

CDW CORE UNIT ELEMENT 1 - MAKE PREPARATIONS**PNG National Standard for Community Development Workers (CDWs). Portfolio assessment instrument.****PERFORMANCE CRITERIA TO BE ASSESSED IN THIS ELEMENT**

- 1.1 Find out information about the place and people to be visited
- 1.2 Communicate effectively with key people from the place to be visited
- 1.3 Prepare a suitable work plan (activity plan)
- 1.4 Put together suitable materials for the activities
- 1.5 Follow workplace health and safety practices while doing office-based activities

THE DUTIES OF A CDW WORKPLACE ASSESSOR**DUTY 1: PLAN THE ASSESSMENT**

- Step 1.1 Coordinate with the candidate and their line manager to plan the assessment
 Step 1.2 Contact NATTB to let them know a CDW workplace assessment is going to take place

DUTY 2: PRE-ASSESSMENT BRIEFING

- Step 2.1 Explain the National Standard for CDWs and what will be assessed
 Step 2.2 Present your NATTB assessor certificate and NATTB workplace assessor code of conduct
 Step 2.3 Discuss roles and responsibilities
 Step 2.4 Discuss how evidence will be gathered
 Step 2.5 Discuss expectations and possible outcomes of the assessment
 Step 2.6 Explain the importance of doing the assessment properly
 Step 2.7 Read the assessment instructions together and sign the assessment declarations

DUTY 3: CONDUCT THE ASSESSMENT

- Step 3.1 Assess the performance criteria in an Element
 Step 3.2 Assess the candidate without influencing their performance
 Step 3.3 Complete the Element outcome page
 Step 3.4 Follow the CDW workplace assessor code of conduct

DUTY 4: REPORT THE ASSESSMENT

- Step 4.1 Discuss the assessment result with the candidate and their line manager
 Step 4.2 Ask the candidate and their line manager to complete the Element outcome page
 Step 4.4 Place the completed assessment instrument and attachments in the candidate's portfolio
 Step 4.5 Assist the candidate to send a copy of their portfolio to NATTB when a CDW Level is completed
 Step 4.6 Liaise with NATTB to ensure the candidate receives their results and any accreditation

DECLARATIONS

Please note it is an offence to make a false declaration on an official Government document.

By signing, I declare that the candidate is not my family or *wantok*.

By signing, I declare that I have no conflict of interest.

By signing, I promise to follow the CDW Workplace Assessor code of conduct.

Signature of CDW Workplace Assessor: _____

CDW Workplace Assessor's full name, phone number, and email (if any):

By signing, I declare that the CDW Workplace Assessor is not my family or *wantok*.

By signing, I promise that I will not try to influence the CDW Workplace Assessor.

By signing, I promise to immediately report breaches of the CDW Workplace Assessor code of conduct to my line manager

By signing, I consent to assessment by the workplace assessor.

Signature of candidate: _____

Candidate's full name, phone number, email, and current CDW level (if any):

By signing, I declare that the workplace assessor is not the candidate's family or *wantok*.

By signing, I declare that there is no pressure for the candidate to be found 'competent'.

By signing, I promise to stop the assessment or discount the assessment if the CDW Workplace Assessor code of conduct is breached.

By signing, I promise to support the candidate whatever the assessment outcome.

Signature of candidate's Line Manager: _____

Line Manager's full name, position, phone number, email:

