

NATIONAL STANDARD FOR COMMUNITY DEVELOPMENT WORKERS

Community Development Worker WORKPLACE ASSESSMENT



This handbook is written as a guide for Community Development Worker (CDW) Workplace Assessors. However, this handbook should be read by anyone who wants to understand the CDW workplace assessment process. This handbook describes how an organisation can use its own 'in-house' CDW Workplace Assessors to conduct workplace assessments for CDWs against the PNG National Standard for CDWs, using official Government (NATTB) assessment instruments. The candidate's organisation can issue its own accreditation based on the result. The completed NATTB assessment instruments and attachments (the evidence) can also be sent to NATTB for a NATTB officer to inspect. If the NATTB officer agrees that the evidence demonstrates that the candidate is 'competent', then the candidate can obtain Government (NATTB) accreditation.



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KEY CONTACTS

Contact details for NATTB are as follows:

C/o The CDW Trade Test Coordinator
National Apprenticeship and Trade Testing Board
P.O. Box 5644, Boroko, NCD

Telephone: 3017631

Website: nattb.org

Or visit 2nd floor Gaukara Rumana, Corner Wardstrip and Cameron Road, Gordons, Port Moresby

Contact the PNG CDW ITC through their website: pngcdwstandard.com

Account details for NATTB are:

Bank of South Pacific

Trust Account Name: NATTB

Trust Account Number: 1000054443

GLOSSARY

CDW	Community Development Worker
NATTB	National Apprenticeship and Trade Testing Board
PNG CDW ITC	PNG CDW Industry Technical Committee

ATTACHMENTS

CDW Workplace Assessor code of conduct
Pamphlet on the PNG National Standard for CDWs
Example of a CDW assessment instrument

Thanks to the Australian Center for International Agricultural Research and SANTOS Ltd. for helping to revise this handbook.



HOW CDW WORKPLACE ASSESSMENT WORKS

The PNG National Standard for CDWs was set up by expert PNG CDWs. It is endorsed by the Government under the auspices of NATTB. The PNG National Standard for CDWs is a great tool for helping your organisation to set up workplace assessment and professional development for CDWs.



An organisation wanting to set-up CDW workplace assessment needs to:

STEP 1 FIND OUT HOW IT ALL WORKS

Contact PNG CDW ITC (pngcdwstandard.com) or NATTB to find out how it all works.



STEP 2 HELP YOUR CDWS PUT THE STANDARD INTO PRACTICE

Ensure that the CDWs in your organisation understand and perform the performance criteria from the Units that apply to your organisation's workplace practice. A good idea is to include the performance criteria from these Units in CDW duty statements. Then deliver training and/or mentoring to help your CDWs understand and perform the performance criteria. If needed, training packages have been developed for the CDW Units (see pngcdwstandard.com). Your organisation can also include additional performance criteria that are specific to your workplace practice - and these can also be assessed by your CDW Workplace Assessor alongside (but separate from) the performance criteria from the National Standard.



STEP 3 IDENTIFY WHO YOUR CDW WORKPLACE ASSESSOR WILL BE

The CDW Workplace Assessor you use might work for a partner organisation, or you can have one of your own officers accredited as a CDW Workplace Assessor. To have one of your own officers accredited, do the following. Identify a leading CDW (with at least 5-years' experience) to become your CDW Workplace Assessor.¹ Large organisations should have more than one CDW Workplace Assessor, to reduce the potential for conflict of interest. The candidate to become your CDW Workplace Assessor will need to complete NATTB assessor training and obtain a NATTB assessor certificate. The CDW Workplace Assessor also needs to download the CDW Workplace Assessor handbook (this handbook) from pngcdwstandard.com, and learn how to put it into practice. This handbook is also the training coursebook for the Level 3 Unit 'CDW Workplace Assessor'.

The first time they conduct a CDW workplace assessment (see STEP 4), the CDW Workplace Assessor will need to be accompanied by a current member of the PNG CDW ITC or a registered CDW Workplace Assessor. Before beginning the assessment, the candidate assessor will need to sign a CDW Workplace Assessor code of conduct. And at the end of the assessment, if they have conducted the assessment properly, they will be given a signed letter of endorsement by the PNG CDW ITC member or registered CDW Workplace Assessor. This letter of endorsement is valid for five years from the date of issue. Finally, to complete registration, the candidate assessor needs to send their (1) letter of endorsement and (2) signed code of conduct to PNG CDW ITC. PNG CDW ITC maintains a list of registered CDW Workplace Assessors at pngcdwstandard.com.

If you are a member of the PNG CDW ITC or registered CDW Workplace Assessor, please contact PNG CDW ITC to obtain copies of the endorsement form and CDW Workplace Assessor code of conduct.

¹ It makes sense for your organisation's CDW Workplace Assessor to also be the organisation's CDW Human Resource officer – the person who trains, mentors, and assesses CDWs.

HOW CDW WORKPLACE ASSESSMENT WORKS

The process for becoming a CDW Workplace Assessor described above is an interim process. For the interim, NATTB has allowed organisations to nominate very experienced CDWs to become their CDW Workplace Assessors even if they have no CDW accreditation (otherwise there would be no one to assess CDWs). In the future, only a CDW who has completed their CDW Level 1 and Level 2 certificate will be eligible to become a CDW Workplace Assessor. In the future, when the CDW Workplace Assessor conducts their first assessment, they will be officially assessed by a registered CDW Workplace Assessor for the Level 3 Unit 'CDW Workplace Assessor' AND (provided they conduct the assessment properly) the CDW Workplace Assessor will provide them with a letter of endorsement.



STEP 4 FACILITATE THE ASSESSMENT

When a CDW candidate feels confident that they can perform the performance criteria for a Unit, your CDW Workplace Assessor can conduct an official assessment (on behalf of NATTB). NATTB requires that candidates have at least two-years of experience as a CDW before being assessed. Before beginning the assessment, the CDW Workplace Assessor *must* contact NATTB and also the PNG CDW ITC (pngcdwstandard.com) to advise them that an assessment will take place.

Official NATTB assessment instruments are used to assess each Element in a Unit (these can be downloaded at pngcdwstandard.com). There are no answers on the assessment instruments. This is why the assessment instrument itself is not confidential. Knowing the assessment questions and tasks beforehand should be seen as part of the learning process. A number of methods are used to collect evidence for each Element. The most important are 'observation' and 'skill demonstration'. A candidate cannot be found 'competent' unless they actually perform or demonstrate the critical performance criteria *in front of a CDW Workplace Assessor*.

The completed assessment instrument and attachments (the evidence) should be placed in the candidate's portfolio. If the candidate is found to be 'not yet competent' they can be re-assessed by your CDW Workplace Assessor. If the candidate is found to be 'competent' then your organisation can issue its own accreditation (but this accreditation is not NATTB accreditation).

On the 'assessment outcome' page at the end of each assessment instrument, the candidate and their line manager need to sign a declaration that the CDW Workplace Assessor followed the CDW Workplace Assessor code of conduct. The CDW Workplace Assessor needs to include a copy of this 'assessment outcome' page in their own portfolio, *and* they must also send a copy to PNG CDW ITC (pngcdwstandard.com). A CDW Workplace Assessor who does not follow the CDW Workplace Assessment code of conduct when conducting assessments will not be re-endorsed by PNG CDW ITC.



STEP 5 NATTB (GOVERNMENT) ACCREDITATION

When a candidate has been assessed and believes they have completed a whole CDW level (CDW Level 1, 2 or 3), they need to complete an NATTB application form, pay the assessment fee, then submit a copy of their portfolio to NATTB. NATTB will inspect the assessment instruments and attachments (the evidence) in the candidate's portfolio. If NATTB agrees that the evidence demonstrates that the candidate is competent, then the candidate will receive a statement of results, a statement of attainment, and NATTB accreditation (a CDW Level 1, 2, or 3 certificate). If NATTB does not agree that the candidate is competent, then the candidate will receive a statement of results that says, 'not yet competent'. The candidate can then be re-assessed by their CDW Workplace Assessor for the Element(s) that they were 'not yet competent' for.

THE DUTIES OF A CDW WORKPLACE ASSESSOR



NATTB provides no payments to CDW Workplace Assessors. Normally CDW Workplace Assessors will conduct assessments as part of their existing employment contract. CDW Workplace Assessors can conduct assessments for candidates in their own organisation, or in organisations that their organisation works with (such as a community-based organisation). However, the candidate must not be a member of their family or a *wantok*. If they know the candidate well and there is a reasonable chance that they may be accused of bias, then the CDW Workplace Assessor should disqualify themselves from the assessment to protect their own reputation and the reputation of their organisation. In this case, the organisation would need to engage a CDW Workplace Assessor who has no conflict of interest or contact NATTB for advice.

CDW Workplace Assessors can also assess people in outside organisations, or freelance CDWs, provided the candidate is not a member of their family or a *wantok*. In such a case, any payment or arrangement is something between the CDW (or their organisation) and the candidate (or their organisation). Don't forget, NATTB provides no payments to CDW Workplace Assessors.

As a CDW Workplace Assessor your duties are to prepare the assessment, do a pre-assessment briefing, conduct the assessment, and report the assessment. The duties and steps you need to perform are shown below and are described in detail in this handbook. These duties and steps are the Elements and Performance Criteria from the CDW Level 3 Unit '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 and PNG CDW ITC to advise them of the assessment

DUTY 2: DO A PRE-ASSESSMENT BRIEFING

- Step 2.1 Explain the National Standard for CDWs and what will be assessed
- Step 2.2 Present your CDW Workplace Assessor credentials
- 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 Sign the assessment instrument cover page '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 and sign the CDW Workplace Assessor section on the assessment 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 sign the assessment outcome page 'declarations'
- Step 4.3 Ask the candidate to place the assessment instrument and attachments in their portfolio
- Step 4.4 Send a copy of the assessment outcome page to PNG CDW ITC and put a copy in your portfolio

DUTY 1: PLAN THE ASSESSMENT

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Step 1.1 Coordinate with the candidate and their line manager to plan the assessment

The CDW Workplace Assessor needs to coordinate with the candidate and their line manager to plan the assessment². This should be done well in advance of the assessment. What will be assessed? When will the assessment take place? What resources are necessary for the assessment? What will the candidate need to do? What will their line manager need to do? What will the CDW Workplace Assessor need to do? Planning.



You will need to confirm that you are eligible to conduct the assessment. You will also need to find out about the candidate. It may be the case that the candidate is family or a *wantok*, in which case you may need to disqualify yourself from conducting the assessment. You will also need to find out about the assessment conditions. It may be that the assessment conditions will not allow you to conduct the assessment. For example, walking into a remote area may be difficult for a CDW Workplace Assessor with a disability.

Discuss logistics. What will be required for the assessment to take place? Transport? Food? Health and safety equipment? How long will it take? The time required for the assessment depends upon the workplace practice of the candidate, the location of the assessment, and what needs to be assessed. Don't forget that assessment is always on-the-job. Time will also be needed for the pre-assessment briefing with the candidate and their line manager before the assessment, and for reporting the assessment to the candidate and their line manager at the end of the assessment. It is not unusual for an assessment to take a week or more.

