# Workplace Assessment Task 2.2 – 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 2.2** 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 2.2.

## **Task Overview**

For this task, the candidate is required to recognise and record the following while completing the three workplace activities identified in *Preliminary Task – Before Proceeding With Workplace Assessment Task 2.1 – 3.2*:

* At least one potential breach of legal requirements
* At least one actual breach of legal requirements
* At least two potential ethical issues
* At least two potential ethical dilemmas
* At least one potential conflict of interest
* At least one instance of an actual conflict of interest

The candidate is instructed to use their organisation’s template for recording and reporting breaches of legal requirements, or the **Issues Log** template provided along with this workbook.

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

* Practical knowledge of legal and ethical issues in the workplace
* Practical knowledge of conflicts of interest
* Practical skills relevant to responding to legal and ethical issues appropriately
* Practical skills relevant to reporting issues according to the policies and procedures of the workplace

## **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 observation documentation.
* 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 | Issues Log template, or the organisation’s template for recording issues and breaches in the workplace  Organisation/workplace (or similar environment) where the candidate will complete this assessment.  Current legislation, regulations and codes of practice  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 Issues Log 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 Issues Log:** | **YES/NO** | **Assessor’s comments** |
| --- | --- | --- |
| 1. Records the following:   **For a satisfactory performance, the actions recorded must be consistent with the actions indicated in the *Evidence of issues* that was submitted by the candidate as part of this workplace assessment task.** |  |  |
| * 1. At least one issue corresponding to a potential breach of legal requirements | YES  NO |  |
| * 1. At least one issue corresponding to an actual breach of legal requirements | YES  NO |  |
| * 1. At least two issues corresponding to potential ethical issues | YES  NO |  |
| * 1. At least two issues corresponding to potential ethical dilemmas | YES  NO |  |
| * 1. At least one issue corresponding to a potential conflict of interest | YES  NO |  |
| * 1. At least one issue corresponding to an actual conflict of interest | YES  NO |  |
| 1. Records a description of events and observations for each issue logged. |  |  |
| * 1. Records a description of events and observations relevant to the issue. | YES  NO |  |
| * 1. Records the name of all people/ personnel involved | YES  NO |  |
| * 1. Records the time when the events or observations were noticed by the candidate. | YES  NO |  |
| * 1. Records information in a straightforward manner. | YES  NO |  |
| * 1. Records a description that is free from biases or personal speculation | YES  NO |  |
| * 1. Records whether the event is an actual or a potential event | YES  NO |  |
| 1. Records the requirement/s breached for each issue logged. |  |  |
| * 1. Records the requirement/s breached   The recorded requirement/s must be consistent with a requirement identified in Practical Assignment Tasks 4 and 5. | YES  NO |  |
| * 1. Records whether the requirement/s is legal or ethical in nature. | YES  NO |  |
| 1. Records actions taken by the candidate after identifying each issue logged.   The actions recorded must be consistent with the policies, procedures and protocols of the candidate’s organisation.  **For a satisfactory performance, the actions recorded must be consistent with the actions indicated in the *Evidence of actions taken after identifying each issue logged* that was submitted by the candidate as part of this workplace assessment task.** | YES  NO |  |

|  |  |
| --- | --- |
| **Assessor Declaration**  By signing here, I confirm that I have thoroughly reviewed the **Issues Log** 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