



Worker Capability Self-Assessment Guide

Use this guide to develop a self-assessment tool for your workers. This page describes the information to include. To use the template on page 2, managers should fill in the sections indicated by (text in brackets) and provide the tailored self-assessment tool to the worker for them to complete. The example provided on page 2 can be removed.

Explanation

- Explain the purpose of the self-assessment and how you will use the information your workers provide. Self-assessment will only provide meaningful information if workers experience assessment as a positive, development opportunity that helps them to identify and highlight their strengths and get support where they need it.
- Explain how to do the assessment. Points to include:
 - The assessment is based on the [NDIS Workforce Capability Framework](#) (the Framework) capabilities and, where relevant, other requirements such as technical work procedures.
 - To get a good idea of what is expected the worker should read through each capability you have selected for the assessment, including the knowledge section, before they respond. You may need to explain that the capabilities are expressed from the participant's perspective to reinforce a person-centred understanding of support.
 - If workers are new to self-assessment, you could suggest they pair up to help them to review the capabilities and think and discuss how they will respond.
- Think about how you want workers to communicate the outcomes of this assessment appropriate to the context. For example, it is unrealistic to expect detailed written responses if workers are not confident expressing themselves in writing. In this case, it would be more useful to use this tool to help them reflect on their work and prepare for a discussion with their supervisor.

List the capabilities and other criteria for assessment

- List the capabilities you have chosen for this assessment. If you used the [Supervision resources](#) to develop a performance agreement and capability development plan, you could refer to this for priorities relevant to each worker.
- In addition to the capabilities in the Framework, there may be other requirements you want them to assess against, such as whether they are confident in following a specific work procedure.

Self-assessment tool: (Objective e.g. Relationships)

This self-assessment tool has been prepared for use by workers at (organisation name) to self-assess their capabilities related to (the objective e.g. establishing an effective working relationship with NDIS participants.)

Explanation

Describe the reason(s) your organisation wants workers to complete the self-assessment tool.

(For example:

“We are committed to supporting you to do your job well. We will use the information you provide in this self-assessment, together with feedback from NDIS participants and supervisors, to identify your strengths and areas where you may need more support or training.

This self-assessment is based on capabilities in the ‘[Our relationship](#)’ section of the [NDIS Workforce Capability Framework](#). The capabilities describe ‘what good looks like’ for NDIS participants when being supported. Read the behaviours listed under each of the four capabilities and then select the ‘What you know’ section to see what knowledge you need to have.

Make a note of the aspects of each capability you feel confident about and any areas you want more information, support or training to develop. You can use these notes as a prompt to discuss with your supervisor. They may ask you to give examples to illustrate your assessment and this meeting will also be a good opportunity to ask questions and suggest the type of training or further development you would find most helpful.”)

Details needed	Your response
<i>Workers name</i>	
<i>Date completed</i>	

Capabilities (What you do)

Details needed	Your response
(Example – Uphold my rights)	
(Example – Communicate effectively)	
(Example - Build trusted relationships)	
(Example - Work collaboratively)	

Knowledge

Details needed	Your response
(What you know)	

Once you have completed your self-assessment, meet with your supervisor to discuss the outcomes and next steps.