

ACTION CHECK LIST FOR CANDIDATE SITE VISITORS

General performance expectations:

For each visit you will be expected to:

1. Make appropriate contact with the supervisor and the voluntary educator to ensure the success of the visit.
2. Travel to and from the site by the most economical means. You will make your own travel arrangements. You will take all the material needed for the visit. A claim cannot be made for a visit that is aborted or unsuccessful because of failures in planning.
3. Take responsibility for your own eating requirements. (Not covered by a project budget.)
4. Submit a full set of learners' responses to the tasks you set them. (More detail about the tasks below.)
5. Each individual's set will be signed by you to indicate that you oversaw the task sympathetically, and that there was no external assistance. Where necessary you may also comment after the event on the tasks. Your signature also guarantees that the learners' identification details are correct and clear on each set.
6. Submit a brief report on the visit, using the prescribed form.
7. Submit a claim for the visit.

Daily expectations

You are expected to:

1. Complete two site visits successfully as specified above and below.
2. Only one visit completed on one day will receive half the daily rate.
3. In the unlikely event of three visits completed successfully on one day will, by the same token, receive remuneration for 1 1/2 days.

Visit check list

On each visit:

1. Immediately before the visit, review the contents of the short report you will have to deliver, to ensure that your observations allow you to complete this.
2. You will greet and relate to all involved with courtesy and in an unthreatening way.
3. You are expected to refrain from expressing any critical or negative feelings you may have about the site, the personnel or Kha Ri Gude. This is not an evaluation, but the gathering of verification information.
4. Critical reflections that may have a bearing on the verification can be included in your report made after the event.
5. You will explain the purpose of your visit as part of the effort to make KRG even better.
6. Either before or after engagement with the learners, you will ask the VE what she or he thinks about the Learner Assessment Portfolios, how she or he marks them, in what ways she and others help the learners to improve their portfolios (perfectly legitimate as long as transparent).

7. You will ask the learners, singly, or in small groups, or as a whole class - depending on what is most workable while allowing your full surveillance - to complete the identification and address details on their own. You may explain what has to be filled in where, but the learners must pencil in their own information. If you need to help them by filling in details they can't, you will do this with the purple pen you will be supplied with.
8. Based on what the VE tells you about the group's progress, you will give each learner an appropriate page (see separate guideline) from the former portfolio. You will explain to the learners what they must do (they should have done this recently). The learners will complete the requisite page on their own. If they need help, this should again be reflected in purple.
9. Staple the personal details to the portfolio sheet and sign as explained above.
10. Store these in a clearly marked envelope as provided.
11. After the visit complete and sign the report. Submit this, together with the learner tasks and any claim due, to the person who recruited you.