# Workplace Assessment Task 6 – 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 6.**

This form is to be completed by the candidate’s assessor to document their observations on the candidate’s performance in Workplace Assessment Task 6.

## **Task Overview**

For this task, the candidate is required to monitor the community participation and social inclusion of two persons with disability.

In this task, the candidate will be assessed on:

* Practical knowledge of strategies for community participation and social inclusion
* Practical skills relevant to reviewing strategies for community participation and social inclusion
* Practical skills relevant to monitoring a person with disability’s engagement in community and social networks

## **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 |  | |
| Workplace supervisor |  | |

|  |  |
| --- | --- |
| Resources required for the assessment | A disability support environment  Two persons with disability  Workplace supervisor  Copies of the individualised plans of the two persons with disability  Organisational template for documenting meeting minutes  Organisational template for observation forms  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.  Workplace  Social activities  Template used  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

## **Person with Disability A**

### Instance 1

| **During the monitoring task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate monitors the person’s engagement in their workplace   Assessor to specify the workplace which the person engaged in, and the candidate observed: |  |  |  |
| 1. The candidate watches the person as they engage in a workplace activity. | YES  NO |  |  |
| 1. The candidate watches the person as they interact with other people from the workplace. | YES  NO |  |  |
| 1. The candidate watches the person’s behaviour as they participate in activities. | YES  NO |  |  |
| 1. The candidate stays at a location away from the person so that they will not interfere with the person’s engagement. | YES  NO |  |  |
| 1. The candidate monitors the person’s engagement in social activities   Assessor to specify the social activities that the person engaged in, and the candidate observed: |  |  |  |
| 1. The candidate watches the person as they participate in social activities. | YES  NO |  |  |
| 1. The candidate watches the person as they interact with other people. | YES  NO |  |  |

| **During the monitoring task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate watches the person’s behaviour as they participate in activities. | YES  NO |  |  |
| 1. The candidate stays at a location away from the person so that they will not interfere with the person’s engagement. | YES  NO |  |  |
| 1. The candidate documents their observations using their organisation’s template for recording observations or the generic observation journal template included in the workbook.   Assessor to check the template used by the candidate:  Organisation’s observation journal template  Generic observation journal template | YES  NO |  |  |
| 1. The candidate meets with the person with disability and their supervisor to monitor and review community participation and social inclusion. |  |  |  |
| * + 1. The candidate discusses implemented strategies for community participation based on the individualised plan. | YES  NO |  |  |
| * + 1. The candidate discusses implemented strategies for social inclusion based on the individualised plan. | YES  NO |  |  |
| * + 1. The candidate asks the person for their feedback on the strategies reviewed. | YES  NO |  |  |
| * + 1. The candidate asks their supervisor for their feedback on the strategies reviewed. | YES  NO |  |  |

| **During the monitoring task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| * + 1. The candidate asks the person to share their experiences in engaging with the community that they are a part of. | YES  NO |  |  |
| * + 1. The candidate asks the person to share their experiences in engaging with social networks that they are a part of. | YES  NO |  |  |
| * + 1. The candidate shares their insights about the level of the person’s engagement with their community. | YES  NO |  |  |
| * + 1. The candidate shares their insights about the level of the person’s engagement with their social networks. | YES  NO |  |  |
| * + 1. The candidate confirms the accuracy of their insights with the person. | YES  NO |  |  |
| * + 1. The candidate confirms the accuracy of their insights with their supervisor. | YES  NO |  |  |
| * + 1. The candidate records the meeting using their organisation’s meeting minutes template or the generic meeting minutes template included in the workbook.   Assessor to check the template used by the candidate:  Organisation’s meeting minutes template  Generic meeting minutes template | YES  NO |  |  |

