## 7860 Project

Specific Outcome 2: Demonstrated ability to make decisions about practice and to act accordingly:

Activity 2.1

**You have to welcome new people at the college or your place of work. New staff may be new students at the college or new employees.**

Your supervisor or facilitator has to complete the checklist below

|  |  |  |  |
| --- | --- | --- | --- |
| **Action: did the learner** | **Yes** | **No** | **Remarks** |
| Welcome new staff or students to the organisation |  |  |  |
| Familiarise the new person with site facilities |  |  |  |
| Explain basic work procedures to the new person |  |  |  |
| Explain the procedures to follow to the new person according to the procedures of the organisation, including responsibilities, |  |  |  |
| work procedures and |  |  |  |
| location of facilities |  |  |  |
| Encourage the new person to ask questions |  |  |  |
| Assist the new person in the initial performance of allocated work activities |  |  |  |
|  |  |  |  |
| Signature of supervisor/mentor | Date | Signature of learner | Date |

**Specific Outcome 3** Demonstrated ability to learn from our actions and to adapt performance**:**

**Activity 2.2**

Suggest ways to improve the existing induction programme

Activity 2.3

Refer to activity 2.1.

What would you do differently next time? List at least two things.

|  |
| --- |
| Logbook 7860 |
| **Date** | **Assignment No** | **Start** | **Finish** | **Total Hours** |
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|  |  |  |  |  |
| Date | Candidate signature | Date | Mentor/supervisor signature |

## Assessment Review

|  |  |
| --- | --- |
| **NAME of LEARNER** | **NAME of ASSESSOR** |
| **VENUE**  | **DATE of REVIEW** |
| **UNIT STANDARD** | 7860 Introduce new staff to the workplace   |
| **Review Dimension** | **ASSESSOR** | **LEARNER/****CANDIDATE** | **ACTION** |
| The principles/criteria for good assessment were achieved? | [ ] Agree[ ] Disagree | [ ] Agree[ ] Disagree |  |
| The assessment related to the registered unit standard? | [ ] Agree[ ] Disagree | [ ] Agree[ ] Disagree |  |
| The assessment was practical? | [ ] Agree[ ] Disagree | [ ] Agree[ ] Disagree |  |
| It was time efficient and cost-effective and did not interfere with my normal responsibilities? | [ ] Agree[ ] Disagree | [ ] Agree[ ] Disagree |  |
| The assessment instruments were fair, clear and understandable | [ ] Agree[ ] Disagree | [ ] Agree[ ] Disagree |  |
| The assessment judgements was made against set requirements | [ ] Agree[ ] Disagree | [ ] Agree[ ] Disagree |  |
| The venue and equipment was functional? | [ ] Agree[ ] Disagree | [ ] Agree[ ] Disagree |  |
| Special needs were identified and the assessment plan was adjusted | [ ] Agree[ ] Disagree | [ ] Agree[ ] Disagree |  |
| Feedback was constructive against the evidence required | [ ] Agree[ ] Disagree | [ ] Agree[ ] Disagree |  |
| An opportunity to appeal was given | [ ] Agree[ ] Disagree | [ ] Agree[ ] Disagree |  |
| The evidence was recorded | [ ] Agree[ ] Disagree | [ ] Agree[ ] Disagree |  |
| **LEARNER”S DECLARATION OF UNDERSTANDING** |
| I am aware of the moderation process and understand that the moderator could declare the assessment decision invalid |
|  |  |  |
| **Learner** | **Date** | **Assessor** | **Date** | **Moderator** | **Date** |

## Candidate Feedback Report

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate's Name |  | ID No. |  |
| Assessor's Name |  | Reg. No. |  |
| Unit Standard Title | 7860 Introduce new staff to the workplace   |
| ASSESSMENT DECISION |
| Source of Evidence | C | NYC | Comments |
| Assessments  |  |  |  |
| Product |  |  |  |
| Indirect Evidence |  |  |  |
| Overall Assessment Decision |  |
| Additional Notes |  |
| Date  |  |
|  |  |
| Signature of Assessor | Signature of Candidate |

## Candidate Appeal Form

|  |  |  |
| --- | --- | --- |
| Candidate's Name:  |  ID No. |  |
| Assessor's Name:  | Reg. No. |  |
| Unit Standard Title:  | 7860 Introduce new staff to the workplace   |
| Date:  |  |
| SECTION 1 |  |
| Candidate's reason for disagreeing with the assessment decision |  |
| Assessor's rationale for the assessment decision |  |
| Candidate's signature |  |
| Assessor's signature |  |
| SECTION 2 |  |
| Moderator's decision |  |
| Moderator's signature  |  |

Please send this form to:

## Assessor's Report

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate's Name |  | ID No. |  |
| Assessor's Name |  | Reg. No. |  |
| Unit Standard Title | 7860 Introduce new staff to the workplace   |
| ASSESSMENT DECISION |
| Specific Outcome | C | NYC | Comments |
| Specific Outcome 1: Demonstrated knowledge and understanding:* Explain the importance of familiarising new staff with the workplace
* Explain the importance of checking that new staff understands their responsibilities
* Explain the difference between introducing a new staff member to the workplace and inducting a new staff member
 |  |  |  |
| Specific Outcome 2: Demonstrated ability to make decisions about practice and to act accordingly:* Welcome new staff to the organisation and familiarise them with relevant site facilities and introduce to fellow workers
* Explain basic work routines and organisational procedures in the area of work in sufficient detail to enable understanding of what is required.( Range of Basic work routines: location of facilities, responsibilities, work procedures
* Encourage new staff to ask questions and seek clarification, where necessary
* Assist new staff in the initial performance of allocated work activities
 |  |  |  |
| **Specific Outcome 3** Demonstrated ability to learn from our actions and to adapt performance**:** Suggest ways to improve the existing induction programme |  |  |  |
| Overall Assessment Decision |  |
| Comments  |  |
| Date  |  |
| Signature of Assessor | Signature of Candidate |

## Moderator's Report

|  |  |  |  |
| --- | --- | --- | --- |
| Moderator's Name |  | Reg. No. |  |
| Assessor's Name |  | Reg. No. |  |
| Candidate's Name |  | ID No. |  |
| Unit Standard Title | 7860 Introduce new staff to the workplace   |
| MODERATION DECISION |
| Specific Outcome | C | NYC | Comments |
| Demonstrated knowledge and understanding:* Explain the importance of familiarising new staff with the workplace
* Explain the importance of checking that new staff understands their responsibilities
* Explain the difference between introducing a new staff member to the workplace and inducting a new staff member
 |  |  |  |
| Demonstrated ability to make decisions about practice and to act accordingly:* Welcome new staff to the organisation and familiarise them with relevant site facilities and introduce to fellow workers
* Explain basic work routines and organisational procedures in the area of work in sufficient detail to enable understanding of what is required.( Range of Basic work routines: location of facilities, responsibilities, work procedures
* Encourage new staff to ask questions and seek clarification, where necessary
* Assist new staff in the initial performance of allocated work activities
 |  |  |  |
| Demonstrated ability to learn from our actions and to adapt performance**:** Suggest ways to improve the existing induction programme |  |  |  |
| Overall Moderation Decision |  |
| Feedback to Assessor |  |
| Action Required  |  |
| Date of Moderation |  |
| Signature of Moderator |  |
| Signature of Assessor |  |
| Signature of Candidate |  |