

# Learning Assessment Guide

## Unit Standard 22239 – Version 1

### *Develop an injury prevention project plan to address an identified issue*

### Level 4 – 4 Credits

<b>Assessment Summary</b>			
<b>Learner to complete</b>			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
<b>Assessor to complete</b>			
<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:	

### Statement of Authenticity

I confirm that all written work produced as evidence for assessment of:

Unit Standard 22239 V1; Level 4

*Develop an injury prevention project plan to address an identified issue*

is all my own work.....

(Learner's name & signature)

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.

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

- *Undertake a needs assessment for an injury prevention project plan*
- *Develop an injury prevention project plan*
- *Develop an evaluation methodology for the project plan*

This Learning Assessment Guide is made up of:

- Task(s) for you to complete:
  - You need to complete an injury prevention project plan (that addresses an injury issue in a community or group at increased risk of injury),
- Assessment Guide that the assessor will use to assess your competence.

Special notes relating to this unit standard:

### 1. Definition

*Evidence based practice* means practice that is informed by research of previously run well evaluated programmes.

2. N J Thompson and H O McClintock, *Demonstrating your Program's Worth: Primer on Evaluation for Programs to Prevent Unintentional Injury* (National Centre for Injury Prevention and Control: Atlanta, Georgia, 1998) available at [www.cdc.gov/ncipc/pub-res/demonstr.htm](http://www.cdc.gov/ncipc/pub-res/demonstr.htm).

## Instructions

- Read through all the information contained in this Learning Assessment Guide
- Make sure you understand what is required for each assessment task
- Clarify anything you are unsure about with your assessor, trainer or supervisor
- It is important that you read and are familiar with, the terms and definitions contained in the special notes
- Sources of evidence must include:
  - Written evidence
- For written evidence, you will need to submit a separate project plan.
- Put your name and page number on every facing page and attach this to the Learning Assessment Guide.
- If you mail your assessment to your assessor, make sure to keep a copy of the completed assessment for your own records
- Assessment for this unit standard must be carried out under controlled, supervised conditions
- All evidence provided for assessment for this unit standard, must be your own work
- Any material copied or taken from another source must be properly acknowledged and referenced.
- You will be required to:
  - undertake a needs assessment for an injury prevention plan
  - develop an injury prevention action plan
  - develop an evaluation methodology for the project plan
- Select a specific community at increased risk of injury as your client. Make sure it meets the requirements of this assessment.

The range includes but is not limited to Māori, Pacific, low socioeconomic, older adult or youth
- Templates are provided for the injury prevention project plan
- Bullet points may be used where appropriate rather than essay format
- Make sure you have three sections in your project plan:
  - Part 1: Needs assessment
  - Part 2: Action plan
  - Part 3: Evaluation methodology

Kia Kaha Good Luck

## Assessment Task One

### Introduction

Undertake a needs assessment for an injury prevention project plan

### Element One

#### Tasks

Develop a needs assessment project plan that:

- Identifies your at risk community/group and an analysis of the injury issue  
This must include: the prevalence and severity of the injury issue; the circumstances of the injury; an outline of the key risk factors and any ethnic or cultural needs
- Analyses the likely interventions, models and strategies for success
- Identifies the stakeholders

## Assessment Task Two

### Introduction

This part of the assessment requires you to develop an injury prevention project plan

### Element Two

#### Tasks

Develop an action plan for the injury prevention project that:

- Specifies the goal objectives strategies (from evidence based practice) and performance indicators
- Outlines the resources required for a successful plan (including budget, personnel, roles, responsibilities and accountabilities)
- Identifies the tasks and timeframes for implementation
- Identifies and addresses sustainability issues
- Identifies potential risks and what you would do to overcome these (e.g. Loss of key personnel, insufficient budget, inadequate timeframes, ethical considerations)
- Identifies the expected outcomes

## Assessment Task Three

### Introduction

This part of the assessment requires you to develop an evaluation methodology for the project plan

### Element Three

#### Tasks

The methodology needs to include an evaluation of the achievement objectives, strategies and performance indicators.