### Instance 2

| **During the monitoring task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate monitors the person’s engagement in their workplace   Assessor to specify the workplace which the person engaged in, and the candidate observed: |  |  |  |
| 1. The candidate watches the person as they engage in a workplace activity. | YES  NO |  |  |
| 1. The candidate watches the person as they interact with other people from the workplace. | YES  NO |  |  |
| 1. The candidate watches the person’s behaviour as they participate in activities. | YES  NO |  |  |
| 1. The candidate stays at a location away from the person so that they will not interfere with the person’s engagement. | YES  NO |  |  |
| 1. The candidate monitors the person’s engagement in social activities   Assessor to specify the social activities that the person engaged in, and the candidate observed: |  |  |  |
| 1. The candidate watches the person as they participate in social activities. | YES  NO |  |  |
| 1. The candidate watches the person as they interact with other people. | YES  NO |  |  |

| **During the monitoring task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate watches the person’s behaviour as they participate in activities. | YES  NO |  |  |
| 1. The candidate stays at a location away from the person so that they will not interfere with the person’s engagement. | YES  NO |  |  |
| 1. The candidate documents their observations using their organisation’s template for recording observations or the generic observation journal template included in the workbook.   Assessor to check the template used by the candidate:  Organisation’s observation journal template  Generic observation journal template | YES  NO |  |  |
| 1. The candidate meets with the person with disability and their supervisor to monitor and review community participation and social inclusion. |  |  |  |
| * + 1. The candidate discusses implemented strategies for community participation based on the individualised plan. | YES  NO |  |  |
| * + 1. The candidate discusses implemented strategies for social inclusion based on the individualised plan. | YES  NO |  |  |
| * + 1. The candidate asks the person for their feedback on the strategies reviewed. | YES  NO |  |  |
| * + 1. The candidate asks their supervisor for their feedback on the strategies reviewed. | YES  NO |  |  |

| **During the monitoring task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| * + 1. The candidate asks the person to share their experiences in engaging with the community that they are a part of. | YES  NO |  |  |
| * + 1. The candidate asks the person to share their experiences in engaging with social networks that they are a part of. | YES  NO |  |  |
| * + 1. The candidate shares their insights about the level of the person’s engagement with their community. | YES  NO |  |  |
| * + 1. The candidate shares their insights about the level of the person’s engagement with their social networks. | YES  NO |  |  |
| * + 1. The candidate confirms the accuracy of their insights with the person. | YES  NO |  |  |
| * + 1. The candidate confirms the accuracy of their insights with their supervisor. | YES  NO |  |  |
| * + 1. The candidate records the meeting using their organisation’s meeting minutes template or the generic meeting minutes template included in the workbook.   Assessor to check the template used by the candidate:  Organisation’s meeting minutes template  Generic meeting minutes template | YES  NO |  |  |

## **Person with Disability B**

### Instance 1

| **During the monitoring task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate monitors the person’s engagement in their workplace   Assessor to specify the workplace which the person engaged in, and the candidate observed: |  |  |  |
| 1. The candidate watches the person as they engage in a workplace activity. | YES  NO |  |  |
| 1. The candidate watches the person as they interact with other people from the workplace. | YES  NO |  |  |
| 1. The candidate watches the person’s behaviour as they participate in activities. | YES  NO |  |  |
| 1. The candidate stays at a location away from the person so that they will not interfere with the person’s engagement. | YES  NO |  |  |
| 1. The candidate monitors the person’s engagement in social activities   Assessor to specify the social activities that the person engaged in, and the candidate observed: |  |  |  |
| 1. The candidate watches the person as they participate in social activities. | YES  NO |  |  |
| 1. The candidate watches the person as they interact with other people. | YES  NO |  |  |

| **During the monitoring task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate watches the person’s behaviour as they participate in activities. | YES  NO |  |  |
| 1. The candidate stays at a location away from the person so that they will not interfere with the person’s engagement. | YES  NO |  |  |
| 1. The candidate documents their observations using their organisation’s template for recording observations or the generic observation journal template included in the workbook.   Assessor to check the template used by the candidate:  Organisation’s observation journal template  Generic observation journal template | YES  NO |  |  |
| 1. The candidate meets with the person with disability and their supervisor to monitor and review community participation and social inclusion. |  |  |  |
| * + 1. The candidate discusses implemented strategies for community participation based on the individualised plan. | YES  NO |  |  |
| * + 1. The candidate discusses implemented strategies for social inclusion based on the individualised plan. | YES  NO |  |  |
| * + 1. The candidate asks the person for their feedback on the strategies reviewed. | YES  NO |  |  |
| * + 1. The candidate asks their supervisor for their feedback on the strategies reviewed. | YES  NO |  |  |

