



POLICY STANDARD 3

ASSESSMENT

POLICY:

Pablos will ensure that every client who is accepted into the arts programme is assessed for their understanding of the Pablos Purpose and mission and whether they will get positive benefit from attending Pablos. For instance, developing social skills, a sense of responsibility for self and others in the studio environment, and the development of an art practice which is uniquely their own.

Applications will be assessed on the following CRITERIA:

The client (artist):

- Identifies that Pablos will have positive effect
- Able to accept (function within) the environment of Pablos both Physical and Cultural
- Able to respect basic human rights of those who share the Pablos Community space
- Can demonstrate an interest in art and developing artistic skills
- Have read and understood the values sighted in the Artist Contract

OBJECTIVE:

That Pablos Staff are able to monitor the group's progress in accordance with the Outcomes.

PROCEDURE:

Potential clients are given a tour of Pablo's service. The Pablos application form is then completed and a time established for an interview.

At each interview:

- ◆ Go through application
- ◆ Explain Pablos approach and working guidelines
- ◆ Asses if any special support/awareness from staff needed in regards to individuals mental health.
- ◆ Inform person of Pablos policy regards support person and contact in the case of emergency or illness
- ◆ Present Pablos contract and explain

If Pablos can allocate space requirements and the individual has a successful application, the potential client shall be informed of a decision within one week of interviews. If the applicant

was successful, but Pablos could not manage space and/or support-wise, the applicant would then be placed on the waiting list.

When individual starts art tutors will:

- ◆ Asses artistic skills and artistic goals
- ◆ Asses art needs – therapeutic/technique/marketing
- ◆ Identify days able to work
- ◆ Identify material and space needs
- ◆ Work through individual goal plan
- ◆ Ensure individual is familiar with the studio and its facilities

A filing system of all Pablo's clients is kept with artist's contracts, contact information and key manager details. This is kept in a locked filing cabinet in the office. Artists' current contact details are also recorded in an index book and kept in the filing cabinet.

Artists' portfolios are kept in a separate filing cabinet which is open access.

OUTCOME:

That the needs of Pablo's client group will be closely assessed monitored and acted upon as required and appropriate.

That each client has a clearly articulated assessment, a goal and action plan. Pablos staff can monitor progress with the client in their action plan. Goal plans reviewed 6 monthly.

Community Participation Outcomes:

Outcomes sought will vary according to each individual's aspirations and needs but include:

- Active participation in activities in the community;
- Increased confidence, self-esteem, self-reliance, autonomy;
- Movement into or towards employment;
- Development of work related skills; and
- Development of daily living and community participation skills.

SUPPORTING DOCUMENTS:

- Pablos Application Form
- Artist Agreement
- Emergency Contact Details (see Application Form)
- 'Who do you see for different things?'
- FAQ Sheet