# Workplace Assessment Task 4 – 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 4.**

This form is to be completed by the candidate’s assessor to document their observations on the candidate’s performance in Workplace Assessment Task 4.

## **Task Overview**

For this task, the candidate is required to support two persons with disability in accessing options and opportunities.

In this task, the candidate will be assessed on:

* Practical knowledge of community options, networks and services for persons with disability
* Practical skills relevant to supporting persons with disability in accessing options and opportunities

## **Instructions to the Assessor**

### Before the assessment

* Organise workplace resources required for the candidate to complete 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 | A disability support environment  Two persons with disability  Copies of the individualised plans of the two persons with disability  Facilities, equipment and resources that reflect real working conditions and model industry operating conditions and contingencies  Information on local resources, programs, agencies, transport services, aids and equipment available to people with disability  Organisational policies and procedures  Equipment and resources outlined in individualised plans  Opportunities for engagement with people with disability or people who participate in simulations and scenarios that involve provision of disability support. |
| Contextualisation | Assessor to specify below contextualisation they have done to this observation form.  The person’s individualised plan  Community options  Adjustments implemented  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

**To the Assessor: Before the assessment, you must contextualise the criteria in this observation form to reflect the relevant individualised plans of the two persons with disability that the candidate will be supporting.**

## **Person with Disability A**

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate accesses and reviews the following documents as reference for this task |  |  |  |
| 1. Individualised plan | YES  NO |  |  |
| 1. Minutes of the meeting from Task 3 | YES  NO |  |  |
| 1. The candidate supports the person in accessing community options (i.e. community participation resource, program, aid and equipment) that meet their needs and preferences, including:   **The assessor to record the community options accessed by the candidate.** |  |  |  |
| 1. Resource: |  |  |  |
| * 1. The resource is based on the discussion of the candidate with the person in Task 3. | YES  NO |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| * 1. The candidate assists the person in accessing the resource by (Assessor to tick at least one) :   Contacting the person/organisation who can provide the resource  Providing the person with online links related to the resource  Assisting the person in filling out documents required to access the resource  Other: Assessor to specify | YES  NO |  |  |
| * 1. The candidate makes adjustments to facilitate continued success in accessing the resource (e.g. answering questions that the person may have about the resource, helping the person to talk to contacts)   **The assessor to record the adjustments implemented.**      *Modify answer fields as necessary* | YES  NO |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. Program: |  |  |  |
| 1. The program is based on the discussion of the candidate with the person in Task 3. | YES  NO |  |  |
| 1. The candidate assists the person in accessing the program by (Assessor to tick at least one) :   Contacting the person/organisation who can provide the program  Providing the person with online links related to the program  Assisting the person in filling out documents required to access the program  Other: Assessor to specify | YES  NO |  |  |
| 1. The candidate makes adjustments to facilitate continued success in accessing the program (e.g. answering questions that the person may have about the program, helping the person to talk to contacts)   **The assessor to record the adjustments implemented.**      *Modify answer fields as necessary* | YES  NO |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. Assistive technology aid: |  |  |  |
| 1. The aid is based on the discussion of the candidate with the person in Task 3. | YES  NO |  |  |
| 1. The candidate assists the person in accessing the aid by (Assessor to tick at least one) :   Contacting the person/organisation who can provide the aid  Providing the person with online links related to the aid  Assisting the person in filling out documents required to access the aid  Other: Assessor to specify | YES  NO |  |  |
| 1. The candidate demonstrates the proper use of the aid to the person. | YES  NO |  |  |
| 1. The candidate gives instructions to the person on how to use the aid. | YES  NO |  |  |
