

Assess and Appraise Capability & Provide Feedback in the Workplace

This course covers the skills required for an individual to appraise the work performance of another person and provide feedback.

The aim of this course is to provide the necessary skills and knowledge so that participants can confidently carry out assessments in the workplace using enterprise developed competency standards.

This training course is designed to provide competence in the following units of the Public Sector Training Package.

Participants will receive a Statement of Attainment (in partial completion of Certificate III in Government) for this unit.

DURATION: 2 days

FACILITATOR: Michael Murray

PREREQUISITES: If staff are required to carry out assessments in the workplace using Training Packages and competency standards, they may need to complete Assessment units from Certificate IV in Training and Education.

COURSE OUTLINE - See over the page

WHO SHOULD ATTEND THE COURSE?

This course will benefit any person with a management, supervisory or training role within their workplace who may be required to appraise workplace performance to existing workplace standards.

REGISTRATION

To register, please complete a **registration form** at <http://www.lgti.com.au> and **submit online**; or you can **fax** to Local Government Training Institute on **(02) 4966 0655**.

COURSE ENQUIRIES

Course enquiries may be directed to Training Administration on (02) 49 222 333.

Local Government Training Institute

4 Sandringham Ave Thornton NSW 2322

PO Box 3137, Thornton NSW 2322

Telephone: (02) 4922 2333 Facsimile: (02) 4966 0655

Email: reception@lgti.com.au

ABN: 24 232 406 407

www.lgti.com.au

ELEMENTS OF COMPETENCY AND PERFORMANCE CRITERIA

National Code	Element Name
----------------------	---------------------

PSPGOV304A/01	<u>Plan for appraisal and feedback</u>
---------------	--

- Standards identified for the appraisal are provided to stakeholders for agreement
- Agreed standards are provided to the parties directly involved in the appraisal process
- Appraisal processes and guidelines are identified or developed and provided to the parties directly involved in the appraisal

PSPGOV304A/02	<u>Conduct and document appraisal</u>
---------------	---

- Relevant evidence is gathered from relevant sources
- Capability is assessed by comparing evidence gathered with agreed standards
- Appraisal decisions are documented

PSPGOV304A/03	<u>Provide feedback and make decisions</u>
---------------	--

- Feedback on the outcome of appraisal is provided to the assessee and other personnel as agreed in the relevant guidelines
- Agreement is negotiated with the assessee on action/ follow up

PSPGOV304A/04	<u>Review the appraisal and feedback</u>
---------------	--

- Information reflecting on the appraisal process is gathered from all stakeholders
- The appraisal process is reviewed and amended if necessary to enhance its validity, reliability, efficiency and fairness

Local Government Training Institute

4 Sandringham Ave Thornton NSW 2322

PO Box 3137, Thornton NSW 2322

Telephone: (02) 4922 2333 Facsimile: (02) 4966 0655

Email: reception@lgti.com.au

ABN: 24 232 406 407

www.lgti.com.au