You will need to identify:

- Available resources to analyse the success of the plan
- The types of evaluation appropriate for the plan
- The process for gathering and analysing information
- The method of presenting the evaluation findings to key audiences

## Assessment Guide

This is the assessment guide your assessor will use to assess your competence in unit standard 22239 V1 *Develop an injury prevention project plan to address an identified issue*

Element / Task	Evidence required	Judgement	Checklist
<b>Element 1 Task One</b>  Undertake a needs assessment for an injury prevention project plan.	Identification of a specific injury issue	A specific injury issue is identified	Yes / No
	A needs assessment for an injury prevention plan	A needs assessment for an injury prevention plan is provided.	Yes / No
	Identification of a priority group to carry out a needs assessment	The plan must include: Identification of the priority group	Yes / No
	An analysis of the injury issue chosen.	An analysis of the injury issue is provided.	Yes / No
	Range – The analysis must include but is not limited to: the prevalence and severity of the injury issue, a description of the issue, a description of the circumstances of injury, an outline of the key risk factors, any ethnic and cultural needs.		
	Analyse the likely interventions you might use.	An analysis of the likely interventions is provided.	Yes / No
	Analyse the appropriate models and strategies for the success of the intervention.	Appropriate models and strategies are provided.	Yes / No
Identification of the stakeholders in the priority group.	Stakeholders in the priority group have been identified and provided	Yes / No	

<p><b>Element 2 Task Two</b></p> <p>Develop an action plan for their injury prevention project plan.</p>	<p>A written project plan that includes:</p> <ul style="list-style-type: none"> <li>• The goal</li> <li>• Objectives</li> <li>• A range of strategies</li> <li>• Performance indicators</li> </ul> <p><i>Range – strategies must include evidence based practice.</i></p> <p>What resources are required for the plan to be successful?</p> <p><i>Range – may include but is not limited to: budget, personnel, roles, responsibilities, accountabilities.</i></p> <p>List of the tasks that will need to be performed</p> <p>What is the timeframe for the implementation of the plan?</p> <p>What sustainability issues that you may face in the implementation of the plan and how will you address these?</p> <p>Identifies any potential risks to the success of the plan, and explains the contingencies for overcoming these identified risks.</p> <p><i>Range – potential risks could include: loss of key personnel, insufficient budget, inadequate timeframes, and ethical considerations.</i></p> <p>All sections of the chart are completed.</p> <p>The answers are written.</p>	<p>Written project plan is provided.</p> <p>All four elements of are included.</p> <p>A list of resources required is provided.</p> <p>A list of tasks is provided.</p> <p>Timeframe for implementation is provided.</p> <p>Issues of sustainability are provided.</p> <p>Potential risks to the plan are identified and provided.</p> <p>Contingencies for overcoming these identified risks are provided.</p>	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>
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<p><b>Element 3 Task Three</b></p> <p>Develop evaluation methodology for their injury prevention project plan.</p>	<p>A written evaluation plan that includes:</p> <p>What available resources do you have to analyse the success of your plan?</p> <p>What different types of evaluation methods would be appropriate for the plan?</p> <p>What is the process you have used for gathering and analysing information?</p> <p>How the evaluation methodology used identifies the method for the presenting the evaluation findings to key audiences.</p> <p>Learner completes the assessment task by filling in all sections of the template provided.</p> <p>The answers are written.</p>	<p>The written evaluation methodology includes:</p> <p>Evidence of resources that evaluate the success of the plan are provided.</p> <p>A list of the appropriate evaluation methods is provided.</p> <p>An outline of the process used for analysis is provided.</p> <p>Evidence of how the methodology used in the evaluation identifies the method for presenting the evaluation findings to key audiences.</p> <p>The answers provided are sufficient and appropriate and similar to model answers</p>	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>
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## Learner Assessment Guide

### Feedback Form

You have just completed another assessment – well done! Now, can you help us?

We are looking at improving the quality of these learner guides. If you came across anything in this pack that could be improved, we'd like to know about it please.

Tell us what the problem was, and if possible, tell us your solution. It may be that there was unnecessary repetition, or instructions were not clear. If you found it really worked well for you – then we'd also like to know that.

To provide feedback please do one of the following:

- You can email us on [feedback@learningstate.govt.nz](mailto:feedback@learningstate.govt.nz)
- Write your feedback onto the learner guide and return it.
- Complete this form (using more paper if you need to) and return it.
- Complete this form or write your feedback on to another piece of paper and give it to your trainer or assessor who will return it to Learning State

Return address: Research & Development, Learning State, P.O. Box 10243, Wellington

Learner guide for Unit standard number: 22239 Version 1:

**Unit Name:** *Develop an injury prevention project plan to address an identified issue*

**Feedback:**

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Thank you very much – tena rawa atu koe