# Workplace Assessment Task 3.2 – 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 3.2** 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 3.2.

## **Task Overview**

For this task, the candidate is required to:

1. Check for indications that there is a need to review and develop policies or protocols.

The candidate must answer the supplementary questions as part of this step.

1. Participate in the review of at least two policies and at least two protocols with relevant stakeholders.

The candidate is instructed to use their organisation’s template for recording meeting minutes, or the **Meeting Minutes** template provided along with this workbook.

1. Develop two new policies and two new protocols to address issues with previous policies and protocols.

The candidate must submit **evidence of the new policies and protocols** to their assessor.

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

* Practical skills relevant to reviewing your organisation’s policies and protocols.
* Practical skills relevant to drafting new policies and protocols.

## **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 submission on evidence of new policies and protocols.
* 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 | 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 not based on any specific evidence of new policies and protocols. 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 regarding the development of new policies and protocols.**

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

| **The candidate’s evidence of new policies and protocols:** | **YES/NO** | **Assessor’s comments** |
| --- | --- | --- |
| 1. Records the name of the candidate as the one of the persons who contributed towards the review and development of the new policies and protocols. | YES  NO |  |
| 1. Records the candidate’s department or role. | YES  NO |  |
| 1. Records the new policies and protocols.   For a satisfactory performance, the evidence of new policies and protocols must include:  At least two new policies  At least two new protocols | YES  NO |  |
| 1. Records the date when the policy or protocol is proposed. | YES  NO |  |
| 1. Records a brief statement on why the organisation needs a new policy or protocol. | YES  NO |  |
| 1. Records contextual information on who will be affected by the proposed policies and protocols. | YES  NO |  |
| 1. Records short titles for the proposed policies and protocols.   For a satisfactory performance, the proposed titles must match the actual policies and protocols being proposed. | YES  NO |  |
| 1. Records a brief text of the proposed policies and protocols. |  |  |
| * 1. The brief text fully describes the intended policies and protocols. | YES  NO |  |
| * 1. The brief text abides by the legal or ethical responsibilities provided by the basis for proposal that the candidate identified in Workplace Assessment Task 3.2 – Supplementary Questions. | YES  NO |  |
| * 1. The brief text describes a policy or protocol that does not violate any laws, regulations, standards or codes that apply to the candidate’s organisation. | YES  NO |  |
| 1. Records the name of the previous policies and protocols that will be replaced. | YES  NO |  |
| 1. Records who will be in charge of oversight. |  |  |
| * 1. Records the name of the department or manager who will be in charge of enforcing compliance. | YES  NO |  |
| * 1. The department or manager must be consistent with the contextual information that the candidate has provided. | YES  NO |  |
| * 1. The department or manager must have the authority to enforce compliance to the new policy or procedure to all people who will be affected. | YES  NO |  |
| 1. Records the basis for the proposal.   For a satisfactory performance, the basis provided must include at least one of the following (tick all that apply):  Issues logged that show that there are legal or ethical responsibilities that are not being addressed  A request from a stakeholder to review a policy or procedure  A recent change in any legislation, standard, code of conduct, code of practice or any basis for legal and ethical responsibilities in the candidate’s workplace  Others: Assessor to specify | YES  NO |  |
| 1. Records procedures that are associated with the proposed policies and protocols. |  |  |
| * 1. Records procedures that are aligned to the policies and protocols that the candidate is proposing. | YES  NO |  |
| * 1. Records procedures that allow for the full implementation of the policies and protocols. | YES  NO |  |
| * 1. Records procedures that do not violate any laws, regulations, standards or codes that apply to the candidate’s organisation. | YES  NO |  |
| 1. Records the date of implementation of the new policies and protocols. | YES  NO |  |

|  |  |
| --- | --- |
| **Assessor Declaration**  By signing here, I confirm that I have thoroughly reviewed the **evidence of new policies and protocols** 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