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| **Applicant Name** |  | **Workplace Supervisor** |  |
| **Assessor Name**  |  | **Co-Assessment Date** |  |
| **Workplace** |  |  |  |

# Summary Outcome

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| **Performance Evidence** | **C/NYC** |
| **Activated Pre-Determined Safety Planning for the mediation**  |  |
|  | Used and followed systems, processes, documentation and reporting requirements  |
|  | Established a climate for the disclosure of physical and emotional safety concerns  |
|  | Identified areas outside own expertise and referred clients to sources of specialist legal advice |
| **Managed Shuttle Mediation:** |  |
|  | Informed participants of their rights and responsibilities |  |
|  | Assisted parties to communicate and negotiate indirectly without bias or giving advice  |  |
|  | Assessed and responded to any safety concerns expressed by family members subject to violence |  |
| **Facilitated communication and information exchange including** |  |
|  | Used facilitation skills to elicit, confirm and exchange information between the parties without them speaking directly to each other |
|  | Managed the process to ensure fair and respectful engagement including roughly equal time to speak, be heard and present needs, interests and concerns |
|  | Identified and responded appropriately to behaviours and tactics of family members who use violent, controlling, intimidating and belittling behaviours on family members |
| **Maintained impartiality,** and client self-determination and assisted parties to communicate on issues that impact on children and to consider the best interest of the child (if applicable) |  |
|  **Assisted participants to generate and evaluate options including:** |  |
|  | Share information about the law and relevant programs in relation to domestic and family violence with clients |
|  | Used techniques and strategies to assist participants to generate potential options |
| **Confirmed and documented outcomes and agreements including:** |  |
|  | Documented and confirmed participants understanding of agreement reached according to organisational requirements |
|  | Provided accurate information about the legal status of the agreement and next steps |

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## Overall assessment outcome

## Comments

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| Overall Comments |
| **Observations:** |
| **Minor:** |
| **Major:** |
| Additional Evidence Required? |  |