# Workplace Assessment 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 2.**

This form is to be completed by the candidate’s assessor to document their observations on the candidate’s performance in Workplace Assessment 2.

## **Task Overview**

For this task, the candidate is required to refer work tasks outside own job role to appropriate person according to organisational reporting policies and procedures.

In this task, the candidate will be assessed on their practical skills relevant to referring work tasks outside own job role.

## **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 share workplace information  Interdisciplinary team members relevant to the client’s care services  Client A  Client B | |
| Contextualisation | Assessor to specify below contextualisation they have done to this observation form.  Organisational reporting 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

## **Part I. Client A**

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate refers identified work tasks outside own job role in Task 1 to interdisciplinary team members according to organisational reporting policies and procedures.   **Assessor to update the list below to reflect the organisational reporting policies and procedures that the candidate must follow.** |  |  |  |
| 1. The candidate gathers details of interdisciplinary team members that are capable of performing work tasks outside own job role (e.g. profession, services offered). | YES  NO |  |  |
| 1. The candidate informs their supervisor about identified work tasks outside own job role and appropriate interdisciplinary team members that are capable of performing these tasks. | YES  NO |  |  |
| 1. The candidate receives approval from supervisor to refer identified work tasks outside job role to interdisciplinary team members. | YES  NO |  |  |
| 1. The candidate sends details of identified work tasks outside job role to interdisciplinary team members. | YES  NO |  |  |
| 1. The candidate uses digital technology to interact with the interdisciplinary team member.   Assessor to specify what digital technology is used by the candidate to interact with the interdisciplinary team member.  ☐ Email  ☐ Phone call  ☐ Video conference |  |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate informs them of the work task that needs to be carried out for the client.   Assessor to update the field below to reflect the interdisciplinary team member the candidate will consult. |  |  |  |
| 1. Dietician |  |  |  |
| * Discussing the purpose of the task | YES  NO |  |  |
| * Discussing the materials needed for the tasks | YES  NO |  |  |
| * Discussing the procedures of the tasks | YES  NO |  |  |
| * Explaining to them how the work tasks involve their professional expertise | YES  NO |  |  |
| * Asking them how they can assist in carrying out identified work tasks outside own job role | YES  NO |  |  |
| 1. The candidate shares relevant details of the individualised plan to them.   Assessor to specify what digital technology is used by the candidate to share relevant details of the individualised plan to them.  ☐ Company computer  ☐ Tablet  ☐ Mobile phone | YES  NO |  |  |

## **Part II. Client B**

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate refers identified work tasks outside own job role in Task 2 to interdisciplinary team members according to organisational reporting policies and procedures.   **Assessor to update the list below to reflect the organisational reporting policies and procedures that the candidate must follow.** |  |  |  |
| 1. The candidate gathers details of interdisciplinary team members that are capable of performing work tasks outside own job role (e.g. profession, services offered). | YES  NO |  |  |
| 1. The candidate informs their supervisor about identified work tasks outside own job role and appropriate interdisciplinary team members that are capable of performing these tasks. | YES  NO |  |  |
| 1. The candidate receives approval from supervisor to refer identified work tasks outside job role to interdisciplinary team members. | YES  NO |  |  |
| 1. The candidate sends details of identified work tasks outside job role to interdisciplinary team members. | YES  NO |  |  |
| 1. The candidate uses digital technology to interact with the interdisciplinary team member.   Assessor to specify what digital technology is used by the candidate to interact with the interdisciplinary team member.  ☐ Email  ☐ Phone call  ☐ Video conference  ☐ Others: |  |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate informs them of the work task that needs to be carried out for the client.   Assessor to update the field below to reflect the interdisciplinary team member the candidate will consult. |  |  |  |
| 1. Psychologist |  |  |  |
| * Discussing the purpose of the task | YES  NO |  |  |
| * Discussing the materials needed for the tasks | YES  NO |  |  |
| * Discussing the procedures of the tasks | YES  NO |  |  |
| * Explaining to them how the work tasks involve their professional expertise | YES  NO |  |  |
| * Asking them how they can assist in carrying out identified work tasks outside own job role | YES  NO |  |  |
| 1. The candidate shares relevant details of the individualised plan to them.   Assessor to specify what digital tool is used by the candidate to share relevant details of the individualised plan to them.  ☐ Company computer  ☐ Tablet  ☐ Mobile phone | YES  NO |  |  |

|  |  |
| --- | --- |
| **Assessor Declaration**  By signing here, I confirm that I have observed the candidate, whose name appears above:   * Refer work tasks outside own job role. * Communicate with interdisciplinary team members. * Use digital technology to share workplace information.   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