



Fire & Rescue Services ITO

Assessor Assessment Guide Unit Standard 16941

Prepare an advocacy plan for use by a fire and rescue service organisation (Level 6, Credit 4, Version 3)

In order to achieve competency in this unit standard a candidate must display an understanding of the knowledge components by completing an oral or written assessment and practically demonstrate the performances required to prepare an advocacy plan to meet fire and rescue service organisation and community concerns.

This assessment may take place at a real fire where defensive control is employed or at a simulated practical event.

The assessor may elect to question candidates during completion of the practical assessment to ensure theoretical knowledge can be applied during practice. This technique also provides the assessor with reinforcement that knowledge has been retained.

Where a candidate is being assessed on the basis of a RCC process evidence must be produced that indicates a candidate has successfully directed operations at a defensively controlled fire at both structure and vehicle fires in a safe manner without causing avoidable environmental or equipment damage.

Assessors may use this guide to record evidence of a candidates overall performance but should be aware that this may not, on its own be an adequate record for moderation purposes without appropriate notes or appendices. Notes should include a summary of the process used and a statement about the quality of the candidate's performance.

ASSESSORS SHOULD ALWAYS REVIEW THE REQUIREMENTS CONTAINED IN THE UNIT STANDARD DOCUMENT PRIOR TO CONDUCTING ASSESSMENTS

For this unit the following resources are available from FRSITO to assist Learners, Instructors and Assessors:

- Assessor Assessment Guide
- Learner Assessment Guide

Assessors General Notes:

Candidates must hold prerequisites: Recommended: Unit 16940, *Implement an advocacy plan for a fire and rescue service organisation*, or demonstrate equivalent knowledge and skills.

Assessor Name	_____	Assessor No.	_____
Candidate Name	_____	NZQA No.	_____
Date of Assessment	_____	Final Result	_____

Level Descriptor

Level	Process	Employing	Responsibility
6	Carrying out processes that: <ul style="list-style-type: none"> Require a command of wide-ranging highly specialised technical or scholastic skills Involve a wide choice of standard and non-standard procedures, often in non-standard combinations Are employed in highly variable routine and non-routine contexts 	Employing: <ul style="list-style-type: none"> Specialised knowledge with depth in more than one area The analysis, reformatting and evaluation of a wide range of information The formulation of appropriate responses to resolve both concrete and abstract problems 	Applied: <ul style="list-style-type: none"> In managing processes within broad parameters for defined activities With complete accountability for determining and achieving personal and/or group outcomes

	Information or actions that may provide support for competency	
General	Has the candidate: <ul style="list-style-type: none"> <input type="checkbox"/> Satisfactorily completed a pre course self test? <input type="checkbox"/> Satisfactorily completed an oral or written on course or post knowledge assessment? <input type="checkbox"/> Satisfactorily completed simulation exercises? <input type="checkbox"/> Attend a course covering the Unit Standard subject matter? <input type="checkbox"/> Provided proof of experience through records? <input type="checkbox"/> Practically demonstrated in a practical scenario? <input type="checkbox"/> Other (please list)? <hr/> <hr/>	Assessor Notes:

Element and PC	Evidence Typical answer/product/performance expected from the learner/candidate(s)	Judgement Statement (A statement that defines the standard to be achieved)	Result C/NYC
1	Clarify fire service organisations and community concerns, issues, and needs requiring advocacy.		
1.1	<p>The candidate ensures the concerns, issues and needs of the community that require advocacy are identified in accordance with the results of consultation with the community and other stakeholders.</p> <p>Did the candidate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure key concerns, issues, needs are identified? <p>Assessor notes:</p>	<p>The concerns, issues and needs of the community that require advocacy are identified in accordance with the results of consultation with the community and other stakeholders.</p>	