ASSESSMENT FOR CDW CORE UNIT ELEMENT 1 - MAKE PREPARATIONS

Portfolio evidence to be collected for this assessment ASK THE CANDIDATE TO ANSWER THE QUESTIONS AFTER THEY PERFORM THE ELEMENT	Guidelines for assessing the evidence (to be used by the assessor). Use a 'Y' for yes or 'N' for no.	Does the NATTB officer agree with the assessment? If not explain why.
<p>1.1 - FIND OUT INFORMATION ABOUT THE PLACE AND PEOPLE TO BE VISITED</p> <p>1) Candidate's written answers to the following questions:</p> <p>a. <i>How did you find out information about the place and people to be visited?</i></p> <p>b. <i>Describe the place and people to be visited.</i></p> <p>c. <i>What is the history of your own (and your organisation's) involvement with the place and people to be visited?</i></p> <p>d. <i>Why would it be important for a Community Development Worker to know about past involvements or visits made by people from their organisation <u>before</u> they make a visit?</i></p> <p>e. <i>What are three things you can find out about the place and people to be visited that will help you stay safe and healthy during your visit?</i></p> <p>f. <i>Read CASE STUDY 1. What are three ways Beno can find out information about Mapi before he visits?</i></p>	<p>Does the portfolio evidence demonstrate that the candidate...?</p> <p><input type="checkbox"/> a. Tried to find out information about the place and people to be visited</p> <p><input type="checkbox"/> b. Can describe the place and people to be visited</p> <p><input type="checkbox"/> c. Knows the history of their own (and their organisation's) involvement with the place and people to be visited</p> <p><input type="checkbox"/> d. Understands why it would be important for a Community Development Worker to know about past involvements or visits made by people from their organisation <u>before</u> they make a visit</p> <p><input type="checkbox"/> e. Can identify three things to find out about the place and people to be visited that will help them stay safe and healthy during their visit</p> <p><input type="checkbox"/> f. Can identify three ways Beno can find out information about Mapi before he visits</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Can the candidate perform PERFORMANCE CRITERIA 1.1? <input type="checkbox"/></p> </div>	
<p>1.2 - COMMUNICATE EFFECTIVELY WITH KEY PEOPLE FROM THE PLACE TO BE VISITED</p> <p>1) Candidate's written answers to the following questions:</p> <p>a. <i>How did you decide who the key people are to communicate with?</i></p> <p>b. <i>What methods did you use to communicate with the key people?</i></p> <p>c. <i>What information did you communicate to the key people?</i></p> <p>d. <i>How do you know the arrangements for the visit suit the group or community?</i></p> <p>e. <i>Read CASE STUDY 1. What methods could Beno use to get in touch with key people in Mapi before making the visit?</i></p> <p>f. <i>Read CASE STUDY 1. What are two things Beno could ask the key people about so that he stays safe and healthy during the visit to Mapi?</i></p>	<p>Does the portfolio evidence demonstrate that the candidate...?</p> <p><input type="checkbox"/> a. Has considered who the key people are</p> <p><input type="checkbox"/> b. Used sensible methods to communicate with the key people</p> <p><input type="checkbox"/> c. Communicated necessary information to the key people</p> <p><input type="checkbox"/> d. Tried to confirm if the arrangements for the visit suit the group or community</p> <p><input type="checkbox"/> e. Can identify suitable methods that Beno could use to get in touch with key people in Mapi before making the visit</p> <p><input type="checkbox"/> f. Can identify two things Beno could ask the key people about so that he stays safe and healthy during the visit to Mapi</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Can the candidate perform PERFORMANCE CRITERIA 1.2? <input type="checkbox"/></p> </div>	

Portfolio evidence to be collected for this assessment ASK THE CANDIDATE TO ANSWER THE QUESTIONS AFTER THEY PERFORM THE ELEMENT	Guidelines for assessing the evidence (to be used by the assessor). Use a 'Y' for yes or 'N' for no.	Does the NATTB officer agree with the assessment? If not explain why.
<p>1.3 - PREPARE A SUITABLE WORK PLAN (ACTIVITY PLAN)</p> <p>1) A copy of the candidate's work plan (activity plan) for the planned visit</p> <p>2) Candidate's written answer to the following question:</p> <p>a. <i>What is the purpose of a work plan (activity plan)?</i></p>	<p>Does the portfolio evidence demonstrate that the candidate...?</p> <p><input type="checkbox"/> CAN PREPARE A WORK PLAN (ACTIVITY PLAN) THAT SUITS THE PURPOSE OF THE VISIT</p> <p><input type="checkbox"/> CAN PREPARE A WORK PLAN (ACTIVITY PLAN) THAT IS ACHIEVABLE</p> <p><input type="checkbox"/> CAN PREPARE A WORK PLAN (ACTIVITY PLAN) THAT MEETS ANY WORKPLACE REQUIREMENTS</p> <p><input type="checkbox"/> CAN PREPARE A WORK PLAN (ACTIVITY PLAN) THAT WILL BE SUITABLE FOR THE PLACE AND PEOPLE TO BE VISITED</p> <p><input type="checkbox"/> a. Understands the purpose of a work plan (activity plan)</p> <p>Can the candidate perform PERFORMANCE CRITERIA 1.3? <input type="checkbox"/></p>	
<p>1.4 - PUT TOGETHER SUITABLE MATERIALS FOR THE ACTIVITIES</p> <p>1) Assessor's written description of the materials the candidate plans to use for the activities</p> <p>2) Candidate's written answers to the following questions:</p> <p>a. <i>How will the materials you plan to use help you achieve the activities in your work plan (activity plan)?</i></p> <p>b. <i>How are the materials you plan to use going to be suitable for the place and people to be visited?</i></p> <p>c. <i>What are two things you need to think about if you want to prepare materials that will be suitable for the place and people to be visited?</i></p>	<p>Does the portfolio evidence demonstrate that the candidate...?</p> <p><input type="checkbox"/> a. Has prepared materials that suit the activities in their work plan (activity plan)</p> <p><input type="checkbox"/> b. Has prepared materials that will be suitable for the group or community to be visited</p> <p><input type="checkbox"/> c. Knows two things you need to think about if you want to prepare materials that will be suitable for the place and people to be visited</p> <p>Can the candidate perform PERFORMANCE CRITERIA 1.4? <input type="checkbox"/></p>	

