Trainee Assessment

Apply a risk management plan

<table>
<thead>
<tr>
<th>Unit standard</th>
<th>Version</th>
<th>Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>23393 Apply a risk management plan for a person in a health, disability, or community setting</td>
<td>2</td>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>

Your name: ____________________________

Your workplace: ____________________________

Your date of birth: ____________________________

Your National Student Number (NSN), (if you know it): ____________________________

**Declaration**

- I was told about and understand the assessment requirements and appeals process.
- I have prepared my answers myself.
- Any evidence I have provided as my own, I produced myself.
- I understand that this assessment may be used for moderation and quality control purposes.
- I understand that when I achieve this unit standard my result will be registered with the New Zealand Qualifications Authority.

I confirm the above declaration:  Yes [ ]  No [ ]  Date: ____________________________
Assessment summary (completed by assessor)

Trainee's performance summary

<table>
<thead>
<tr>
<th>Assessment tasks</th>
<th>Assessor signature</th>
<th>Date achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1: Implementing a risk management plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task 2: Implement and evaluate a risk management plan</td>
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</table>

Unit standard results

I have assessed the trainee and confirm the requirements have been met to demonstrate competency in:

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Assessor name: 

Assessor number: 

Signature: 

Date:
Trainee information

Before you start

- The assessor/observer will talk about what you need to do.
- You may have been observed doing some of these tasks already, or there may be workplace documents you have completed, such as a workplace incident report, which documents what you have done at work.
- You may bring evidence of what you have done already, such as your induction training log, or proof of competency from a course you have completed, eg a marked assessment or project. This may be recorded as evidence.

As you go

- Follow instructions for each task.
- Answer all questions.

When you finish

- Make sure you have completed any parts where the assessor/observer has said you need more work.

Appeals

If you wish to appeal against the assessment result or process, talk to your assessor. If you are still not satisfied, you can appeal to Careerforce by completing the assessment result appeal form that can be found online at www.careerforce.org.nz/contact/forms

Feedback

Careerforce regularly reviews our assessment and learning resources. As a user, we would appreciate feedback on how you found it. Feedback can be provided to Careerforce via:

- our online feedback form at www.careerforce.org.nz/contact/resource-assessment-feedback
- email to info@careerforce.org.nz
Task 1: Interpreting a risk management plan

For this task, ask your manager, supervisor or team leader for an organisational risk management plan that you can interpret and implement for a person in your workplace.

1. Complete the table below as part of your interpretation of the risk management plan.

<table>
<thead>
<tr>
<th>What is the context or situation?</th>
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<table>
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<tr>
<th>What is your role/what authority do you have?</th>
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<tr>
<td></td>
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<tr>
<td>What are the risk(s)?</td>
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</table>
Who do you consult and communicate with about the risk management plan?

How will this risk management plan be monitored?

Task 1: Assessor’s feedback to trainee

When the assessor agrees that you have completed this task successfully, they will sign it off on the assessment summary page at the front of this assessment.
Task 2: Implement and evaluate a risk management plan

Complete this task in accordance with your workplace policies and procedures. For the documentation and contribution portion of this observation you must be part of a team evaluating plan.

You will be observed while completing this task.

Ask your observer to complete the observation form to confirm:

- the implementation of the risk management plan in Task 1.
- the implementation of the risk management plan in Task 1 was documented.
- the contribution to the evaluation of the effectiveness of the plan in Task 1 was carried out and own observations and feedback from the person were used.
- The report on the evaluation was complete. If recommendations are made, give the reasons and ensure they are documented.

The observer is likely to be your workplace supervisor, manager, team leader or your assessor. This must be a person who has observed your work over a period of time and can confirm that you complete the tasks to the standard required. Your assessor may contact your observer to discuss their comments.

Read the checklist so that you know what is being verified.

Observation

Note to observer:
You have been asked to complete this observation as the supervisor/manager of the trainee. You must have observed the trainee working over a period of time.

The trainee has provided details of providing person-centred support.

You need to be confident that the information the trainee has provided is correct, and that the trainee consistently applies health, safety and security practices relevant to their organisation and according to the standards listed in the checklist below.

You must be confident that they work within the boundaries of their role.

If you agree that the trainee meets these standards please tick the boxes below. If you do not agree please discuss the requirements with the trainee. Please comment on the trainee’s performance.
I confirm that the information provided is correct, and that the trainee consistently applies health, safety and security practices relevant to the organisation. The trainee:

- implemented the risk management plan according to their organisation’s policies and procedures.

- implemented the risk management plan they interpreted in Task 1 and did this according to the plan.

  Please comment on the implementation in accordance with the plan.

- documented the implementation of the risk management plan.

  Please comment on the process for documentation by the trainee.

- contributed to the evaluation of the effectiveness of the plan using their own observations and feedback from the person.

  Please comment on the evaluation process.

- reported on the evaluation by making recommendations and giving reasons for their recommendations.

  Please comment on the recommendations and the reasons for them.

Please add any further comments you wish to make.
If you are an observer, please give your details as the assessor may wish to contact you.

Observer’s name: 

Signature: 

Contact details (phone/email): 

Designation: 

Date: 

Task 2: Assessor’s feedback to trainee

When the assessor agrees that you have completed this task successfully, they will sign it off on the assessment summary page at the front of this assessment.