Element and PC	Evidence Typical answer/product/performance expected from the learner/candidate(s)	Judgement Statement (A statement that defines the standard to be achieved)	Result C/NYC
1.2	<p>The candidate ensures other stakeholders are identified in terms of their interest in the concern, issue, and need.</p> <p>Did the candidate:</p> <p><input type="checkbox"/> Identify key stakeholders?</p> <p>Assessor notes:</p>	<p>Other stakeholders are identified in terms of their interest in the concern, issue, and need.</p>	
1.3	<p>The candidate ensures information on the concerns, issues, and needs is gathered according to relevance to clarify the concerns, issues, and needs.</p> <p>Did the candidate:</p> <p><input type="checkbox"/> Gather information appropriately?</p> <p>Assessor notes:</p>	<p>Information on the concerns, issues, and needs is gathered according to relevance to clarify the concerns, issues, and needs.</p>	
1.4	<p>The candidate ensures the desired outcome of advocacy interventions is determined in consultation with any individual and/or group, and/or with key people from a community seeking advocacy.</p> <p>Did the candidate:</p> <p><input type="checkbox"/> Determine desired outcomes in consultation with key people?</p> <p>Assessor notes:</p>	<p>The desired outcome of advocacy interventions is determined in consultation with any individual and/or group, and/or with key people from a community seeking advocacy.</p>	

Element and PC	Evidence Typical answer/product/performance expected from the learner/candidate(s)	Judgement Statement (A statement that defines the standard to be achieved)	Result C/NYC
2	Prepare an advocacy plan.		
2.1	<p>The candidate ensures planning is conducted in terms of organisational policy to include the nature of the individual, group, or community seeking advocacy and the fire and rescue service person's role and function.</p> <p>Did the candidate:</p> <p><input type="checkbox"/> Conduct planning appropriately?</p> <p>Assessor notes:</p>	<p>Planning is conducted in terms of organisational policy to include the nature of the individual, group, or community seeking advocacy and the fire and rescue service person's role and function.</p>	
2.2	<p>The candidate ensures planning is conducted using methods that encourage self-reliance of the individual, group, or community.</p> <p>Range: May include but is not limited to –</p> <p><input type="checkbox"/> ownership <input type="checkbox"/> facilitation <input type="checkbox"/> resourcing <input type="checkbox"/> delivery</p> <p>Did the candidate:</p> <p><input type="checkbox"/> Satisfy the requirements of the range?</p> <p>Assessor notes:</p>	<p>Planning is conducted using methods that encourage self-reliance of the individual, group, or community.</p>	
2.3	<p>The candidate ensures planning is conducted to identify organisational policies where advocacy strategies can assist in achieving desired organisational policy outcomes.</p> <p>Did the candidate:</p> <p><input type="checkbox"/> Conduct planning to ensure advocacy strategies can assist desired outcome?</p> <p>Assessor notes:</p>	<p>Planning is conducted to identify organisational policies where advocacy strategies can assist in achieving desired organisational policy outcomes.</p>	

Element and PC	Evidence Typical answer/product/performance expected from the learner/candidate(s)	Judgement Statement (A statement that defines the standard to be achieved)	Result C/NYC
2.4	<p>The candidate ensures proposals for an advocacy plan are within parameters established with the individual, group, or community seeking advocacy.</p> <p>Did the candidate:</p> <p><input type="checkbox"/> Ensures plan is within defined parameters?</p> <p>Assessor notes:</p>	<p>Proposals for an advocacy plan are within parameters established with the individual, group, or community seeking advocacy.</p>	
2.5	<p>The candidate ensures the advocacy plan identifies strategies to be adopted to achieve the desired outcome.</p> <p>Range: strategies may include but are not limited to</p> <ul style="list-style-type: none"> <input type="checkbox"/> individual advocacy <input type="checkbox"/> self-advocacy <input type="checkbox"/> lobbying <input type="checkbox"/> negotiation <input type="checkbox"/> private and public meetings <input type="checkbox"/> public demonstrations <input type="checkbox"/> letters <input type="checkbox"/> petitions <input type="checkbox"/> submissions <input type="checkbox"/> use of news media <input type="checkbox"/> public events <input type="checkbox"/> presentations <p>Did the candidate:</p> <p><input type="checkbox"/> Satisfy the requirements of the range?</p> <p>Assessor notes:</p>	<p>The advocacy plan identifies strategies to be adopted to achieve the desired outcome.</p>	
2.6	<p>The candidate ensures planning is approved according to organisational policy and requirements.</p> <p>Did the candidate:</p> <p><input type="checkbox"/> Ensure planning approved according to requirements?</p> <p>Assessor notes:</p>	<p>Planning is approved according to organisational policy and requirements.</p>	