As a CDW Workplace Assessor you should be setting an example for the candidate by preparing properly for the assessment visit. Have you checked that the assessment can be done safely? Have you made sure you have what you need to stay safe (e.g., a mosquito net or a lifejacket). Have you organised everything you need to assess the candidate? (e.g., notebook, camera, pencil, pen). Have you organised all the materials you will need personally for when you are in the field? (e.g., shoes, clothes, hat, watch, water bottle, soap).

² 'Line manager' means the immediate senior officer whom the candidate reports to. If this person is unavailable, then any senior officer in the organisation can be considered the 'line manager'. In the case of a freelance or a community based CDW, their 'line manager' can be a respected person in the community.

DUTY 1: PLAN THE ASSESSMENT

Get to know the person you are assessing. If you don't know enough about the experience and background of the candidate, you may end up conducting an unfair assessment. For example, it is important to know what language the candidate is comfortable using. The candidate may not be able to read well; in which case you may need to read some of the questions or tasks to the candidate. The candidate may have a disability; in which case you may need to be flexible.

Find out about the candidate's CDW experience. The candidate's CDW experience should never influence your assessment - you need to assess the candidate based on what they can do and what they know *during the assessment* - but knowing the background of the candidate will help you to understand their expectations. For example, some candidates may have been working for a long time and feel that they are entitled to be found 'competent'. Other candidates may be nervous because their only experience has been with traditional 'pass' or 'fail' tests. It is also good practice to look through their portfolio to familiarise yourself with the candidate's CDW experience.

A CDW Workplace Assessor needs to prepare the following items before the assessment:

- A copy of the latest CDW Workplace Assessment handbook (pngcdwstandard.com)
- Two copies of their signed CDW Workplace Assessor code of conduct (for the candidate and their line manager) and a copy of their letter of endorsement as a CDW Workplace Assessor.
- Their copy of the assessment instrument for the Element(s) to be assessed.
- Your own portfolio of CDW experience and CDW Workplace Assessor experience to present to the candidate and their line manager, including any accreditation.
- Note paper and pen to write down your observations of the candidate and note paper for the candidate (or for you on behalf of the candidate) to write down answers to assessment tasks.

Step 1.2 Contact NATTB and PNG CDW ITC to advise them of the assessment



Contact PNG CDW ITC (pngcdwstandard.com). They will be able to confirm that you have the correct version of the assessment instrument(s) and the latest version of the CDW Workplace Assessment handbook (this handbook).

NATTB does not provide any financial assistance for the CDW workplace assessment to take place, although it reserves the right to observe CDW workplace assessments at its own expense.³ This is one reason why it is important to contact NATTB to let them know a CDW workplace assessment is going to take place. Contact details for NATTB are at the front of this handbook.

Encourage the candidate's line manager to contact the PNG CDW ITC or NATTB if they want to confirm your CDW Workplace Assessor credentials.

³ If an NATTB officer wants to observe a CDW workplace assessment or audit the organisation, then they may negotiate for cost-sharing. If this is the case, then the candidate's organisation can consider the request. However, there is no obligation on the candidate's organisation to cover NATTB costs.

DUTY 2: DO A PRE-ASSESSMENT BRIEFING

DUTY 2: DO A PRE-ASSESSMENT BRIEFING

- Step 2.1 Explain the National Standard for CDWs and what will be assessed
- Step 2.2 Present your CDW Workplace Assessor credentials
- 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 Sign the assessment instrument cover page 'declarations'

The CDW Workplace Assessor needs to meet with the candidate and their line manager to discuss the assessment immediately before beginning the assessment. Do the following:



Step 2.1 Explain the National Standard for CDWs and what will be assessed

The candidate and their line manager should already be familiar with the Unit that the candidate will be assessed on; however, it is an important formality to make sure that everyone involved in the assessment is clear about the PNG National Standard for CDWs and what will be assessed. To help you, a pamphlet on the PNG National Standard for CDWs is included as an attachment to this handbook. Be sure to answer any questions or concerns the candidate or their line manager has.

- ⇒ Explain that each Core Unit is broken down into four Elements (the key duties or tasks): Element 1 (Make Preparations); Element 2 (Conduct Community Entry); Element 3 (the job); and Element 4 (Prepare a Report). The performance criteria in Element 1, Element 2, and Element 4 are exactly the same for each of the Core Units. What changes in each Core Unit is Element 3 - this is why Element 3 is called 'the critical Element'.
- ⇒ Explain that the first time a CDW is assessed it must be for one (and only one) of the Core Units - and it must be a full assessment (all four Elements must be assessed). Except in unusual circumstances, to be assessed as 'competent' for an Element the candidate must be 'competent' for each performance criteria in the Element. If the CDW has been assessed as 'competent' for all four Elements in a Core Unit, then they can send a copy of their portfolio to NATTB for an NATTB officer to inspect. If the NATTB officer agrees that the evidence demonstrates that the candidate is 'competent', then they will receive a CDW Level 1 certificate.
- ⇒ Explain that to achieve a CDW Level 2 certificate the candidate must already have a CDW Level 1 certificate and be 'competent' in three more Core Units (four in total including the Unit for which they received their CDW Level 1 certificate). However, one of these four Core Units must be Unit CDW C07 'Assist group to analyse their development situation and identify priorities'. Unit CDW C07 is compulsory for obtaining a CDW Level 2 certificate. Because the candidate demonstrated that they were 'competent' for Element 1, Element 2, and Element 4 when they completed the requirements for their CDW Level 1 certificate, when they are then assessed for more Core Units, they only need to be assessed for Element 3 (the 'critical Element'). If the CDW has been assessed as 'competent' for four Core Units in total (including Unit CDW C07) then they can send a copy of their portfolio to NATTB for an NATTB officer to inspect. If the NATTB officer agrees the evidence demonstrates that the candidate is 'competent', then they will receive a CDW Level 2 certificate.

DUTY 2: DO A PRE-ASSESSMENT BRIEFING

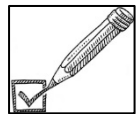


Don't forget - the performance criteria in Element 1, 2, and 4 are exactly the same in every Core Unit. Once you have been assessed as 'competent' for an Element you don't need to be assessed for it again - you have already shown you can do it!

- ⇒ There are currently **ten Core Units and two Level 3 Units**. Level 3 Units are special. A CDW is only eligible to be assessed for a Level 3 Unit if they already have a CDW Level 2 Certificate. Any assessment for a Level 3 Unit is a full assessment (all the Elements must be assessed). This is because each Element in a Level 3 Unit is different. Each Element in a Level 3 Unit is a 'critical Element'. If the CDW is assessed as 'competent' for all the Elements in one (or both) of the Level 3 Units, then they can send a copy of their portfolio to NATTB for an NATTB officer to inspect. If the NATTB officer agrees the evidence demonstrates the candidate is 'competent', then they will receive a CDW Level 3 certificate for the Level 3 Unit(s) which they were assessed for.
- ⇒ Explain to the candidate and their line manager that assessment for a National Standard is always a 'competency-based assessment'. Competency-based assessment is designed to be part of the learning process, and to highlight what a candidate *can do*. Competency-based assessment is different from traditional testing. Traditional testing is designed to be done at the end of the learning process and to show-up what a candidate *cannot do*. Accreditation against a National Standard is proof that you can actually do the job; it means that you have demonstrated the skills and knowledge required to do the job *while* performing the job. Certificates based on testing just show that a participant knew the answers to a test, not whether they could actually do the job.

Step 2.2 Present your CDW Workplace Assessor credentials

Explain to the candidate and their line manager your experience as a CDW and as a CDW Workplace Assessor. Then show the candidate and their line manager the following:



- ✓ Your NATTB Assessor certificate
- ✓ Your signed copy of the CDW Workplace Assessor code of conduct. You need to go through this code of conduct with the candidate and their line manager and give them both a copy. At the end of the assessment the candidate and their line manager will need to sign a declaration that you followed the CDW Workplace Assessor code of conduct while conducting the assessment. Make sure you explain to the candidate and their line manager that if you breach the CDW Workplace Assessor code of conduct it needs to also be reported to NATTB and PNG CDW ITC.
- ✓ The letter of endorsement from a current member of the PNG CDW ITC or registered CDW Workplace Assessor
- ✓ Any evidence in your portfolio that shows you have already conducted quality assessments (for example copies of the 'assessment outcome' page from completed assessment instruments).
- ✓ Any NATTB CDW statements of attainment or Level 1, 2, or 3 certificates that you have obtained, especially your CDW Level 3 (Unit 302 CDW Workplace Assessor) certificate. This evidence will show the candidate and their line manager that you are officially competent to conduct the assessment. However, so that there are CDW Assessors available to conduct assessments, as a once-off, NATTB has allowed organisations to nominate their leading CDWs to become CDW Workplace Assessors (provided they have at least five years' experience as a CDW) *even without any CDW accreditation* (otherwise there would be no one to assess CDWs).

DUTY 2: DO A PRE-ASSESSMENT BRIEFING

Step 2.3 Discuss roles and responsibilities

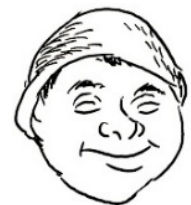
The **CDW Workplace Assessor** does the following:

- ⇒ Conducts workplace assessments for their organisation. They can conduct assessments for their organisation's own (workplace specific) performance criteria. However, if they are assessing a CDW against the PNG National Standard for CDWs using the official NATTB assessment instrument, then they are conducting the assessment on behalf of NATTB.
- ⇒ Follows the steps in the latest CDW Workplace Assessment handbook (this handbook). The duties and steps in the CDW Workplace Assessment handbook (this handbook) are the Elements and Performance Criteria from CDW Level 3 (Unit 302 CDW Workplace Assessor).
- ⇒ Follows the CDW Workplace Assessor code of conduct
- ⇒ Takes a copy of the 'assessment outcome' page to include in their own portfolio and sends a copy of the 'assessment outcome' page to PNG CDW ITC (pngcdwstandard.com). This page includes declarations from both the line manager and the candidate that the CDW Workplace Assessor followed the code of conduct.
- ⇒ Seeks re-endorsement from the PNG CDW ITC every five years. A letter of endorsement is only valid for five years, after which it is the responsibility of the CDW Workplace Assessor to contact the PNG CDW ITC for a new letter of endorsement (re-endorsement).



