

# The Assessment Tool

Template

*Example only*

## Training Needs Assessment Cover Page

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Details	Comments
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Name

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Position/Location

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Other Assessor

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Position/Location

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Date of Assessment:

## 1. The Consumer Advisor Role

Competence	Self Assessment 1-7	Other Assessor 1-7	Relevant Training Unit Number and Credit Level	Further Research	Action Plan
I know what is expected of me in my role.			Module 1. No NQF units. Module 11. NQF unit # 9741.		
I understand ethics as a discipline and use that to inform my work.			Module 1 & 13. No NQF units.		
I work effectively with the management team, people who use services and key stakeholders.			Module 1. No NQF units. Module 7. NQF unit # 7931.		
I know to whom, and how, I am accountable and fulfil the accountabilities I have.			Module 1. No NZQA Number. No Credit Level.		
I know enough about how my role was developed and I use that information to enhance my performance.			Modules 1 & 3. No NQF units.		

## 2. The Health Sector and Standards

Competence	Self Assessment 1-7	Other Assessor 1-7	Relevant Training Unit Number and Credit Level	Further Research	Action Plan
I can understand the function of a range of agencies and service providers operating at a local, national and regional level.			Module 1. No NQF units.		
I understand how the development and implementation of policies at a Government and national level impacts on the organisation and those it serves.			Module 1. No NQF units.		
I participate in organisational policy development, implementation and review.			Module 1. No NQF units. Module 9. NQF unit # 7449.		
I am familiar with the National Mental Health Standard and actively support organisational compliance with it.			Module 1. No NQF units.		
I am familiar with the Health and Disability Sector Standard and actively support organisational compliance with it.			Module 1. No NQF units.		
I understand the importance of, and actively support, organisational compliance with various standards, relevant legislation and auditing processes.			Module 1. No NQF units.		
I am familiar with the past developments in the health sector and use that knowledge to inform my position.			Module 1. No NQF units.		

### 3. Recovery

Competence	Self Assessment 1-7	Other Assessor 1-7	Relevant Training Unit Number and Credit Level	Further Research	Action Plan
I understand the philosophical basis, key principles, and elements of the recovery paradigm.			Module 2. No NQF units.		
I support, and advocate for, services and systems that support recovery.			Module 2. No NQF units.		

#### 4. The Consumer Movement

Competence	Self Assessment 1-7	Other Assessor 1-7	Relevant Training Unit Number and Credit Level	Further Research	Action Plan
I understand the importance of the mental health consumer movement's history and how it has shaped aspects of the present day movement.			Module 3. No NQF units.		
I appreciate and support the diversity of the mental health consumer 'culture' in New Zealand.			Module 3. No NQF units.		
I have relationships with individuals, groups and networks in the mental health consumer movement.			Module 3. No NQF units.		

## 5. The Treaty of Waitangi

Competence	Self Assessment 1-7	Other Assessor 1-7	Relevant Training Module/Unit Number and Credit Level	Further Research	Action Plan
I understand and uphold the articles of the Treaty of Waitangi in all aspects of my work.			Module 4. NQF unit # 13424.		
I know what the principles of the Treaty of Waitangi are and I have practical ways of promoting their application in my work.			Module 4. NQF unit # 13424.		
I understand, and am responsive to, the aspirations and expectations of Tāngata whenua.			Module 4. NQF unit # 13424.		
I have some use of Te Reo and participate in tikanga Māori concepts and practices.			Module 7. NQF unit # 20478 & 16218.		

## 6. Legislation

Competence	Self Assessment 1-7	Other Assessor 1-7	Relevant Training Module/Unit Number and Credit Level	Further Research	Action Plan
I have a practical understanding of how legislation is created in New Zealand.			Module 5. NQF unit # 13428.		
I can access and utilise legislation that is relevant to the organisation and the advisory role.			Module 5. NQF unit # 13428.		
I have and apply knowledge of: <ul style="list-style-type: none"> <li>• The Code of Health and Disability Consumers' Rights 1996;</li> <li>• The Privacy Act 1993 and the Health Information Privacy Code 1994;</li> <li>• The Mental Health (Compulsory Assessment and Treatment) Act 1992; and</li> <li>• The Human Rights Act 1993.</li> </ul>			Module 5. NQF unit # 13428.		

## 7. Communication Skills

Competence	Self Assessment 1-7	Other Assessor 1-7	Relevant Training Module/Unit Number and Credit Level	Further Research	Action Plan
I can effectively communicate ideas and concepts in writing for a range of different audiences.			Module 6. NQF unit # 11095, 19629 &1272.		
I can effectively communicate ideas and concepts verbally in a variety of settings and for a range of audiences.			Module 6. NQF unit # 1311 & 1272.		
I understand the importance of relating well with a range of people.			Modules 1 & 13. No NQF units. Module 7. NQF unit # 7931.		
I successfully establish and maintain relationships and linkages with a range of people both inside and external to the organisation.			Module 9. NQF unit # 9679. Module 11. NQF unit # 9681.		
I have good support networks with a range of peers and colleagues.			Module 3. No NQF units. Module 8. NQF unit # 7922 & 7918.		

## 8. Community Awareness and Alliances

Competence	Self Assessment 1-7	Other Assessor 1-7	Relevant Training Module/Unit Number and Credit Level	Further Research	Action Plan
I understand, and am responsive to, bicultural and multicultural issues.			Module 4. NQF unit # 13424. Module 7. NQF unit # 20478, 16218 & 17117.		
I acknowledge the importance of, and facilitate interagency collaboration within and external to the health sector.			Module 7. NQF unit # 7931. Module 9. NQF unit # 9679. Module 11. NQF unit # 9681.		
I understand the extent, and actively make use, of the resourcefulness of the community.			Module 7. NQF unit # 7931.		
I actively support projects and programmes that mitigate the impact of stigma and discrimination associated with mental illness.			Module 7. NQF unit # 13437 & 18678.		

