# Workplace Assessment Task 1.1 – 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 1.1.**

This form is to be completed by the candidate’s assessor to document their observations on the candidate’s performance in Workplace Assessment Task 1.1.

## **Task Overview**

For this task, while being observed by the assessor, the candidate is required to meet with each of the person and their family or carer to promote opportunities for participation that reflect the person’s preferences and the following needs in the following areas:

* Physical
* Social
* Cultural
* Spiritual

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

* Practical knowledge relevant to recognising a person’s social, cultural, physical and spiritual needs.
* Practical skills relevant to promoting and encouraging opportunities for participation

## **Instructions to the Assessor**

Before the assessment

* Contextualise the criteria in this observation form so that they reflect:
  + The actual workplace environment where the candidate is completing this assessment, including their workplace’s standards, policies, and procedures.
  + The simulated scenario that the candidate is responding to.
* Discuss this assessment task with the candidate, including the practical skills they need to demonstrate 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**

|  |  |  |
| --- | --- | --- |
| Assessment environment | Real workplace/organisation | Simulated environment |
| Mode of observation | Direct observation | Observation via video recording |
| Workplace/organisation |  | |
| Resources required for the assessment | Organisation/workplace (or similar environment) where the candidate will complete this assessment.  Individualised plan  Meeting minutes template  Nominated persons  Nominated person’s family or carer | |
| Contextualisation | Assessor to specify below contextualisation they have done to this observation form.  State/territory legislation, regulations, and standards  Workplace systems, policies, and procedures  Others (please specify):  Summary:  Assessor to provide a summary of the contextualisation done here | |

## **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

|  |  |  |  |
| --- | --- | --- | --- |
| This task is done for | Client A | Client B | Client C |

|  |  |  |  |
| --- | --- | --- | --- |
| **During interaction with the person:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| 1. The candidate recognises and respects the person’s social differences. |  |  |  |
| * 1. The candidate identifies the person’s social differences. |  |  |  |
| * + 1. The candidate confirms the social needs of the client as listed in their individualised plan. | YES  NO |  |  |
| * + 1. The candidate seeks for clarification by providing examples or counterexamples. | YES  NO |  |  |
| * + 1. The candidate provides a brief summary of the client’s social preferences. | YES  NO |  |  |
| * 1. The candidate respects the person’s social differences. |  |  |  |
| * + 1. The candidate assures the person that they will accommodate the person’s social needs during all interactions | YES  NO |  |  |
| * + 1. The candidate assures the client that their social needs will be taken into consideration during all opportunities for participation | YES  NO |  |  |

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| --- | --- | --- | --- |
| **During interaction with the person:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| 1. The candidate recognises and respects the person’s cultural differences. |  |  |  |
| * 1. The candidate identifies the person’s cultural differences. |  |  |  |
| * + 1. The candidate confirms the cultural needs of the client as listed in their individualised plan. | YES  NO |  |  |
| * + 1. The candidate seeks for clarification by providing examples or counterexamples. | YES  NO |  |  |
| * + 1. The candidate provides a brief summary of the client’s cultural values. | YES  NO |  |  |
| * 1. The candidate respects the person’s cultural differences. |  |  |  |
| * + 1. The candidate assures the person that they will accommodate the person’s cultural needs during all interactions | YES  NO |  |  |
| * + 1. The candidate assures the client that their cultural needs will be taken into consideration during all opportunities for participation | YES  NO |  |  |

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| --- | --- | --- | --- |
| **During interaction with the person:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| 1. The candidate recognises and respects the person’s spiritual differences. |  |  |  |
| * 1. The candidate identifies the person’s spiritual differences. |  |  |  |
| * + 1. The candidate confirms the spiritual needs of the client as listed in their individualised plan. | YES  NO |  |  |
| * + 1. The candidate seeks for clarification by providing examples or counterexamples. | YES  NO |  |  |
| * + 1. The candidate provides a brief summary of the client’s spiritual beliefs. | YES  NO |  |  |
| * 1. The candidate respects the person’s spiritual beliefs. |  |  |  |
| * + 1. The candidate assures the person that they will accommodate the person’s spiritual needs during all interactions | YES  NO |  |  |
| * + 1. The candidate assures the client that their spiritual needs will be taken into consideration during all opportunities for participation | YES  NO |  |  |

