**Assessment plan and record**

**Unit of competency:** **TAEASS311 Contribute to assessment** **Name of Candidate: A Bloggs**

**Note:** Refer to Unit of Competency and Assessment Requirements for full text of each requirement.

**Evidence-gathering tools:** **PA1**: Performance assessment 1; **PA2**: Performance assessment 2; **PA3**: Performance assessment 3; **KA**: Knowledge assessment

**Judgement rules**: All unit requirements must be demonstrated. Each element must be demonstrated in at least two different activities.

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| **Unit requirement** | **PA1** | **PA2** | **PA3** | **KA** | **Outcome** | **Comment** |
| **Elements and performance criteria** |  |  |  |  |  |  |
| 1. Clarify role and responsibilities in the assessment process |  |  |  |  |  |  |
| 1.1 Confirm assessment purpose | O1 |  | O1 |  |  |  |
| 1.2 Confirm assessment benchmarks | O2 |  | O2 |  |  |  |
| 1.3 Clarify assessment plan |  | O3 | O3 |  |  |  |
| 1.4 Discuss & agree responsibilities |  | O4 | O4 |  |  |  |
| 2. Confirm organizational arrangements for evidence gathering |  |  |  |  |  |  |
| 2.1 Organisational policies & procedures | O5 |  |  | Q7 |  |  |
| 2.2 Clarify assessment tools | O6 |  |  | Q11 |  |  |
| 2.3 Context characteristics | O7 |  |  | Q13 |  |  |
| 3. Collect evidence in accordance with the assessment plan |  |  |  |  |  |  |
| 3.1 Brief candidate | O9 |  | O9 | Q2 |  |  |
| 3.2 Use assessment tools | O10 | O10 | O10 |  |  |  |
| 4. Record and report findings |  |  |  |  |  |  |
| 4.1 Provide decision to assessor | O11 |  |  |  |  |  |
| 4.2 Seek feedback from assessor | O12 |  |  |  |  |  |
| 4.3 Document improvements | O13 |  |  |  |  |  |
| **Foundation Skills** |  |  |  |  |  |  |
| 1. Neat, accurate and prompt reporting |  |  |  |  |  |  |
| **Performance Evidence** |  |  |  |  |  |  |
| 1 Clarify role (1.4) | O4 |  |  |  |  |  |
| 2 Clarify assessment plan (1.3, 2.2) | O3 O6 | O3 | O3 O6 |  |  |  |
| 3 Conduct 3 assessment activities (3.2) | O10 | O10 | O10 |  |  |  |
| 4 Report findings x 3 times (4.1, 4.2) | O11 O12 |  | O11 O12 |  |  |  |

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| **Knowledge Evidence** |  |  |  |  |  |  |
| 1 Competency-based assessment |  |  |  | Q1 |  |  |
| 2 Principles of assessment |  |  |  | Q2 |  |  |
| 3 Rules of evidence |  |  |  |  |  |  |
| 4 Different purposes of assessment |  |  |  | Q4 |  |  |
| 5 Diversity of assessment contexts |  |  |  | Q6 |  |  |
| 6 Different types of evidence | O10 | O10 | O10 |  |  |  |
| 7 Evidence-gathering methods |  |  |  | Q8 |  |  |
| 8 Assessment tools & assessment plans |  |  |  | Q9 |  |  |
| **Overall outcome** | **S NYS** | **C NYC** | **S NYS** | **S NYS** | **C NYC** |  |

**Organisation: Wilkins Construction and Engineering Pty Ltd**

**PA1: Performance assessment 1** Type of assessment: Final Date:

Unit of competency assessed: Forklift Candidates assessed:

Qualified assessor/observer: Bill Smith Evidence-gathering tools used: RTO developed

**PA2: Performance assessment 2** Type of assessment: Progress Date:

Unit of competency assessed: Forklift Candidates assessed:

Qualified assessor/observer: Bill Smith Evidence-gathering tools used: Purchased

**PA3: Performance assessment 3** Type of assessment: RPL Date:

Unit of competency assessed: Rigging Candidates assessed:

Qualified assessor: Sam Wilson Evidence-gathering tools used: CV and employer reports

**KA: Knowledge assessment** Administrator: Bill Smith Date:

**Name of RTO assessor (1.13): Signature: Date:**

**Name of RTO assessor (1.14 & 1.15): Signature: Date:**

**Prerequisite units: 🞏 Competent 🞏 Not yet competent 🞏 Not required**

**Assessment outcome: 🞏 Competent 🞏 Not yet competent Action required:**

**Outcome reported: Date:**