| **During the monitoring task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| * + 1. The candidate asks the person to share their experiences in engaging with the community that they are a part of. | YES  NO |  |  |
| * + 1. The candidate asks the person to share their experiences in engaging with social networks that they are a part of. | YES  NO |  |  |
| * + 1. The candidate shares their insights about the level of the person’s engagement with their community. | YES  NO |  |  |
| * + 1. The candidate shares their insights about the level of the person’s engagement with their social networks. | YES  NO |  |  |
| * + 1. The candidate confirms the accuracy of their insights with the person. | YES  NO |  |  |
| * + 1. The candidate confirms the accuracy of their insights with their supervisor. | YES  NO |  |  |
| * + 1. The candidate records the meeting using their organisation’s meeting minutes template or the generic meeting minutes template included in the workbook.   Assessor to check the template used by the candidate:  Organisation’s meeting minutes template  Generic meeting minutes template | YES  NO |  |  |

### Instance 2

| **During the monitoring task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate monitors the person’s engagement in their workplace   Assessor to specify the workplace which the person engaged in, and the candidate observed: |  |  |  |
| 1. The candidate watches the person as they engage in a workplace activity. | YES  NO |  |  |
| 1. The candidate watches the person as they interact with other people from the workplace. | YES  NO |  |  |
| 1. The candidate watches the person’s behaviour as they participate in activities. | YES  NO |  |  |
| 1. The candidate stays at a location away from the person so that they will not interfere with the person’s engagement. | YES  NO |  |  |
| 1. The candidate monitors the person’s engagement in social activities   Assessor to specify the social activities that the person engaged in, and the candidate observed: |  |  |  |
| 1. The candidate watches the person as they participate in social activities. | YES  NO |  |  |
| 1. The candidate watches the person as they interact with other people. | YES  NO |  |  |

| **During the monitoring task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate watches the person’s behaviour as they participate in activities. | YES  NO |  |  |
| 1. The candidate stays at a location away from the person so that they will not interfere with the person’s engagement. | YES  NO |  |  |
| 1. The candidate documents their observations using their organisation’s template for recording observations or the generic observation journal template included in the workbook.   Assessor to check the template used by the candidate:  Organisation’s observation journal template  Generic observation journal template | YES  NO |  |  |
| 1. The candidate meets with the person with disability and their supervisor to monitor and review community participation and social inclusion. |  |  |  |
| * + 1. The candidate discusses implemented strategies for community participation based on the individualised plan. | YES  NO |  |  |
| * + 1. The candidate discusses implemented strategies for social inclusion based on the individualised plan. | YES  NO |  |  |
| * + 1. The candidate asks the person for their feedback on the strategies reviewed. | YES  NO |  |  |
| * + 1. The candidate asks their supervisor for their feedback on the strategies reviewed. | YES  NO |  |  |

| **During the monitoring task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| * + 1. The candidate asks the person to share their experiences in engaging with the community that they are a part of. | YES  NO |  |  |
| * + 1. The candidate asks the person to share their experiences in engaging with social networks that they are a part of. | YES  NO |  |  |
| * + 1. The candidate shares their insights about the level of the person’s engagement with their community. | YES  NO |  |  |
| * + 1. The candidate shares their insights about the level of the person’s engagement with their social networks. | YES  NO |  |  |
| * + 1. The candidate confirms the accuracy of their insights with the person. | YES  NO |  |  |
| * + 1. The candidate confirms the accuracy of their insights with their supervisor. | YES  NO |  |  |
| * + 1. The candidate records the meeting using their organisation’s meeting minutes template or the generic meeting minutes template included in the workbook.   Assessor to check the template used by the candidate:  Organisation’s meeting minutes template  Generic meeting minutes template | YES  NO |  |  |

|  |  |
| --- | --- |
| **Assessor Declaration**  By signing here, I confirm that I have observed the candidate, whose name appears above, monitor the community participation and social inclusion of two persons with disability.  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