# Workplace Assessment 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 **Workplace Assessment Task 3.2.**

This form is to be completed by the candidate’s assessor to document their observations on the candidate’s performance 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 policies and 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 unmet legal/ethical responsibilities.

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

In this task, the candidate will be assessed on:

* 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

* Organise workplace resources required for the candidate to complete this assessment.
* 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.
* 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 Workplace Assessment 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 |  |
| Workplace supervisor |  |
| Resources required for the assessment | Meeting Minutes template, or your organisation’s template for recording meeting minutes  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 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

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

**TO THE ASSESSOR: The criteria below is not based on any specific workplace. Before the assessment, you must adapt and contextualise the criteria below so that they align with the policies, procedures and protocols of the candidate’s workplace.**

| **While doing workplace activities:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate participates in the review of policy 1 with relevant stakeholders.   Assessor to indicate the policy reviewed: |  |  |  |
| 1. The candidate participates in the review of the structure of the policy. |  |  |  |
| * 1. The candidate raises questions about the structure of the policy. | YES  NO |  |  |
| * 1. The candidate answers questions about the structure of the policy that are directed towards them. | YES  NO |  |  |
| 1. The candidate participates in the review of the processes involved in the policy. |  |  |  |
| * 1. The candidate raises questions about the processes involved in the policy. | YES  NO |  |  |
| * 1. The candidate answers questions about the processes involved in the policy that are directed towards them. | YES  NO |  |  |
| 1. The candidate participates in the review of the output of the policy. |  |  |  |
| * 1. The candidate raises questions about the output of the policy. | YES  NO |  |  |
| * 1. The candidate answers questions about the output of the policy that are directed towards them. | YES  NO |  |  |
| 1. The candidate participates in developing a new policy to address issues with the reviewed policy. |  |  |  |
| * 1. The candidate suggests a policy statement that focuses on the workers who will be involved in its implementation. | YES  NO |  |  |
| * 1. The candidate suggests a policy statement that has a simple sentences, paragraphs and structure. | YES  NO |  |  |
| * 1. The candidate suggests a policy statement that uses everyday language instead of jargon. | YES  NO |  |  |
| * 1. The candidate suggests a policy statement that specifically mentions important documents, objects, materials, workers, etc. | YES  NO |  |  |
| * 1. The candidate suggests a policy statement that does not include any information that can easily become out of date (e.g. legislation versions, specific names, web pages, etc). | YES  NO |  |  |
| * 1. The candidate suggests procedures relevant to the new policy. | YES  NO |  |  |
| 1. The candidate participates in the review of policy 2 with relevant stakeholders.   Assessor to indicate the policy reviewed: |  |  |  |
| 1. The candidate participates in the review of the structure of the policy. |  |  |  |
| 1. The candidate raises questions about the structure of the policy. | YES  NO |  |  |
| 1. The candidate answers questions about the structure of the policy that are directed towards them. | YES  NO |  |  |
| 1. The candidate participates in the review of the processes involved in the policy. |  |  |  |
| 1. The candidate raises questions about the processes involved in the policy. | YES  NO |  |  |
| 1. The candidate answers questions about the processes involved in the policy that are directed towards them. | YES  NO |  |  |
| 1. The candidate participates in the review of the output of the policy. |  |  |  |
| 1. The candidate raises questions about the output of the policy. | YES  NO |  |  |
| 1. The candidate answers questions about the output of the policy that are directed towards them. | YES  NO |  |  |
| 1. The candidate participates in developing a new policy to address issues with the reviewed policy. |  |  |  |
| 1. The candidate suggests a policy statement that focuses on the workers who will be involved in its implementation. | YES  NO |  |  |
| 1. The candidate suggests a policy statement that has a simple sentences, paragraphs and structure. | YES  NO |  |  |
| 1. The candidate suggests a policy statement that uses everyday language instead of jargon. | YES  NO |  |  |
