

Learning Assessment Guide 8495 v3

Develop self to improve performance at work (L4, C5)



Learner to complete

Name:

Employer:

NSN or DOB:

Assessor to complete

Meets requirements

Further evidence required

Name:

Signed:

Date:



CONTENTS

Introduction	2
Pre-assessment form	3
Explanatory notes	4
Assessment task	5
Verification form	15
Assessment summary checklist	17
Declaration of authenticity	17
Assessment result:	18

INTRODUCTION

This Learning Assessment Guide will help you complete assessment for unit standard 8495 v3 Develop self to improve performance at work (L4, C5)

You can also refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).

Before assessment, you will need to:

- meet with your assessor
- complete a pre-assessment form.

When you have finished assessment you will need to sign a form that declares the work is yours.

A checklist at the end of this assessment lists everything you need to do before you submit your completed assessment to your assessor.

Important: The Learning State Assessment Handbook has more information on the Learning State assessment process and completing assessments. Download this from our website or contact your Training Advisor.

Learning State Limited, Phone: 04 495 1410, www.learningstate.govt.nz,
info@learningstate.govt.nz

Kia Kaha and Good Luck



PRE-ASSESSMENT FORM

Consider the following to find out if you are ready for this assessment:

- I understand the instructions for each task Yes / No
- I have the things I need to complete each task Yes / No
- I have the knowledge to complete each theory task Yes / No
- I have the skills to complete each practical task Yes / No
- I can produce the evidence required for each task Yes / No

The people who will be involved in this assessment include:

Verifier(s) _____ Phone: _____

_____ Phone: _____

Other _____

Role: _____ Phone: _____

Assessor – verifier(s) sign off

I am satisfied the people listed above have the required skills, knowledge and experience to provide valid and fair verification of performance, knowledge and understanding, and compliance with workplace policies, procedures, codes of practice, and relevant legislation.

Name: _____

Signature: _____ Date: _____

Learner - declaration of understanding

I confirm that I understand the evidence I am required to collect and produce.

Name: _____

Signature: _____ Date: _____

EXPLANATORY NOTES

1. Legislation relevant to this unit standard includes but is not limited to: Employment Relations Act 2000, Health and Safety in Employment Act 1992, Privacy Act 1993, and any other legislation relating to the organisation or its operations.
2. *Organisation* refers to a specific business entity which may be – profit or non-profit; in private, public, or voluntary sectors; a business unit, iwi, or other special-purpose body.
3. People will be assessed against this unit standard on the basis of evidence of demonstrated and repeatable performance in the workplace.



ASSESSMENT TASK

This task is designed to demonstrate your ability to develop yourself to improve your performance at work.

Evidence required

Evidence	Sources
<ul style="list-style-type: none">■ Copies of workplace performance expectations – job description, work plan, etc.■ Copies of feedback on performance – documentation relating to performance, for example, informal and formal reviews, reports, verification forms■ Completed and <u>approved</u>* forms (Learning Assessment Guide or Workplace equivalent) as follows:<ul style="list-style-type: none">– Performance Evaluation Form– Performance Development Plan– Development Implementation Form <p>*All forms signed off by manager</p>	<ul style="list-style-type: none">■ Your workplace■ This Learning Assessment Guide

Instructions

Performance at work should meet workplace expectations as a minimum. These are the requirements that are set out in your job description and other workplace procedures such as a work plan. Part of these expectations is that your performance improves as a result of development activities. Self development is beneficial to everyone – your employer, your customers and of course yourself.

1. This task requires you to identify development opportunities, then plan, implement and monitor your development in order to improve your own performance at work.
2. There are three parts to the task covering each element of the unit standard:
 - Part 1 - Element 1: you are required to compare how you currently perform at work against how you are expected to perform
 - Part 2 - Element 2: you are required to create an approved development plan involving relevant people
 - Part 3 - Element 3: you are required to put the plan into effect and to find out how well you are performing against the plan.

