# Workplace Assessment Task 8 – 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 8.**

This form is to be completed by the candidate’s assessor to document their observations on the candidate’s performance in Workplace Assessment Task 8.

## **Task Overview**

For this task, the candidate is required to support two persons with disability in addressing barriers.

In this task, the candidate will be assessed on:

* Practical knowledge of strategies to address barriers to community participation
* Practical skills relevant to implementing, monitoring, and seeking feedback on strategies to overcome barriers

## **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  Organisational template for documenting meeting minutes  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  Individualised plans  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.  Person’s individualised plan  Strategies implemented  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

## **Person with Disability A**

### Supporting the Person to Implement Strategies

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate supports the person in implementing strategies to address barriers based on their individualised plan and preferences.   **The assessor to record the strategies implemented. These strategies must be based on the individualised plan of the person with disability.**  *Add additional fields for strategies, if necessary.* |  |  |  |
| * 1. The candidate supports the person in implementing strategy 1: Provide alternative options for participation , by doing the following:   **The assessor must contextualise the sub-criteria below based on the strategy found in the person’s individualised plan.** |  |  |  |
| * 1. Providing the person with information on other community options for participation | YES  NO |  |  |
| * 1. Contacting persons/organisations/groups that can help the person to address barriers | YES  NO |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| * 1. The candidate supports the person in implementing strategy 2: Access opportunities that are within the person's comfort zone, by doing the following:   **The assessor must contextualise the sub-criteria below based on the strategy found in the person’s individualised plan.** |  |  |  |
| 1. Providing access to smaller social groups | YES  NO |  |  |
| 1. Accompanying the person in community activities | YES  NO |  |  |
| 1. The candidate makes adjustments to the implementation of strategies to facilitate continued success.   **The assessor to record the adjustments implemented.**      *Add more fields as needed.* | YES  NO |  |  |

### Monitoring the Success of Strategies to Address Barriers

#### Instance 1: Immediately after the implementation of strategies

| **During the monitoring task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate monitors the success of strategies implemented. |  |  |  |
| 1. The candidate watches the person’s activities and interactions after the implementation of strategies. | YES  NO |  |  |
| 1. The candidate watches the person’s behaviour after the implementation of strategies | YES  NO |  |  |
| 1. The candidate asks the person about any immediate problems that they experience after the implementation of strategies | YES  NO |  |  |
| 1. The candidate asks the person about any adjustments that they need to facilitate the success of strategies | YES  NO |  |  |
| 1. The candidate documents their findings using their organisation’s template for monitoring strategies or the generic strategy monitoring form template included in the workbook.   Assessor to check the template used by the candidate:  Organisation’s strategy monitoring template  Generic strategy monitoring form | YES  NO |  |  |

#### Instance 2: A short period of time after the implementation of strategies

| **During the monitoring task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate monitors the success of strategies implemented. |  |  |  |
| 1. The candidate watches the person’s activities and interactions. | YES  NO |  |  |
| 1. The candidate watches the person’s behaviour. | YES  NO |  |  |
| 1. The candidate asks the person about any new problems that they experience related to the implemented strategies. | YES  NO |  |  |
| 1. The candidate asks the person about any new barriers that they encountered. | YES  NO |  |  |
| 1. The candidate asks the person about any adjustments that they need to facilitate the success of strategies. | YES  NO |  |  |
| 1. The candidate documents their findings using their organisation’s template for monitoring strategies or the generic strategy monitoring form template included in the workbook.   Assessor to check the template used by the candidate:  Organisation’s strategy monitoring template  Generic strategy monitoring form | YES  NO |  |  |

### Seeking Feedback on the Success of Implemented Strategies

| **During the meeting:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate meets with their supervisor, the person with disability, and two other persons related to the care of the person with disability. | YES  NO |  |  |
| 1. The candidate shares their insights on the success of strategies in addressing barriers. | YES  NO |  |  |
| 1. The candidate asks their supervisor for their feedback on the success of strategies in addressing barriers. | YES  NO |  |  |
| 1. The candidate asks the person with disability for their feedback on the success of strategies in addressing barriers. | YES  NO |  |  |
| 1. The candidate asks the persons involved in the care of the person with disability for their feedback on the success of strategies in addressing barriers. |  |  |  |
| 1. Person A:   Their involvement in the care of the person with disability: | YES  NO |  |  |
| 1. Person B:   Their involvement in the care of the person with disability: | 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**

