

# Learning Assessment Guide

## Unit Standard 21441 – Version 1

### Develop processes to administer a government grant through a public sector organisation

#### Level 6 – 10 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

## Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

This Learning Assessment Guide is made up of:

- Tasks for you to complete.
- Manager or Team Leader Verification form and Assessor Verification form.
- Assessment Guide that the assessor will use to assess your competence.

The assessment tasks are designed to show your assessor that you can:

- Develop processes to administer a government grant through a public sector organisation.

Special Notes that relate to this unit standard:

The term 'grant' refers to government grants available to community or business groups for the provision of products or services that meet a need in the community. Examples include Modern Apprenticeships and Lotteries grants. They do not include benefit payments or ACC payments. Evidence of administering one grant for a minimum of two providers is required.

## Assessment Task One – Element 1

### Introduction

The purpose of this task is to assess your ability to develop processes to administer a government grant through a public sector organisation.

### Instructions

You must provide evidence of your significant involvement in the **development of processes** to administer a government grant through a public sector organisation. The documents must all relate to the same grant. A set of documents showing the process from start to finish for one grant is recommended.

1. Provide your assessor with a copy of workplace documents which you have developed related to the administration of a grant. These should be documents prepared within the last two years. These may be national documents, regional documents, or a mix of the two.

Documents could include:

- Publicity material
  - A consultation plan
  - A purchasing plan
  - A needs analysis or market research
  - Questionnaires
  - Application material
  - Referee material or community or industry support forms
  - Contracts
  - Monitoring guidelines or forms
  - Timelines
  - Evaluation documents
  - Standard letters
  - A desk file or other form of operating procedure
  - Computerised procedures
2. You now need to discuss your involvement in the development of the administration processes with your assessor.

Explain:

- your involvement in the development of the processes
- the evidence that you have that they work.

Again, you may choose to show how they work by providing a set of material relating to the application, approval and implementation of a grant with a particular service provider.

Your assessor will use the accompanying Assessor Checklist to document the discussion and the evidence provided. You must read it carefully prior to the discussion to ensure that you have examples to cover all of the performance criteria. Please talk to your assessor if you are unclear about any points covered.

## Assessment Task Two – Element 1

### Introduction

This task involves independent verification of your ability to develop processes to administer a government grant through a public sector organisation.

### Instructions

Discuss with your assessor the best way to obtain a workplace verification from your manager. The assessor may prefer to obtain this in person from your manager. Alternatively your assessor may ask you to have your manager complete the Verification Form and return it to them.

If the latter, please advise your manager that your assessor may follow up the receipt of the Verification Form with a telephone discussion, in part due to the high level and credit value of this unit standard.

If your manager is not the best person to verify your processes and involvement because s/he is unfamiliar with the detail of the processes you have developed, an alternative source of verification may be a well-informed representative of a community organisation that has been a grant recipient, or a colleague that has worked closely with you. You should not make such an approach until this has been discussed with your assessor.

## Assessment Guide

Use the following guide to assess the learner's competence in unit standard 21441 version 1:  
Develop processes to administer a government grant through a public sector organisation.

<b>Task / Element</b>	<b>Evidence required</b>	<b>Judgment</b>
<p><i>Task 1 / Element 1</i></p> <p>This task requires the learner to demonstrate his/her ability to develop processes to administer a government grant through a public sector organisation.</p>	<p>The learner must provide documentary evidence of the processes they have developed for grants administration.</p> <p>The learner discusses their involvement in the development of these processes with the assessor.</p> <p>Learner must provide evidence of the following for a single grant:</p> <ul style="list-style-type: none"> <li>• Assessment of government regulations and requirements and implications of: <ul style="list-style-type: none"> <li>- Legislation</li> <li>- Regulations</li> <li>- Agreements</li> <li>- Protocols</li> <li>- Conventions</li> </ul> </li> <li>• Source of advice and support.</li> <li>• Procedures for establish and confirming provider entitlement.</li> <li>• Processes for consultation and delivery of products or services.</li> <li>• Procedures to make payment.</li> <li>• Procedures for record-keeping and provision of required information for administration purposes.</li> <li>• Processes for monitoring and evaluation of grant administration.</li> <li>• Procedures for corrective action to ensure provider and organisation comply with legislation, regulations, agreements and protocols.</li> </ul> <p>The assessor uses the Assessor Checklist to document the discussion and documentary evidence provision.</p>	<p>Documents must cover all areas of grant administration.</p> <p>Learner must have played a major role in the development of processes.</p> <p>Documentary evidence and discussion result in completion of the Assessor Checklist.</p> <p>Evidence of having thoroughly covered all areas of the checklist is provided.</p>

