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092304T4SWC

SOCIAL WORKER LEVEL 4

COD/OS/SW/CR/06/4/A

MANAGE COMMUNITY-BASED GROUPS

JULY/AUG 2023

TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)

ASSESSOR'S GUIDE

INSTRUCTIONS TO THE ASSESSOR

1. You are required to mark the practical as the candidate performs the task.
2. You are required to take video clips at critical points.
3. Ensure the candidate has a name tag and registration code at the back and front

This paper consists of five (5) printed pages

OBSERVATION CHECKLIST

Candidate's Name	
Candidate's Registration Code	
Assessor's Name	
Assessor's Registration Code	
Venue of Assessment	
Date of assessment	

Task	**Items to be evaluated: A***ward marks as appropriate. Give a brief comment on your observation.*	**Marks available**	**Marks obtained**	**Comments**
Task 1: Formulated the agenda of the meeting.	i) **The meeting agenda was formulated.** Appropriate agenda was developed. • Purpose • Product • People • Process • AOB *(Award 2 marks each agenda formulated. 3x2=6 marks)*	**6**		
Task 2: Prepared a notice of a meeting	**Prepared the notice of a meeting. The following was included on the notice;**			
	ii) ***The groups name*** *(Award 2 marks for stating the groups name. 2x1=2 marks)*	**2**		
	iii) ***The meeting participants*** *(Award 2 marks for identifying the participants. 2x1=2 marks)*	**2**		
	iv) ***The date of the meeting.***	**2**		