

Trainee Assessment

Explain resources and support agencies for families or whānau who have a member with a disability

US 1810 V 6
Level 3 Credits 2

Name.....

Trainee assessment

This trainee assessment contains:

- Instructions for the trainee
- Assessment tasks
- Observation form
- Feedback form
- Assessment result sheet

Tips for the trainee

Before you start this assessment you must read the instructions.

There are different areas of this assessment.

The white boxes are for you to write in.

The grey shaded areas are for the assessor to write in. Please do not write in these boxes.

You need to sign a declaration at the back that this is your own work.

A person assessed as competent in this unit standard is able to:	Outcome	Task and evidence
Provide information about community support services and resources for families or whānau and support person(s).	1	One – Written or spoken answer or demonstration or portfolio
Clarify to families or whānau and support person(s) the policies and procedures of the service or organisation which is providing assistance.	2	Two – Written or spoken answer or demonstration or portfolio

Instructions for the trainee

- Your answers to the assessment tasks need to show the assessor that you have a full understanding of the topic. The assessor may require you to discuss your responses.
- 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 answers can be written or spoken. You may be asked to carry out a practical task or to provide a portfolio, or give an oral presentation.
 - When you write your answer, use pen in the space provided. Initial any alterations you make. Please write your name on any additional pages and attach them to the assessment.
 - When you answer verbally, the assessor will make full notes of your answer in the space provided in this assessment or may use a digital voice recorder.
 - When you are asked to carry out a practical task, your assessor or verifier will observe you and complete an observation form. The assessor/verifier may require you to perform the task on more than one occasion.
 - When a portfolio is required you will collect copies of documents which you have used or have written, from a recent actual situation where you have supported a person (or persons).
 - An oral presentation may be a delivered speech or an interactive presentation where the audience asks questions. Visual aids may be used with either presentation style.
- For any documents you supply, remove all identifying details of the people receiving services or support.
- You need to show that your work complies with your organisation’s policies and procedures.
- 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.

Person refers to a person accessing services in a health or disability setting in either a residential care facility or in a private home – the person’s own or a friend’s, group’s or family member’s. Other terms used for the person being supported include client, consumer, individual, resident, service user or tūroro.

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”.

References

- Your organisation’s policies and procedures.

Task One – Provide information about community support services and resources for families or whānau and support person(s) (written or spoken answer or demonstration or portfolio)

ERs 1.1, 1.2

You are required to:

- A. Identify sources of community support and resources that can be accessed by families or whānau and their support persons. You must identify **one** source of support (organisation/support service/resource) from **each** of the following sectors:
Government, voluntary, private, and tikanga Māori services.
- B. For each source of support (organisation/support service/resource) that you have identified, provide information on the following key points:
Target population, referral procedures, services offered, cultural orientation, and disability type.

Notes:

1. You may present this information in written or spoken format; **or** as a spoken presentation eg Powerpoint with appropriate supporting documentation; **or** as a portfolio – a collection of documents that you have gathered from a variety of sources eg libraries, internet, health and disability agencies, community or iwi-based organisations, information/resource centres, your own organisation. If you present a portfolio you must ensure that the key points in sub-section B above are all covered, which may require you to annotate (provide notes or additional written information on) your documentation, or provide a spoken commentary to supplement this documentation. Please write your name on any additional pages and attach them to this assessment.
2. You may present this information in one of two ways. **First**, you may present it to your assessor at a one-on-one meeting. **Second**, you may combine Tasks One and Two by presenting this information to the families or whānau and support person(s) at the meeting specified for Task Two, at which your assessor is present.

Assessor's information

Please tick one of the two circles:

This task was assessed as a stand-alone task




OR

This task was assessed together with Task Two



Information on community support services and resources	Assessor's use only Notes and decision: 

Information on community support services and resources	Assessor's use only Notes and decision: 

Assessor's 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:

Task Two – Clarify to families or whānau and support person(s) the policies and procedures of the service or organisation which is providing assistance

(written or spoken answer *or* demonstration *or* portfolio) ERs 2.1 - 2.3

For this task you must **meet** with the family/whānau and/or support person(s) of a person with a disability and provide them with information about **one** service or organisation which is providing assistance.

