

Trainee's Assessment

Write a short report

US 3492 V5

Level 2 Credits 3

Name _____

careerforce

Trainee's assessment

This trainee's assessment contains:

- Instructions for the trainee
- Assessment task
- Report writing checklist
- Guidelines for referencing
- Feedback form
- Assessment result sheet.

Tips for the trainee

Before you start this assessment you must read the instructions.

The following colours show different areas of this assessment:

- **Green boxes:** sections to be filled out and usually signed – by you or someone else such as an assessor, verifier or supervisor.
- **Purple boxes:** areas for the assessor to write in. Please do not write in these boxes.
- **Blue boxes:** tasks where you are asked to give a written answer.

A person assessed as competent in this unit standard is able to:

Outcome

Task and evidence

Write a short report.

1

One – Written answer (Blue)

Acknowledgements: Careerforce acknowledges Learning State Limited's permission to adapt the assessment guide for this unit standard.

Instructions for the trainee

- Your response to the assessment task needs to show the assessor that you have a full understanding of the topic. The assessor may require you to discuss your report.
- This assessment is “open book”, which means that you can use any information you wish when you are completing this assessment. This information may include learning materials, books, the internet and your organisation’s policies and procedures.
- Your report must be written.
- If you submit a workplace report, remove all identifying details of any people receiving services or support who are included in the report.
- When referring to theories and/or published documents, please acknowledge the published source. Guidelines for referencing are at the back of this assessment.
- If you require assistance with any aspect of the assessment, please contact your assessor.

Definitions of terms

The word **trainee** in this assessment refers to the person being assessed. Other terms that may be used are candidate, student or employee.

Workplace assessor or **assessor** means the person who will assess the trainee.

Abbreviations

ER refers to the evidence requirements of the unit standard – the evidence (descriptions, explanations, documents etc) that you must provide, and/or the actions that you must do or demonstrate.

MER means “more evidence required”.

You are required to write a report that is a maximum of 1,000 words long. You have two ways in which you can complete this task:

- Submit a short report that you have prepared in your workplace within the past six months.
- Write a short report using the report writing format that is expected in your workplace.

You need to ensure that the short report you write or have written meets all of the requirements in the short report writing checklist below.

Once you have completed your short report, edit and proof read it, and then submit it to your assessor.

Your assessor will complete the short report writing checklist to confirm that you have met all the requirements of this task.

Short report writing checklist

Check the finished short report against the following criteria.

Has the trainee edited and proof read his/her work?

Is the short report a maximum of 1,000 words long?

Is the short report accurate in detail?

Is the short report clear in meaning?

Is the short report complete and concise?

Is the content of the short report structured in a logical order?

Is the intention of the short report largely unaffected by any punctuation, spelling or grammatical errors?

Assessor's use only

Notes and decision:



Short report writing checklist

Check the finished short report against the following criteria.

Is the format relevant to the workplace and purpose of the short report (ie fit for purpose), and does the format include sections with headings that identify the content?

Is the vocabulary (including any technical language used) relevant, precise and clear; and does it contribute to a relevant tone for the report? [Relevant tone refers to choice of language that is appropriate to the subject of the short report (eg formal or informal) and which is used consistently throughout the short report.]

Is the short report fit for purpose, in terms of:

- The purpose of the short report.
- The context, situation and occasion.
- The subject matter.
- The intended reader(s).
- All organisational requirements which must be (or closely resemble) the requirements of an actual workplace.

Are sources of data referenced accurately and in a consistent format?

Are any units of measurement which are used, correct and consistent?

Do any graphics which are used clearly communicate relevant information and facts?

Assessor's use only

Notes and decision:



Assessor's feedback on the trainee's performance

Large empty rectangular area for providing feedback on the trainee's performance.

Task One: Achieved <input type="radio"/> More evidence required <input type="radio"/>	Assessor's name:	Date:
Reassessment: Achieved <input type="radio"/> More evidence required <input type="radio"/>	Assessor's name:	Date:

Guidelines for referencing

If you refer to a theory, document, publication or website in your assessment material, you need to provide a reference for that source of information. The complete list of your references is known as a reading list or bibliography. To assemble a reading list, either use the referencing style shown here – adapted from the internationally-established system known as “APA referencing” – or use any other system that is consistent and provides all the necessary information.

In general:

- List all your references together in alphabetical order in accordance with the first main word, whether this is the author’s surname or the first word in the name of the publishing organisation or the title.

- Copy the exact wording of the title and the correct spelling of all names.
- Use punctuation and capitalisation as shown in the examples below.
- The place of publication is a city. Add the country if needed for clarity.
- If you are typing, put main titles *in italics*. Use a hanging indent for entries – see examples below. (Select your whole list then press Ctrl T on the keyboard.)
- If you are writing by hand, underline the main titles. Leave a blank line between each reference.

- If you found a document online, use the referencing styles below and add the date of retrieval (the date that you accessed the information) and the full URL address of the website as it appears in your browser.
- If the publication is in a format other than print or online, for example a DVD, add this description in brackets at the end of the entry.

