



## Assessment Record

Use or adapt this template to record training, assessment methods, evidence collected and assessment outcomes. Refer to the [Learning and Capability Development Guide](#) for guidance on identifying and meeting worker capability-based development needs.

Worker's name:	
Capability area to be assessed (knowledge, skill and/or attitude):	
Training completed:	<i>(brief description of training, including course or program, training provider and date of completion)</i>
Worker's experience in delivery of the capability area to be assessed:	

	Assessment method	Assessor	Comments	Date
Knowledge				
Practical application (skills and attitudes)				

Overall assessment:

## Sample Assessment Record: Tube feeding

Context: Casey will be supporting two children and one adult who rely on PEG feeding.

Worker's name:	Casey Nguyen
Capability area assessed (knowledge, skill and/or attitude):	<a href="#">High Intensity Support Skills Descriptor</a> : Enteral Feeding and support; Tube feeding work procedure; participant plans
Training completed:	Successful completion of online course in enteral feeding by ABC health training service, October 22
Experience in delivery of capability area to be assessed:	Completed three buddy shifts on October 24, 26 and 28

	Assessment method	Assessor	Comments	Date
Knowledge	Short course results Additional questions to test knowledge of specific equipment, what to look for and required action and organisational processes	ABC health training  Jess On	Successful test results covering technical knowledge through short course.  Good technical knowledge, including relevant equipment components and alarms.  Not aware of how to request a plan review (Completion Certificate and question responses attached).	October 22
Application (skills and attitudes)	Observation of two shifts including support of a child and an adult	Jess On	Confirmed communication style was appropriate for both participants.  Checked that procedures were correctly followed (observation notes attached).	October 28
	Buddy shift feedback		Shifts did not involve responding to complications. Buddy gave positive feedback.  Casey recorded relevant details of the shift.	Oct 28

	Assessment method	Assessor	Comments	Date
	Simulation		Simulation of the need to respond immediately to get help when the feeding tube became dislodged. Casey reacted quickly and knew who to contact.	October 26

**Overall assessment:** Casey has the required capability to provide tube feeding. The supervisor should ensure Casey participates in a discussion with each NDIS participant to determine their particular needs and preferences. The supervisor should check in with participants and family members soon after Casey starts working with them to find out how things are going. The procedure for requesting a plan review was explained and the supervisor should check in a week or two that Casey is now clear on this.