Task Assessment – Report Writing

Corrections Officer Name: _____ Date:_____

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 – Report Writing (Incident)	**Assessment**		
Report Writing	**Competent**	**Not Yet Competent**	**Initial**
Report consisted of: • an outline of the incident / issues • facts in a chronological order • written in clearly • use proper terminology • use of proper spelling • use of attachments to effectively relate the incident / issue being reported • reported on the findings • made recommendations and / or outline future actions to be taken (if applicable)			
Overall Rating			
Comments: **Supervisor/Assessors Signature**			