The **candidate's line manager** does the following:

- ⇒ Ensures there is training and mentoring for the candidate (if necessary) so that they can put the performance criteria from the PNG National Standard for CDWs into practice when they perform their duties
- ⇒ Coordinates with the CDW Workplace Assessor to plan the assessment (when the candidate feels they are ready). The candidate's line manager is encouraged to contact PNG CDW ITC or NATTB if they want to confirm the credentials of the CDW Workplace Assessor
- ⇒ Budgets for the cost of the workplace assessment
- ⇒ Monitors the CDW Workplace Assessor against the CDW Workplace Assessor code of conduct and signs a declaration at the end of the assessment that they followed it. If the CDW Workplace Assessor has not followed the code of conduct, then the assessment is not a valid assessment and should be stopped or discounted. If the CDW Workplace Assessor breaches the CDW Workplace Assessor code of conduct, then it must also be reported to NATTB. NATTB will then discuss with the candidate's line manager and the CDW Workplace Assessor what to do next. It might be that the CDW Workplace Assessor can learn from their mistakes and conduct the assessment again. It might be that a different CDW Workplace Assessor will be required to conduct the assessment. It might be that the CDW Workplace Assessor will be disallowed by NATTB from conducting any more CDW assessments, and disendorsed by the PNG CDW ITC.
- ⇒ Ensures that their organisation issues any 'in-house' accreditation based on the assessment results (this is an option but is highly recommended).



DUTY 2: DO A PRE-ASSESSMENT BRIEFING

The **candidate** does the following:

- ⇒ Notifies their line manager that they are ready to be assessed
- ⇒ Submits to assessment by the CDW Workplace Assessor (although they have an official right to appeal).
- ⇒ Monitors the CDW Workplace Assessor against the CDW Workplace Assessor code of conduct and signs a declaration at the end of the assessment that they followed it. If the CDW Workplace Assessor breaches the code of conduct, then the candidate must immediately report it to their line manager.
- ⇒ Includes the results of assessment and any evidence (work samples) in their CDW portfolio
- ⇒ Should the candidate want Government accreditation as a CDW, they are responsible for submitting their portfolio to NATTB when they believe they have completed the requirements for a CDW Level (1, 2 or 3)



The **NATTB CDW Trade Test Coordinator** does the following:

- ⇒ Provides assessor training and issues NATTB Assessor certificates.⁴
- ⇒ When a CDW Workplace Assessor notifies NATTB (and PNG CDW ITC) that a CDW assessment is going to take place, the NATTB CDW Trade Test Coordinator reserves the right to observe the assessment at NATTB's own expense (the candidate or the organisation DO NOT need to pay anything if NATTB chooses to observe the assessment, unless by arrangement).
- ⇒ When the candidate believes they have completed the requirements for a CDW Level (1, 2 or 3) they can send their portfolio to NATTB for an NATTB officer to inspect. They need to complete an application form and pay the assessment fee, and then submit a copy of their portfolio. The NATTB officer will inspect the assessment instruments and attachments (the evidence) in the candidate's portfolio. If the NATTB officer agrees that the evidence demonstrates that the candidate is 'competent', then the candidate will receive a statement of results, a statement of attainment, and NATTB accreditation (a CDW Level 1, 2, or 3 certificate). If the NATTB officer does not agree that the candidate is 'competent', then the candidate will receive a statement of results that says 'not yet competent'. The candidate can then be re-assessed by their CDW Workplace Assessor for the Element(s) that they were 'not yet competent' for.
- ⇒ NATTB also reserves the right, at its own expense, to audit organisations that conduct CDW workplace assessments. If an audit occurs, then the NATTB officer will inspect the organisations workplace assessment process and give advice to the organisation on how to improve the quality of their assessment process. It is important to understand that an audit is not a 'test' or a 'court' - but rather it is intended to help organisations that conduct CDW workplace assessments to improve the quality of their assessment process.



The **PNG CDW ITC** does the following:

- ⇒ PNG CDW ITC is a legal entity under the auspices of NATTB. The PNG CDW ITC is a volunteer body made up of CDW industry experts. They meet every few years, or when required, to advise

⁴ Currently (2024) NATTB Assessor training costs K500 per candidate and a minimum of 10 participants is required.

DUTY 2: DO A PRE-ASSESSMENT BRIEFING

NATTB on changes to the PNG National Standard for CDWs and the assessment process.⁵ You can contact PNG CDW ITC (pngcdwstandard.com) at any time.

- ⇒ PNG CDW ITC maintains the website pngcdwstandard.com. This is a 'point of contact' where CDW Workplace Assessors, line managers, and candidates can download the latest information. Downloads include training materials, assessment instruments, the CDW Workplace Assessor Handbook, and other critical information. The website also maintains a list of registered CDW Workplace Assessors (on request the PNG CDW ITC can provide copies of the registered CDW Workplace Assessor's signed code of conduct and endorsement letter).
- ⇒ CDW Workplace Assessors will need to obtain a new letter of endorsement every five years. On the 'assessment outcome' page at the end of each assessment instrument, the candidate and their line manager need to sign a declaration that the CDW Workplace Assessor followed the CDW Workplace Assessor code of conduct. The CDW Workplace Assessor needs to include a copy of this 'assessment outcome' page in their own portfolio *and* they must also send a copy to pngcdwstandard.com. PNG CDW ITC will use this information to decide whether a CDW Workplace Assessor should be re-endorsed (in consultation with NATTB).
- ⇒ Where possible, a member of the PNG CDW ITC will help NATTB to conduct the assessor training for CDW Workplace Assessors.



Step 2.4 Discuss how evidence will be gathered

Each Unit in the PNG National Standard for CDWs is made up of Elements (duties), and each Element is then broken down into Performance Criteria.

There is a different NATTB assessment instrument for each Element. Show the candidate and their line manager the assessment instrument(s) you will be using to assess them. Explain to the candidate and their line manager that at least three methods for collecting evidence will be used to assess each Element. The methods for collecting evidence are:

Observation of the candidate while they do their job is the best method for collecting evidence. In Core Units, all Elements are assessed by using the observation method except for Element 1 (Make Preparations) and Element 4 (Prepare a Report). This is because it would not be practical or necessary to observe the candidate making preparations or preparing their report. If the CDW Workplace Assessor cannot easily observe the candidate, then **Skill Demonstration** can be used. Skill Demonstration involves the candidate *demonstrating* to the CDW Workplace Assessor that they have the skill and knowledge to perform performance criteria in an Element - for example, by preparing an activity plan or a report of what they have done.

Asking **Questions** is also an important method for collecting evidence as it allows the CDW Workplace Assessor to find out if the candidate knows what they are doing (their knowledge). **Case Study** is a method for collecting evidence where a made-up work situation (a story) is presented to the candidate, along with questions about the story. The CDW Workplace Assessor can check on

⁵ If CDW Workplace Assessors have suggestions to change or improve the content of the PNG National Standard for CDWs, the assessment process, or the CDW Workplace Assessor code of conduct, they are encouraged to contact the PNG CDW ITC.

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how well the candidate can use their knowledge in different work situations. Another method that is sometimes used is **Assignment**. The Assignment method requires the candidate to demonstrate that they have the knowledge to complete a set task - such as analysing a picture.



An important principle of competency-based assessment is that the questions and tasks are not confidential. It doesn't matter if the candidate knows what questions or tasks they need to perform *before* the assessment. In fact, knowing the assessment questions and tasks beforehand is part of the learning process. A competency-based assessment is not a traditional test. What matters is whether the candidate knows what to do or say *during* the assessment. How the candidate knew what to do or say is not important. Don't forget that a candidate cannot be found 'competent' unless they actually perform or demonstrate the critical performance criteria *in front of a CDW Workplace Assessor*. There is no way a candidate can be 'competent' unless they can actually perform or demonstrate the job.

There are no answers on the assessment instruments - only the assessment questions and tasks. If a CDW Workplace Assessor wants the answers (guiding notes) for the assessment questions and tasks, then they can contact the NATTB CDW Trade Test Coordinator or the PNG CDW ITC (see 'key contacts' on the inside cover). However, these guiding notes are confidential. Most CDW Workplace Assessors will not need these guiding notes; if a CDW Workplace Assessor is unsure how to assess a candidate's answer or action they can always contact the NATTB CDW Trade Test Coordinator or the PNG CDW ITC during the assessment to ask their advice or find out what the guiding notes say.

The NATTB assessment instrument for each Element will be revised from time to time and the actual questions and tasks used may change. This is why in Duty 1 (Plan the Assessment) it is important to contact NATTB and PNG CDW ITC to let them know an assessment is going to take place – they can tell you if you have the latest versions, and if not, they can send them to you.

Step 2.5 Discuss expectations and possible outcomes of the assessment

The candidate and their line manager will have expectations about the assessment process (how the assessment will happen) and the likely results or outcomes of the assessment. Ask the candidate and their line manager what their expectations are for the assessment. The direct outcome of the assessment will be that the candidate is either '**competent**' or '**not yet competent**' for each Element. Make sure the candidate and their line manager understand that it is normal for a candidate to be found 'not yet competent' the first time they are assessed.

If the candidate is found to be 'not yet competent' for an Element, then they can be assessed again (re-assessed) on another occasion by a CDW Workplace Assessor. The candidate will only need to be re-assessed for those Elements assessed as 'not yet competent'. This means that if a candidate was found to be 'not yet competent' for an Element because they missed just one critical performance criteria, when they are re-assessed, it will need to be for the whole Element.

Although an assessment of 'competent' is what the candidate and their line manager will be hoping for, an assessment of 'not yet competent' is not the same as a failure. 'Not yet competent' means that there are certain performance criteria that the candidate has missed. The line manager should use the assessment to identify what support the candidate needs so that they can become 'competent'. Even the very best workers have been found to be 'not yet competent' when they were

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assessed, and they went on to become the best at their job because they saw their assessment as part of the learning process, and not as a 'pass' or 'fail' test. Learning from experience.

To receive NATTB accreditation, the candidate (or their organisation) can submit a copy of their portfolio to NATTB when they believe they have completed the requirements for a CDW Level (Level 1, 2 or 3). How to do this - and the possible outcomes - is explained in the topic 'Submitting the candidate's portfolio to NATTB' (later in the handbook).

Step 2.6 Explain the importance of doing the assessment properly

The CDW Workplace Assessor must conduct the assessment without showing bias for or against the candidate. Read the following story with the candidate and their line manager:



Rita is a CDW Workplace Assessor for an NGO called 'Kirapim Ples'. She has been asked to assess Serah for the Unit CDW CO1 'Conduct Community Awareness'. This will be a CDW Level 1 assessment (all 4 Elements). Serah is the field officer coordinator for Kirapim Ples Mt Hagen office. Rita has met Serah before, but they don't know each other very well because Rita works at the Kirapim Ples Rabaul office.

Serah's line manager is Jack. Jack tells Rita that it is really important for Serah to be assessed as 'competent' for Unit CDW CO1 because Kirapim Ples are trying to get donor funding for an awareness project, and they want to include in their proposal that their field officer coordinator (Serah) is 'competent' to conduct community awareness according to the PNG National Standard for CDWs.

Rita is feeling a lot of pressure to assess Serah as 'competent' for the Unit. But Rita realises that if she doesn't conduct a quality assessment her reputation as a CDW Workplace Assessor will be destroyed. Rita also knows that if she takes short cuts, then Serah will end up with accreditation that she hasn't earned. Before long, people will start to say that the PNG National Standard for CDWs is rubbish. If Serah applies for another job or a study grant or for further education, then the accreditation she got would also be seen as rubbish. If Rita takes short cuts, she knows that in the long run it will be Serah who pays the price.

