Applicants applying for pre-qualification in the category of Design and Delivery of Assessments must complete this form in full. Refer to the Scheme Rules for definitions of terms in this form and conditions relating to the Design and Delivery of Assessments category.

The completed form must be submitted with your application. All information required by this form is mandatory and incomplete information may result in rejection of the application.

Please note that the NSW public sector is committed to delivering an inclusive approach in all aspects of recruitment, assessment and employment; and promotes practices that ensure accessibility and eliminate any barriers to equal participation and engagement (https://www.psc.nsw.gov.au/workplace-culture---diversity/diversity-and-inclusion).

|  |  |
| --- | --- |
| Name: | Click here to enter text |
| Organisation name: | Click here to enter text |
| Date:  | Click here to enter a date |

## Provide details of 3 engagements over the past 24 months where your organisation has been engaged to design and/or deliver assessments and/or assessment centres under this category.

|  |
| --- |
| **Client Company (1)** |
| Client Company name | Click here to enter text |
| Title of the role assessed  | Click here to enter text |
| Month/year completed | Click here to select a date |
| Type of service/s | [ ]  Design assessments[ ]  Design assessment centres[ ]  Deliver assessments[ ]  Deliver assessment centres[ ]  Other (please specify): Click here to enter text |
| Referee Details: Full name | Click here to enter text |
| Contact number | Click here to enter number |
| Email | Click here to enter text |
| **Client Company (2)** |
| Client Company name | Click here to enter text |
| Title of the role assessed | Click here to enter text |
| Month/year completed | Click here to select a date |
| Type of service/s | [ ]  Design assessments[ ]  Design assessment centres[ ]  Deliver assessments[ ]  Deliver assessment centres[ ]  Other (please specify): Click here to enter text |
| **Referee Details: Full name** | Click here to enter text |
|  **Contact number** | Click here to enter number |
|  **Email** | Click here to enter text |
| **Client Company (3)** |
| Client Company name | Click here to enter text |
| Title of the role assessed | Click here to enter text |
| Month/year completed | Click here to select a date |
| Type of service/s | [ ]  Design assessments[ ]  Design assessment centres[ ]  Deliver assessments[ ]  Deliver assessment centres[ ]  Other (please specify): Click here to enter text |
| **Referee Details: Full name** | Click here to enter text |
|  **Contact number** | Click here to enter number |
|  **Email** | Click here to enter text |

## Identify which of the following options best describes the personnel who will be designing and/or delivering fit-for-purpose assessments and/or assessment centres under this category. *[Select one option only]*

[ ]  Registered psychologist/s

[ ]  HR and/or candidate assessment professional/s

[ ]  Both registered psychologist/s and HR and/or candidate assessment professional/s

[ ]  N/A – Our personnel do not fall within any of these categories

## Outline your organisation’s understanding of the *Government Sector Employment Act 2013* (GSE) requirements for recruiting to roles, including the minimum assessment standards, as outlined in the following: *[250 words or less]*

## [GSE (General) Rules 2014,](https://www.legislation.nsw.gov.au/#/view/regulation/2014/65/part3) in particular Part 3

1. [NSW Public Sector Capability Framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework)
2. [Public Service Commission’s Recruitment and Selection Guide](https://www.psc.nsw.gov.au/workforce-management/recruitment/recruitment-and-selection)

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| Click here to enter response (250 words or less) |

## Provide an overview of your methodology for designing and/or delivering fit-for-purpose assessments and/or assessment centres. *[500 words or less]*

## Information provided should include, but is not limited to, the following:

## how these services align to the GSE requirements for recruiting to roles

## how it is ensured that key components of the role or role type (including capabilities, knowledge and experience) are assessed.

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| Click here to enter response (500 words or less) |

## Outline your organisations approach to reporting assessment results to NSW public sector agencies. *[250 words or less]*

Information provided should include, but need not be limited to, the following:

## how assessors record candidate performance on assessments against the capabilities, knowledge and experience for the role

## how candidate results are summarised and provided to agencies.

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| Click here to enter response (250 words or less) |

## Outline your organisation’s approach to the management of candidates including but not limited to the following: *[250 words or less]*

## candidates who do not progress to the final stages of assessment

## strategies when providing feedback to unsuccessful candidates

## people with disability or from diversity groups

## other candidate care provided.

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| Click here to enter response (250 words or less) |

## Demonstrate how your organisation ensures it designs and/or delivers fit-for-purpose assessments and/or assessment centres (including communication with candidates) that are accessible to and inclusive of all candidates, especially people with disability. *[250 words or less]*

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| --- |
| Click here to enter response (250 words or less) |

## Describe and provide an example of how your organisation invites, responds, considers and accommodates requests from candidates for reasonable adjustments during the recruitment and selection process, in order to accommodate special needs. This may include details of how and when adjustments can be requested and the types of adjustments you make, or alternative assessment approaches you use to ensure people with disability can participate. *[250 words or less]*

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| Click here to enter response (250 words or less) |

## Do you have disability confident recruitment accreditation or similar (e.g. <http://www.and.org.au>)?

[ ]  Yes

[ ]  No

If yes, provide the name of the accreditation, the name of the organisation that granted it, and the date that the accreditation expires: Click here to enter text

## Does your organisation provide training for Assessors on capability-based assessment processes including diversity awareness training?

[ ]  Yes

[ ]  No

If yes, outline the scope of training available: Click here to enter text