| 1. The candidate corrects any improper use of the aid demonstrated by the person. | YES  NO |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate makes adjustments to facilitate continued success in accessing the aid (e.g. answering questions that the person may have about the aid, helping the person to talk to contacts)   **The assessor to record the adjustments implemented.**      *Modify answer fields as necessary* | YES  NO |  |  |
| 1. Assistive technology equipment: |  |  |  |
| 1. The equipment is based on the discussion of the candidate with the person in Task 3. | YES  NO |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate assists the person in accessing the equipment by (Assessor to tick at least one) :   Contacting the person/organisation who can provide the equipment  Providing the person with online links related to the equipment  Assisting the person in filling out documents required to access the equipment  Other: Assessor to specify | YES  NO |  |  |
| 1. The candidate demonstrates the proper use of the equipment to the person. | YES  NO |  |  |
| 1. The candidate gives instructions to the person on how to use the equipment. | YES  NO |  |  |
| 1. The candidate corrects any improper use of the equipment demonstrated by the person. | YES  NO |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate makes adjustments to facilitate continued success in accessing the equipment (e.g. answering questions that the person may have about the equipment, helping the person to talk to contacts)   **The assessor to record the adjustments implemented.**      *Modify answer fields as necessary* | YES  NO |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate supports the person in accessing their preferred social network for opportunities to establish connections through shared interests.   Social network: |  |  |  |
| 1. The opportunities are based on the discussion of the candidate with the person in Task 3. |  |  |  |
| 1. The candidate assists the person in accessing the opportunities by (Assessor to tick at least one):   Contacting the social network that can provide access to the opportunity  Providing the person with information from the social network related to the opportunity  Assisting the person in signing up for the opportunity through the social network  Other: Assessor to specify | YES  NO |  |  |
| 1. The candidate makes adjustments to facilitate continued success in accessing the opportunities (e.g. answering questions that the person may have about the opportunity, helping the person to talk to contacts)   **The assessor to record the adjustments implemented.**    *Modify answer fields as necessary* | YES  NO |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate supports the person in accessing a work network for opportunities to participate in work.   Work network: |  |  |  |
| 1. The opportunities are based on the discussion of the candidate with the person in Task 3. | YES  NO |  |  |
| 1. The candidate assists the person in accessing the work opportunities by (Assessor to tick at least one):   Contacting the employer  Setting a meeting with the employer  Assisting the person in sending their application to the employer  Other: Assessor to specify | YES  NO |  |  |
| 1. The candidate assists the employer to facilitate participation of the person with disability. |  |  |  |
| 1. The candidate contacts the employer to discuss the participation of the person with disability in the work opportunity. | YES  NO |  |  |
| 1. The candidate informs the employer about the needs and preferences of the person in relation to participating in work. | YES  NO |  |  |
| 1. The candidate asks the employer how the person can participate in the work opportunity. | YES  NO |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate gives the employer suggestions on how the person can participate in the work opportunities.   Assessor to specify the suggestions made by the candidate:  Assessor to specify  Assessor to specify  *Modify answer fields as necessary* | YES  NO |  |  |
| 1. The candidate assists the employer to facilitate inclusion of the person with disability. |  |  |  |
| 1. The candidate contacts the employer to discuss the inclusion of the person with disability in the work opportunities. | YES  NO |  |  |
| 1. The candidate informs the employer about the needs and preferences of the person in relation to their inclusion in the work opportunities. | YES  NO |  |  |
| 1. The candidate asks the employer about their organisation’s inclusive practices for persons with disability. | YES  NO |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate gives the employer suggestions on how to facilitate the person’s inclusion in the work opportunities.   Assessor to specify the suggestions made by the candidate:  Assessor to specify  Assessor to specify  *Modify answer fields as necessary* | YES  NO |  |  |
| 1. The candidate makes adjustments to facilitate continued success in accessing the opportunities (e.g. answering questions that the person may have about the opportunity, helping the person to talk to contacts)   **The assessor to record the adjustments implemented.**  Assessor to specify  Assessor to specify  *Modify answer fields as necessary* | YES  NO |  |  |

