. 3. Managers and supervisor working collectively together so no personal issues are brought to class and to group training. 4. Privacy and confidentiality must be respect by the trainer and assessors also by the learners. |