Wellbeing check-in tool

A set of short, non-diagnostic prompts to support regular conversations about workload, well-being and sustainability.

Part of the AUSMASA Trainer and Assessor VET Career Framework

About this tool

Consultation highlighted that pressure and fatigue are often noticed early but not named until they affect wellbeing or performance. This tool addresses early-warning and sustainability issues by supporting brief, regular check ins that help surface pressure early and adjust support before issues escalate.

Who the tool is for

Trainers, assessors, mentors, supervisors and teams.

Use this tool:

- as a brief self-reflection
- in one-to-one or peer check-ins
- in team conversations
- during periods of increased workload, change or relative stability

How to use this tool

Use one or two prompts at a time and revisit them regularly. The prompts support early noticing and shared understanding. They are not intended to diagnose, assess or formally record well-being.

Wellbeing check-in tool

A set of short, non-diagnostic prompts to support regular conversations about workload, well-being and sustainability.

Part of the AUSMASA Trainer and Assessor VET Career Framework

Name: _____

Role: _____

Date: _____

Organisation: _____

Complete the self-assessment below based on your current role and experience.

Wellbeing check-in prompts	
Workload and energy • How does my workload feel in practice, not just on paper? • What parts of my work are taking the most energy right now? • Am I finishing most days with enough capacity to recover before the next one?	
Clarity and cognitive load • How clear do I feel about what matters most at the moment? • What tasks require a lot of mental effort or constant switching? • Where am I re-checking, re-doing or second-guessing my work?	
Boundaries and emotional load • What parts of my role feel emotionally heavy or hard to hold alone? • Am I clear about what sits within my role and what should be escalated or referred? • Where do boundaries feel blurred or hard to maintain?	

Wellbeing check-in tool

A set of short, non-diagnostic prompts to support regular conversations about workload, well-being and sustainability.

Part of the AUSMASA Trainer and Assessor VET Career Framework

Support and connection • When I feel unsure or under pressure, who do I turn to first? • Do I feel safe asking questions or raising concerns early? • What support has helped most recently, and what support has faded?	
Sustainability check • If things continue as they are now, how sustainable does this feel? • What is one small change that would make the next few weeks more manageable? • What support would make the biggest difference right now?	

Mapping reflection to support

After a check-in, consider whether any of the following support responses may help:

- clarification of priorities or expectations
- workload pacing or redesign
- task-based system or administrative support
- clearer boundaries or referral pathways
- mentoring, coaching or peer connection

Noticing pressure early and adjusting support are protective practices.

If this check-in identifies pressure or strain

This may be a prompt to adjust the workload, clarify expectations, or connect with additional support, rather than relying solely on individual coping strategies.

Learn more about the Trainer and Assessor VET Career Framework

Explore more practical tools, guides and resources supporting VET capability, wellbeing, industry engagement and career development