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| --- | --- | --- | --- |
| **During interaction with the person:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| 1. The candidate identifies the physical needs of the person. |  |  |  |
| * 1. The candidate confirms the physical needs of the client as listed in their individualised plan. | YES  NO |  |  |
| * 1. The candidate seeks for clarification by providing examples or counterexamples. | YES  NO |  |  |
| * 1. The candidate provides a brief summary of the physical support that the person requires. | YES  NO |  |  |
| 1. The candidate asks the person which activities they want to participate in with their existing network. | YES  NO |  |  |
| 1. The candidate asks the person which activities they want to participate in with potential new network. | YES  NO |  |  |
| 1. The candidate confirms with the person’s family or carer about the person’s preferences. | YES  NO |  |  |

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| --- | --- | --- | --- |
| **During interaction with the person:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| 1. The candidate promotes opportunities for participation in activities that reflect the person’s physical needs.   **The assessor must adapt or contextualise the criteria below to reflect the activity that the candidate will promote.** |  |  |  |
| * 1. Walking program |  |  |  |
| * + 1. The candidate explains the walking program of the facility. | YES  NO |  |  |
| * + 1. The candidate assures that the person can join the program with friends. | YES  NO |  |  |
| * + 1. The candidate explains how this activity meets their physical and social needs. | YES  NO |  |  |
| 1. The candidate promotes opportunities for participation in activities that reflect the person’s cultural needs.   **The assessor must adapt or contextualise the criteria below to reflect the activity that the candidate will promote.** |  |  |  |
| * 1. Painting classes |  |  |  |
| * + 1. The candidate provides the candidate with a pamphlet containing information about the painting classes. | YES  NO |  |  |

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| --- | --- | --- | --- |
| **During interaction with the person:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| * + 1. The candidate directs the person to information in the pamphlet that shows how the dance classes address their cultural needs. | YES  NO |  |  |
| * + 1. The candidate provides further explanation of how the walking program can enhance the person’s wellbeing. | YES  NO |  |  |
| 1. The candidate promotes opportunities for participation in activities that reflect the person’s spiritual needs.   **The assessor must adapt or contextualise the criteria below to reflect the activity that the candidate will promote.** |  |  |  |
| * 1. Spitirtual reminisce group |  |  |  |
| * + 1. The candidate explains what a spiritual reminisce group is. | YES  NO |  |  |
| * + 1. The candidate discusses how to join a spiritual reminiscence group. | YES  NO |  |  |
| * + 1. The candidate provides further explanation of how joining a spiritual reminisce group can enhance the person’s wellbeing. | YES  NO |  |  |

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| --- | --- | --- | --- |
| **During interaction with the person:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| 1. The candidate promotes opportunities for participation in activities that reflect the person’s, social, needs.   **The assessor must adapt or contextualise the criteria below to reflect the activity that the candidate will promote.** |  |  |  |
| * 1. Weekly picnic lunches |  |  |  |
| * + 1. The candidate explains activities done during weekly picnic lunches | YES  NO |  |  |
| * + 1. The candidate discusses who to contact to be part of the weekly picnic lunches. | YES  NO |  |  |
| * + 1. The candidate provides further explanation of how joining weekly picnic lunches can enhance the person’s wellbeing. | YES  NO |  |  |
| 1. The candidate recognises and respects the person's expressions of identity as appropriate of their age or stage of life. |  |  |  |
| * 1. The candidate assures that the person’s preferences are suited for their age. | YES  NO |  |  |
| * 1. The candidate promotes activities that are age appropriate. | YES  NO |  |  |

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| --- | --- | --- | --- |
| **During interaction with the person:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| * 1. The candidate encourages the person to join in activities that are in line with how they express themselves. | YES  NO |  |  |
| * 1. The candidate expresses validation by praising how the person expresses themselves. | YES  NO |  |  |
| 1. The candidate avoids imposing their own values and behaviours onto the person. |  |  |  |
| * 1. The candidate uses language that is consistent with the values and attitudes of the person. | YES  NO |  |  |
| * 1. The candidate displays behaviour that is consistent with the values or attitudes of the person. | YES  NO |  |  |
| * 1. The candidate does not argue with the person about how to speak or behave properly. | YES  NO |  |  |
| * 1. The candidate uses non-leading questions when asking about the person’s preferences. | YES  NO |  |  |
| * 1. The candidate asks the person if the activities are aligned to their preferences. | YES  NO |  |  |
| 1. The candidate confirms the activities that reflect the client’s preferences. | YES  NO |  |  |

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| --- | --- |
| **Assessor Declaration**  By signing here, I confirm that I have observed the candidate, whose name appears above, promote opportunities for participation that reflect the person’s preference and needs.  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