If Rita takes short cuts she knows that people will start to say that the PNG National Standard for CDWs is rubbish. Rita knows that if she takes short cuts, then in the long run she will also pay the price. The struggle she went through to become a CDW Workplace Assessor will have been for nothing. The struggle her brother and sister CDWs went through to get assessed will have been for nothing. Each time Rita takes a short cut then the credibility of CDWs everywhere suffers. Rita knows that she can't give in to pressure - she has to set the standard!

DUTY 2: DO A PRE-ASSESSMENT BRIEFING

And Rita knows that if she takes short cuts and assesses Serah as 'competent' even if she is not, then Serah will not improve as a CDW. If CDW Workplace Assessors take short cuts, then the professionalism of CDWs in PNG will not improve, and communities will miss out on competent development assistance. In the long run it is communities in PNG that will suffer.

Step 2.7 Sign the assessment instrument cover page 'declarations'

Sign the assessment information cover page with the candidate and their line manager - a copy of the assessment information cover page for CDW Core Unit Element 1 (Make Preparations) is included below. Do the following:

- 1) Go through the 'performance criteria to be assessed in the Element'.
- 2) Next go through 'the duties of the CDW Workplace Assessor'. These steps are the instructions for the assessment. Make sure the candidate and their line manager are clear about what will happen.
- 3) Next, ask the candidate first, then their line manager, to read their declarations. If they are happy then ask them to sign to show that they officially make these declarations. Also ask them to fill in their details in the space provided. Remind them that it is an offense to make false declarations on an official Government document.
- 4) Finally, do the same thing yourself. Read your CDW Workplace Assessor declarations. Sign to show that you officially make these declarations, then fill in your details in the space provided. Please note it is an offense to make false declarations on an official Government document.

The assessment is now ready to begin.

Core Units Element 1 - Make Preparations 2024

CDW CORE UNIT ELEMENT 1 - MAKE PREPARATIONS PNG National Standard for Community Development Workers (CDWs), Portfolio assessment instrument.	
<p style="text-align: center; background-color: #333; color: white; margin: 0;">PERFORMANCE CRITERIA TO BE ASSESSED IN THIS ELEMENT</p> <p>1.1 Find out information about the place and people to be visited 1.2 Communicate effectively and respectfully with key people from the place to be visited 1.3 Prepare a suitable work plan 1.4 Put together suitable materials for the activities 1.5 Follow workplace health and safety practices and other workplace policies while preparing for a visit</p> <p style="text-align: center; background-color: #333; color: white; margin: 0;">THE DUTIES OF A CDW WORKPLACE ASSESSOR</p> <p style="background-color: #333; color: white; margin: 0;">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 and PNG CDW ITC to advise them of the assessment</p> <p style="background-color: #333; color: white; margin: 0;">DUTY 2: DO A PRE-ASSESSMENT BRIEFING Step 2.1 Explain the National Standard for CDWs and what will be assessed Step 2.2 Present your CDW Workplace Assessor credentials 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 Sign the assessment instrument cover page 'declarations'</p> <p style="background-color: #333; color: white; margin: 0;">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 and sign the CDW Workplace Assessor section on the assessment outcome page Step 3.4 Follow the CDW Workplace Assessor code of conduct</p> <p style="background-color: #333; color: white; margin: 0;">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 sign the assessment outcome page 'declarations' Step 4.3 Ask the candidate to place the assessment instrument and attachments in their portfolio Step 4.4 Send a copy of the assessment outcome page to PNG CDW ITC and put a copy in your portfolio</p>	<p style="text-align: center; background-color: #333; color: white; margin: 0;">DECLARATIONS</p> <p style="background-color: #333; color: white; margin: 0; font-size: small;">Please note it is an offence to make a false declaration on an official Government document.</p> <p>By signing, I declare that the candidate is not my family or <i>wantok</i>. By signing, I declare that I have no conflict of interest. By signing, I promise to follow the CDW Workplace Assessor code of conduct.</p> <p>Signature of CDW Workplace Assessor: _____ CDW Workplace Assessor's full name, phone number, and email (if any): _____</p> <hr/> <p>By signing, I declare that the CDW Workplace Assessor is not my family or <i>wantok</i>. 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.</p> <p>Signature of candidate: _____ Candidate's full name, phone number, email, and current CDW level (if any): _____</p> <hr/> <p>By signing, I declare that the workplace assessor is not the candidate's family or <i>wantok</i>. 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.</p> <p>Signature of candidate's Line Manager: _____ Line Manager's full name, position, phone number, email: _____</p>

DUTY 3: CONDUCT THE ASSESSMENT

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 and sign the CDW Workplace Assessor section on the assessment outcome page

Step 3.4 Follow the CDW Workplace Assessor code of conduct

Step 3.1 Assess each performance criteria in the Element

Each assessment that a CDW Workplace Assessor conducts will be different:

- ⇒ Sometimes you will assess a candidate for just one Element from a Core Unit
- ⇒ Sometimes you will assess a candidate for all four Elements in a Core Unit
- ⇒ Sometimes you will assess a candidate for just Element 3 (the 'critical element') from a Core Unit
- ⇒ Sometimes you will assess a candidate for Element 3 from more than one Core Unit
- ⇒ Sometimes you will assess a candidate for all the Elements in a CDW Level 3 Unit

Before conducting an assessment look through the assessment instrument very carefully so that you know what information you will need to collect. You may need to check up with the candidate's line manager before conducting the assessment to gather information to help you assess the candidate in the field. For example, performance criteria that require the candidate to follow workplace practice require the CDW Workplace Assessor to know what the workplace practices are. A copy of the assessment instrument for CDW Core Unit Element 1 (Make Preparations) is included at the end of the handbook. The cover page was shown on the previous page. Below is page two.

Core Units Element 1 - Make Preparations 2024

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. How did you find out information about the place and people to be visited?</p> <p>b. Describe the place and people to be visited.</p> <p>c. What is the history of your own (and your organisation's) involvement with the place and people to be visited?</p> <p>d. 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?</p> <p>e. 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?</p> <p>f. Read CASE STUDY 1. What are three ways Beno can find out information about Mapi before he visits?</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> <p>Can the candidate perform PERFORMANCE CRITERIA 1.1? <input type="checkbox"/></p>	
<p>1.2 - COMMUNICATE EFFECTIVELY AND RESPECTFULLY WITH KEY PEOPLE FROM THE PLACE TO BE VISITED</p> <p>1) Candidate's written answers to the following questions:</p> <p>a. How did you decide who the key people are to communicate with?</p> <p>b. What methods did you use to communicate with the key people?</p> <p>c. What information did you communicate to the key people?</p> <p>d. How do you know the arrangements for the visit suit the group or community?</p> <p>e. How did you show respect when communicating?</p> <p>f. Read CASE STUDY 1. What methods could Beno use to get in touch with key people in Mapi before making the visit?</p> <p>g. 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?</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. Showed respect when communicating with the key people.</p> <p><input type="checkbox"/> f. 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"/> g. Can identify two things Beno could ask the key people about so that he stays safe and healthy during the visit to Mapi.</p> <p>Can the candidate perform PERFORMANCE CRITERIA 1.2? <input type="checkbox"/></p>	

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DUTY 3: CONDUCT THE ASSESSMENT

Look at page two of the assessment instrument (on the previous page).

The left-hand column lists the evidence that needs to be collected for each performance criteria. There should always be a written record of the evidence. This means that when you make any observations, you need to record your observations in writing. This means that if you have questions for the candidate, or a case study or an assignment, then they (or you) will need to write down their answers on separate paper. This is why one of the things that a CDW Workplace Assessor needs to prepare is note paper for themselves and the candidate to use. This note paper, and any work samples submitted by the candidate (e.g., reports or work plans) will need to be attached to the assessment instrument when it is included in the candidate's portfolio at the end of the assessment. This is the evidence. This is what the NATTB officer will look at to see if they agree that it shows the candidate is 'competent'. The evidence is everything. Respect the evidence.

You can give the official assessment instrument to the candidate to look at when they complete the questions or case study or assignment. However, the official assessment instrument should always be kept by the CDW Workplace Assessor.



Don't worry if the candidate sees what is on the assessment instrument or the guidelines for assessing the evidence (in the middle column). There are no answers on the assessment instrument.

The candidate will probably have already seen the assessment instrument (and studied it). Assessments instruments are not confidential. Knowing what the assessment questions and tasks will be is part of the learning experience. Don't forget it doesn't matter HOW the candidate knows what to do, all that counts is whether they can do it. A candidate cannot be found 'competent' unless they actually perform or demonstrate the critical performance criteria *in front of a CDW Workplace Assessor*. There is no way a candidate can be 'competent' unless they can actually perform or demonstrate the job.

The candidate can take as much time as they need and can take breaks whenever they need. The assessment instrument is not a 'test'. If the candidate is unclear about a question or something written in a case study or assignment, then you can explain it to them, but in a way that does not give away the answer. If necessary, you can translate it into pidgin. If the candidate has trouble reading or writing because of their literacy level or a disability, then you can read the question to them or write down their answer for them.

In the middle column there are checkboxes for each performance criteria. The checkboxes are for the CDW Workplace Assessor to use to help them assess the evidence. This is where your own experience as a CDW is critical. When you use the checkboxes, write 'Y' for yes if the evidence demonstrates that the candidate can do it - or 'N' for no if the evidence demonstrates that the candidate cannot yet do it. If the checkbox is for 'observation' or 'skill demonstration' evidence, then the checkbox description will be in bold **CAPITAL LETTERS**. This evidence is called the 'critical' evidence. For other forms of evidence ('questions' or 'case study' or 'assignment') then the checkbox description will be in lower-case. These other forms of evidence are called 'supplementary' evidence.

DUTY 3: CONDUCT THE ASSESSMENT

As a CDW Workplace Assessor you are responsible for upholding the PNG National Standard for CDWs; however, you also need to be flexible and fair. If you are not sure about a candidate's answer or performance, then a good idea is to make sure you have the mobile number of an already qualified CDW Workplace Assessor or a member of the PNG CDW ITC so you can consult with them.



However, if you are still not sure if the evidence demonstrates that the candidate can do it, then it is better to put a 'N' in the checkbox. It is the job of the CDW Workplace Assessor to set the standard!