Before your meeting, plan **what** you will tell/provide to the family/whānau and/or support person(s) and **how** you will present this information eg verbally, in written format, a presentation or a portfolio (collection of brochures, information sheets, website addresses etc with written annotation (notes) or supplementary commentary if/as required) – or a combination of formats.

You must pass on the following information to family/whānau and support person(s) of the person with a disability:*

- A. The name and role of **one** service or organisation that is providing support to the person with a disability.
- B. How the support and resources which the service or organisation provides, align to the needs of the person with the disability as set out in his/her service plan.
- C. **At least two** policies and procedures of the service or organisation that reflect its mission and values.

* *If you are combining Tasks One and Two you must also pass on the information specified for Task One.*

An observer must be with you during this meeting, who may be your assessor, or a verifier such as your supervisor or manager. The role of this observer is to attest to the accuracy of the information that you pass on; and to confirm that the way you present this information is clearly expressed and readily understood by the family/whānau members and support person(s) who are present.

Observation (to be completed by manager, supervisor, team leader, or assessor)

If “no” is checked on the form, please add a brief comment.

Observation of clarification about the service or organisation providing assistance

	Yes	No
1 The name and role of one service or organisation providing assistance was briefly outlined.	<input type="radio"/>	<input type="radio"/>
2 Information was provided to the family/whānau or support person(s) in a way that was easy for them to understand. (Specify how the information was presented eg verbally, written, presentation, portfolio, combination of formats etc.)	<input type="radio"/>	<input type="radio"/>
3 The information showed how the support of the service or organisation aligns to the needs of the person with a disability as set out in his/her service plan.	<input type="radio"/>	<input type="radio"/>
4 The information provided outlined at least two policies and procedures of the service or organisation that is providing assistance.	<input type="radio"/>	<input type="radio"/>
5 The information provided showed how these policies and procedures reflect the mission and values of the service or organisation	<input type="radio"/>	<input type="radio"/>
If the trainee is combining Tasks One and Two, the following must also be completed.		
6 One source of support (organisation/support service/resource) was outlined from each of the following sectors – Government, voluntary, private, and tikanga Māori services.	<input type="radio"/>	<input type="radio"/>
7 For each source of support that was identified, information was provided on each of the following five key points: target population, referral procedures, services offered, cultural orientation, and disability type.	<input type="radio"/>	<input type="radio"/>

Comments:

What is your reporting relationship with the trainee?

Your details

Name:	Role/position:	Signature:	Date:
Contact address:		Landline:	Mobile:
		Email:	

Assessor's feedback on the trainee's performance

Task Two:	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:

Instructions for the trainee

When you have finished the assessment

- Please complete the trainee's declaration below.
- 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

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:

1810 V6 – Explain resources and support agencies for families or whānau who have a member with a disability

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 type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did you find the assessment questions easy to understand?	<input 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

Freepost Authority CONSULT

Careerforce
PO Box 25 255
Christchurch 8144

1810 V6 – Explain resources and support agencies for families or whānau who have a member with a disability

Level 2 Credit 1

Assessment result sheet (please print)

Trainee's information (completed by trainee)

Full name:

Employer:

NZQA number (NSN) if known: Date of birth:

Trainee's performance summary (completed by assessor)

Assessment tasks

✓ or MER (more evidence required)

Task 1

Task 2

Comments/feedback to the trainee

Assessment result

I have assessed the trainee and confirm:

The requirements have been met to demonstrate competency in US number Vnumber.

Name: Assessor's number:

Signed: Date:

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

Client Services
Careerforce
PO Box 25 255
Christchurch 8144