

Research support services for diversional therapists and collate into a resource manual

Trainee assessment portfolio

25770 V1 Level 3 Credits 3

Trainee name _____

NZQA number

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Important information for trainees

People assessed as competent in this unit standard are able to:

- Research community support services as a resource to assist diversional therapists.
- Collate documentation from the research findings into a self-developed resource manual.

Special notes

- 1 The current version of the following legislation, codes and documents must be complied with including, but not limited to the:
 - a Treaty of Waitangi;
 - b New Zealand Society of Diversional Therapists' *Standards of Practice* and *Code of Ethics*. Available from <http://www.diversionaltherapy.net.nz>;
 - c Mental Health (Compulsory Assessment and Treatment) Act 1992;
 - d Health and Safety in Employment Act 1992;
 - e Privacy Act 1993;
 - f Accident Rehabilitation and Compensation Insurance Act 1992;
 - g *United Nations Principles for Older Persons 1991*, based on declaration of rights by the International Federation on Ageing (IFA);
 - h Health and Disability Commissioner (*The Code of Health and Disability Services Consumers' Rights*) Regulations 1996.

- 2 In this sector, support given to a person should be given in a manner that maximises the independence of that person. Support must be appropriate to the needs of the person and utilise existing strengths and, wherever possible, optimise the use of the local community. Performance of the elements of this unit standard must fit within these broad parameters.
- 3 Evidence is required for resources available in the trainee's local area.
- 4 Definitions
 - a **Research** refers to accessing and using information from a variety of sources that may include – written information, client support information and interviews.
 - b **Self-developed resource manual** refers to those documents and/or handbooks used and/or compiled, and continually updated, by individual diversional therapists as personal professional reference material.

References

- Careerforce workbook 25770 – Research support services for diversional therapists and collate into a research manual.
- The organisation's policies and procedures.

This trainee assessment portfolio contains

- Important information.
- Assessment tasks.
- Feedback form.
- Assessment record sheet.

Instructions

- The outcome from this assessment will be the development of resource manual which you, as a diversional therapist, will create for your use in your chosen role.
- Attach all written material to this trainee assessment portfolio.
- Your performance of the activities needs to be completed in a professional manner which shows the assessor that you have a full understanding of all that is involved. All your responses must be in accordance with your organisation's policies and procedures. You need to ensure that a copy of the appropriate section(s) of your organisation's policies and procedures is/are available as evidence to assist the assessor.
- You must make every effort to obtain a copy of documents that are to be included in your resource manual. Where documentation is not able to be included with the assessment, the assessor must sight this documentation and complete the evidence verification statement at the end of this assessment portfolio.
- Where you use copies of original documents you must ensure that all identifying details of the consumer and the consumer's family/whānau are removed.
- You need to show how your assessment evidence complied with the Special notes for this unit standard.
- Please give this trainee assessment portfolio to your assessor so feedback and comments can be provided.
- On completion the results will be processed and sent to Careerforce for registering credits on the National Qualifications Framework.
- Should you require assistance with any aspect of the assessment, please discuss this with your assessor.

Overview of assessment

Activity	Description	Unit Standard
Assessment Task Task One (Blue)	Researching community support services and collating the documentation from that research into a resource manual for use in the practice of diversional therapy.	Element 1 Element 2

Written assessment task

Task One – Researching community support services and collating the documentation from that research into a resource manual for use in the practice of diversional therapy.

This assessment is designed to support you in the practice of diversional therapy with consumers with whom you work.

The research of support services and collation of information about support services is designed to assist you to develop a resource manual: a very practical outcome that you can utilise in your day-to-day practice of diversional therapy.

The resource you develop is expected to focus on the support services available in your local area.

A form that you might use to record information that you have collected is provided as an appendix to this assessment. Alternatively the organisation you work for may already have a form or forms which you are expected to use. You may also collect brochures or other relevant material to include in your resource manual.

The consumers you develop diversional therapy support material for, will be people with whom you work.

What do I do if I already have a resource manual?

You are encouraged to make use of any resource that you have already developed.

You will need to make sure that your resource manual meets the minimum requirements listed later on in this assessment in the section “What must I include in my personal diversional therapy resource manual?”

What if I am a newly appointed diversional therapist?

You need to meet all of the requirements detailed in this assessment portfolio.

Setting up your resource manual

To make sure that this resource works for you, it is important that you set it up in a logical way which allows you easily to:

- Update it.
- Refer to the information content.

You may have been introduced to a possible structure for the resource during the training you have undertaken in preparation for this assessment.