Once you have collected all the evidence for the performance criteria, and assessed the evidence in the middle column, the last thing to do is judge whether *overall* it shows that the candidate is competent for the performance criteria. Can the candidate perform the performance criteria? If there is a 'N' in any of the checkboxes, then write 'N' for no. If the candidate has all the checkboxes for the evidence ticked, then write 'Y' for yes. *Luksave...*

<p>1.3 - PREPARE A SUITABLE WORK PLAN</p> <p>1) A copy of the candidate's work plan for the planned visit</p> <p>2) Candidate's written answer to the following question:</p> <p style="padding-left: 20px;">a. <i>What is the purpose of a work plan?</i></p>	<p>Does the portfolio evidence demonstrate that the candidate...?</p> <p><input checked="" type="checkbox"/> CAN PREPARE A WORK PLAN THAT SUITS THE PURPOSE OF THE VISIT</p> <p><input checked="" type="checkbox"/> CAN PREPARE A WORK PLAN THAT IS ACHIEVABLE</p> <p><input checked="" type="checkbox"/> CAN PREPARE A WORK PLAN THAT MEETS WORKPLACE REQUIREMENTS</p> <p><input checked="" type="checkbox"/> CAN PREPARE A WORK PLAN THAT WILL BE SUITABLE FOR THE PLACE AND PEOPLE TO BE VISITED</p> <p><input checked="" type="checkbox"/> a. Understands the purpose of a work plan.</p> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <p>Can the candidate perform PERFORMANCE CRITERIA 1.3? <input checked="" type="checkbox"/></p> </div>
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If you make a mistake, or you need to change your assessment, then cross out the first checkbox, draw a second checkbox next to it, and then clearly write your revised assessment. If you do this then you **MUST** initial the change to show that it was you who made the change. For example:



There are two circumstances in which a candidate could not perform a performance criteria but can still be found to be 'competent' for the Element. We will look at this in Step 3.3. *olsem na stap isi*. At this stage, just assess the performance criteria based on the evidence. If the candidate was not able to perform a performance criteria for a good reason (like a death in the community) then at this stage it doesn't matter. Make sure you write "N" in in the checkboxes for the evidence - and you will have to write 'N' in the box to show that overall, the candidate cannot perform the performance criteria. But make sure you still collect and assess the other evidence for the performance criteria.

The right-hand column is for the NATTB officer to use. Normally this will be the NATTB CDW Trade Test Coordinator *olsem na lusim*. **DO NOT** write anything down in the right-hand column - if you need to add notes about something then do so on paper that you can attach to the assessment instrument.



DUTY 3: CONDUCT THE ASSESSMENT

Step 3.2 Assess the candidate without influencing their performance



It is very important to reduce your influence as much as possible while you are observing the candidate perform their work. They should perform their work like they normally would - as if you are not there. To help the candidate carry out their work as normal you should:

1. Use positive or neutral body language
2. Avoid interrupting or interfering with the candidate's work
3. Keep opinions or comments about the candidate's abilities to yourself
4. Fill in the assessment instrument at appropriate times

1. Use positive or neutral body language. When you are observing a candidate do their work, your body language will be read by the candidate and by the people the candidate works with. If a candidate is nervous at having their work assessed, they may not perform tasks as well as they would usually. The candidate should be concentrating on getting their work done as competently as possible; they shouldn't be distracted or concerned by the signals they read in the way that you watch them, talk to them, or the way that you hold yourself. It is also extremely important that the people or communities that the candidate is working with don't see you as being critical of the candidate. If they do, it will change the way they relate to the candidate and will put the candidate's work at risk.



2. Avoid interrupting or interfering with the candidate's work. Do not advise or assist the candidate during the assessment. You are there to observe if the candidate is 'competent'; you are not there to make sure the candidate gets 'competent'. It is tempting to help, especially if you can see something small not being done. However, by 'helping' you will affect the fairness of the assessment. After the assessment is complete you will be able to advise the candidate on their strengths and weaknesses, and how to improve.



3. Keep opinions or comments about the candidate's abilities to yourself. This is particularly a problem if you make negative comments or use negative body language because this could destroy the confidence of the candidate and unfairly affect their performance. By commenting, or giving feedback during the assessment, you will affect how the candidate carries out the rest of his or her work. For the same reason, results of the assessment should only be given after the assessment has been completed.



4. Fill in the Assessment Instrument at appropriate times. Find times that you can fill out the assessment instrument that are least likely to affect the usual work pattern of the candidate. Try to avoid filling in the assessment instrument 'on the spot', as it could affect the confidence or concentration of the candidate.

DUTY 3: CONDUCT THE ASSESSMENT

Step 3.3 Complete and sign the CDW Workplace Assessor section on the assessment outcome page

When you have finished assessing all the performance criteria for an Element, you will need to complete the CDW Workplace Assessor section on the 'assessment outcome page'. The assessment outcome page is the last page of the assessment instrument. The assessment outcome page is shown below.



Core Units Element 1 - Make Preparations 2024

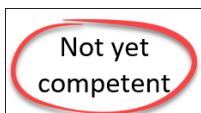
ASSESSMENT OUTCOME PAGE FOR CDW CORE UNIT ELEMENT 1 - MAKE PREPARATIONS		
<p>As the CDW Workplace Assessor, is there sufficient evidence to show that the candidate performed the performance criteria for CDW Core Unit Element 1? Circle competent or not yet competent. The candidate may be competent even if the candidate could not perform some performance criteria, however you will need to summarise your reasons below. Include any advice for the candidate.</p>	<p>CDW Core Unit Element 1</p>	
	<table border="1"> <tr> <td>Competent</td> <td>Not yet competent</td> </tr> </table>	Competent
Competent	Not yet competent	
<p>CDW Workplace Assessor's name, date, and signature _____</p>		
<p>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.</p>		
<p>Candidate's name, date, and signature _____</p>		
<p>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.</p>		
<p>Line manager's name, position, date, and signature _____</p>		
<p>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.</p>	<p>CDW Core Unit Element 1</p>	
	<table border="1"> <tr> <td>Competent</td> <td>Not yet competent</td> </tr> </table>	Competent
Competent	Not yet competent	
<p>NATTB officers name, date, and signature _____</p>		

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Can the candidate perform all the performance criteria in an Element? Unless there is an unusual circumstance, the candidate will need to have performed all the performance criteria.



If you found that the candidate can perform all the performance criteria in an Element then circle 'competent' on the assessment outcome page, include any advice for the candidate, and then include your name, date, and signature.



If you found the candidate cannot perform all the performance criteria in an Element then circle 'not yet competent' on the assessment outcome page, include any advice for the candidate, and then include your name, date, and signature



However, there are two *unusual* circumstances in which a candidate could not perform a performance criteria, but can still be found to be 'competent' for the Element:

DUTY 3: CONDUCT THE ASSESSMENT



If the candidate has a 'N' in a checkbox for **critical evidence** (observation or skill demonstration), then normally they would be 'not yet competent' for the performance criteria and then also 'not yet competent' for the Element. However, if there were *highly unusual*

circumstances that prevented the candidate from performing or demonstrating the critical evidence, or that prevented the CDW Workplace Assessor from observing it (e.g., a death in the community, or illness, or it would have shown disrespect) then it is still possible to find the candidate 'competent'.

Don't forget, the checkbox description for critical evidence is written in bold **CAPITAL**

If you are definite the candidate would have otherwise performed or demonstrated the performance criteria, and all the rest of the evidence (critical and supplementary) for that performance criteria has a 'Y' in the checkbox, then go back to where you assessed the performance criteria and change your assessment *for that performance criteria* from a 'N' to a 'Y' (cross out the 'N', draw another checkbox next to it and write 'Y', then initial it *em nau yu save pinis*). Next circle 'competent' for the Element on the assessment outcome page, and in the space provided for the CDW Workplace Assessor's comments explain which performance criteria you changed your judgement for and why. If you need more space to explain your judgement, then use note paper and include it as an attachment to the assessment instrument. Note that you can make this exception for only one performance criteria in an Element. If there are two or more performance criteria that were missed because they each had a 'N' in a checkbox for the critical evidence, then the candidate should be found 'not yet competent' for the Element.



If the candidate has missed a performance criteria because they got a 'N' in a checkbox for **supplementary evidence** (questions or case study or assignment), then it is still possible to find them 'competent' for the Element if they missed *less than 25% (one quarter) of the*

checkboxes for the supplementary evidence for the entire Element. For example, in the assessment instrument for CDW Core Unit Element 1 (Make Preparations) there are 23 checkboxes for supplementary evidence. 25% (one quarter) is $23 \times 0.25 = 5.75$. If 5.75 is 25%, then *less than 5.75* is 5. This means that if the candidate only missed 5 checkboxes for the supplementary evidence for the entire Element, then they can still be found 'competent' for the Element - but if they missed 6 checkboxes they would have to be found 'not yet competent' for the Element.

Don't forget, the checkbox description for supplementary evidence will be in lower case.

If the candidate missed *less than 25% (one quarter) of the checkboxes for the supplementary evidence for the entire Element*, then go back to any performance criteria which you assessed as 'N' because they missed supplementary evidence and change your assessment for those performance criteria from a 'N' to a 'Y'. Next circle 'competent' for the Element on the assessment outcome page, and in the space provided for the CDW Workplace Assessor's comments explain which performance criteria you changed your judgement for and why. If you need more space to explain your judgement, then use note paper and include it as an attachment to the assessment instrument. **However**, you cannot change a 'N' to 'Y' for a performance criteria if the candidate missed all of the supplementary evidence checkboxes for that one performance criteria, even if overall they missed less than 25% (one quarter) of the checkboxes for the supplementary evidence for the entire Element. In such a case do not change your assessment for that performance criteria, and the candidate should still be found 'not yet competent' for the Element.

DUTY 3: CONDUCT THE ASSESSMENT

Other examples of how to work out 25% (or less)

If there are 16 supplementary evidence checkboxes for the entire Element, then $16 \times 0.25 = 4$. If 4 is 25%, then *less than 25%* is 3. This means that if the candidate only missed 3 supplementary evidence checkboxes they can still be 'competent' for the Element - but if they missed 4 checkboxes they would be 'not yet competent'.

If there are 15 supplementary evidence checkboxes for the entire Element, then $15 \times 0.25 = 3.75$. If 3.75 is 25%, then *less than 25%* is 3. This means that if the candidate only missed 3 supplementary evidence checkboxes they can still be 'competent' for the Element - but if they missed 4 checkboxes they would be 'not yet competent'.

If there are 19 supplementary evidence checkboxes for the entire Element, then $19 \times 0.25 = 4.75$. If 4.75 is 25%, then *less than 25%* is 4. This means that if the candidate only missed 4 supplementary evidence checkboxes they can still be 'competent' for the Element - but if they missed 5 checkboxes they would be 'not yet competent'.

As a CDW Workplace Assessor you are responsible for upholding the PNG National Standard for CDWs; however, you also need to be flexible and fair. A good idea is to make sure you have the mobile number of an already qualified CDW Workplace Assessor or a member of the PNG CDW ITC so you can consult with them. If you are still not sure if a candidate is 'competent' for the Element, then it is better to find them 'not yet competent'. This doesn't mean they have failed - it means they are 'not yet competent'.

