Task Assessment – Key Control

Corrections Officer Name: _____
Date:_____

Introduction
Task assessment can be used to support the Competency Assessment and can be used as evident for the assessment of some Units..

Assessment Scale
Competent: Demonstrates skill at required job level, can perform task satisfactorily, accurately and with higher quality, without assistance or direction, and with acceptable speed.
Not Yet Competent: Requires further training or mentoring

Task Outline – Key Control	**Proficiency Level**		
Key Control	**Competent**	**Not Yet Competent**	**Initial**
Key Control • asks for key related to post • attaches the keys to the their key chain or carries keys in a safe manner • holds the keys firmly when using them • puts the keys in the pocket when not in use • never leaves the keys on a table or in plain sight • never drops the keys • never leaves the keys in the lock when they are opening the door • reports any damaged keys			
Overall Rating			
Comments: **Supervisor/Assessors Signature**			