For more detailed guidance and examples, see: Massey University. Last updated 09/06/2011, *APA style*, Retrieved 02/09/2011, <http://owll.massey.ac.nz/referencing/apa-style.php>

Publication by one or more author or editor

Style	Author’s or editor’s surname, initial. (Ed.) [if edited]. (Year of publication in brackets). <i>Title [in italics, only the first word is capitalised]</i> : <i>Subtitle [optional, only the first word is capitalised]</i> . Place of publication: Publisher.	Example	Chapman, J. & White, T. (1995). <i>A guide to effective consumer participation in mental health services</i> . Wellington: Ministry of Health.
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Document or publication by an organisation – For example, a government document or an organisation’s policies and procedures. If there is no named author, give the organisation as both the author and the publisher.

Style	Organisation. (Year of publication in brackets). <i>Title [in italics, only the first word is capitalised]</i> : <i>Subtitle [optional, only the first word is capitalised]</i> . Place of publication: Organisation.	Example	Ministry of Health. (2010). <i>New Zealand influenza pandemic plan: A framework for action</i> . Wellington: Ministry of Health. Careerforce. (2009). <i>Health and safety manual</i> . Christchurch: Careerforce.
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Guidelines for referencing

Legislation – Correct titles and dates of New Zealand legislation are at: <http://www.legislation.govt.nz/>

Style	Title Year.	Example	Health and Safety in Employment Act 1992.
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Standards – Correct titles and dates of New Zealand standards are at: <http://www.standards.co.nz/>

Style	NZS number:year <i>Title [in italics]</i> .	Example	NZS 8134.0:2008 <i>Health and disability services Standards – Health and disability services (general) Standard.</i>
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Codes of practice

General style	Organisation. Title Year (shorter more frequently used name, if this exists).	The most commonly referenced code	Health and Disability Commissioner. (Code of Health and Disability Services Consumers' Rights) Regulations 1996 (The Code of Rights).
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Website or webpage – This is when you are referring to an actual website. If you are referring to a document or publication found on a website, use the system for those documents and add the date of retrieval and the full URL address of the website as it appears in your browser.

Style	Author(s) [if known, or Organisation]. Year of publication or date of last update, <i>Title [in italics]</i> , date of retrieval, full URL address from your browser	Example	Massey University. Last updated 09/06/2011, <i>APA style</i> , Retrieved 02/09/2011, http://owll.massey.ac.nz/referencing/apa-style.php
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A source within a publication – For example, an article in a newspaper, magazine or journal.

Style	Author of article's surname, initial. (Year of publication in brackets). Article title [not in italics], <i>Publication title [in italics]</i> , <i>volume and issue number [in italics]</i> , [or newspaper date, not italics], page number/s.	Example	McPherson, K. M., Kayes, N., & Weatherall, M. (2009). A pilot study of self-regulation informed goal setting in people with traumatic brain injury, <i>Clinical Rehabilitation</i> , 23(4), 296–309.
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Instructions for the trainee

When you have finished the assessment

- Please give your completed assessment and any additional material to your assessor. You might like to make a copy for your records.
- When you have been assessed as having achieved this unit standard, the results will be sent to Careerforce for registering credits on the New Zealand Qualifications Framework.
- Your assessor will give your assessment material back to you. Please keep it safe.
- If you wish to appeal against the assessment result or process, you should complete an “Appeal of Trainee Assessment Result Form”. This form can be downloaded from the Shortcuts/Forms/Trainee Forms section of the Careerforce website www.careerforce.org.nz
- **Please complete the trainee’s declaration below.**

Trainee’s declaration

I was told about and understood the assessment requirements.

I have prepared my answers myself.

I agree that this document can be photocopied for the purpose of moderation, as part of quality control processes.

I agree that once the assessment decision has been made, my personal details and results will be sent to Careerforce for registering credits on the New Zealand Qualifications Framework.

Trainee’s signature:

Trainee’s name (please print):

Date:

US 3492 V5 – Write a short report

Please complete this feedback form to help us to improve our assessments.

Please respond to the questions with a tick in the relevant circle and with comments in the boxes

	Yes	No	Sometimes
Did you think the assessment booklet was well laid out?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did you find the assessment questions easy to understand?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

What did you most like about this assessment?

What did you least like about this assessment?

If you could change something to improve this assessment, what would it be?

Additional comments:

Contact details (optional)

Name:

Workplace:

Phone:

Email:

When you have completed this page, please pull it out, fold it in three, secure it with tape and send it (Freepost) to:
Careerforce, PO Box 25 255, Christchurch 8144 Fax (03) 371 9285

Freeport Authority CONSULT

Careerforce

PO Box 25 255

Christchurch 8144

US 3492 V5 – Write a short report

Level 2 Credits 3

Assessment result sheet (completed by assessor)

Trainee's information	
Name:	
Employer:	
NZQA/NSI number (ROL):	Date of birth:

Trainee's performance summary

Assessment tasks

Task One

Achieved



Comments/feedback to the trainee

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Assessment result

I have assessed the trainee and confirm:



The requirements have been met to demonstrate competency in 3492 V5.

Name:

Assessor's number:

Signed:

Date:

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For the credits to be registered on the New Zealand Qualifications Framework, send a copy of this form to:
Training Support Team, Careerforce, PO Box 25 255, Christchurch 8144

Training Support Team

Careerforce

PO Box 25 255

Christchurch 8144