Step 3.4 Follow the CDW Workplace Assessor code of conduct

A CDW Workplace Assessor should follow the CDW Workplace Assessor code of conduct (a copy is included as an attachment). In the pre-assessment briefing you declared that "I promise to follow the CDW Workplace Assessor code of conduct". You should have also given the candidate and their line manager a copy of your signed CDW Workplace Assessor code of conduct. In the pre-assessment briefing, the candidate signed a declaration to "immediately report breaches of the CDW Workplace Assessor code of conduct to my line manager". In the pre-assessment briefing, the candidate's line manager signed a declaration to "stop the assessment or discount the assessment if the CDW Workplace Assessor code of conduct is breached". The next duty for a CDW Workplace Assessor is 'Report the Assessment' (Duty 4). When you do this, the candidate and their line manager will need to sign an official declaration that the CDW Workplace Assessor followed the CDW Workplace Assessor code of conduct. The CDW Workplace Assessor code of conduct *emi bikpela samting tru*.



Don't forget that as a CDW Workplace Assessor you should at all times follow the policies of your own organisation - and the policies of the candidate's organisation (if it is a different organisation).

DUTY 4: REPORT THE ASSESSMENT

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 sign the assessment outcome page 'declarations'

Step 4.3 Ask the candidate to place the assessment instrument and attachments in their portfolio

Step 4.4 Send a copy of the assessment outcome page to PNG CDW ITC and put a copy in your portfolio

Step 4.1 Discuss the assessment result with the candidate and their line manager

The final duty of a CDW Workplace Assessor is 'report the assessment'. The first thing to do is sit down with the candidate and their line manager and go through the assessment result. It is a good idea to start by asking the candidate to give a self-assessment of how well they think they went. However, the candidate's self-assessment should never influence your assessment decision.

Next, go through the evidence you collected for each performance criteria. Go through the check boxes for each performance criteria (in the middle column of the assessment instrument). As you do this, give the candidate feedback on what they have done well and what they have not done so well. If you have advice to give to the candidate to help them improve, then this is the time to do it. After you have finished explaining the evidence you have collected for each performance criteria, tell the candidate whether you judged that they could perform the performance criteria or not.

Can the candidate perform PERFORMANCE CRITERIA 1.3?

When you have given feedback to the candidate about how well they performed each of the performance criteria in the Element, next give them the assessment outcome for the Element. Go through what you wrote in the CDW Workplace Assessor section on the assessment outcome page and give them the assessment result.

CDW Core Unit Element 1	
Competent	Not yet competent

It is always easier to give feedback when you have found that the candidate is 'competent'. It is harder when you have found that the candidate is 'not yet competent'. For a candidate that has been found to be 'not yet competent', make sure you emphasize their strengths (what they can do) and not just their weaknesses (what they are not yet able to do). Explain again that it is common for a candidate to be found 'not yet competent' the first time they are assessed.



Remind the candidate that 'not yet competent' is not the same thing as failure. What employers want to see is how well you learn from your experience. If you are found to be 'not yet competent' and then later you are found to be 'competent', an employer will think more highly of you than if you were found to be 'competent' straight away.

DUTY 4: REPORT THE ASSESSMENT

The candidate's line manager will need to discuss with the candidate what support they will need so that they can become fully competent. In some cases, it may be enough that the candidate recognises what they need to do to improve next time they are assessed. In some cases, the line manager may need to look at training or mentoring options for the candidate.

Competence is something that the candidate (and their line manager) will need to work towards over time. The candidate can be re-assessed for the Element(s) they were 'not yet competent' for when they are ready. Even if the candidate only missed one performance criteria, when they are re-assessed, they will need to be re-assessed for the whole Element. CDW workplace assessments are always for the whole Element.



If the candidate wishes to challenge the assessment, inform them that they have recourse to appeal the assessment result by contacting NATTB (see contact details on the inside cover).

Step 4.2 Ask the candidate and their line manager to sign the assessment outcome page 'declarations'

At the end of the assessment, the candidate and their line manager will need to sign a declaration that the CDW Workplace Assessor followed the CDW Workplace Assessor code of conduct. The CDW Workplace Assessor code of conduct *em i bikpela samting tru*.

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. 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.

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

If the CDW Workplace Assessor did not follow the CDW Workplace Assessor code of conduct during the assessment, then the candidate should have reported it to their line manager, and the assessment should have already been stopped.

Step 4.3 Ask the candidate to place the completed assessment instruments and attachments in their portfolio

The completed CDW assessment instrument should be placed in the candidate's portfolio, along with any attachments (for example, written observations by the CDW Workplace Assessor, the candidate's answers to questions and tasks, and work samples). This should be done even if the candidate was found to be 'not yet competent'.

Every CDW should have a portfolio. A portfolio is a folder of evidence that you can present for a promotion or to a new employer (or to NATTB). A CDW can maintain their own portfolio, but it is a good idea for organisations to keep a database of staff portfolios (i.e., put them all in a filing cabinet). Some organisations will have a human resources officer, whose job is to help maintain staff portfolios, and to organise any training or mentoring or assessment that is needed to support the professional development of staff.

DUTY 4: REPORT THE ASSESSMENT



The candidate's organisation can issue its own accreditation to the candidate based on the assessment result. Doing this means that if, for whatever reason, NATTB is later unable to issue accreditation, the candidate still has accreditation in their portfolio. However, any accreditation issued at this stage IS NOT Government (NATTB) accreditation. It is the organisation's own accreditation - and should never include any reference to NATTB.

Step 4.4 Send a copy of the assessment outcome page to PNG CDW ITC and put a copy in your portfolio

Ask the candidate if you can put a copy of the assessment outcome page (from the assessment instrument) in your own portfolio. It is evidence that you - the CDW Workplace Assessor - have conducted a quality assessment. This evidence can be presented to the candidate and their line manager next time you do a pre-assessment briefing. You also need to send a copy of the assessment outcome page to PNG CDW ITC (pngcdwstandard.com). Every five years when you contact PNG CDW ITC to get your new letter of endorsement, they will use these assessment outcome pages (and advice from NATTB) to justify re-endorsing you.



The CDW workplace assessment is now complete. Your CDW Workplace Assessors duties are over. When a candidate believes they have completed the requirements for a CDW Level (Level 1, 2 or 3) they can submit their portfolio to NATTB for national (Government endorsed) accreditation. We will look at how to do this in the next section. Submitting the portfolio to NATTB is a decision that the candidate (and their line manager) need to make. This is why it is not included as a duty for the CDW Workplace Assessor.

However, where possible, the CDW Workplace Assessor should assist the candidate to submit their portfolio to NATTB and liaise with NATTB afterwards to ensure that the candidate receives their results and any accreditation.

WHAT SHOULD BE INCLUDED IN A PORTFOLIO?

ACCOMPLISHMENTS and SKILLS A portfolio should include a list of your accomplishments and skills as a professional worker. These can be skills and accomplishments earned in the workplace, in school, as a volunteer, or in any additional coursework or training you have done for a job. Make sure you include any qualifications or accreditation or other forms of recognition that you have received.

SAMPLES OF WORK Show your work in your portfolio. When a candidate is assessed against the National Standard, they will sometimes be asked to produce work samples (for example, work plans or reports). These need to be included as an attachment to the assessment instrument - and included in the candidate's portfolio. But you can also include other work that you have done, photos, or CDs or USBs.

RECOMMENDATIONS Your career portfolio should include a list of recommendations from people you have worked with. For example, if a CDW works with a group or community, they can ask key people to write a letter of recommendation to highlight what you have done. Or you can ask your line manager or a colleague to write a recommendation, highlighting what your accomplishments and skills are.

CAREER GOALS It is a good idea to include a list of career goals on the first page of your portfolio. The goals should reveal your ambitions and where you see yourself in 5 years' time. If you are an experienced worker, you should still include career goals, even if they focus on improving your existing skills.

RÉSUMÉ and REFEREES Include an updated version of your résumé. The résumé should include your work experience, your education, and your personal achievements. Do not include jobs you had as a teenager that do not add anything to the portfolio. At the end of your résumé, include three referees and their contact details. Referees are senior people that an employer could contact to find out more about you.

SUBMITTING THE CANDIDATE'S PORTFOLIO TO NATTB



When a candidate believes they have completed the requirements for a CDW Level (Level 1, 2 or 3) they (or their line manager) can submit their portfolio to NATTB for national (Government endorsed) accreditation. The candidate (or their line manager) will need to contact NATTB to confirm the **NATTB assessment fee** and to obtain the **NATTB application form**. When the assessment fee has been paid, the candidate can send to NATTB; (1) a copy of their portfolio, (2) the completed application form, and (3) the receipt showing that the assessment fee has been paid.

Only submit your portfolio to NATTB when you believe you have fully completed a CDW Level (this means you can keep doing any re-assessments in your workplace until the level is complete). It is not necessary to send everything in the candidate's portfolio - what the NATTB officer will inspect is the assessment instruments for which the candidate was found to be 'competent'. But it is VERY IMPORTANT to send the attachments (the evidence) for each assessment instrument. It is also important that you don't send the original portfolio - send a copy. For example, you could scan or photograph each page and email it or photocopy it and then post it.

CDW Level 1 If the CDW has been assessed by a CDW Workplace Assessor as 'competent' for *all four Elements in one Core Unit*, then the candidate can send a copy of their portfolio to NATTB for a NATTB officer to inspect. If the NATTB officer agrees that the evidence demonstrates that the candidate is competent for all four Elements in one Core Unit (Element 1, 2 and 4, and Element 3 'the critical Element'), then they will receive a statement of results that includes a statement of attainment for the four Elements (the Unit) they have completed, and a CDW Level 1 certificate. If the NATTB officer does not agree that the candidate is competent, then the candidate will receive a statement of results that shows which Elements they were 'not yet competent' for. The candidate can be re-assessed by their CDW Workplace Assessor for these Elements. The NATTB officer will also return to the candidate a copy of the assessment outcome page with their comments (for each assessment instrument assessed).

CDW Level 2 If the candidate has been assessed by a CDW Workplace Assessor as 'competent' for *four Core Units in total (the Unit for which they received their CDW Level 1 certificate and three more)*, then the candidate can send a copy of their portfolio to NATTB for an NATTB officer to inspect. However, *one of these four Core Units must be Unit CDW C07 'Assist group to analyse their development situation and Identify priorities*. Unit CDW C07 is compulsory for obtaining a CDW Level 2 certificate. Please note you cannot submit your portfolio to NATTB for a CDW Level 2 certificate unless your portfolio includes a CDW Level 1 certificate. If the NATTB officer agrees that the evidence demonstrates that the candidate is competent for four Core Units in total (the Unit for which they received their CDW Level 1 certificate and three more), then they will receive a statement of results that includes a statement of attainment for the three additional 'critical Elements' (the three Units) they have completed, and a CDW Level 2 certificate.⁶ If the NATTB officer does not agree that the candidate is competent, then the candidate will receive a statement of results that shows which Elements they were 'not yet competent' for. The candidate can be re-assessed by their CDW Workplace Assessor for these Elements. The NATTB officer will also return to the candidate a copy of the assessment outcome page with their comments on it (for each assessment instrument assessed).

