# Case Study Task 3.2 – Observation Form

*(This form is for the assessor’s use only)*

## **Purpose**

This *Observation Form* lists the practical skills that the candidate must demonstrate/perform while completing **Case Study Task 3.2.**

This form is to be completed by the candidate’s assessor to document their observations on the candidate’s performance in Case Study Task 3.2.

## **Task Overview**

For this task, while being observed by the assessor, the candidate is required to report the instance of unethical conduct they have identified to their supervisor.

In this task, the candidate will be assessed on their:

* Practical skills relevant to reporting incidents in the workplace.

## **Instructions to the Assessor**

### Before the assessment

* Organise access to the environment and resources required to complete this assessment, including:
  + One volunteer to act as the supervisor
  + Incident Report Form that was accomplished in Case Study Task 3.1
  + Resources used for reporting incidents in the workplace
* Discuss this assessment task with the candidate, including the practical skills they need to demonstrate during this task and the criteria for satisfactorily demonstrating each skill.
* Brief the candidate on their role in this assessment.
* Brief the volunteer on their role in the assessment.
* Review this form with the candidate and address any queries or concerns they may have about it.

### During the assessment

* Observe the candidate as they complete the Case Study Task.
* For each practical skill listed in this observation form:
  + Tick YES if you confirm you have observed the candidate demonstrate/perform the practical skill.
  + Tick NO if you have not observed the candidate demonstrate/perform the practical skill.
* If you ticked YES, provide the date when you observed the candidate demonstrate the skill.
* Write specific comments on the candidate’s performance in each criterion. Your feedback/insights will help address any area/s for improvement.

### After the assessment

* Complete all parts of the *Observation Form*, including the *Assessor Declaration* on the last page of this form. Your signature must be handwritten.

## **Candidate Details**

|  |  |
| --- | --- |
| Candidate name |  |
| Title/designation |  |

## **Assessor Details**

|  |  |
| --- | --- |
| Candidate is observed and assessed by |  |
| Training Organisation |  |
| Relevant qualifications held |  |

## **Context of the Assessment**

|  |  |
| --- | --- |
| Workplace/organisation |  |
| Resources required for the assessment | Volunteer to act as the supervisor  Incident Report Form that was accomplished in Case Study Task 3.1  Resources used for reporting incidents in the workplace |

## **Candidate Assessment Briefing**

|  |  |
| --- | --- |
| Date of assessment briefing |  |

|  |  |
| --- | --- |
| **The assessor confirms:** | **YES/NO** |
| 1. They have discussed with the candidate the workplace task they are required to complete for this assessment. | YES  NO |
| 1. The candidate understands they will be assessed while completing this workplace task, as well as any document(s) they will complete as part of this task. | YES  NO |
| 1. They have discussed with the candidate instructions how they are to undertake the workplace task. | YES  NO |
| 1. They have provided the candidate guidance on how they can satisfactorily complete the task. | YES  NO |
| 1. They have discussed with the candidate the practical skills (listed below) they are required to demonstrate while completing this task. | YES  NO |
| 1. They have addressed the candidate’s questions or concerns about the workplace task and the assessment process. | YES  NO |

# Observation Form

| **During the implementation of the emergency response:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate follows privacy and confidentiality protocols.   This includes: |  |  |  |
| 1. Ensuring the matter is discussed with the supervisor in private. | YES  NO |  |  |
| 1. Ensuring that there are no other co-workers or clients in the room. | YES  NO |  |  |
| 1. The candidate reports what they have noticed as objectively as possible.   This includes: |  |  |  |
| 1. Summarising exactly what has happened in the scenario. | YES  NO |  |  |
| 1. Not including their assumptions and other information not included in the scenario (e.g. ‘Morgan may be secretly poisoning Lena’ or ‘Morgan could be doing the same thing to all of her other clients’). | YES  NO |  |  |
| 1. The candidate reports the incident of unethical conduct that they have observed. |  |  |  |
| 1. The candidate reports their observations regarding Morgan’s unethical conduct.   **For a satisfactory performance, the candidate’s report must be consistent with what is written in the Incident Report Form that they accomplished in Case Study Task 3.1.** | YES  NO |  |  |
| 1. The candidate provides explanations on why they reported their observations.   **For a satisfactory performance, the candidate’s explanation must be consistent with what is written in the Incident Report Form that they accomplished in Case Study Task 3.1.** | YES  NO |  |  |
| 1. The candidate answers all of the supervisor’s questions. | YES  NO |  |  |

|  |  |
| --- | --- |
| **Assessor Declaration**  By signing here, I confirm that I have observed the candidate, whose name appears above, report the instance of unethical conduct they have identified to their supervisor.  I confirm that the information recorded on this *Observation Form* is true and accurately reflects the candidate’s performance during their completion of the workplace task. | |
| Assessor’s signature |  |
| Assessor’s name |  |
| Date signed |  |

End of Case Study – Observation Form