



Assessment Log

PUATEA004D - Work effectively in a public safety organisation

Candidate Name: _____

Assessors are reminded that this unit is holistically assessed. Integration with other Units of Competence is expected.

ELEMENT OF COMPETENCY

ELEMENT OF COMPETENCY		Competent	NY Competent
Manage own work	1.1 Instructions are understood, acknowledged and implemented 1.2 <i>Factors affecting work requirements</i> are identified, their impact is assessed and action is taken to ensure work requirements are met 1.3 Work load is assessed and priorities are set within allocated timeframes 1.4 Own work is monitored to ensure compliance with organisational requirements 1.5 Need for additional support is communicated clearly to <i>appropriate person</i> 1.6 Tasks are completed and results are achieved with minimum supervision 1.7 <i>Conduct</i> is at all times in accordance with organisational policies, procedures and standards	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Develop and maintain own expertise	2.1 <i>Workplace information</i> is accessed and clarification is sought where necessary 2.2 Currency of required licences and certificates is maintained 2.3 <i>Training and development</i> needs relevant to area of work are identified in conjunction with supervisor and are followed up with relevant personnel 2.4 Programs are participated in to ensure level of expertise meets organisational requirements	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Maintain work effectiveness	3.1 Organisational policies and procedures relating to work performance are understood and issues with own wellbeing or performance are discussed with supervisor 3.2 Signs of personal stress are recognised and managed and <i>action</i> is taken to ensure continued work effectiveness 3.3 Peer support is sought when required	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Promote cooperation	4.1 Responsibilities and duties are undertaken in a positive manner to promote cooperation and good relationships 4.2 Communication with others is conducted in a courteous manner appropriate to the purpose, situation and relationship with the receiver 4.3 Problems and conflict are recognised and resolved through agreed and accepted processes 4.4 Contribution of individuals of different age, gender and social and cultural backgrounds are recognised and accessed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Contribute to improving workplace and quality of outcomes	5.1 <i>Workplace issues</i> are raised with <i>appropriate personnel</i> and contribution is made to resolve issues in accordance with workplace procedures 5.2 Work related meetings and <i>workplace committees</i> are attended/ <i>contributed</i> to in line with level of responsibility 5.3 Suggestions for improvements in work practices and procedures are made 5.4 Agreed changes to improve work outcomes are implemented	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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Signoffs

Training	Trainee Initials	Trainer Initials	Date
Session 1: Communication with differing demographic groups			
Session 2: Participation in meetings			
Session 3: Conflict resolution			
Session 4: Equal opportunity obligations and responsibilities			
Session 5: Legal limitations and responsibilities of volunteers			
Session 6: Licencing and certification requirements			
Session 7: Community expectation and professional image			
Session 8: Ethical behaviour			
Session 9: Structure and function of the patrol			
Session 10: Structure and function of the resort/region			
Session 11: Organisational Protocols and Standing Instructions			

Observation	Trainee Initials	Supervisor Initials	Date
Procedures Test signoff (only by T&T)			
Orientation Test signoff (only by T&T)			
Induction signoff (only by Secretary or delegate)			
On-hill be 8:30am (dressed and ready)			
Complies with Standard Operating Procedures (Day Book)			
Complies with Standard Operating Procedures (Day Book)			
Complies with Standard Operating Procedures (Day Book)			
Complies with organisational code of conduct (only by T&T)			
Treats public, staff and team members with dignity and respect (only by T&T)			
Communicates issues with supervisors openly and honestly			
Observes new policy changes during season			

Assessors should only sign-off when the trainee has meet the required standard. Daybook sign-off can occur after Day 6, if satisfactory.

Summative Assessment

Competent **Not Yet Competent**

CIRCLE ONE

Assessor's Name: _____ Signature: _____ Date: _____
PLEASE PRINT

Candidate's Signature: _____