⁶ Don't forget, once you have been assessed as competent for Element 1, 2, and 4 from a Core Unit (and obtained your CDW Level 1 certificate) you don't need to be assessed again for these Elements again. For additional Core Units you only need to be assessed for Element 3 (the 'critical Element').

SUBMITTING THE CANDIDATE'S PORTFOLIO TO NATTB

CDW Level 3 If the candidate has been assessed by a CDW Workplace Assessor as 'competent' for *all of the Elements in one Level 3 Unit*, then the candidate can send a copy of their portfolio to NATTB for an NATTB officer to inspect. Please note you cannot submit your portfolio to NATTB for a CDW Level 3 certificate unless your portfolio includes a CDW Level 2 certificate. You can submit your portfolio to NATTB for both CDW Level 3 Units at the same time. If the NATTB officer agrees that the evidence demonstrates that the candidate is competent for all the Elements in one Level 3 Unit, then they will receive a statement of results that includes a statement of attainment for the Elements (the Unit) they have completed, and a CDW Level 3 certificate for the Unit which they were assessed for. For example, if the candidate is found to be 'competent' for the Level 3 Unit CDW 301 'Train Trainers', then they will receive a CDW Level 3 (CDW Unit 301 Train Trainers) certificate. If the NATTB officer does not agree that the candidate is competent, then the candidate will receive a statement of results that shows which Elements in the Level 3 Unit they were 'not yet competent' for. The candidate can be re-assessed by their CDW Workplace Assessor for these Elements. The NATTB officer will also return to the candidate a copy of the assessment outcome page with their comments on it (for each assessment instrument assessed) – and they will also send a copy of the assessment outcome page to PNG CDW ITC.

NATTB will keep a copy of the candidate's assessment outcome page (for each assessment instrument assessed) on the NATTB database, along with the statement of results, and any statement of attainment or accreditation (certificates) that the CDW received. NATTB will also send a copy of the assessment outcome page(s) to PNG CDW ITC (pngcdwstandard.com).

ASSESSMENT FEE

The assessment fee to be paid to NATTB can change. This is why it is important to check what the assessment fee is when you contact NATTB to get the application form. All assessments are for Elements. Currently the assessment fee is **K60 per Element**. This means:

- The cost for assessment for a CDW Level 1 certificate is K240 (all four Elements in one Core Unit)
- The cost for assessment for a CDW Level 2 certificate is K180 (Element 3 from three more Core Units)
- The cost for assessment for a CDW Level 3 certificate is K240 (CDW Level 3 Units have four Elements)
- The cost for re-assessment of one Element is K60
- The cost for re-assessment of two Elements is K120

This assessment fee to be paid to NATTB covers their communication costs, printing of the statement of results and any statement of attainment or certificate, costs to send-out the assessment application form, and costs to send-out statements or certificates and to return a copy of the assessment outcome page(s) to the candidate.



SOME QUESTIONS YOU MIGHT HAVE

What do I do if the candidate is a wantok or a relative? If you think that anyone else would question whether you were biased for or against the candidate, then it is a good indication that you should disqualify yourself from doing the assessment. Put yourself in someone else's shoes and consider whether doing the assessment for the candidate would raise questions. Look after your reputation as a CDW Workplace Assessor. Ask NATTB or PNG CDW ITC (pngcdwstandard.com) if you are unsure. Disqualifying yourself from doing an assessment because of a conflict of interest is the mark of a professional.

If a candidate is found to be 'not yet competent' for an Element by the CDW Workplace Assessor, can they be assessed for something else before they are re-assessed for that Element?

Yes. It doesn't matter what order Elements or Units are assessed in the candidate's workplace. However, if the candidate submits a copy of their portfolio to NATTB for national accreditation, they will not be considered for a CDW Level 2 certificate unless their portfolio includes a CDW Level 1 certificate (or a CDW Level 3 certificate unless their portfolio includes a CDW Level 2 certificate).

If someone is assessed just for Element 3 (the 'critical Element') or they are re-assessed for just one Element, does it matter if they perform the other Elements poorly or not at all? No. As a CDW Workplace Assessor your responsibility is only to assess the Elements that you have been asked to assess. However, when you discuss your assessment with the candidate and their line manager you can raise your concerns about the other Elements.

Can the candidate be assessed if they are part of a team or working in a pair? Yes. It is common for CDWs to work alongside other CDWs or alongside key people in the community. A candidate can still be assessed in this case, even if they do not perform everything themselves, provided they have taken the lead to make sure the work is done in a way that meets the standard. The CDW Workplace Assessor will still want to observe all the required performance criteria being performed – and anything that is not performed in a way that meets the standard should be assessed as such in the assessment instrument. If the candidate has been assessed as part of a team, you need to explain clearly in your observer notes what happened and again in the CDW Workplace Assessor comments section on the assessment outcome page.

Can a candidate be assessed for more than one Unit at the same time? Yes. For example, it is common workplace practice for a CDW to help a community to analyse their development situation and identify priorities (CDW C07) and then to continue on to help the community to develop a plan (CDW C05) in the same visit. A CDW can be assessed for both Units at the same time.

Can two candidates be assessed doing the same job (the same Elements)? No. Although it is possible to assess a candidate who is working alongside another CDW, it is not possible to assess both candidates at the same time doing the same job (the same Elements). Only one candidate can be assessed doing an Element at any one time. However, it is possible to assess different candidates for different Elements in the same Unit. For example, if two CDWs were conducting the same awareness then one could be assessed for Element 1, Element 2, and Element 4 - and the other could be assessed for Element 3 (the 'critical Element'). It is also possible to assess two candidates if they are doing different Units. For example, it is common workplace practice to help a community to analyse their development situation and identify priorities (CDW C07) and to develop a project plan (CDW C05) in the same visit. One CDW can be assessed for CDW C07 and the other for CDW C05.

SOME QUESTIONS YOU MIGHT HAVE

What if I hear that the candidate normally does an excellent job but during the assessment they did a poor job, or what if I hear that the candidate normally does a poor job but during the assessment, they just made an extra effort? In both these situations, it doesn't matter. As a CDW Workplace Assessor it is your job to see if the candidate can perform the work in front of you. You need to base your judgement on the evidence you collect during the assessment, and not on what other people tell you. It is up to the candidate's line manager to monitor whether the candidate always performs at the required level.

What if the candidate does not understand a question or task? If the candidate does not understand a question or task, then explain it to them again so they understand it. You can translate the question or story into pidgin if necessary. However, you must be careful not to give away answers when explaining the question or task to the candidate.

What if the candidate comes up to me afterwards and wants to change their answer? This is acceptable. Often a candidate will continue to think about a question after they have given their answer. If they want to change their answer, then they can do this provided you have not already completed the assessment outcome page. To change a checkbox or a result for a performance criteria, cross out the first checkbox, draw a second checkbox next to it, write a 'Y' (or a 'N'), and then initial the change. An example of how to do this was shown in Step 3.1.

Does the candidate need to perform the performance criteria one at a time or in order? No. The candidate will do what they normally do in their job. As long as they perform each of the performance criteria in the Element(s) they are being assessed for, it doesn't matter in what order they perform them or if they perform them one at a time or combined.

If you have found the candidate to be 'not yet competent' but the candidate or their line manager strongly disagrees with you when you report the results, what should you do? If you feel the evidence shows that the candidate is 'not yet competent' then it doesn't matter what the candidate or their line manager say. You have been selected by the candidate's organisation because they feel you have the skills to be the CDW Workplace Assessor - so trust your judgement.

What do I do if the assessment has only been partly completed? If the job the candidate is being assessed for is partly completed, but because of unavoidable reasons cannot be finished (for example there is a death in the community), then use your judgement. If the candidate can complete the job later then just pick up where you left-off. But if it will take months before the assessment can be completed, then it might be best to start a completely new assessment (a new assessment instrument).

Can the candidate submit a work plan or report from another job for assessment? If the candidate needs to submit a work sample - for example a report or an activity plan - then they are allowed to submit a report or activity plan from an earlier job. However, there should be a good reason why this needs to be done - and make sure you explain why in your observer notes and again in the CDW Workplace Assessor comments section on the assessment outcome page.

Do you need to pay NATTB for a CDW workplace assessment? No. If the candidate wants to get NATTB (Government) accreditation then they need to submit their portfolio to NATTB. Only at this stage there is an assessment fee to be paid to NATTB. For CDW workplace assessments there is no fee to be paid to NATTB.



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.

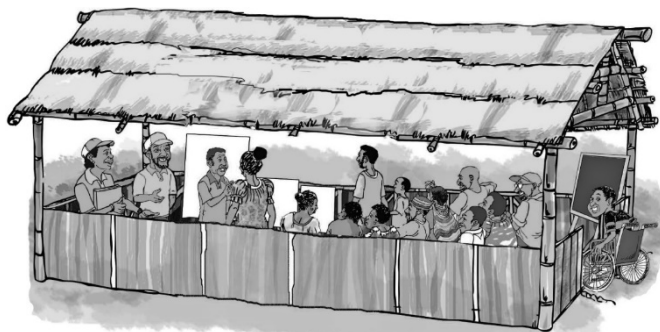
BREACH OF CODE OF CONDUCT. The NATTB assessment instrument requires the candidate and their line manager to declare that the CDW Workplace Assessor followed this code of conduct. CDW Workplace Assessors reported to be in breach of this code of conduct should be disciplined by their own organisation and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

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.

Name of CDW Workplace Assessor	Signature	Date

NATIONAL OCCUPATIONAL SKILLS STANDARDS

Community Development Worker



What is the National Standard for Community Development Workers?

The National Standard for Community Development Workers (CDWs) has been developed by experienced CDWs in Papua New Guinea and has been endorsed by the National Apprenticeship & Trade Testing Board (NATTB), a government body.

The National Standard can be used by CDWs, organisations that employ or engage CDWs, and training institutions that provide CDW training.

The National Standard for CDWs is currently made up of ten Units. Each Unit is a job that is commonly done by CDWs. The National Standard sets benchmarks for performance for each of the ten Units. These are the essential ingredients for how to do each of the jobs that CDWs normally do. You can't make the cake unless these ingredients are in the mix – although you can add extra ingredients *laik bilong yu*. The following table shows the 12 Units that currently make up the National Standard:

Community Development Worker Core Units (Level 1 and 2)				
Conduct community awareness	Conduct community training	Assist group to analyse their development situation and identify priorities	Assist group to develop a project plan for a community activity	Facilitate agreements for a community activity
Facilitate the start-up of a community activity	Monitor community activity	Evaluate community activity outcomes	Provide mentoring	Facilitate a specialist's visit
Community Development Worker Level 3 Units				
Train trainers	CDW Workplace Assessor			

The format for the National Standard

Units are broken down into parts or **Elements**. Elements are the things the CDW should be able to do (the duties or tasks) in order to demonstrate that they can do the job described in the Unit. For example, the Elements for the Unit 'Conduct community awareness' are:

- Element 1 - Make preparations
- Element 2 - Conduct community entry
- Element 3 - Conduct the awareness
- Element 4 - Prepare a report

For each Element there are **Performance Criteria**. Performance Criteria list the skills and knowledge that a CDW will need to perform (in any order) when they do each Element. Performance Criteria are the benchmarks that are assessed. For example, the Performance Criteria for Element 1 'Make preparations' are:

- 1.1. Find out information about the place and people to be visited
- 1.2. Communicate effectively and respectfully with key people from the place to be visited
- 1.3. Prepare a suitable work plan
- 1.4. Put together suitable materials for the activities
- 1.5. Follow workplace health and safety practices and other workplace policies while preparing for a visit.