| 1. The candidate suggests a policy statement that specifically mentions important documents, objects, materials, workers, etc. | YES  NO |  |  |
| 1. The candidate suggests a policy statement that does not include any information that can easily become out of date (e.g. legislation versions, specific names, web pages, etc). | YES  NO |  |  |
| 1. The candidate suggests procedures relevant to the new policy. | YES  NO |  |  |
| 1. The candidate participates in the review of protocol 1 with relevant stakeholders.   Assessor to indicate the protocol reviewed: |  |  |  |
| 1. The candidate participates in the review of the structure of the protocol. |  |  |  |
| 1. The candidate raises questions about the structure of the protocol. | YES  NO |  |  |
| 1. The candidate answers questions about the structure of the protocol that are directed towards them. | YES  NO |  |  |
| 1. The candidate participates in the review of the processes involved in the protocol. |  |  |  |
| 1. The candidate raises questions about the processes involved in the protocol. | YES  NO |  |  |
| 1. The candidate answers questions about the processes involved in the protocol that are directed towards them. | YES  NO |  |  |
| 1. The candidate participates in the review of the output of the protocol. |  |  |  |
| 1. The candidate raises questions about the output of the protocol. | YES  NO |  |  |
| 1. The candidate answers questions about the output of the protocol that are directed towards them. | YES  NO |  |  |
| 1. The candidate participates in developing a new protocol to address issues with the reviewed policy. |  |  |  |
| 1. The candidate suggests a protocol statement that focuses on the workers who will be involved in its implementation. | YES  NO |  |  |
| 1. The candidate suggests a protocol statement that has a simple sentences, paragraphs and structure. | YES  NO |  |  |
| 1. The candidate suggests a protocol statement that uses everyday language instead of jargon. | YES  NO |  |  |
| 1. The candidate suggests a protocol statement that specifically mentions important documents, objects, materials, workers, etc. | YES  NO |  |  |
| 1. The candidate suggests a protocol statement that does not include any information that can easily become out of date (e.g. legislation versions, specific names, web pages, etc). | YES  NO |  |  |
| 1. The candidate suggests procedures relevant to the new protocol.. | YES  NO |  |  |
| 1. The candidate participates in the review of protocol 2 with relevant stakeholders.   Assessor to indicate the protocol reviewed: |  |  |  |
| 1. The candidate participates in the review of the structure of the protocol. |  |  |  |
| 1. The candidate raises questions about the structure of the protocol. | YES  NO |  |  |
| 1. The candidate answers questions about the structure of the protocol that are directed towards them. | YES  NO |  |  |
| 1. The candidate participates in the review of the processes involved in the protocol. |  |  |  |
| 1. The candidate raises questions about the processes involved in the protocol. | YES  NO |  |  |
| 1. The candidate answers questions about the processes involved in the protocol that are directed towards them. | YES  NO |  |  |
| 1. The candidate participates in the review of the output of the protocol. |  |  |  |
| 1. The candidate raises questions about the output of the protocol. | YES  NO |  |  |
| 1. The candidate answers questions about the output of the protocol that are directed towards them. | YES  NO |  |  |
| 1. The candidate participates in developing a new protocol to address issues with the reviewed policy. |  |  |  |
| 1. The candidate suggests a protocol statement that focuses on the workers who will be involved in its implementation. | YES  NO |  |  |
| 1. The candidate suggests a protocol statement that has a simple sentences, paragraphs and structure. | YES  NO |  |  |
| 1. The candidate suggests a protocol statement that uses everyday language instead of jargon. | YES  NO |  |  |
| 1. The candidate suggests a protocol statement that specifically mentions important documents, objects, materials, workers, etc. | YES  NO |  |  |
| 1. The candidate suggests a protocol statement that does not include any information that can easily become out of date (e.g. legislation versions, specific names, web pages, etc). | YES  NO |  |  |
| 1. The candidate suggests procedures relevant to the new protocol.. | YES  NO |  |  |

|  |  |
| --- | --- |
| **Assessor Declaration**  By signing here, I confirm that I have observed the candidate, whose name appears above,   1. check for indications that there is a need to review and develop policies or protocols. 2. participate in the review of policies and protocols with relevant stakeholders. 3. develop two new policies and two new protocols to address unmet legal/ethical responsibilities.   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 Workplace Assessment – Observation Form