

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: <i>Award marks as appropriate. Give a brief comment on your observation.</i>	Marks available	Marks obtained	Comments
Task 1: Formulated the agenda of the meeting.	<p>i) The meeting agenda was formulated. Appropriate agenda was developed.</p> <ul style="list-style-type: none"> • Purpose • Product • People • Process • AOB <p><i>(Award 2 marks each agenda formulated. 3x2=6 marks)</i></p>	6		
Task 2: Prepared a notice of a meeting	<p>Prepared the notice of a meeting. The following was included on the notice;</p>			
	<p>ii) The groups name <i>(Award 2 marks for stating the groups name. 2x1=2 marks)</i></p>	2		
	<p>iii) The meeting participants <i>(Award 2 marks for identifying the participants. 2x1=2 marks)</i></p>	2		
	<p>iv) The date of the meeting.</p>	2		

	(Award 2 marks for stating the date. 2x1=2 marks)			
	v) Time of the meeting. (Award 2 marks for stating the time. 2x1=2 marks)	2		
	vi) The agenda / purpose of the meeting (Award 2 marks for stating the agenda . 2x1=2 marks)	2		
	vii) Venue / location of the meeting (Award 2 marks for identifying the venue. 2x1=2 marks)	2		
	viii) Sender of the notice. (Award 1 mark for stating the sender. 1 x1=1 marks)	1		
	ix) Date of writing the minute. (Award 1 mark for stating the date when the meeting was written. 1x1=1 marks)	1		
Presentation of the notice	x) Appropriately presented the notice; <ul style="list-style-type: none"> • Grammatically correct • Brief • Complete • Clear • Neat • Relevant (Award 1 mark for each quality observed.. 5x1=5 marks)	5		
	xi) Displayed the notice	2		

	The notice was appropriately placed on a noticeboard. <i>(Award 2 marks for proper notice display. 2x1=2 marks)</i>			
	Total Marks	27		
ASSESSMENT OUTCOME				
<p>The candidate was found to be:</p> <p style="text-align: center;">Competent <input type="checkbox"/> Not yet competent <input type="checkbox"/></p> <p><i>(Please tick as appropriate)</i></p> <p><i>(The candidate is competent if s/he gets at least 50%)</i></p>				
<p>Feedback from candidate:</p>				
<p>Feedback to candidate:</p>				
<p>Candidate's Signature</p> <p>-----</p>		<p>Date</p> <p>-----</p>		
<p>Assessor's/ verifier's signature</p>				

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