<b>Task / Element</b>	<b>Evidence required</b>	<b>Judgment</b>
<p><i>Task 2 / Element 1</i></p> <p>This task requires the independent verification of the learner's ability to develop processes to administer a government grant through a public sector organisation.</p>	<p>The Verification Form is completed by a person agreed to by the assessor.</p>	<p>The completed Verification Form is supportive of the effectiveness of processes and of the learner's involvement in their development.</p>

**Manager or Team Leader Verification Form**

<b>Name of Learner:</b>		
<b>Name of Verifier:</b>		<b>Phone:</b>
<b>Relationship to Learner:</b>		

\_\_\_\_\_ (name of learner) is currently being assessed toward Unit Standard 21441, Develop processes to administer a government grant through a public sector organisation.

Your knowledge of the work of the learner is sought to confirm that s/he performs the following to the standard required by your organisation:

- Provide for an accurate interpretation of government legislation, regulations, protocols, conventions and of agreements.
- Identify sources of advice and support for providing interpretations and guidance on requirements for administration.
- Have provision to establish and confirm provider entitlement to participation.
- Provide for appropriate consultation on the delivery of products or services.
- Effect payment for the provision of services in accordance with entitlements.
- Provide for the maintenance of records and provision of the required information for administration.
- Provide for monitoring and evaluation of grant administration in accordance with the provisions of relevant legislation, regulations, agreements, and protocols.
- Provide for the initiation of corrective actions to achieve compliance with these provisions.

Your signature below confirms that the learner's performance meets the requirements of the relevant legislation, regulations, agreements and protocols governing the administration of grants.

Comments

The assessor may contact you to discuss the learner's performance.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your assistance.

**Assessor Verification Form**

<b>Name of Learner:</b>		<b>DOB:</b>
<b>Name of Assessor:</b>		

\_\_\_\_\_ is currently being assessed toward Unit Standard 21441 Develop processes to administer a government grant through a public sector organisation.

Please indicate ✓ or x whether or not evidence satisfying each of the following requirements has been provided. Use the comments section to list the evidence, to summarise your discussion with the learner, or to make other comments. Use one column of tick boxes for each example.

Learner provides evidence for a specific grant that s/he can:

Assess and confirm government regulations and requirements with respect to:

- legislation
- regulations
- agreements
- protocols
- conventions

The assessment must show that the learner understands the implications of the above as they relate to the grant.

Comments/Evidence

Identify people or organisations who are able to provide interpretations and guidance on administration requirements. People/organisations may include (but are not limited to):

- specialist and legal advice
- support services relevant to administration
- advice on public expectation and reaction

Comments/Evidence

Develop processes to establish and confirm a provider's entitlement.

Comments/Evidence

Develop processes for appropriate consultation on the delivery of the products or services.

Comments/Evidence

Develop processes to ensure payment is made for the provision of services, in accordance with entitlements.

Comments/Evidence

Develop procedures for the maintenance of records and provision of required information for administration.

Comments/Evidence

Develop processes for monitoring and evaluating grant administration. The processes must be in accordance with the provisions of

- relevant legislation and regulations,
- agreements
- protocols.

Comments/Evidence

Develop procedures for starting remedial action achieve compliance with provisions of the following

- legislation,
- regulations,
- agreements and
- protocols that govern the administration of the grant.

Comments/Evidence

General comments:

You may wish to contact the learner's manager or verifier to further discuss the learner's performance.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_