### Supporting the Person to Implement Strategies

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate supports the person in implementing strategies to address barriers based on their individualised plan and preferences.   **The assessor to record the strategies implemented. These strategies must be based on the individualised plan of the person with disability.**  *Add additional fields for strategies, if necessary.* |  |  |  |
| 1. The candidate supports the person in implementing strategy 1: Provide alternative options for participation , by doing the following:   **The assessor must contextualise the sub-criteria below based on the strategy found in the person’s individualised plan.** |  |  |  |
| * 1. Providing the person with information on other community options for participation | YES  NO |  |  |
| * 1. Contacting persons/organisations/groups that can help the person to address barriers | YES  NO |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate supports the person in implementing strategy 2: Access opportunities that are within the person's comfort zone, by doing the following:   **The assessor must contextualise the sub-criteria below based on the strategy found in the person’s individualised plan.** |  |  |  |
| 1. Providing access to smaller social groups | YES  NO |  |  |
| 1. Accompanying the person in community activities | YES  NO |  |  |
| 1. The candidate makes adjustments to the implementation of strategies to facilitate continued success.   **The assessor to record the adjustments implemented.**      *Add more fields as needed.* | YES  NO |  |  |

### Monitoring the Success of Strategies to Address Barriers

#### Instance 1: Immediately after the implementation of strategies

| **During the monitoring task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate monitors the success of strategies implemented. |  |  |  |
| 1. The candidate watches the person’s activities and interactions after the implementation of strategies. | YES  NO |  |  |
| 1. The candidate watches the person’s behaviour after the implementation of strategies | YES  NO |  |  |
| 1. The candidate asks the person about any immediate problems that they experience after the implementation of strategies | YES  NO |  |  |
| 1. The candidate asks the person about any adjustments that they need to facilitate the success of strategies | YES  NO |  |  |
| 1. The candidate documents their findings using their organisation’s template for monitoring strategies or the generic strategy monitoring form template included in the workbook.   Assessor to check the template used by the candidate:  Organisation’s strategy monitoring template  Generic strategy monitoring form | YES  NO |  |  |

#### Instance 2: A short period of time after the implementation of strategies

| **During the monitoring task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate monitors the success of strategies implemented. |  |  |  |
| 1. The candidate watches the person’s activities and interactions. | YES  NO |  |  |
| 1. The candidate watches the person’s behaviour. | YES  NO |  |  |
| 1. The candidate asks the person about any new problems that they experience related to the implemented strategies. | YES  NO |  |  |
| 1. The candidate asks the person about any new barriers that they encountered. | YES  NO |  |  |
| 1. The candidate asks the person about any adjustments that they need to facilitate the success of strategies. | YES  NO |  |  |
| 1. The candidate documents their findings using their organisation’s template for monitoring strategies or the generic strategy monitoring form template included in the workbook.   Assessor to check the template used by the candidate:  Organisation’s strategy monitoring template  Generic strategy monitoring form | YES  NO |  |  |

### Seeking Feedback on the Success of Implemented Strategies

| **During the meeting:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate meets with their supervisor, the person with disability, and two other persons related to the care of the person with disability. | YES  NO |  |  |
| 1. The candidate shares their insights on the success of strategies in addressing barriers. | YES  NO |  |  |
| 1. The candidate asks their supervisor for their feedback on the success of strategies in addressing barriers. | YES  NO |  |  |
| 1. The candidate asks the person with disability for their feedback on the success of strategies in addressing barriers. | YES  NO |  |  |
| 1. The candidate asks the persons involved in the care of the person with disability for their feedback on the success of strategies in addressing barriers. |  |  |  |
| 1. Person A:   Their involvement in the care of the person with disability: | YES  NO |  |  |
| 1. Person B:   Their involvement in the care of the person with disability: | 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, support two persons with disability in addressing barriers.  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