

Respond to loss and grief in a health, disability, or community setting

Trainee assessment portfolio

23391 V1 Level 3 Credits 2

Trainee name _____

NZQA number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Important information for trainees

People assessed as competent in this unit standard are able to:

- Describe loss and grief situations.
- Respond to loss and grief situations.

Special notes

- 1 The performance of all elements of this unit standard must comply with any relevant cultural or legislative requirements including the rights and responsibilities of people receiving services or supports as outlined in the Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulation 1996.
- 2 In this sector, support given to a person should be given in a manner that maximises the independence of that person. Support must be appropriate to the needs of the person and utilise existing strengths and, wherever possible, optimise the use of the local community. Performance of the elements of this unit standard must fit within these broad parameters.
- 3 **This unit standard cannot be assessed against in a simulated environment.** It is required that people seeking credit for this unit standard demonstrate competence and be assessed in the workplace. They may be in paid or unpaid employment, or on a placement in a service provider workplace negotiated by an education provider.
- 4 An ability to integrate theory with practice in the workplace must be demonstrated. This will call for a variety of modes of assessment and forms of evidence to show consistency of performance across a range of situations.
- 5 Definition
 - a **Organisation's policies and procedures** are the policies and procedures of the employing organisation of the employee and also include ethical codes, standards and requirements of any other organisations involved.
- 6 Range: situations may include but are not limited to – family/whānau, health, relationships, possessions, environment, work, recreation and goals.

References

- Careerforce workbook – 23391 V1 Respond to loss and grief in a health, disability, or community setting.
- Organisation’s policies and procedures.

This trainee assessment portfolio contains

- Important information.
- Assessment tasks.
- Workplace verification.
- Feedback form.
- Assessment record sheet.

Instructions

- Attach all written material to this trainee assessment portfolio.
- In some situations it may not be possible to carry out the practical application(s) required for observations. If that is the case, you are required to produce a written/oral response.

- Read through the checklists for the workplace verification tasks; if you can confidently tick all the boxes then you are ready to be assessed.
- Your performance of the activities needs to be completed in a manner which shows the assessor/verifier that you have a full understanding of all that is involved. The assessor/verifier may require you to perform the tasks on more than one occasion to ensure that you have demonstrated sufficiency of performance.
- Please give this trainee assessment portfolio to your assessor so feedback and comments can be provided.
- On completion the results will be processed and sent to Careerforce for registering on the National Qualifications Framework.
- Should you require assistance with any aspect of the assessment, please discuss this with your assessor.

Overview of assessment

Activity	Description	Unit Standard
Assessment Tasks Task One (Blue)	Describing loss and grief situations.	Element 1
Workplace Verification Task Two (Grey)	Responding to loss and grief in one particular situation	Element 2

Written or oral assessment tasks

Task One – Describing loss and grief situations.

1 Identifying and explaining loss and grief situations in terms of the impact on an individual (1.1).

Complete the following table in writing or orally. Identify four different types of loss and grief situations which may include: family/whānau, health, relationships, possessions, environment, work, recreation, goals. Describe the cause of the loss, and provide at least two examples of the resulting feelings and emotions that may occur. Explain at least two impacts that the feelings and emotions may have on the individual.

Cause of loss and grief	Resulting feelings and emotions	Impact on the person	Tick when competent
1	1		
	2		<input type="checkbox"/>
2	1		
	2		<input type="checkbox"/>

Workplace verification

Task Two – Responding to loss and grief in one particular situation.

Notes:

- 1 This workplace verification needs to be completed in accordance with the organisation's policies and procedures, and must be based on a case study of a real person who the trainee has supported through a loss situation.
- 2 The responses can be given orally or in writing.
- 3 For moderation purposes please ensure that where an oral response is given, a brief record of what was said is recorded by the assessor/verifier.

Case study requirements

Identify a consumer who you have supported in a health, disability or community setting with one loss and grief situation. If the situation has not occurred recently, you may need to ask to access consumer case notes to help you recall actions taken or a sequence of events.

For this task you will need to use the consumer in your case study to:

- a Describe the loss and grief situation for that consumer.
- b Describe **two** ways/methods/approaches that you could follow to improve your own ability to cope with loss and grief situations in the future in a similar situation.
- c Describe **two different** ways/methods/approaches that you might suggest to improve the ability of others to cope with loss and grief situations.
- d Explain how your support of the consumer who was experiencing the loss and grief situation was within your personal and work boundaries, and was in accordance with your organisation's policies and procedures and your job description, job role or task list, and/or other documentation.

