

Work with candidate - checklist**Your comments**

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| ☐ Explain the candidate's rights and responsibilities: honesty and openness in return for fairness, involvement, consultation and reasonable adjustment | |
| ☐ Explain the units of competence to be assessed, the standard expected and the evidence that must be provided | |
| ☐ Consult with the candidate about: <ul style="list-style-type: none">▪ their workplace and role, if applicable▪ their current skills, knowledge and qualifications▪ their aspirations, vocational and personal, if relevant▪ their individual training plan▪ some possible training pathways open to the candidate▪ any special learning needs they may have or support they may require▪ their readiness for study, training or assessment▪ their understanding of everything you have discussed | |
| ☐ Provide candidates with the necessary documents, including the assessment guides | |
| ☐ Encourage the candidate to self-assess: <ul style="list-style-type: none">▪ explain how the candidates can develop skills to assess themselves▪ support the candidate when deciding what evidence they can provide | |
| ☐ | |