

# RESIDENTIAL CARE WORKERS VOCATIONAL TRAINING INITIATIVE – WORKPLACE ASSESSMENT PROCESSES

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## WORKPLACE ASSESSMENT

Through the Residential Care Workers Vocational Training Initiative, workers in the residential and out of home care sectors are undertaking training. Across the sector, more than 1300 workers have enrolled to train since the commencement of the training initiative. The training is being delivered by a consortium of Victorian TAFEs, coordinated by Melbourne Polytechnic.

The Certificate IV in Child Youth and Family Intervention (Residential and out of home care) consists of 16 Units of competency, delivered over 9 months with 17 classroom days. The Top-Up Skills Training consists of 4 units of competency, with 4 classroom days delivered over a 3-month period.

Assessment for each Unit varies with different forms of assessment including demonstration of tasks/techniques, in-class activities, and some written work. For some Units, there is a requirement for competencies to be demonstrated in the workplace, and for this reason the assessment processes must include an appropriately qualified Melbourne Polytechnic assessor, assessing the student in the workplace

The design of the courses has been informed by working closely with the staff from the Centre for Excellence in Child and Family Welfare, and with staff from agencies delivering out of home care. As a result of this close working relationship, Melbourne Polytechnic understands the unique nature of the residential care environment, and the importance of minimizing disruption to the relationship between young people and residential care workers. The assessment processes have been developed to minimize this disruption, by including the residential care unit supervisor in the assessment process. This assessment process is referred to as 'triadic assessment' involving the student, their workplace supervisor and a Melbourne Polytechnic assessor.

## ROLE OF SUPERVISORS IN WORKPLACE ASSESSMENT

Melbourne Polytechnic have developed an assessment model that would see a suitably qualified assessor and a student's supervisor having collaborative roles. Under this model, the supervisor

would support the assessment process by taking part in an interview with the student and a Melbourne

Polytechnic assessor. During the interview, the supervisor will be asked to confirm the work hours and work tasks completed by the student. During the interview, the student will be asked a number of questions and the supervisor will need to provide examples of the student's work that relate to these questions. All questions will be provided to both the student and their supervisor prior to the interview.

The triadic assessment interview can be undertaken using a range of methods, such as face-face in the student's workplace, via FaceTime or via skype.

This approach, as much as possible, is intended to limit the disruption to the residential care environment, although it does place an impost on supervisors as they support their workers to complete the training and assessment requirements.

## SUPPORT FOR SUPERVISORS

Melbourne Polytechnic will work with individual workers and their supervisors to schedule assessments that minimize, as much as is feasible, the disruption to the residential care environment. Melbourne Polytechnic understands that participation in assessment processes might be a new experience for some supervisors. Melbourne Polytechnic will work with supervisors to ensure that they have the information that they need to be able to participate in the assessment processes.

## HOW SUPERVISORS CAN BE PREPARED

Supervisors who have workers participating in training should speak with their workers and ask them about their learning plan and the timeline for the delivery of their course and assessment. In this way supervisors will have an idea of when assessment processes are expected to occur.

## FOR MORE INFORMATION

For more information about the training and assessment, and the role of the supervisor in the assessment process, please contact the Melbourne Polytechnic team on 03 92691525.