OBSERVATION FORM 3.4

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| **The Assessor’s Role as An Observer**  The assessor is to observe the candidate as they complete the tasks outlined in this *Observation Form.*  To fulfil the role of the candidate’s observer, the assessor must:  ***Before observing the candidate:***   * Review and discuss the tasks and requirements listed under each task in this *Observation Form.*   ***As the candidate is completing each task outlined in this form:***   * Observe the candidate as they complete/demonstrate each task and each requirement outlined in this form. * Take notes as you observe the candidate. You can use/refer to these notes when providing comments/feedback on the candidate’s performance. * As the candidate completes each task in this form, they will:   + Record how they completed this task.   + Record important details relevant to their of this task, where required.   The candidate will then submit their responses to you.   * Review the information they recorded on each task and provide your comments and feedback on the candidate’s performance in the *Assessor’s comments/feedback* section. * In the *Observed By* section of each task:   + Sign your initials as confirmation that you have observed the candidate and as confirmation that the information they recorded in this form is true and accurate.   + Provide the date and time when you observed the candidate.   **IMPORTANT: Do not sign off on the task if the information the candidate recorded is not true and factual, i.e. it contradicts what you have observed, and if there are missing details in their responses. In these instances, please let the candidate know immediately.**  ***After observing the candidate:***   * Complete and sign the *Assessor Declaration* section. The signature must be handwritten. * Return the form to the candidate. |

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| **TO THE CANDIDATE**  The following outlines workplace tasks relevant to promoting creativity in the service.  Complete each task outlined in this *Observation Form* while being observed by your assessor. Your assessor will record important details from their observations in this form.  **TO THE ASSESSOR**  By signing in the *Observed By* sections of each task, you are testifying that you have sufficiently observed the candidate complete the task as recorded in this *Observation Form*. You are also confirming that they have completed the task in accordance with their work role and responsibilities, organisational policies and procedures, relevant legal and regulatory requirements, and industry standards. |

**Candidate Details**

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| Candidate name |  |
| Title/designation |  |
| Workplace/organisation |  |

**Observation Details**

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| Date of observation |  |
| Time of observation |  |
| Location |  |

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| **TASK 1. Provide opportunities for at least two different children to be exposed to three different art forms and three different artists from diverse cultures.**  In the spaces provided below, record details of these instances.  Your responses here must collectively show you have provided opportunities for at least two different children to be exposed to three different art forms and at least one artist from each of these three art forms. These art forms and artists must be from diverse cultures, i.e. at least two different cultures overall.  Add more rows to this table, as needed. | | |
| Child(ren):      Art form:  Artist:  Describe step-by-step how you provided this opportunity to this/these children: | **Observed by**  Name:  Initials:  Date observed: | |
| Child(ren):      Art form:  Artist: | **Observed by**  Name:  Initials:  Date observed: | |
| Child(ren):      Art form:  Artist: | **Observed by**  Name:  Initials:  Date observed: | |
| **TASK 2. Encourage one child who participated in the activities in Parts I and II to extend their creative efforts over a period of at least two days.**  In the spaces provided below, record details of these instances. | | |
| Child:  *Indicate Child 1, 2, or 3 from the construction, visual art and science, technology, engineering, arts and math (STEAM), activity, imaginative and dramatic play and language and storytelling activity, or music and movement activity.* | | |
| **DAY 1** (This must be after the implementation activity)  Describe how you encouraged this child to extend their creative efforts on this day. | | **Observed by**  Name:  Initials:  Date observed: |
| **DAY 2**  Describe how you encouraged this child to extend their creative efforts on this day. | | **Observed by**  Name:  Initials:  Date observed: |

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| **TASK 3. Encourage one child (must be a different child from above) who participated in the activities in Parts I and II to extend their creative efforts over at least two weeks.**  In the spaces provided below, record details of these instances. | |
| Child:  *Indicate Child 1, 2, or 3 from the construction, visual art and science, technology, engineering, arts and math (STEAM) activity, imaginative and dramatic play and language and storytelling activity, or music and movement activity. This must be a different child from the one you identified in Task 2 of this Observation Form 3.4.* | |
| **WEEK 1** (This must be after the implementation activity)  Describe how you encouraged this child to extend their creative efforts within this week. | **Observed by**  Name:  Initials:  Date observed: |
| **WEEK 2**  Describe how you encouraged this child to extend their creative efforts on this day. | **Observed by**  Name:  Initials:  Date observed: |

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| **SUPERVISOR DECLARATION**  By signing this declaration, I confirm that I have sufficiently observed the candidate, whose name appears above, complete the tasks in the workplace.  I further confirm that the information above is true and accurate. | |
| Supervisor name: | Supervisor’s signature  Date signed: |
| Title/designation: |
| Supervisor’s email address (required): |
| Supervisor’s phone number (required): |