## **Person with Disability B**

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate accesses and reviews the following documents as reference for this task |  |  |  |
| 1. Individualised plan | YES  NO |  |  |
| 1. Minutes of the meeting from Task 3 | YES  NO |  |  |
| 1. The candidate supports the person in accessing community options (i.e. community participation resource, program, aid and equipment) that meet their needs and preferences, including:   **The assessor to record the community options accessed by the candidate.** |  |  |  |
| 1. Resource: |  |  |  |
| * 1. The resource is based on the discussion of the candidate with the person in Task 3. | YES  NO |  |  |
| * 1. The candidate assists the person in accessing the resource by (Assessor to tick at least one) :   Contacting the person/organisation who can provide the resource  Providing the person with online links related to the resource  Assisting the person in filling out documents required to access the resource  Other: Assessor to specify | YES  NO |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| * 1. The candidate makes adjustments to facilitate continued success in accessing the resource (e.g. answering questions that the person may have about the resource, helping the person to talk to contacts)   **The assessor to record the adjustments implemented.**      *Modify answer fields as necessary* | YES  NO |  |  |
| 1. Program: |  |  |  |
| 1. The program is based on the discussion of the candidate with the person in Task 3. | YES  NO |  |  |
| 1. The candidate assists the person in accessing the program by (Assessor to tick at least one):   Contacting the person/organisation who can provide the program  Providing the person with online links related to the program  Assisting the person in filling out documents required to access the program  Other: Assessor to specify | YES  NO |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate makes adjustments to facilitate continued success in accessing the program (e.g. answering questions that the person may have about the program, helping the person to talk to contacts)   **The assessor to record the adjustments implemented.**      *Modify answer fields as necessary* | YES  NO |  |  |
| 1. Assistive technology aid: |  |  |  |
| 1. The aid is based on the discussion of the candidate with the person in Task 3. | YES  NO |  |  |
| 1. The candidate assists the person in accessing the aid by (Assessor to tick at least one):   Contacting the person/organisation who can provide the aid  Providing the person with online links related to the aid  Assisting the person in filling out documents required to access the aid  Other: Assessor to specify | YES  NO |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate demonstrates the proper use of the aid to the person. | YES  NO |  |  |
| 1. The candidate gives instructions to the person on how to use the aid. | YES  NO |  |  |
| 1. The candidate corrects any improper use of the aid demonstrated by the person. | YES  NO |  |  |
| 1. The candidate makes adjustments to facilitate continued success in accessing the aid (e.g. answering questions that the person may have about the aid, helping the person to talk to contacts)   **The assessor to record the adjustments implemented.**      *Modify answer fields as necessary* | YES  NO |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. Assistive technology equipment: |  |  |  |
| 1. The equipment is based on the discussion of the candidate with the person in Task 3. | YES  NO |  |  |
| 1. The candidate assists the person in accessing the equipment by (Assessor to tick at least one):   Contacting the person/organisation who can provide the equipment  Providing the person with online links related to the equipment  Assisting the person in filling out documents required to access the equipment  Other: Assessor to specify | YES  NO |  |  |
| 1. The candidate demonstrates the proper use of the equipment to the person. | YES  NO |  |  |
| 1. The candidate gives instructions to the person on how to use the equipment. | YES  NO |  |  |
| 1. The candidate corrects any improper use of the equipment demonstrated by the person. | YES  NO |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate makes adjustments to facilitate continued success in accessing the equipment (e.g. answering questions that the person may have about the equipment, helping the person to talk to contacts)   **The assessor to record the adjustments implemented.**      *Modify answer fields as necessary* | YES  NO |  |  |
| 1. The candidate supports the person in accessing their preferred social network for opportunities to establish connections through shared interests.   Social network: |  |  |  |
| 1. The opportunities are based on the discussion of the candidate with the person in Task 3. | YES  NO |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate assists the person in accessing the opportunities by (Assessor to tick at least one):   Contacting the social network that can provide access to the opportunity  Providing the person with information from the social network related to the opportunity  Assisting the person in signing up for the opportunity through the social network  Other: Assessor to specify | YES  NO |  |  |
| 1. The candidate makes adjustments to facilitate continued success in accessing the opportunities (e.g. answering questions that the person may have about the opportunity, helping the person to talk to contacts)   **The assessor to record the adjustments implemented.**    *Modify answer fields as necessary* | YES  NO |  |  |
| 1. The candidate supports the person in accessing a work network for opportunities to participate in work.   Work network: |  |  |  |
| 1. The opportunities is based on the discussion of the candidate with the person in Task 3. | YES  NO |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate assists the person in accessing the work opportunities by (Assessor to tick at least one):   Contacting the employer  Setting a meeting with the employer  Assisting the person in sending their application to the employer  Other: Assessor to specify | YES  NO |  |  |
| 1. The candidate assists the employer to facilitate participation of the person with disability. |  |  |  |
| 1. The candidate contacts the employer to discuss the participation of the person with disability in the work opportunities. | YES  NO |  |  |
| 1. The candidate informs the employer about the needs and preferences of the person in relation to participating in work. | YES  NO |  |  |
| 1. The candidate asks the employer how the person can participate in the work opportunities. | YES  NO |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate gives the employer suggestions on how the person can participate in the work opportunities.   Assessor to specify the suggestions made by the candidate:  Assessor to specify  Assessor to specify  *Modify answer fields as necessary* | YES  NO |  |  |
| 1. The candidate assists the employer to facilitate inclusion of the person with disability. |  |  |  |
| 1. The candidate contacts the employer to discuss the inclusion of the person with disability in the work opportunities. | YES  NO |  |  |
| 1. The candidate informs the employer about the needs and preferences of the person in relation to their inclusion in the work opportunity. | YES  NO |  |  |
| 1. The candidate asks the employer about their organisation’s inclusive practices for persons with disability. | YES  NO |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate gives the employer suggestions on how to facilitate the person’s inclusion in the work opportunities.   Assessor to specify the suggestions made by the candidate:  Assessor to specify  Assessor to specify  *Modify answer fields as necessary* | YES  NO |  |  |
| 1. The candidate makes adjustments to facilitate continued success in accessing the opportunities (e.g. answering questions that the person may have about the opportunity, helping the person to talk to contacts)   **The assessor to record the adjustments implemented.**  Assessor to specify  Assessor to specify  *Modify answer fields as necessary* | YES  NO |  |  |

|  |  |
| --- | --- |
| **Assessor Declaration**  By signing here, I confirm that I have observed the candidate, whose name appears above, support two persons with disability in accessing options and opportunities.  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