Portfolio evidence to be collected for this assessment ASK THE CANDIDATE TO ANSWER THE QUESTIONS AFTER THEY PERFORM THE ELEMENT	Guidelines for assessing the evidence (to be used by the assessor). Use a 'Y' for yes or 'N' for no.	Does the NATTB officer agree with the assessment? If not explain why.
<p>1.5 - FOLLOW WORKPLACE HEALTH AND SAFETY PRACTICES WHILE DOING OFFICE-BASED ACTIVITIES</p> <p>1) Candidate's written answers to the following questions:</p> <p>a. <i>What workplace health and safety practices do you need to follow when you are office-based?</i></p> <p>b. <i>How have you tried to stay safe and healthy while preparing for the visit?</i></p> <p>c. <i>What preparations did you make to stay safe and healthy in the field?</i></p> <p>d. <i>Many organisations tell their employees that 'safety begins with you'. What does this mean?</i></p> <p>e. <i>Read CASE STUDY 2. What are two health and safety risks Andrew might face, and what actions can <u>Andrew</u> take to reduce the risks?</i></p>	<p>Does the portfolio evidence demonstrate that the candidate...?</p> <p><input type="checkbox"/> a. Knows the workplace health and safety practices that they need to follow when they are office-based</p> <p><input type="checkbox"/> b. Tried to stay safe and healthy while preparing for the visit</p> <p><input type="checkbox"/> c. Made necessary preparations to stay safe and healthy in the field visit</p> <p><input type="checkbox"/> d. Understands what 'safety begins with you' means</p> <p><input type="checkbox"/> e. Can identify two health and safety risks that Andrew might face, and can suggest actions Andrew can take to reduce the risks</p> <p>Can the candidate perform PERFORMANCE CRITERIA 1.5? <input type="checkbox"/></p>	

CASE STUDY 1

Beno is a Community Development Worker who works for an organisation based in Wewak. Beno will be going to the community of Mapi to conduct training on HIV & AIDS prevention with the local youth group. Beno has never been to Mapi before. However Jenny, a colleague of Beno, had been to Mapi to conduct community mapping and needs analysis. Jenny has since left and now lives in Madang. Beno has not yet read Jenny's report from her visit.

Beno has heard that there is a man from Mapi who lives in Wewak, and that when people from Mapi come to Wewak they normally stay with him. There is a Catholic mission in Mapi and Beno's boss says that Jenny used to contact the Catholic mission by VHF radio. Beno knows that it takes one full day to drive to Mapi, but he has heard a rumour that there has been a landslide and the road is cut off. Beno has also heard a rumour that a tribal fight has started in the area.

CASE STUDY 2

Andrew is a Community Development Worker. The organisation he works for has an office on the second floor of a building in Lae. There are two doors into the building, although the Landlord normally keeps one door locked and holds the key. There are a few windows, but they all have security bars on them.

Sometimes Andrew and some of the other Community Development Workers work late at night and sleep in the office, even though the landlord has asked them not to. At night, the landlord locks both doors and takes the keys home with her.

Sometimes at night Andrew likes to cook food in the office using a kerosene cooker. There is no water or toilet available inside the building. There is a toilet outside but there is no water near the toilet for washing hands. Often the telephone in their office is cut off because Andrew's organisation does not pay the telephone bill on time.

ASSESSMENT OUTCOME PAGE FOR CDW CORE UNIT ELEMENT 1 - MAKE PREPARATIONS

As the **CDW Workplace Assessor**, is there sufficient evidence to show that the candidate performed the performance criteria for CDW Core Unit Element 1? Circle competent or not yet competent. The candidate may be competent even if the candidate could not perform some performance criteria, however you will need to summarise your reasons below. Include any advice for the candidate.

CDW Core Unit Element 1	
Competent	Not yet competent

CDW Workplace Assessor's name, date, and signature _____

As the **candidate**, I declare that the CDW Workplace Assessor followed the CDW Workplace Assessor code of conduct. Be aware that a NATTB officer may contact you for more information. Please note it is an offence to make a false declaration on an official Government document.

Candidate's name, date, and signature _____

As the **candidate's line manager**, I declare that the CDW Workplace Assessor followed the CDW Workplace Assessor code of conduct. If the CDW Workplace Assessor did not follow the code of conduct, please also notify NATTB. Please note it is an offence to make a false declaration on an official Government document.

Line manager's name, position, date, and signature _____

As the **NATTB officer**, is there sufficient evidence in the candidate's portfolio to show that the candidate can perform the performance criteria for CDW Core Unit Element 1? Circle competent or not yet competent. If the CDW Workplace Assessor found the candidate to be competent but you did not, you will need to summarise your reasons below.

CDW Core Unit Element 1	
Competent	Not yet competent

NATTB officers name, date, and signature _____