Element 1, Element 2 and Element 4 are exactly the same for each of the CDW Core Units. This means the Performance Criteria are also exactly the same. However, Element 3 is different in each of the Core Units. Element 3 is the job (the Core Unit) you have come to do. Element 3 is called 'the critical Element'.

How can the National Standard be used?

The National Standard can be used by CDWs, organisations that employ or engage CDWs, and training institutions that provide CDW training. Each Unit is a job task that is commonly done by CDWs. Whether all the Units are relevant to your organisation will depend upon the work that your organisation does. For example, an organisation that uses theatre to do HIV awareness may just focus on providing an opportunity for their CDWs to be assessed for the Unit 'Conduct Community Awareness'. Other organisations may want to target all of the Units.

The National Standard helps CDWs and the organisations they work for by providing:

- ✓ A basis for CDW duty statements
- ✓ A basis for CDW training courses
- ✓ Benchmarks for CDW assessment
- ✓ Recognition of skills held by people in both formal and informal employment
- ✓ A portfolio of evidence about a CDWs competence
- ✓ A basis for in-house accreditation
- ✓ The option of NATTB accreditation
- ✓ A common standard for CDWs in PNG. Over time the bar will be raised and lead to higher standards.



Steps for organisations that use CDWs

STEP 1 Visit the NATTB at nattb.org and the PNG CDW ITC at pngcdwstandard.com. Read the *CDW Workplace Assessment Handbook*, available for download at pngcdwstandard.com.



STEP 2 Identify the Units from the National Standard that apply to your organisation's workplace practice. A good idea is to include the performance criteria from these Units in CDW duty statements (you can download an example at pngcdwstandard.com). You should also include your own performance criteria specific to your workplace practice.



STEP 3 Ensure that the CDWs in your organisation understand and perform the performance criteria from the National Standard (and your own performance criteria specific to your workplace practice). Normally this means delivering training and/or mentoring. If needed, training packages have been developed for all the CDW Units and are available for download at pngcdwstandard.com.



STEP 4 For many organisations, ensuring their CDWs are trained and work in way that meets the National Standard is enough. Other organisations will want to help CDWs to be assessed and accredited. To set up CDW assessment and accreditation in your organisation, you will need to identify a leading CDW to become your CDW Workplace Assessor (this CDW can also be your CDW trainer and mentor). Large organisations should have more than one CDW Workplace Assessor, to reduce the potential for conflict of interest. Your CDW Workplace Assessor candidate then needs to complete NATTB assessor training. In future, only a CDW who has been assessed as competent for the CDW Level 3 Unit 'CDW Workplace Assessor' will be eligible to become a CDW Workplace Assessor. But for the time being, NATTB is allowing organisations to nominate an experienced CDW to become their CDW Workplace Assessor even if they have no CDW accreditation (otherwise there would be no one to assess CDWs).



STEP 5 When a CDW candidate feels confident that they can perform the performance criteria for a Unit from the National Standard, your CDW Workplace Assessor can conduct an assessment (on behalf of NATTB). NATTB requires that candidates have at least two years of experience as a CDW before being assessed. CDW workplace assessors are able to download the official NATTB assessment instruments from pngcdwstandard.com. There is no need for these assessment instruments to be kept confidential, as a candidate cannot be found 'competent' unless they actually perform or demonstrate the critical performance criteria *in front of the CDW Workplace Assessor*.



STEP 5 The assessment is conducted. Assessment of CDWs is always 'on-the-job'. The CDW Workplace Assessor, the candidate, and the candidate's organisation need to follow the steps described in the CDW Workplace Assessment Handbook (pngcdwstandard.com). After the assessment, the completed assessment instrument and attachments (the evidence) is placed in the candidate's portfolio. If the candidate is found to be 'not yet competent' then they can be re-assessed by the CDW Workplace Assessor. If the candidate is found to be 'competent' then your organisation can issue *its own accreditation* to the CDW (note that this is not yet NATTB accreditation).



STEP 6 When a candidate believes they have completed the requirements for a full CDW Level (Level 1, 2 or 3), they can submit their portfolio to NATTB for NATTB accreditation. To do this they need to complete a NATTB application form and pay the assessment fee, then submit a copy of their portfolio to NATTB (uploaded to the NATTB website or by mail). The NATTB officer will inspect the assessment instruments and attachments in the candidate's portfolio. If the NATTB officer agrees that the evidence demonstrates that the candidate is competent, then the candidate will receive a statement of attainment and a CDW Level 1, 2, or 3 certificate. If the NATTB officer does not agree that the candidate is competent, then the candidate will receive a statement of results that says 'not yet competent'. The candidate can then be re-assessed by their CDW Workplace Assessor. A database of results for each CDW candidate will be kept by NATTB.

NATTB accreditation

After a NATTB officer examines the candidate's portfolio, the candidate will receive a **Statement of Results**. If NATTB agrees that the evidence shows that the candidate is 'competent' for a Unit, then the Statement of Results will include a **Statement of Attainment** for the Unit.

NATTB will issue a **CDW (Level 1)** certificate if the candidate's portfolio evidence demonstrates they are competent for all four elements from any one Core Unit. If a candidate has a CDW Level 1 certificate, then next time they are assessed for a Core Unit it only needs to be for Element 3 (the 'critical Element'). This is because Element 1, 2 and 4 are exactly the same in each Core Unit, and the candidate has already demonstrated they are competent.

NATTB will issue a **CDW (Level 2)** certificate if the candidate's portfolio evidence demonstrates they are competent in four Core Units in total (the CDW Level 1 Unit and then three more Core Units). However, one of the four Core units must be CDW C07 'Assist group to analyse their development situation and identify priorities'. The unit CDW C07 is a compulsory unit if you want to become accredited as a CDW Level 2. Please note: To be eligible for NATTB accreditation for a Level 2 Unit you must already have a CDW Level 1 certificate.

NATTB will issue the candidate a **CDW (Level 3)** certificate if they have been assessed as competent for a Level 3 Unit. For example, if you are competent for 'Train Trainers' you will receive a 'CDW (Level 3) (CDW Unit 301 Train Trainers)' certificate. Please note: To be eligible for NATTB accreditation for a Level 3 Unit you must already have a CDW Level 2 certificate. Level 3 Units require advanced skills and knowledge, and extensive experience.



For more information visit pngcdwstandard.com or phone the NATTB CDW Trade Test Coordinator on 3017631 or visit nattb.org

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 and respectfully with key people from the place to be visited
- 1.3 Prepare a suitable work plan
- 1.4 Put together suitable materials for the activities
- 1.5 Follow workplace health and safety practices and other workplace policies while preparing for a visit

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 and PNG CDW ITC to advise them of the assessment

DUTY 2: DO A PRE-ASSESSMENT BRIEFING

- Step 2.1 Explain the National Standard for CDWs and what will be assessed
Step 2.2 Present your CDW Workplace Assessor credentials
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 Sign the assessment instrument cover page '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 and sign the CDW Workplace Assessor section on the assessment 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 sign the assessment outcome page 'declarations'
Step 4.3 Ask the candidate to place the assessment instrument and attachments in their portfolio
Step 4.4 Send a copy of the assessment outcome page to PNG CDW ITC and put a copy in your portfolio

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> <p style="text-align: center;">Can the candidate perform PERFORMANCE CRITERIA 1.1? <input type="checkbox"/></p>	
<p>1.2 - COMMUNICATE EFFECTIVELY AND RESPECTFULLY 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>How did you show respect when communicating?</i></p> <p>f. <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>g. <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. Showed respect when communicating with the key people.</p> <p><input type="checkbox"/> f. 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"/> g. Can identify two things Beno could ask the key people about so that he stays safe and healthy during the visit to Mapi.</p> <p style="text-align: center;">Can the candidate perform PERFORMANCE CRITERIA 1.2? <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>1.3 - PREPARE A SUITABLE WORK PLAN</p> <p>1) A copy of the candidate's work plan for the planned visit</p> <p>2) Candidate's written answer to the following question:</p> <p><i>a. What is the purpose of a work plan?</i></p>	<p>Does the portfolio evidence demonstrate that the candidate...?</p> <p><input type="checkbox"/> CAN PREPARE A WORK PLAN THAT SUITS THE PURPOSE OF THE VISIT</p> <p><input type="checkbox"/> CAN PREPARE A WORK PLAN THAT IS ACHIEVABLE</p> <p><input type="checkbox"/> CAN PREPARE A WORK PLAN THAT MEETS WORKPLACE REQUIREMENTS</p> <p><input type="checkbox"/> CAN PREPARE A WORK PLAN THAT WILL BE SUITABLE FOR THE PLACE AND PEOPLE TO BE VISITED</p> <p><input type="checkbox"/> <i>a. Understands the purpose of a work plan.</i></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><i>a. How will the materials you plan to use help you achieve the activities in your work plan?</i></p> <p><i>b. How are the materials you plan to use going to be suitable for the place and people to be visited?</i></p> <p><i>c. 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"/> <i>a. Has prepared materials that suit the activities in their work plan.</i></p> <p><input type="checkbox"/> <i>b. Has prepared materials that will be suitable for the group or community to be visited.</i></p> <p><input type="checkbox"/> <i>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.</i></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 AND OTHER WORKPLACE POLICIES WHILE PREPARING FOR A VISIT</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 preparing for a visit?</i></p> <p>b. <i>What other workplace policies you need to follow when you are preparing for a visit?</i></p> <p>c. <i>How have you tried to stay safe and healthy while preparing for the visit?</i></p> <p>d. <i>What preparations did you make to stay safe and healthy in the field?</i></p> <p>e. <i>Many organisations tell their employees that 'safety begins with you'. What does this mean?</i></p> <p>f. <i>Read CASE STUDY 2. What are two health and safety risks Andrew might face, and what actions can Andrew 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 they need to follow when they are preparing for a visit.</p> <p><input type="checkbox"/> b. Knows the other workplace policies they need to follow when they are preparing for a visit.</p> <p><input type="checkbox"/> c. Tried to stay safe and healthy while preparing for the visit.</p> <p><input type="checkbox"/> d. Made necessary preparations to stay safe and healthy in the field.</p> <p><input type="checkbox"/> e. Understands what 'safety begins with you' means.</p> <p><input type="checkbox"/> f. 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 phone in their office is cut off because Andrew's organisation doesn't pay the phone 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 _____