## 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 | |  | | | | | |