Please adapt the structure and layout of the manual in a manner which best suits your needs.

Possible support services you may have available within your local area

These possible supports include:

- Community workers
- Social workers
- Needs assessors
- Service coordinators
- Other diversional therapists
- Occupational therapists
- Age Concern
- Alzheimer's New Zealand
- Other community support services which you have identified in your local area

What you must do as you research support services and collate documentation in your resource manual

- 1 Identify what you consider to be your local area, which could include the following possibilities:
 - A metropolitan area; or
 - For diversional therapists based in smaller towns, the nearest large metropolitan area; or
 - An area identified on a provincial basis; or
 - The catchment area for your service.
- 2 Identify services that can assist you in your position as a diversional therapist.
- 3 Identify services that will assist diversional therapists to support an individual, and gather information about how the service(s) can assist in that support (1.1, 2.1).
- 4 Identify how the services you have identified in your local area can provide direct support for an individual (1.2, 2.2).
- 5 Collate the documentation relative to the community support services identified for your resource. Make sure that the documentation you collate includes information about the overall purpose of the service organisations (2.3); together with information on accessibility and costs associated with these service organisations (1.4, 2.4).
- 6 Identify how the service organisations you have identified in your local area can provide support for an individual with specific needs (1.3) in relation to that person's capability to undertake diversional therapy activities.

What must I include in my personal diversional therapy resource manual?

The following information represents the absolute minimum that you must include in your personal resource manual.

- 1 The researched and collated information must include details of the services/support organisations listed below that are within your local area and which offer services that are relevant to the people you support. You may include material that relates to other relevant services/support organisations.
 - Community workers
 - Social workers
 - Needs assessors
 - Service coordinators
 - Other diversional therapists
 - Occupational therapists
 - Age Concern
 - Alzheimer’s New Zealand
- 2 Any additional researched information that you include in your resource will help your assessor better to understand and evaluate your ability to meet the requirements of this assessment.

Evidence verification form

I confirm that _____
(the trainee) has correctly identified the organisational policies and procedures and/or other documentation required to be included with this assessment portfolio; and that I have sighted a copy of these policies and procedures and/or other documentation.

Assessor’s name	Assessor’s number
Signature	Date

Appendix 1

Community Support Service Record

Please see the page opposite for the Community Support Service Record form.

Community Support Service Record

Name of service or organisation		Service provided (what is the service?)	
Address		Who this service is for (does this organisation/service have a special focus?)	
E-mail		Where is this service provided?	When is this service provided?
Contact person		What is the cost to the person or the diversional therapist?	
Office phone		What must the person bring?	
Mobile phone			
Contact person		Date information updated	
Office phone		How does this service benefit people who use it and the diversional therapist?	
Mobile phone			

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Assessment record sheet

Trainee information

Name	
Employer	
NZQA/NSI number (ROL)	Date of birth

Trainee statement of authenticity

I hereby state that the evidence submitted for assessment is my own work.

Signature	Date
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Trainee performance summary (completed by assessor)

Assessment tasks	No credit	Credit
Task One	<input type="radio"/>	<input type="radio"/>
Reassessment	<input type="radio"/>	<input type="radio"/>

Comments/feedback to trainee

Assessment result (completed by assessor)

I have assessed the trainee and confirm:

The requirements have been met to demonstrate competency in 25770 V1.

Further evidence is required to demonstrate competency.

Name	Assessor number
Signed	Date

On completion of the unit standard one copy of this assessment record sheet must be given to the trainee for his/her records and another copy sent to Careerforce so the credit can be registered on the NQF.

Quality Assurance Manager
Careerforce Ltd
PO Box 25 255
Christchurch 8144

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Feedback form

Please help us to improve our trainee assessment portfolio.

Careerforce is always keen to review its materials to improve the quality of the learning experience. You can help us by telling us what you think of this assessment portfolio and by offering suggestions on ways it can be improved.

When you have answered the questions, please send this page to:

Quality Assurance Manager
Careerforce Ltd.
www.cssito.org.nz
PO Box 25 255
Christchurch
Fax (03) 371 9285

What I liked most about the portfolio and why?

What I liked least about the portfolio and why?

Please give your rating of the following topics by ticking the relevant yes, no, or maybe boxes.

Topics or aspects of the content of this document	Yes	Maybe	No
Assessment record sheet is useful.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assessment questions are easy to understand.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The assessment portfolio is well laid out and easy to follow.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional comments

Contact details (optional)

Name	Organisation
Telephone	E-mail

Quality Assurance Manager
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