# Case Study Task 2.3 – 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 **Case Study Task 2.3.**

This form is to be completed by the candidate’s assessor to document their observations on the candidate’s performance in Case Study Task 2.3.

## **Task Overview**

For this task, the candidate is required report the signs of abuse they have identified to their supervisor in this role play activity.

In this task, the candidate will be assessed on their practical knowledge and skills relevant to reporting signs of abuse.

## **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 | Volunteer to act as supervisor | |

## **Candidate Assessment Briefing**

|  |  |
| --- | --- |
| Date of assessment briefing |  |

|  |  |
| --- | --- |
| **The assessor confirms:** | **YES/NO** |
| 1. They have discussed with the candidate the case study task they are required to complete for this assessment. | YES  NO |
| 1. The candidate understands they will be assessed while completing this case study 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 case study 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 case study task and the assessment process. | YES  NO |

# Observation Form

|  |  |  |  |
| --- | --- | --- | --- |
| **During the role play activity:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| 1. The candidate reports the incident to their supervisor.   This includes: |  |  |  |
| 1. Ensuring the matter is discussed with the supervisor in private. | YES  NO |  |  |
| 1. Ensuring that there are no other co-workers or clients in the room. | YES  NO |  |  |
| 1. The candidate reports what they have noticed as objectively as possible.   For the assessor to TICK Yes in the items below, the candidate’s responses must be consistent with the Abuse Incident Report Form they completed.  This includes: |  |  |  |
| 1. Summarising exactly what has happened in the scenario. | YES  NO |  |  |
| 1. Not including their assumptions and other information not included in the scenario.   Note to the assessor: An example of an assumption is this is not the first time the support worker abused John. | YES  NO |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **During the role play activity:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| 1. The candidate reports the signs of abuse they have noted.   The candidate must provide at least three.  For the assessor to TICK Yes here, their responses must:   * Be consistent with what has been described in the scenario. * Not include assumptions not included in the scenario (e.g. This is not the first time the support worker abused John). * Be signs of abuse. They must identify three.   Examples of satisfactory performance are provided below:   * The support worker shouts at John. * The support worker pushes John from his back so she could walk faster. * John’s knees are shaking, and his face looks scared. | YES  NO |  |  |

|  |  |
| --- | --- |
| **Assessor Declaration**  By signing here, I confirm that I have observed the candidate, whose name appears above, report the signs of abuse they identified to their supervisor.  I confirm that the information recorded on this *Observation Form* is true and accurately reflects the candidate’s performance during their completion of the case study task. | |
| Assessor’s signature |  |
| Assessor’s name |  |
| Date signed |  |

End of Case Study – Observation Form