

COMMON ASSESSMENT FRAMEWORK TRAINING

Session 3: The Process Of Common Assessment

The Bottom Line

POSITIVE CLIENT OUTCOMES INCREASED IF:

- **Employability strengths and needs are assessed correctly**
- **Individuals are referred to the right organisations**
- **These organisations address their needs in the most effective way**
- **Everyone signs up to this approach!**

Definition Of Assessment

1. **PROCESS** for gathering information and evidence to identify **STRENGTHS** and development needs of the individual client to **ENABLE** them to commit to **ACHIEVABLE** goals and successful sustainable outcomes
2. It should involve agreed **LANGUAGE** and procedures that are clear to both client and partner organisations. Building rapport and establishing a **RELATIONSHIP** are key to engagement and empowerment

Why Assess?

- **Identify starting point**
- **Develop an understanding of client needs and strengths**
- **Identify objectives**
- **Match resources to needs –allow the most effective use of professional time**
- **Measure progress – hard and soft outcomes and distance travelled**
- **Identify additional needs and barriers as the process continues**
- **Any others?**

What Is Assessed

- **Assessment in employability to ascertain progress in relation to components of employability:**
 - **Skills**
 - **Attributes**
 - **Attitudes**
 - **Knowledge**
- **Workforce Plus suggests assessment of stage on pathway to sustainable employment**
 - **Not job ready, no routine or social connections**
 - **Not job ready, barrier removal**
 - **Job ready, work preparation**
 - **Employment**

Who Carries Out The Assessment

	Pros	Cons
Client	Client best knowledge of his own issues Saves time	Getting 'truth'; can be affected by mood; needs self awareness
Joint (client and worker)	Overcomes language difficulties; increases objectivity	Needs openness, staff may be influence
Worker only	May be able to identify progress client misses	Potential for bias and misjudgement; time
Third Party	Increases objectivity	Potential for bias and misjudgement; time

How Assessment Is Carried Out

- **Range of methods can be used including**
 - **Observation**
 - **Interviews**
 - **Questionnaires**
 - **Specific tools -e.g. Rickter Scale**
 - **Any others?**
- **All have pros and cons**
- **To assess employability effectively a range of methods will be needed to gain sufficient evidence of needs and strengths**
- **But principle of minimum intervention for maximum outcome should prevail**

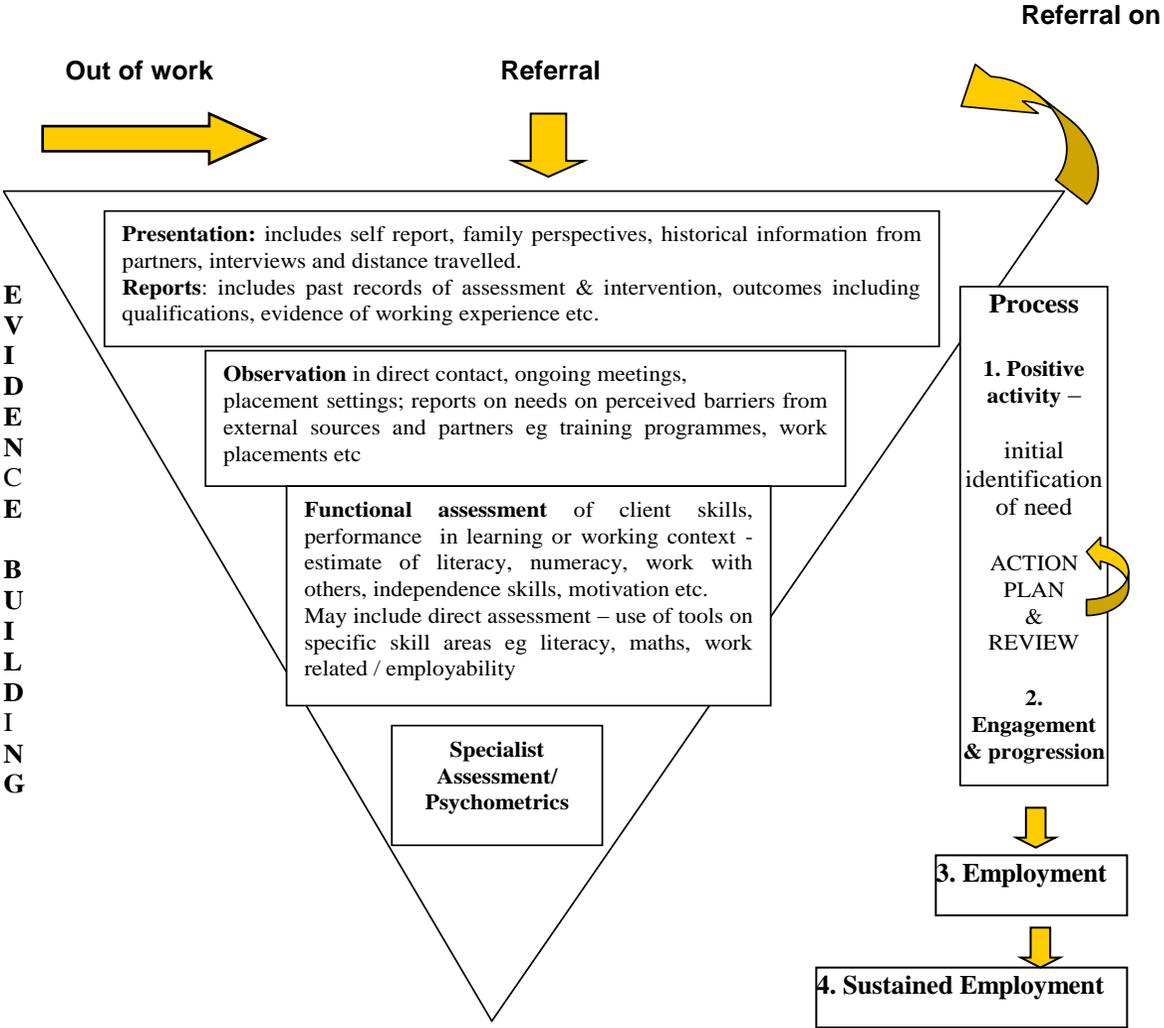
Selection Of Specific Methods

- **Is the method you choose**
 - **Going to help you assess employability needs and strengths more accurately and effectively?**
 - **Reliable – works across different clients and assessors?**
 - **Valid - measures something that will change as a result of your intervention?**
 - **Fit with time and resources you have available to assess?**
 - **Appropriate for beneficiaries?**
 - **Asks the right questions appropriately?**
 - **Clear and client friendly?**

When Assessment Takes Place

- All projects need a baseline position and a review of progress – initial and ongoing assessment
- When review happens can vary depending on
 - The programme
 - The timescale
 - Client characteristics
 - Assessment method
- *Initial* assessment to determine
 - Needs and strengths
 - Stage on pipeline
 - Where best placed to help
- *Ongoing* assessment used to
 - Measure progress and review goals
 - Assessing ongoing support needs

Needs Led Model



Principles Of Effective Needs Led Assessment

- **Done to identify individual needs to maximise skills and promote improved outcomes**
- **Process that promotes minimal effective involvement of relevant partners**
- **Staged, to ensure coordination and collaborative working**
- **Requires proactive sharing – through good quality information transfer and agreed protocols**
- **Recognises centrality of the client and requires confidentiality issues to be addressed at the outset**
- **Uses specialist roles only where roles explicit and agreed**
- **Benefits from the shared development of a shared model that ensures that each partner recognises the interdependence of roles**