



**Drug & Alcohol Professional Certification**  
**Workplace Assessment**

**HSC33 Develop your practice through reflection and learning**

[From the Skills for Care & Development NOS. Formerly also known as DANOS AC1/DANOS HSC 33.]

For this unit you need to reflect on your own practice in the workplace and taking action to enhance your practice by using opportunities for development.

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Name of applicant:

I confirm that I am the line manager / supervisor for the above named.

I have assessed the applicant's competence in relation to each of the numbered items listed overleaf and have placed my initials against each numbered item to indicate my satisfaction that the applicant has demonstrated the competence to which it refers (see notes below).

My assessment of the applicant's competence in this unit is based on the following (see notes below):

Name:

Signed:

Date:

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**Notes**

You should 'sign off' the applicant's competence in relation to each of the items listed below only where you have clear evidence that they have demonstrated the appropriate knowledge or skills in real life settings. Your assessment should be based on one or more of the following: observation of the applicant's practice, your supervision of the applicant, evidence provided by an appropriate third party (such as clients / colleagues / previous supervisor/line manager). Note - completion of a training course does NOT itself provide evidence of competence in a particular area.

In some cases the applicant will not have the opportunity within their existing position to demonstrate all of the required competences. Where this is the case, arrangements will need to be made for their competence to be assessed in an alternative setting (such as on placement), or, where applicable, for it to be confirmed by a supervisor / line manager from a previous post.

### **Performance criteria**

To perform to the standard you must ensure that:

1. you communicate to others the importance of being a reflective practitioner
2. you analyse with individuals, key people and others what is required for competent, effective and safe practice in your job role
3. you use reflection to review your own knowledge, skills, attitudes and behaviours
4. you reflect on how any life experiences and personal beliefs might affect your work
5. you evaluate with individuals, key people and others how well you carry out your work to achieve outcomes and promote active participation
6. you analyse the areas of your work where literacy, numeracy and information technology skills are necessary
7. you demonstrate where you have used literacy, numeracy and information technology skills in your work
8. you evaluate with others how your practice and skills could be improved
9. you use support to identify strengths within your practice
10. you use support to reflect on and identify ways that your practice can be enhanced
11. you prioritise aspects of your practice that need to be strengthened
12. you take action, with support, to identify development opportunities that will enhance your knowledge and practice
13. you agree with others your personal development plan
14. you access development opportunities
15. you apply new learning to your practice
16. you evaluate how effective the development opportunities have been in enhancing your practice

17. you share with others how reflection has led to improved ways of working
18. you revise your personal development plan to take account of personal growth, skills enhancement and new challenges
19. you keep up-to-date records of your personal and professional development, according to legal and work setting requirements

## **Knowledge and Understanding**

To perform competently in this unit, you need to know and understand:

### Rights

1. legal and work setting requirements on equality, diversity, discrimination and rights
2. your role in promoting individuals' rights, choices, wellbeing and active participation
3. conflicts and dilemmas that may arise in relation to rights and how to address them

### Your practice

1. legislation, statutory codes, standards, frameworks and guidance relevant to your work, your work setting and the content of this standard
2. your own background, experiences and beliefs that may have an impact on your practice
3. your own roles, responsibilities and accountabilities with their limits and boundaries
4. how to work in partnership with individuals, key people and others

### Personal and professional development

1. principles of reflective practice and why it is important
2. how to access information and support on knowledge and best practice relevant to your work
3. your role and the role of others in evaluating and developing your skills and knowledge through supervision and appraisal or other arrangements
4. the range of learning opportunities and how to access them
5. how to use learning opportunities effectively to improve your knowledge and practice, including learning from day to day experiences
6. how to apply learning and transfer skills into new situations