# Workplace Assessment 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 1.**

This form is to be completed by the candidate’s assessor to document their observations on the candidate’s performance in Workplace Assessment 1.

## **Task Overview**

For this task, the candidate is required to identify own job role requirements and discuss them with their supervisor.

In this task, the candidate will be assessed on their practical skills relevant to identifying job role requirements.

## **Instructions to the Assessor**

### Before the assessment

* Organise workplace resources required for this assessment.
* 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 | Facilities, equipment and resources that reflect real working conditions and model industry operating conditions and contingencies  Available digital technology used to access workplace information  Copy of candidate’s position description  Copies of the client’s individualised plan  Client A  Client B  Candidate’s supervisor | |
| Contextualisation | Assessor to specify below contextualisation they have done to this observation form.  Organisational record keeping procedures  Privacy requirements  Confidentiality requirements  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

## **Part I. Discussing Job Role Requirements**

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate uses digital technology to access the following workplace information.   Assessor to tick the box to indicate the digital technology the candidate used to access each workplace information. |  |  |  |
| 1. Position description   ☐ Company computer  ☐ Tablet  ☐ Mobile phone | YES  NO |  |  |
| 1. Client’s individualised plan |  |  |  |
| 1. Client A   ☐ Company computer  ☐ Tablet  ☐ Mobile phone | YES  NO |  |  |
| 1. Client B   ☐ Company computer  ☐ Tablet  ☐ Mobile phone | YES  NO |  |  |
| 1. The candidate meets with their supervisor to discuss their identified job role requirements, scope and expectations.   Assessor to tick the box to indicate the method the candidate used to communicate with their supervisor.  Face-to-face conversation  Phone call  Video conference |  |  |  |
| 1. The candidate shares the following information to their supervisor: |  |  |  |
| 1. Identified job role requirements | YES  NO |  |  |
| 1. Identified job role scope | YES  NO |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. identified job role expectations | YES  NO |  |  |
| 1. The candidate asks them to confirm if the following information they identified are consistent with their position description: |  |  |  |
| 1. identified job role requirements | YES  NO |  |  |
| 1. identified job role scope | YES  NO |  |  |
| 1. identified job role expectations | YES  NO |  |  |
| 1. The candidate asks them to clarify how the following information they identified are consistent with their position description: |  |  |  |
| 1. identified job role requirements | YES  NO |  |  |
| 1. identified job role scope | YES  NO |  |  |
| 1. identified job role expectations | YES  NO |  |  |
| 1. The candidate actively listens to the responses of the supervisor. |  |  |  |
| 1. The candidate maintains eye contact while the supervisor responds. | YES  NO |  |  |
| 1. The candidate uses non-verbal cues (e.g. nodding, responding ‘Yes’, etc) to inform the supervisor to continue talking. | YES  NO |  |  |

## **Part II. Maintaining Workplace Information**

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate maintains and stores the copy of the **position description** they accessed according to the following requirements. |  |  |  |
| 1. The candidate **maintains** the workplace information they accessed according to organisational record keeping procedures.   Assessor to update the list below to reflect the organisational record keeping procedures that the candidate must follow. |  |  |  |
| 1. Protects document from any form of violation (e.g. making revisions without consent from authorised personnel) | YES  NO |  |  |
| 1. Prevents unauthorised personnel from accessing the document | YES  NO |  |  |
| 1. The candidate **stores** the workplace information they accessed according to privacy requirements.   Privacy requirements refer to necessary conditions followed by an organisation to ensure that a person has control over what other people know about them.  Assessor to update the list below to reflect the privacy requirements that the candidate must follow. |  |  |  |
| 1. Does not disclose details of the document that are explicitly requested to be kept private | YES  NO |  |  |
| 1. Does not do any actions that violate the person's privacy (e.g. asking the person's carer to disclose information about the person's personal information that they explicitly requested to be kept private) | YES  NO |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate **stores** the workplace information they accessed according to confidentiality requirements.   Confidentiality requirements refer to conditions to ensure that documents are free of information that can be used to identify someone.  Assessor to update the list below to reflect the confidentiality requirements that the candidate must follow. |  |  |  |
| 1. Keeps document in the designated storage area | YES  NO |  |  |
| 1. Does not disclose details of the document that are explicitly requested to be kept confidential | YES  NO |  |  |
| 1. The candidate **maintains** copies of the nominated client’s individualised plans in the *Preliminary Task* according to organisational record keeping procedures.   Assessor to update the list below to reflect the organisational record keeping procedures that the candidate must follow. |  |  |  |
| 1. Client A |  |  |  |
| 1. Protects document from any form of violation (e.g. making revisions without consent from authorised personnel) | YES  NO |  |  |
| 1. Prevents unauthorised personnel from accessing the document | YES  NO |  |  |
| 1. Client B |  |  |  |
| 1. Protects document from any form of violation (e.g. making revisions without consent from authorised personnel) | YES  NO |  |  |
| 1. Prevents unauthorised personnel from accessing the document | YES  NO |  |  |

|  |  |
| --- | --- |
| **Assessor Declaration**  By signing here, I confirm that I have observed the candidate, whose name appears above:   * Discuss own job role requirements with supervisor to clarify and confirm job role scope and expectations * Use digital technology to access workplace information * Maintain and store workplace information according to organisational record keeping procedures, and privacy and confidentiality requirements.   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