## 9. Personal Skills

Competence	Self Assessment 1-7	Other Assessor 1-7	Relevant Training Module/Unit Number and Credit Level	Further Research	Action Plan
I engage in on-going training and education relevant to my role.			Module 8. NQF # 7922 & 7125.		
I make decisions that are well reasoned and ethically sound.			Module 13. No NQF units. Module 11. NQF unit # 19588.		
I apply ethical reasoning to address dilemmas that arise in the course of my work.			Modules 1 & 13. No NQF units. Module 11. NQF unit # 19588.		
I manage my time effectively.			Module 8. NQF unit # 7922 & 7918.		
I take a proactive approach to meet the challenges of my role, whilst maintaining my personal and professional integrity and safety.			Module 8. NQF unit # 7922, 7918 & 7125.		
I engage in regular professional supervision.			Module 8. NQF unit # 7922.		

## 10. Professional Skills

Competence	Self Assessment 1-7	Other Assessor 1-7	Relevant Training Module/Unit Number and Credit Level	Further Research	Action Plan
I know the difference between systemic and individual advocacy and the expectations of my role in respect of advocacy.			Module 1. No NQF units. Module 11. NQF unit # 9741.		
I focus on the systems perspectives when advocating for organisational change.			Module 1. No NQF units. Module 11. NQF unit # 9741.		
I contribute to the development of the vision and strategies of the organisation and its services.			Module 9. NQF unit # 7449 & 7447.		
I actively identify opportunities, and participate in processes, for systems and organisational improvements.			Module 9. NQF unit # 7449 & 7447.		
I advise on, and participate in processes associated with, organisational evaluation.			Module 11. NQF unit # 9741 & 9681.		
I develop, prepare, present and assess learning presentations.			Module 9. NQF # 7096.		
I participate, or facilitate effective consumer participation, in the recruitment, interviewing and appointment of all staff positions in the organisation.			Module 9. NQF unit # 9682 & 9674.		
I undertake regular consultation with a range of people including consumers and staff of the organisation.			Module 9. NQF unit # 9679 & 9674. Module 11. NQF unit # 9681.		
I attend, and contribute at, a range of organisational and external meetings.			Module 9. NQF unit # 9679. Module 11. NQF unit # 9681.		

## 11. Models of Health, Illness and Treatment

Competence	Self Assessment 1-7	Other Assessor 1-7	Relevant Training Module/Unit Number and Credit Level	Further Research	Action Plan
I understand, and can discuss, the social and environmental context of health, including population and individual health models.			Module 2. No NQF units. Module 7. NQF unit # 13437 & 18678. Module 10. NQF unit # 13429.		
I understand, and can discuss, the key concepts and components of conventional models of health, illness and treatment			Module 2. No NQF units. Module 7. NQF unit # 13437 & 18678. Module 10. NQF unit # 13429.		
I understand, and can discuss, alternative and complementary models of treatment.			Module 2. No NQF units. Module 7. NQF unit # 13437 & 18678. Module 10. NQF unit # 13429.		
I am aware of Māori models of health, illness, and treatment and actively support the inclusion of Māori perspectives in the design, development, implementation and evaluation of the organisation's services.			Module 2. No NQF units. Module 10. NQF unit # 13429. Module 7. NQF unit # 16218.		
I am aware of Pacific people's models of health, illness, and treatment and actively support the inclusion of Pacific people's perspectives in the design, development, implementation and evaluation of the organisation's services.			Module 2. No NQF units. Module 10. NQF unit # 13429. Module 7. NQF unit # 17117 & 13437.		

Competence	Self Assessment 1-7	Other Assessor 1-7	Relevant Training Module/Unit Number and Credit Level	Further Research	Action Plan
I am aware of a range of cultural perspectives of health, illness, and treatment and actively support the inclusion of such in the design, development, implementation and evaluation of the organisation's services.			Module 2. No NQF units. Module 7. NQF unit # 13437. Module 10. NQF unit # 13429.		
I understand, and actively support, the application of health promotion concepts and principles in the organisation.			Module 2. No NQF units. Module 7. NQF unit # 13437. Module 10. NQF unit # 13429.		
I understand, and actively support, the use of early intervention/prevention models of practice within the organisation.			Module 2. No NQF units. Module 7. NQF unit # 13437. Module 10. NQF unit # 13429.		

## 12. Management Skills

Competence	Self Assessment 1-7	Other Assessor 1-7	Relevant Training Module/Unit Number and Credit Level	Further Research	Action Plan
I inspire, motivate, encourage and support actions and contributions that facilitate consumer participation in the organisation.			Module 11. NQF unit # 18682 & 19588.		
I use project management practices to support change management processes, team, staff and financial management.			Module 11. NQF unit # 7454, 9741 & 19588.		
I am aware of the possibility of encountering a range of conflicts in my role, and resolve any conflicts in a timely and satisfactory manner.			Module 11. NQF unit # 9704. Module 8. NQF unit # 7922.		

### 13. Organisational Skills

Competence	Self Assessment 1-7	Other Assessor 1-7	Relevant Training Module/Unit Number and Credit Level	Further Research	Action Plan
I undertake administrative tasks associated with the role in a timely and effective manner.			Module 12. NQF unit # 6910.		
I use equipment and information technology resources to support and enhance my work.			Module 12. NQF unit # 19588.		
I have a drivers license and am prepared to use a vehicle in the course of my work.			No module or unit.		