

Learning Assessment Guide

Unit Standard 4238 – Version 5

Interview to collect evidence for a judicial hearing

Level 6 – 4 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.

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

- Plan an interview to collect evidence that will be acceptable in a judicial hearing.
- Conduct the interview.
- Record the interview.

This Learning Assessment Guide is made up of:

- Tasks for you to complete.
- An Observation checklist that an approved observer will use to record your performance.
- Verification forms for your manager or team leader to complete.
- Assessment Guide that the assessor will use to assess your competence.

Special notes relating to this unit standard:

1. The assessment will take into account the laws, regulations, bylaws, activities, procedures and policies defined by the compliance and/or regulatory organisation relevant to the context of the assessment activity.
2. Learner may use such equipment such as audiotape recorder, videotape recorder, written record, and notebook to record the interview.
3. Judicial hearing may include a quasi-judicial hearing.
4. The term *organisational requirements* refers to documented organisational policy and procedures that are available to staff. This includes the application of legislation.

Assessment Task One – Element 1

Introduction

Assessment task one is designed to assess your ability to plan an interview to collect evidence that will be acceptable in a judicial hearing.

Instructions

- For this assessment you may use an interview that you are about to conduct, or one that you have conducted in the past 12 months for your organisation.
- Complete the Task One Worksheet. This asks you to:
 - Provide evidence that before the interview takes/took place you set the objectives and compiled a list of points to be covered.
 - Identify the needs of the interviewee eg is the location of the interview accessible, do they require an interpreter etc.
 - Ensure that the equipment and exhibits required for the interview are/were available and in working order.
- Ask your manager or team leader to sign the Verification form to confirm that you have completed the above tasks to the requirements of the organisation.
- Your assessor may wish to ask you further questions to clarify any points, or in order to gain sufficient evidence.

The completed assessment for task one will include:

- Completed Worksheet.
- Signed Verification form.
- Supplementary documentation if required.
- Assessor's notes.

Task One Worksheet

(To be completed by the learner)

Learner's Name	
Date of Interview	
Location of Interview	

Please ensure the privacy of the interviewee is protected.

List the objectives of the interview below. If you have already recorded this elsewhere, provide your assessor with a copy. (P.C 1.1)

List the points to be covered by the interview. If you have already recorded this elsewhere, provide your assessor with a copy. (P.C 1.2)

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Identify below the needs of the interviewee. (P.C 1.3)

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List the equipment and exhibits if any required for the interview. Confirm that they are in working order. (P.C 1.4)

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Verification Form Task One

Name of Learner:			
Name of Verifier			
Position		Phone	

_____ is currently
being assessed toward Unit Standard 4238 'Interview to collect evidence for a judicial hearing'.

Your signature below confirms that the Task One Worksheet and any supplementary documentation submitted by the learner meets organisational and legislative requirements, and is their own work.

Comments:

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Signed: _____

Date: _____

Thank you for your assistance.

Assessment Task Two – Elements 2 and 3

Introduction

Assessment task two is designed to assess your ability to conduct and record the interview.

Instructions

- You must conduct and record the interview. If you are using an interview that has already taken place, please ask someone from your organisation who attended the interview to verify that the requirements were met. They can do this by completing the Observation Checklist. That person must be agreed upon by your assessor.
- If the interview is yet to take place, after discussion with your assessor, agree upon an appropriate person to observe you during the interview. That person must complete the Observation Checklist.
- Hand in the completed checklist and records of the interview to your assessor. Please delete all reference to the name of the interviewee to ensure their privacy. Your assessor may wish to ask you further questions to gain clarification or sufficiency of evidence.

The completed assessment for task two will include:

- Completed Observation Checklist.
- Records of the interview.
- Assessor's notes if required.

Interview Observation Checklist

(For use by assessor or approved observer)

Name of learner	
Name of observer assessor:	
Interview date and time:	
Interview venue:	

Please indicate if the learner has met the criteria during the interview. Use the space to add comment for feedback to the learner and for moderation purposes.

Observed that the learner has:	Observer comments	Yes / No
Advised the interviewee of their rights, and has met the legislative requirements. (2.1)		
Introduced themselves and provided proof of their identity. (2.2)		
Used language that is appropriate to the organisation's operational policy. (2.3)		
Maintained control of the interview (2.4)		
Operated recording equipment in accordance with the requirements of the organisation. (3.1)		
Recorded information in accordance with the organisation's operational policy. (3.2)		
Recorded objective observations in accordance with the requirements of the organisation, including the demeanour of the interviewee. (3.3, 3.4)		

Observed that the learner has:	Observer comments	Yes / No
Prepared and included a synopsis of the interview. This must include: <ul style="list-style-type: none">• evidence to establish intent• ingredients of offence• explanations• mitigating circumstances• links to other evidence. (3.5)		
Marked and stored records in accordance with organisational requirements. (3.6)		

Assessor / Observer:

Signature:

Date of observation:

Assessment Guide

These are the evidence and judgements that your assessor will use to assess your competence in unit standard 4238.

Task / Element	Evidence required	Judgement
<p><i>Task 1 / Element 1</i></p> <p>In this task the learner must plan the interview to collect evidence that will be acceptable in a judicial hearing.</p>	<p>Completed Worksheet.</p> <p>Signed Verification form.</p> <p>Supplementary documentation if required.</p> <p>Assessor's notes.</p>	<p>Learner must set specific objectives before the interview and list the points to be covered.</p> <p>The needs of the interviewee must be identified.</p> <p>Learner must ensure that any equipment and exhibits necessary for the interview must be available and in working order.</p>
<p><i>Task 2 / Element 2</i></p> <p>In this task the learner must conduct the interview.</p>	<p>Completed Observation Checklist.</p> <p>Assessor's notes if required.</p>	<p>The learner is observed to have met all legislative requirements and:</p> <ul style="list-style-type: none"> • advised the interviewee of their rights. • introduced themselves as the interviewer and provided proof of identify. • used language appropriate to the organisation's operational policy • controlled the interview.
<p><i>Task 3 / Element 3</i></p> <p>In this task the learner must record the interview.</p>	<p>Completed Observation Checklist.</p> <p>Record of interview.</p> <p>Assessor's notes if required.</p>	<p>The learner operated the recording equipment and recorded the interview in accordance with the organisation's operational policy.</p> <p>The learner recorded their objective observations including the demeanour of the interviewee. This must be in accordance with organisational requirements.</p> <p>The learner prepared and included a synopsis of the interview. This must include:</p> <ul style="list-style-type: none"> • evidence to establish intent

Task / Element	Evidence required	Judgement
		<ul style="list-style-type: none">• ingredients of offence• explanations• mitigating circumstances• links to other evidence. <p>The learner must mark and store records in line with the requirements of the organisation.</p>