### Trainee Assessment

#### Describe leadership

<table>
<thead>
<tr>
<th>Unit standard</th>
<th>Version</th>
<th>Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>28990 Describe leadership principles and qualities in a health or wellbeing setting</td>
<td>1</td>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>

**Your name:**

**Your workplace:**

**Your date of birth:**

**NSN number (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’s signature</th>
<th>Date achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1: Principles and qualities of leadership</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Unit standard results

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

<table>
<thead>
<tr>
<th>Unit standard</th>
<th>Version</th>
<th>Level</th>
<th>Credits</th>
<th>✔️</th>
</tr>
</thead>
<tbody>
<tr>
<td>28990 Describe leadership principles and qualities in a health or wellbeing setting</td>
<td>1</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

Assessor’s name: ________________________  Assessor’s number: ____________

Signature: __________________________    Date: ____________
Trainee information

Before you start

- The assessor/verifier will meet with you and talk about what you need to do.
- Read through the Careerforce workplace learning and assessment guide if you need more information about the assessment process.

As you go

- Answer all questions.
- Follow the instructions for each task.
- If you answer by writing, you may write either electronically or by hand.
- If you answer verbally, your assessor will write your answer(s) or may use a voice recorder.
- Your assessor or verifier will use the checklists in this Trainee Assessment when they observe your work.
- If you need help with this assessment, please contact your assessor.

When you finish

- Make sure you have completed any parts where the assessor/verifier has said you need to do 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. You can find this form 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
Definitions

**Peer leadership** is providing leadership in a team without formally being appointed as team leader.

**Personal leadership** is taking personal responsibility for your own development and contributing to team development.

An **organisation’s policies and procedures** are the policies and procedures of the employer and include ethical codes, standards and other organisational requirements.
Task 1: Principles and qualities of leadership

For this task you need to show your understanding of the principles and qualities of peer and personal leadership.

When answering these questions, consider appropriate values, processes, and protocols in relation to working with Māori, Pasifika and/or people from other cultures.

1 Describe four principles of peer leadership and give an example of how each of these principles is applied in your own workplace.

Principles of peer leadership may include:
- role modelling.
- dealing with conflict.
- problem solving.
- delegation.
- negotiation.
- providing guidance.
- motivating self and others.
- creating and maintaining positive environments.
- encouraging self-awareness and development of colleagues.
- empowering others.
- other.

<table>
<thead>
<tr>
<th>First principle of leadership:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
</tr>
</tbody>
</table>

How it is applied in your workplace:
<table>
<thead>
<tr>
<th>Second principle of leadership:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
<td></td>
</tr>
<tr>
<td>How it is applied in your workplace:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third principle of leadership:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
<td></td>
</tr>
<tr>
<td>How it is applied in your workplace:</td>
<td></td>
</tr>
<tr>
<td>Fourth principle of leadership:</td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td></td>
</tr>
<tr>
<td>Description:</td>
<td></td>
</tr>
<tr>
<td>How it is applied in your workplace:</td>
<td></td>
</tr>
</tbody>
</table>
2. Describe what **three** personal leadership responsibilities mean for you and give an example of how you apply these in your workplace.

Personal leadership responsibilities may include:

- ongoing development of self-awareness.
- self-reflection.
- obtaining feedback from others.
- taking responsibility.
- professional development of yourself and/or others.
- planning.
- other.

**First personal responsibility:**

What it means for you:

How you apply it in your workplace:
<table>
<thead>
<tr>
<th>Second personal responsibility:</th>
</tr>
</thead>
<tbody>
<tr>
<td>What it means for you:</td>
</tr>
</tbody>
</table>

| How you apply it in your workplace: |
**Third personal responsibility:**

**What it means for you:**

**How you apply it in your workplace:**
3 Describe **four** behaviours that demonstrate qualities of effective leadership and give an example from your workplace for each.

Behaviours may include:
- empathy.
- objectivity.
- transparency.
- accountability.
- responsibility.
- honesty.
- integrity.
- assertiveness.
- consistency.
- ethical and professional standards of conduct.
- other.

<table>
<thead>
<tr>
<th>First behaviour:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
</tr>
<tr>
<td>How it is applied in your workplace:</td>
</tr>
</tbody>
</table>
Second behaviour:

Description:

How it is applied in your workplace:
### Third behaviour:

**Description:**

**How it is applied in your workplace:**

Fourth behaviour:

Description:

How it is applied in your workplace:

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.