

Self-Assessment Guide

Before undertaking any assessment, you should review the list of skills, knowledge and aptitudes relating to the assessment (drawn from the units of competency, its various elements and performance criteria) to determine whether you have current competency in these areas.

If you believe you can demonstrate the skills and knowledge required and can successfully complete the various assessment activities, you should then proceed to discuss your assessment with the assessor and complete Assessment Agreement.

However, should you not believe, for whatever reason, that you are not able to successfully complete the various assessment activities, then speak with the assessor. The assessor will assist you in identifying any skill and knowledge gaps, work through those with you and assist you as much as possible in attaining competency.

Please complete the self-assessment checklist below and discuss with the assessor.

Qualification	Certificate in General Caregiving – Level 2		
Candidate Name			
Application Serial/ Registration No.			
Instructions: - Read each of the questions in the left-hand column of the chart - Place a tick (√) in the appropriate box opposite each question to indicate your answer			
Can I ...	YES	NO	
GU002L2V1: Apply OSH Procedure in the Workplace			
• Identify OSH policies and procedures.			
• Follow OSH procedure			
• Report hazards and risks.			
• Respond to emergencies			
• Maintain personal well-being			
GU003L2V1: Carryout Workplace Interaction			
• Interpret workplace communication and etiquette			
• Read and understand workplace documents			
• Participate in workplace meetings and discussions			
• Practice professional ethics at workplace			
GU006L3V1: Apply Basic IT Skills			
• Identify and use most commonly used IT Tools			
• Operate Computer.			
• Work with word processing software.			
• Use spread sheet to create /prepare worksheets			
• Use presentation packages to create / prepare presentation			
• Print the documents			
• Use the Internet and Access E-Mail			
GU008L2V1: Work in a Team Environment			
• Define team role and scope			
• Identify individual role and responsibility			
• Participate in team discussions			
• Work as a team member			
ISHU001L2V1: Interpret the Ground Rules of Caregiving			
• Interpret basic knowledge of caregiving			
• Interpret the roles and responsibilities of a caregiver			
• Explain caregiving rules and ethics			
• Ensure a safe working environment			
• Interpret communicable & non-communicable diseases			
• Interpret care giver's basic right			
• Interpret enabling conditions for caregivers			
ISHU002L2V1: Comply with Legal and Ethical Issues in Caregiving			
• Interpret legal and ethical issues			
• Recognize rights in caregiving			

Assess caregiver conduct-regulations		
ISHU003L2V1: Carry Out Basic First Aid		
Assess accidental situation		
Perform primary response to the victim		
Perform secondary response to casualty		
ISCG001L1V1: Perform Health Screening		
Interpret the basics of human body system		
Select and collect tools, materials and equipment		
Measure temperature, pulse, respiration, and Blood Pressure (B.P)		
Measure height and weight		
Measure blood glucose		
Maintain intake output chart		
Maintain workplace and store tools		
ISCG002L1V1: Assist Activities of Daily Living (ADLS)		
Maintain oral hygiene		
Assist in toileting		
Assist in bathing		
Assist in grooming		
Feed the client		
Assist to home exercise		
Carry out Lifting and Transferring clients		
ISCG003L1V1: Perform Clinical Caregiving		
Implement and monitor infection control policies and procedures		
Administer drugs		
Collect sample		
Perform common wound dressing		
Care of catheter and colostomy bags		
Assist to use supportive devices		
ISCG004L1V1: Maintain Nutrition, Food Safety And Diet Plan		
Interpret Nutrition and Hydration		
Ensure food safety		
Calculate calorie requirement of client		
Interpret vitamins		
Follow diet plan		
ISCG005L1V1: Maintain Basic Housekeeping in Caregiving		
Prepare for cleaning		
Clean the bedroom		
Wash and iron clothes		
Maintain cleaning items		
ISCG006L1V1: Apply Basic Physiotherapy in Caregiving		
Interpret Physiotherapy		
Assist in Body Movement		
Ensure Joint Mobility		
Assist in strengthening exercise		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned personnel and my manager/supervisor.		
Candidate's Signature:	Date:	
Assessor's Signature:	Date:	

COMPETENCY ASSESSMENT AGREEMENT

Qualification:	General Caregiving – Level 2		
Candidate's Name:			
Assessor's Name:			
Qualification/Units of Competency to be Assessed	GU002L2V1: Apply OSH Practices at Workplace GU003L2V1: Carry out workplace interaction GU006L3V1: Apply Basic IT Skills GU008L2V1: Work in the team environment ISHU001L2V1: Interpret the ground rules of caregiving ISHU002L2V1: Interpret legal and ethical issues in caregiving ISHU003L2V1: Carryout basic first aid ISCG001L1V1: Perform Health Screening ISCG002L1V1: Assist In Activities of Daily Living (ADLs) ISCG003L1V1: Perform Clinical Care Giving ISCG004L1V1: Maintain Nutrition, Food Safety and Diet Plan ISCG005L1V1: Maintain Basic Housekeeping in Care Giving ISCG006L1V1: Apply Basic Physiotherapy in Care Giving		
Candidate to answer the question:		Yes	No
☐ Have the context and purpose of assessment been explained			
☐ Have the qualification and units of competency been explained?			
☐ Have the Project-Based Assessment been explained?			
☐ Do you understand the assessment procedure and evidence to be collected?			
☐ Have your rights and appeal system been explained?			
☐ Have you discussed any special needs to be considered during assessment?			
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned personnel and my manager/supervisor.			
Candidate's Signature:		Date:	
Assessor's Signature:		Date:	