Part 1 – Element 1

- Review your workplace performance expectations such as your work plan, job description. Write down a minimum of five key performance requirements. You may like to use the following '*Performance Evaluation Form*' (photocopy extra sheets as required) or workplace documentation created for this purpose.
- Review your workplace's requirements relating to your current performance such as informal or formal reviews, feedback from your manager and peers, reports, customers.
- Find the gaps between expectations and current performance and decide what short and long term development can help you improve your current and future performance.

An example has been provided.



Performance evaluation form

Learner:		Role:		Date:				
Key performance requirements	Gaps in knowledge, skills, experience		Development opportunities to address gaps now and in future					
	ST – Short term (now)	LT – Long Term (future)	Training	Mentoring	Formal study	Informal study	Coaching	Other
<i>E.g. Leadership skills</i>	ST	<i>Gain experience in leading teams on projects</i>		<i>Team Leader</i>	<i>FLM Level 3</i>	<i>Reading & research</i>	<i>Workplace assessor</i>	<i>Assertive course</i>
	LT	<i>Gain promotion to team leader role</i>	<i>LS run workshops</i>	<i>Manager</i>	<i>FLM Level 4</i>	<i>Reading & research</i>	<i>Workplace assessor</i>	
	ST							
	LT							
	ST							
	LT							

Key performance requirements	Gaps in knowledge, skills, experience		Development opportunities to address gaps now and in future					
	ST – Short term (now)	LT – Long Term (future)	Training	Mentoring	Formal study	Informal study	Coaching	Other
	LT – Long Term (future)							
	ST							
	LT							
	ST							
	LT							
	ST							
	LT							
Approved:			(name)	(signature)	Date:			



Part 2 – Element 2

- Use the short and long-term development opportunities you identified to plan your development.
- You may use the following '*Performance Development Plan*' (photocopy extra sheets as required) or workplace documentation created for this purpose.
- In your plan you need to identify:
 - how development will be implemented, monitored, and reviewed
 - whether the plan and selected methods of development comply with specified legal requirements, codes of practice, and organisational policies and standards
 - how the development will enhance performance and meet individual and organisational objectives.
- You will need to have your completed plan approved by your manager.

An example has been provided.

Performance development plan - example

Development requirements	<i>First Line Management Level 3</i>		
How will this development enhance performance	<i>It will provide me with team leadership knowledge and skills for managing people, resources, and workplace operations</i>		
What objectives will this development meet?	Individual: <i>it will provide me with a qualification that will enhance my career prospects</i>		
	Organisational: <i>It will give the organisation a higher skilled and better qualified workforce</i>		
How will the development be implemented	<i>Self directed study at home</i>	when <i>May – Dec 20XX</i>	By who <i>Myself</i>
	<i>Workplace on-the job training guided by my coach</i>	when <i>May – Dec 20XX</i>	By who <i>My assessor</i>
	<i>Day to day mentoring provided by my team leader</i>	when <i>May – Dec 20XX</i>	By who <i>My team leader</i>
How will the development be monitored	<i>I will have regular meetings with my team leader who is mentoring me as well as my workplace assessor who is coaching me</i>	when <i>May – Dec 20XX</i>	By who <i>My team leader and workplace assessor</i>
How will the development be reviewed	<i>My performance will be reviewed as part of my 6 monthly performance review</i>	when <i>Jan and June 20XX</i>	By who <i>My manager</i>
What methods of development will occur	<i>I will undertake self directed learning using Learning State resources</i>	Meets legal requirements	✓
		Meets codes of practice	✓
		Meets organisational policies and standards	✓



Performance development plan

Learner:	Role:		Date:
Development requirements			
How will this development enhance performance			
What objectives will this development meet?	Individual:		
	Organisational:		
How will the development be implemented		when	By who
How will the development be monitored		when	By who
How will the development be reviewed		when	By who
What methods of development will occur	Meets legal requirements		
	Meets codes of practice		
	Meets organisational policies and standards		
Approved:	(name)	(signature)	Date:

