

ASSESSMENT CHECKLIST

Unit: **CAP 1.4 MANAGE RESOURCES**

Element: **CAP 1.4.2 Lead and maintain a motivated and productive site team**

PC	Description of Performance Criteria	Description of Evidence	Source of evidence			Competence C / NYC	Remarks
			O/I	SD	O/A		
a	The strengths and weaknesses of the team are identified against current and anticipated requirement.	Examine evidence (e.g. team quality meeting/evaluation reports), to confirm that the various needs of the team are identified and team dynamics is made apparent. Check via questioning that the candidate understands the importance of this requirement.	✓			C	
b	All individuals within the team are encouraged and assisted to evaluate the team's overall development needs and to contribute to the discussion and planning of how these will be met.	Examine evidence (e.g. minutes of meeting/team discussion, development template) to confirm : - That team members have been ardently involved in the process and any development needs for the team are collectively pursued. - That team dynamics is transparent. Check via questioning/assignment that the candidate understands the appropriate process and his role in the whole process.	✓			C	
c	Any unproductive friction between team members is minimised.	Examine evidence (e.g. records of work planning meetings or pre-job briefing, safety meeting) to confirm : - That delineation of responsibilities are clearly spelt out so as to avoid dispute. - That any disagreement arising are being discussed and resolved amicably. Check via questioning that the candidate understands the appropriate principles in dealing with the situation.	✓			C	

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PC	Description of Performance Criteria	Description of Evidence	Source of evidence			Competence	Remarks
			O/I	SD	O/A		
d	Deadlines set are realistic to avoid putting unnecessary stress on the team members.	<p>Examine evidence (e.g. records of work planning meetings or pre-job briefing, discussion/correspondence with base supervisor) to confirm :</p> <ul style="list-style-type: none"> - That timing and duration allocated for the job is reasonable and appropriate. - That work allocations are equally and appropriately distributed to the team members based on their strength and weaknesses. - That any disagreement arising are being discussed and resolved amicably. <p>Check via questioning that the candidate understands the appropriate process.</p>	✓			C	
e	Work plans containing clear, relevant and realistic objective for the team as a whole are reviewed, updated and improved at regular intervals after discussion and agreement with the appropriate people.	<p>Examine evidence (e.g. records of work planning meetings or pre-job briefing, discussion with base supervisor and OIM) to confirm :</p> <ul style="list-style-type: none"> - That work plans are reviewed, updated and improved as required on an agreed interval. - That pro-active discussions are initiated to help improve team's performance. - That any disagreement arising are being discussed and resolved amicably. <p>Check via questioning that the candidate understands the appropriate process and underlying reasons.</p>	✓			C	

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PC	Description of Performance Criteria	Description of Evidence	Source of evidence	Competence	Remarks
			O/I SD Q/A	C / NYC	
f	Current operational status is relayed accurately and completely to next shift personnel.	Examine evidence (e.g. hand-over note, current work plans/program) to confirm : - That the contents of the hand-over note is comprehensive and appropriately presented to cover relevant and pertinent details and aspects of the current job. Check via questioning to ascertain candidate's understanding on the importance of a proper hand-over.	✓	C	
g	Operating instructions are relayed accurately and completely to next shift personnel.	Examine evidence (e.g. hand-over note, current work plans/program) to confirm : - That the contents of the hand-over note is comprehensive and appropriately presented to cover relevant and pertinent details and aspects of the current job. - That any operational or special instructions are clearly and accurately conveyed to avoid misunderstanding. Check via questioning to ascertain candidate's understanding on the importance of a proper hand-over.	✓	C	

Legend:

Source of Evidence:

O/I

 Observation / Interview

SD

 Supporting Document

Competence:

C

 Competent

NYC

 Not Yet Competent

Q/A

 Written Questions & Answers

OVERALL SCORE:

STRONG

ADEQUATE

IMPROVEMENT NEEDED

SITE OBSERVATION CHECKLIST

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PC	Description	Yes	No
a, b	Convene team quality meeting/discussion to identify individual strengths and weaknesses	✓	
	Explain the need for such a meeting and to encourage openness and frank discussions	✓	
	Individual team members are encouraged to provide constructive feedback on the overall development needs of the team	✓	
	Convene brain storming session(s) to generate ideas on how the identified development needs can be addressed and met, and to chart the way forward	✓	
c, d	Conduct work planning meeting to discuss fair and appropriate allocation of work actions	✓	
	Encourage team members to provide inputs to create and enhance team spirit	✓	
	Mediate any friction arising between team members to minimise or to avoid unhealthy alienation	✓	
e	Discuss work plans for the team with the appropriate authorities so that work objectives are clear, relevant and realistic	✓	
	To review, update and suggest improvement to work plan with the appropriate authorities	✓	
f, g	To produce clear and comprehensive hand-over notes	✓	
b, c, d, e	General morale of the team and individual members	✓	
a, b, c, d, e	Feedback from team members on how much communication the candidate have with them	✓	