



# COMMUNITY DEVELOPMENT WORKER WORKPLACE ASSESSOR CODE OF CONDUCT



Community Development Worker (CDW) Workplace Assessors have been trained by the National Apprenticeship and Trade Testing Board (NATTB) and conduct assessments of CDWs against the PNG National Standard for CDWs. This code of conduct has been developed by the PNG CDW Industry Technical Committee (PNG CDW ITC) and NATTB to guide and support CDW Workplace Assessors, and to help maintain the quality and professionalism of assessments.

## ASSESSOR PRINCIPLES

Quality assessments depend on how well the CDW Workplace Assessor applies the principles of validity, fairness, reliability, and flexibility. CDW Workplace Assessors must apply these principles at all times.

**Validity:** An assessment is valid if the candidate is assessed for an Element using a number of different methods for collecting evidence, and if the evidence collected covers the range of skills and knowledge specified by the Element. A valid assessment is achieved by:

- ✓ Using a number of methods to collect evidence to assess the Element
- ✓ Making sure that the evidence collected in an Element fully assesses the critical Performance Criteria
- ✓ Making sure that you have evidence that the candidate can actually do the activity on-the-job. Normally this is done through observation or skills demonstration.

**Reliability:** An assessment is reliable if the same methods for collecting evidence are used by all CDW Workplace Assessors - and if the evidence collected is assessed by all CDW Workplace Assessors in the same way. A reliable assessment is achieved by:

- ✓ Using the same assessment instrument from one assessment to another
- ✓ All CDW Workplace Assessors use the same NATTB assessment instrument
- ✓ All CDW Workplace Assessors receive NATTB Workplace Assessor training
- ✓ All CDW Workplace Assessors should have a current (five-yearly) letter of endorsement from an official and current member of the PNG CDW ITC
- ✓ All CDW Workplace Assessors must be competent in the Unit CDW 302 'CDW Workplace Assessor' (unless they are the first intake of CDW Workplace Assessors for which an exception has been made)

**Fairness:** An assessment is fair if the candidate is fully aware of the assessment process and what they will be assessed on. For an assessment to be fair it must not disadvantage any candidate, and it must provide the candidate with the option to appeal if they think the assessment has not been fair. A fair assessment is achieved by:

- ✓ Making sure the candidate has a clear understanding of the assessment process and procedures
- ✓ Making sure the candidate knows the performance criteria that will be used to judge performance
- ✓ Making sure the candidate is not disadvantaged (see the principle of flexibility below)
- ✓ Making sure the candidate is aware that they have the right of appeal

**Flexibility:** An assessment is flexible if the CDW Workplace Assessor has made allowance for any special needs of the candidate, the different workplace practices of the candidate, and the environment in which the assessment takes place. This will help to make sure that the candidate is not disadvantaged.

**ASSESSOR PROFESSIONALISM.** A CDW Workplace Assessor must maintain his or her professionalism during the assessment. This requires the assessor to be well presented, punctual (*bihainim taim stret*), transparent (*putim olgeta samting long ples klia*), and reliable.

**CONFLICT OF INTEREST.** CDW Workplace Assessors should disqualify themselves from conducting an assessment if there is a conflict of interest. A conflict of interest exists if the person being assessed is a close friend or *wantok*. There may also be a conflict of interest if the person being assessed is a competitor, rival or enemy. In such situations, if the CDW Workplace Assessor were to go ahead with the assessment, other people could claim that the assessment of the candidate was biased.

**RESPECT FOR PEOPLE AND NON-DISCRIMINATION.** A CDW Workplace Assessor should show equal respect for all people regardless of age, sex, sexual preference, religion, place of origin, culture, race, disability, experience, or health status.

**DRUGS AND ALCOHOL.** A CDW Workplace Assessor should not be in possession of, using, or under the influence of, marijuana or alcohol when conducting an assessment. The CDW Workplace Assessor must also observe the wishes of the candidate and the policy and practice of their organisation (if applicable) and the community they are visiting (if applicable) with regard to use of tobacco and betel nut.

**OFFENSIVE WEAPONS.** A CDW Workplace Assessor should not, under any circumstances, be in possession of firearms or other offensive weapons when conducting an assessment.

**GIFTS.** A CDW Workplace Assessor should not accept any form of gifts before or during the assessment. This will protect the CDW Workplace Assessor from claims of bribery and bias.

**DUTY OF CARE.** The CDW Workplace Assessor must ensure that:

- Assessment outcomes are confidential
- There is no discrimination against the candidate
- All workplace regulations, including health and safety regulations, are complied with

**POLITICS.** A CDW Workplace Assessor will never perform their duty in favour of any political party or individual, or for personal political gain.

**CARE OF PROPERTY AND ASSETS.** A CDW Workplace Assessor should take due care when operating or using property and assets belonging to the candidate or their organisation.

**BREACH OF CODE OF CONDUCT.** The NATTB assessment instrument requires the candidate and their line manager to declare that the CDW Workplace Assessor followed this code of conduct. CDW Workplace Assessors reported to be in breach of this code of conduct should be disciplined by their own organisation and may be dis-endorsed by the PNG CDW ITC and de-registered by NATTB.

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*I have read the CDW Workplace Assessor code of conduct and understand my responsibilities under it. I understand that the candidate and their line manager have a right to report any breach of this code of conduct to NATTB, and this may be grounds for my de-registration as a CDW Workplace Assessor.*

<b>Name of CDW Workplace Assessor</b>	<b>Signature</b>	<b>Date</b>