PRACTICAL DEMONSTRATION – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in General Caregiving, Level 2	
Assessment Centre:		
Date of Assessment:		
Instructions:	The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate. Performance can be observed in an actual workplace or in a simulated working environment. If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject. The assessment activity (practical demonstration) should: ▪ fit industry requirements in which the assessment will be conducted ▪ adhere, where possible, to reasonable adjustment practices ▪ ensure that suitable performance benchmarks are applied and explained to the candidate	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Job-1:		
GU002L2V1: Apply OSH Procedure in the Workplace		
▪ Identify OSH policies and procedures.	☐	☐
▪ Follow OSH procedure	☐	☐
▪ Report hazards and risks.	☐	☐
▪ Respond to emergencies	☐	☐
▪ Maintain personal well-being	☐	☐
GU003L2V1: Carryout Workplace Interaction		
▪ Interpret workplace communication and etiquette	☐	☐
▪ Read and understand workplace documents	☐	☐
▪ Participate in workplace meetings and discussions	☐	☐
▪ Practice professional ethics at workplace	☐	☐
GU006L3V1: Apply Basic IT Skills		
▪ Identify and use most commonly used IT Tools	☐	☐
▪ Operate Computer.	☐	☐
▪ Work with word processing software.	☐	☐
▪ Use spread sheet to create /prepare worksheets	☐	☐
▪ Use presentation packages to create / prepare presentation	☐	☐
▪ Print the documents	☐	☐
▪ Use the Internet and Access E-Mail	☐	☐
GU008L2V1: Work in a Team Environment		
▪ Define team role and scope	☐	☐
▪ Identify individual role and responsibility	☐	☐
▪ Participate in team discussions	☐	☐
▪ Work as a team member	☐	☐
ISHU001L2V1: Interpret the Ground Rules of Caregiving		
▪ Interpret basic knowledge of caregiving	☐	☐
▪ Interpret the roles and responsibilities of a caregiver	☐	☐

▪ Explain caregiving rules and ethics	☐	☐
▪ Ensure a safe working environment	☐	☐
▪ Interpret communicable & non-communicable diseases	☐	☐
▪ Interpret care giver's basic right	☐	☐
▪ Interpret enabling conditions for caregivers	☐	☐
ISHU002L2V1: Comply with Legal and Ethical Issues in Caregiving		
▪ Interpret legal and ethical issues	☐	☐
▪ Recognize rights in caregiving	☐	☐
▪ Assess caregiver conduct-regulations	☐	☐
ISHU003L2V1: Carry Out Basic First Aid		
▪ Assess accidental situation	☐	☐
▪ Perform primary response to the victim	☐	☐
▪ Perform secondary response to casualty	☐	☐
ISCG001L1V1: Perform Health Screening		
▪ Interpret the basics of human body system	☐	☐
▪ Select and collect tools, materials and equipment	☐	☐
▪ Measure temperature, pulse, respiration, and Blood Pressure (B.P)	☐	☐
▪ Measure height and weight	☐	☐
▪ Measure blood glucose	☐	☐
▪ Maintain intake output chart	☐	☐
▪ Maintain workplace and store tools	☐	☐
ISCG002L1V1: Assist Activities of Daily Living (ADLS)		
▪ Maintain oral hygiene	☐	☐
▪ Assist in toileting	☐	☐
▪ Assist in bathing	☐	☐
▪ Assist in grooming	☐	☐
▪ Feed the client	☐	☐
▪ Assist to home exercise	☐	☐
▪ Carry out Lifting and Transferring clients	☐	☐
ISCG003L1V1: Perform Clinical Caregiving		
▪ Implement and monitor infection control policies and procedures	☐	☐
▪ Administer drugs	☐	☐
▪ Collect sample	☐	☐
▪ Perform common wound dressing	☐	☐
▪ Care of catheter and colostomy bags	☐	☐
▪ Assist to use supportive devices	☐	☐
ISCG004L1V1: Maintain Nutrition, Food Safety and Diet Plan		
▪ Interpret Nutrition and Hydration	☐	☐
▪ Ensure food safety	☐	☐