Part 3 – Element 3

- Carry out the activities you listed in your development plan.
- You may use the following ‘*Development Implementation Form*’ (photocopy extra sheets as required) or workplace documentation created for this purpose.
 - As you achieve each milestone (completing self directed learning modules, meeting deadlines at work, producing outcomes that meet (and exceed) standards, receiving positive feedback, completing workshops, etc) review the gaps in knowledge, skills and experience that you listed in your ‘*Performance Evaluation Form*’
 - Note any improvements and possible changes to your performance that have occurred as a result of these development activities
 - Obtain assistance and/or feedback from your colleagues, team leader, manager, etc, as required.
 - Review your plan regularly to identify and address any variations to it. For example, a workshop you may have been intending to complete is cancelled so you need to book into another workshop or complete a self-directed module instead.

An example has been provided.



Development Implementation Form - example

Milestone	<i>Completed first module of First Line Management Level 3</i>
Improvements	<i>Can now write reports that meet workplace requirements</i>
Changes	<i>Have recommended changes to our report template to update it to modern conventions</i>
Assistance sought	<i>Sought some assistance in using the automated functions in MS Word to insert references and tables into my report</i>
Feedback obtained	<i>I received an email from my team leader commending me on the report I submitted</i>
Variations to plan	<i>I identified a need for some training in using MS Word</i>
How these were addressed	<i>I will be attending an in-house workshop facilitated by our workplace 'Word guru'</i>

Development Implementation Form

Learner:	Role:	Date:
Milestone		
Improvements		
Changes		
Assistance sought		
Feedback obtained		
Variations to plan		
How these were addressed		

Milestone		
Improvements		
Changes		
Assistance sought		
Feedback obtained		
Variations to plan		
How these were addressed		



VERIFICATION FORM

Name of Learner:	
Name of Verifier:	
Contact details:	
Position of Verifier:	
Date verified:	

_____ is currently being assessed against Unit Standard 8495 v3 Develop self to improve performance at work (L4, C5)

In addition to ticking 'yes' or 'no' to the statements that follows, please provide examples and/or comments that will assist the assessor to make a confident decision.

I verify that the learner	Yes	No
■ Planned development in consultation with relevant people and within organisational and resource requirements and scheduled time-frame		
■ implemented development as per the plan, addressing any variations		
■ Consulted individuals involved and sought assistance and feedback where necessary.		
Comments		

Your signature confirms:

- The learner has met your requirements and those of the organisation.
- That you have received a copy of the *Learning State Good Practice Guide for Workplace Verifiers* (available from www.learningstate.govt.nz).

Verifier's Signature _____

Thank you for your assistance.



ASSESSMENT SUMMARY CHECKLIST

Use the following checklist to check that you have completed everything you need to do before you give your assessment to your assessor.

I have completed/produced the following:	✓
Pre-assessment form	
<p>Assessment task:</p> <ul style="list-style-type: none">■ Copies of workplace performance expectations – job description, work plan, etc.■ Copies of feedback on performance – documentation relating to performance, for example, informal and formal reviews, reports, verification forms■ Completed and <u>approved</u>* forms (Learning Assessment Guide or Workplace equivalent) as follows:<ul style="list-style-type: none">– Performance Evaluation Form– Performance Development Plan– Development Implementation Form <p>*All forms signed off by manager</p>	
Declaration of authenticity	

DECLARATION OF AUTHENTICITY

I confirm that I have completed assessment for Unit Standard 8495 on my own and the evidence produced is my own work.

Name: _____

Signature: _____ Date: _____

ASSESSMENT RESULT:

The learner has:

Met requirements ***Further Evidence Required*** (please circle)

Assessor signature: _____ Date: _____

If further evidence is required, please provide details of next action:



**LEARNING
STATE**



Kia mōhio
Kia mārama
Kia mahara

Leading workplace learning in the State sector