

Competence 3

The ability to coach personnel and assess their skills in the workplace

This meets the requirements of IMCA

Candidate Name:		Date:	
Activity Number (1,2, or 3):			

Performance Criteria: all of these must be assessed over a minimum of 3 work activities

Type of Evidence: Observation (O), Work Product (P), Written (W), Questioning (Q), Not Covered (N/C) or Not Applicable (N/A)

Performance Criteria		Type of Evidence
a)	Reviews plans for assessing performance of team members	
b)	Collects and judges performance evidence against performance criteria	
c)	Collects and judges knowledge evidence against performance criteria	
d)	Makes an assessment decision on the basis of the evidence submitted by the candidate	
e)	Provides feedback to the candidate on completion of activities	
f)	Completes appropriate company led documentation	
g)	Contributes to the quality assurance process that is required by the company to ensure the assessment is conducted in accordance with industry requirements	
h)	Compiles witness statements in accordance with company requirements	
i)	Provides guidance and support to colleagues that contributes to their continuing professional development	

Witness name: (If applicable in assessment plan)		Date:	
Assessor name:		Date:	