This checklist must be completed by the assessor/verifier.	
a	Describe the loss and the grief situation for a consumer with whom you were involved (1.1).

This checklist must be completed by the assessor/verifier.

Describe **two different** ways/methods/approaches that you could follow to improve your own ability to cope with similar loss and grief situations (2.1).

1

b

2

This checklist must be completed by the assessor/verifier.

Describe **two different** ways/methods/approaches that you might suggest to improve the ability of others to cope with loss and grief situations (2.2).

1

c

2

This checklist must be completed by the assessor/verifier.

Explain briefly (with supporting evidence) how you were involved in supporting a consumer, and how this support is in line with your personal and work boundaries and your organisation's policies and procedures as described in:

- a Job/role description, job role or task list or any other documentation (2.3); and
- b Your organisation's policies and procedures (2.4).

Evidence could include a copy of a job description and the policies and procedures of the organisation as they relate to supporting a consumer in a loss or grief situation.

d

Assessor/Verifier confirmation form

I confirm that _____
(the trainee) has shown competency in demonstrating or describing the following issues:

	Tick when competent
The particular loss and grief situation for a consumer with whom he/she was involved (1.1).	<input type="checkbox"/>
Two different ways/methods/approaches the trainee might use to improve own ability to cope with a loss and grief situation (2.1).	<input type="checkbox"/>
Two different ways/methods/approaches the trainee might suggest that could improve the ability of others to cope with a loss and grief situation (2.2).	<input type="checkbox"/>
How the trainee's support of the consumer reflects appropriate personal and work boundaries and meets the requirements of the organisation's policies and procedures.	<input type="checkbox"/>

Evidence has been provided through:

- Job/role description and any other documentation which defines the trainee's personal and work boundaries (2.3);
- and**
- The organisation's policies and procedures (2.4).

Assessor	Assessor Number
Signature	Date

Verifier Name	
Signature	Date

23391 V1 – Respond to loss and grief in a health, disability, or community setting

Level 3 Credits 2

Assessment record sheet

Trainee information			
Name			
Employer			
NZQA/NSI number (ROL)		Date of birth	

Trainee statement of authenticity			
I hereby state that the evidence submitted for assessment is my own work.			
Signature		Date	

Trainee performance summary (completed by assessor)			
Assessment task			
Task One		<input type="checkbox"/> No credit	<input type="checkbox"/> Credit
Reassessment		<input type="checkbox"/> No credit	<input type="checkbox"/> Credit
Workplace verification			
Task Two		<input type="checkbox"/> No credit	<input type="checkbox"/> Credit
Reassessment		<input type="checkbox"/> No credit	<input type="checkbox"/> Credit

Comments/feedback to trainee

Assessment result (completed by assessor)	
I have assessed the trainee and confirm:	
<input type="checkbox"/> The requirements have been met to demonstrate competency in 23391 V1.	
<input type="checkbox"/> Further evidence is required to demonstrate competency.	
Name	Assessor number
Signed	Date

On completion of the unit standard one copy of this assessment record sheet must be given to the trainee for his/her records and another copy sent to Careerforce so the credit can be registered on the NQF.

23391 V1 – Respond to loss and grief in a health, disability, or community setting

Feedback form

Please help us to improve our trainee assessment portfolio.

Careerforce is always keen to review its materials to improve the quality of the learning experience. You can help us by telling us what you think of this assessment portfolio and by offering suggestions on ways it can be improved.

When you have answered the questions, please send this page to:

Quality Assurance Manager
Careerforce Ltd.
www.cssito.org.nz
PO Box 25 255
Christchurch
Fax (03) 371 9285

What I liked most about the portfolio and why?

What I liked least about the portfolio and why?

Please give your rating of the following topics by ticking the relevant yes, no, or maybe boxes.

Topics or aspects of the content of this document	Yes	Maybe	No
Assessment record sheet is useful.			
Assessment questions are easy to understand.			
Verification tasks are appropriate.			
The assessment portfolio is well laid out and easy to follow.			

Additional comments

Contact details (optional)

Name	Organisation
Telephone	Email

Quality Assurance Manager
Careerforce Ltd
PO Box 25 255
Christchurch 8144

Quality Assurance Manager
Careerforce Ltd
PO Box 25 255
Christchurch 8144