



14<sup>th</sup> March 2026

Re: endorsement of **Steven Kaupa** as a fully qualified (registered) Community Development Worker Workplace Assessor.

To whom it may concern

As per the procedure outlined in the Community Development Worker (CDW) Workplace Assessment Handbook, the first time a new workplace assessor conducts an assessment they need to be mentored by a current member of the PNG CDW ITC or registered CDW Workplace Assessor.

I declare that I, Christopher Philip Gard, am a current member of the PNG CDW ITC and a registered CDW Workplace Assessor.

I declare that I observed Steven Kaupa conduct assessments of Theda Theo (Santos Foundation) over a period from 2<sup>nd</sup> to 14<sup>th</sup> of March 2026, in Pimaga, Southern Highlands Province. Steven Kaupa assessed the candidate for the following Elements:

Element 4 – Prepare a Report

I am satisfied that Steven Kaupa (photo right) conducted this assessment properly, following the CDW Workplace Assessor Handbook, and in accordance with the CDW Workplace Assessor Code of Conduct.

I therefore now endorse Steven Kaupa as a fully qualified (registered) Community Development Worker Workplace Assessor. Please feel free to contact me for more information through the contact points below. This letter of endorsement is valid for 5 years (until 14<sup>th</sup> March 2031).



A handwritten signature in black ink, appearing to read 'C. Gard', located below the text of the endorsement.

Christopher Gard  
14<sup>th</sup> March 2026

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