▪ Calculate calorie requirement of client	☐	☐
▪ Interpret vitamins	☐	☐
▪ Follow diet plan	☐	☐
ISCG005L1V1: Maintain Basic Housekeeping in Caregiving		
▪ Prepare for cleaning	☐	☐
▪ Clean the bedroom	☐	☐
▪ Wash and iron clothes	☐	☐
▪ Maintain cleaning items	☐	☐
ISCG006L1V1: Apply Basic Physiotherapy in Caregiving		
▪ Interpret Physiotherapy	☐	☐
▪ Assist in Body Movement	☐	☐
▪ Ensure Joint Mobility	☐	☐
▪ Assist in strengthening exercise	☐	☐
Feedback to candidate:		
Assessment decision for this assessment activity: ☐ Competent ☐ Not Yet Competent		
Candidate's Signature:		Date:
Assessor's Signature:		Date:

Competency Assessment Results Summary (CARS)

Candidate Name							
Assessor Name							
Registration No							
Title of Qualification	Certificate in General Caregiving, Level 2						
Assessment Centre				Date of Assessment:			
The performance of the candidate in the following unit(s) of competency and corresponding assessment methods							
Units of Competency	Assessment Events						
	Written Test		Demonstration		Oral Questioning		
	S	NS	S	NS	S	NS	
GU002L2V1: Apply OSH Practices at Workplace	S	NS			S	NS	
GU003L2V1: Carry out workplace interaction							
GU006L3V1: Apply Basic IT Skills							
GU008L2V1: Work in the team environment							
ISHU001L2V1: Interpret the ground rules of caregiving							
ISHU002L2V1: Interpret legal and ethical issues in caregiving							
ISHU003L2V1: Carryout basic first aid							
ISCG001L1V1: Perform Health Screening							
ISCG002L1V1: Assist in Activities of Daily Living (ADLs)							
ISCG003L1V1: Perform Clinical Care Giving							
ISCG004L1V1: Maintain Nutrition, Food Safety and Diet Plan							
ISCG005L1V1: Maintain Basic Housekeeping in Care Giving							
ISCG006L1V1: Apply Basic Physiotherapy in Care Giving							
Note 1: For written test Satisfactory result shall only be given to candidate who successfully answer all the questions identified in the above-named Qualification/Cluster of Units of Competency. Note 2: Satisfactory Performance shall only be given to candidate who demonstrated successfully all the competencies identified in the above-named Qualification/Cluster of Units of Competency. Note 3: For oral questioning Satisfactory result shall only be given to candidate who successfully answer all the questions identified in the above-named Qualification/Cluster of Units of Competency							
Recommendation	☐ For issuance of NSC/SOA (Indicate title/s of SOA, if Full Qualification is not met)		☐ For submission of Additional documents Specify:		☐ For re-assessment (pls. specify)		
Did the candidate overall performance meet the required evidence/standards?					☐ Yes		☐ No
OVERALL EVALUATION		☐ Competent			☐ Not Yet Competent		
General Comments [Strengths/Improvements needed]							
Candidate signature:					Date:		
Assessor signature:					Date:		
Assessment Centre Manager signature					Date:		
Attested by(Representative of NSDA):	Name and Signature				Date:		

CANDIDATE'S COPY (Please present this form when you claim your NSC/SOA)
COMPETENCY ASSESSMENT RESULTS SUMMARY

Candidate Name						
Assessor Name						
Registration No						
Title of Qualification	Certificate in General Caregiving, Level 2					
Assessment Centre			Date of Assessment:			
The performance of the candidate in the following unit(s) of competency and corresponding assessment methods						
Units of Competency	Assessment Events					
	Written Test		Demonstration		Oral Questioning	
	S	NS	S	NS	S	NS
GU002L2V1: Apply OSH Practices at Workplace						
GU003L2V1: Carry out workplace interaction						
GU006L3V1: Apply Basic IT Skills						
GU008L2V1: Work in the team environment						
ISHU001L2V1: Interpret the ground rules of caregiving						
ISHU002L2V1: Interpret legal and ethical issues in caregiving						
ISHU003L2V1: Carryout basic first aid						
ISCG001L1V1: Perform Health Screening						
ISCG002L1V1: Assist in Activities of Daily Living (ADLs)						
ISCG003L1V1: Perform Clinical Care Giving						
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ISCG005L1V1: Maintain Basic Housekeeping in Care Giving						
ISCG006L1V1: Apply Basic Physiotherapy in Care Giving						
Note 1: For written test Satisfactory result shall only be given to candidate who successfully answer all the questions identified in the above-named Qualification/Cluster of Units of Competency. Note 2: Satisfactory Performance shall only be given to candidate who demonstrated successfully all the competencies identified in the above-named Qualification/Cluster of Units of Competency. Note 3: For oral questioning Satisfactory result shall only be given to candidate who successfully answer all the questions identified in the above-named Qualification/Cluster of Units of Competency						
Recommendation	☐ For issuance of NSC/SOA (Indicate title/s of SOA, if Full Qualification is not met)	☐ For submission of Additional documents Specify:	☐ For re-assessment (pls. specify)			
Did the candidate overall performance meet the required evidences/standards?			☐ Yes		☐ No	
OVERALL EVALUATION		☐ Competent		☐ Not Yet Competent		
Candidate signature:				Date:		
Assessor signature:				Date:		
Assessment Centre Manager signature				Date:		
Attested by (Representative of NSDA):	Name and Signature			Date:		