# Workplace Assessment Task 1 – Assessor’s Checklist

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

## **Purpose**

This *Assessor’s Checklist* lists the specific criteria that the candidate’s submission for **Workplace Assessment Task 1** must satisfactorily meet.

This form is to be completed by the candidate’s assessor to document their assessment of the candidate’s submission in Workplace Assessment Task 1.

## **Task Overview**

For this task, the candidate is required to:

1. Reflect on their personal values and attitudes.
2. Create two strategies to ensure that their work is carried out in a non-judgmental manner

The candidate is instructed to use their organisation’s template for documenting personal reflections and strategies involving your values and attitudes, or the **Reflective Journal** template provided along with this workbook

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

* Practical knowledge of their personal values and attitudes
* Practical skills relevant to creating strategies to ensure non-judgmental practice

## **Instructions to the Assessor**

### Before the assessment

* Discuss this assessment task with the candidate, including the criteria they need to meet to complete this task satisfactorily.
* Review this form with the candidate and address any queries or concerns they may have about it.

### During the assessment

* Review the candidate’s Reflective Journal.
* For each criterion listed in this checklist:
  + Tick YES if you confirm the candidate’s submission satisfactorily meets the criterion.
  + Tick NO if you confirm the candidate’s submission does not satisfactorily meet the criterion.
* Write specific comments on the candidate’s performance in each criterion. Your feedback/insights will be helpful in addressing any area/s for improvement.

### After the assessment

* Complete all parts of the *Assessor’s Checklist*, 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 assessed by |  |
| Training Organisation |  |
| Relevant qualifications held |  |

## **Context of the Assessment**

|  |  |
| --- | --- |
| Workplace/organisation |  |
| Resources required for the assessment | Reflective Journal template, or the organisation’s template for documenting personal reflections and strategies involving values and attitudes  Organisation/workplace (or similar environment) where the candidate will complete this assessment.  Organisation policies, procedures and protocols |

## **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 criteria (listed below) they are required to meet to complete the task satisfactorily. | YES  NO |
| 1. They have addressed the candidate’s questions or concerns about the workplace task and the assessment process. | YES  NO |

# Assessor’s Checklist

**TO THE ASSESSOR: The criteria below is based on the Reflective Journal template provided along with this workbook. Before the assessment, you must adapt and contextualise the criteria below so that they align with the organisational policies, procedures and protocols of the client’s workplace.**

|  |  |
| --- | --- |
| Date: |  |
| Time: |  |

| **The candidate’s Reflective Journal:** | **YES/NO** | **Assessor’s comments** |
| --- | --- | --- |
| 1. Records the candidate’s name. | YES  NO |  |
| 1. Records the candidate’s role. | YES  NO |  |
| 1. Records the candidate’s personal values. |  |  |
| * 1. Each recorded personal value is relevant to the candidate’s role. | YES  NO |  |
| * 1. Each recorded personal value may affect the candidate’s judgment and work practices. | YES  NO |  |
| 1. Records the candidate’s personal attitudes. |  |  |
| * 1. Each recorded personal attitude is relevant to the candidate’s role. | YES  NO |  |
| * 1. Each recorded personal attitude may affect the candidate’s judgment and work practices. | YES  NO |  |
| 1. Records strategies to ensure non-judgmental practice. |  |  |
| * 1. Records two strategies to ensure non-judgmental practice. | YES  NO |  |
| * 1. Records relevant personal attitudes and/or values for each strategy identified.   For a satisfactory performance, the recorded attitudes and/or values must be consistent with the attitudes and values identified earlier in this task. | YES  NO |  |
| * 1. The recorded strategies must be ways to ensure that the values and/or attitudes identified do not cause the candidate to use judgmental practices | YES  NO |  |
| * 1. The recorded strategies must collectively address all the attitudes and values identified earlier in this task. | YES  NO |  |

|  |  |
| --- | --- |
| **Assessor Declaration**  By signing here, I confirm that I have thoroughly reviewed the Reflective Journal submission for this workplace assessment task.  I confirm that the information recorded on this *Assessor’s Checklist* is true and accurately reflects the candidate’s submission for this workplace task. | |
| Assessor’s signature |  |
| Assessor’s name |  |
| Date signed |  |

End of Workplace Assessment – Assessor’s Checklist