# Workplace Assessment Task 1 – Observation Form

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

This *Observation Form* lists the practical skills that the candidate must demonstrate/perform while completing **Workplace Assessment Task 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.

## **Task Overview**

For this task, the candidate is required to carry out the methods for improving themself and their social awareness that they identified in *Practical Assignment Task 9* while being observed by the assessor.

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

* Practical knowledge of their limitations
* Practical skills relevant to self-improvement

## **Instructions to the Assessor**

### Before the assessment

* Organise workplace resources required for this assessment.
* Contextualise the criteria in this observation form so that they align with:
  + The policies and protocols of the candidate’s workplace that are relevant to self-improvement
  + The ways for improving oneself and one’s social awareness that the candidate identified in Workplace Assessment Task 1 – Supplementary Questions
* Advise the candidate on the time and location of the 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**

|  |  |  |
| --- | --- | --- |
| Assessment environment | Real workplace/organisation | Simulated environment |
| Mode of observation | Direct observation | Observation via video recording |
| Workplace/organisation |  | |

|  |  |
| --- | --- |
| Resources required for the assessment | A workplace/organisation or similar environment  A library or area in the workplace where they can access the organisation’s learning resources |
| Contextualisation | Assessor to specify below contextualisation they have done to this observation form.  Workplace policies and protocols for self-improvement  Candidate’s answers in Practical Assignment Task 2  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 on how they are to undertake the workplace task. | YES  NO |
| 1. They have provided the candidate guidance on how to 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

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate performs actions consistent with their answers under ‘way to improve self-limitations’ in Task 1 – Supplementary Questions.   Assessor to specify how the self-limitation was addressed:  Asking for voice modulation tips from their supervisor. | YES  NO |  |  |
| Assessor to specify the steps taken by the candidate to address their self-limitation.  For a satisfactory performance, the candidate must perform the steps as provided in their organisation’s policies and protocols relevant to self-improvement. |  |  |  |
| 1. The candidate asks for a meeting with the supervisor. | YES  NO |  |  |
| 1. During the meeting, the candidate explains their limitations due to the natural quality of their voice. | YES  NO |  |  |
| 1. The candidate cites experiences where their voice caused a misunderstanding or difficulty. | YES  NO |  |  |
| 1. The candidate asks their supervisor what they can do to work around this limitation. | YES  NO |  |  |
| 1. The candidate listens attentively to the supervisor’s tips. | YES  NO |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate asks relevant questions. | YES  NO |  |  |
| 1. The candidate applies their supervisor’s tips in a practice session. | YES  NO |  |  |
| 1. The candidate thanks the supervisor for their assistance.   *Add more rows as needed.* | YES  NO |  |  |
| 1. The candidate performs actions consistent with their answers under ‘way to improve social awareness’ in Task 1 – Supplementary Questions.   Assessor to specify how the limitation on social awareness was addressed:  Visiting their organisation’s library to learn about religious beliefs and practices. | YES  NO |  |  |
| Assessor to specify the steps taken by the candidate to address their limitation on social awareness.  For a satisfactory performance, the candidate must perform the steps as provided in their organisation’s policies and protocols relevant to self-improvement. |  |  |  |
| 1. The candidate approaches the librarian or resource manager to seek assistance. | YES  NO |  |  |
| 1. The candidate informs the librarian or resource manager that they need resources that will help them learn about religious beliefs and practices. | YES  NO |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate cites experiences where they mistook an action based on a religious belief or practice as a sign of physical, emotional or mental difficulties. | YES  NO |  |  |
| 1. The candidate reads about religious beliefs and practices through the books that the librarian or resource manager recommended. | YES  NO |  |  |
| 1. The candidate watches documentaries about religious beliefs and practices through the videos that the librarian or resource manager recommended. | YES  NO |  |  |
| 1. The candidate thanks the librarian or resource manager for their assistance.   *Add more rows as needed.* | YES  NO |  |  |

|  |  |
| --- | --- |
| **Assessor Declaration**  By signing here, I confirm that I have observed the candidate whose name appears above, carry out methods for improving themself and their social awareness.  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