

Assessment plan and record

Wrong code

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.

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			Only assessed once at PA3.
1.2 Confirm assessment benchmarks	O2		O2			
1.3 Clarify assessment plan	?	O3	O3			PA1 & PA2 missing performance criteria
1.4 Discuss & agree responsibilities		O4	O4			
2. Confirm organizational arrangements for evidence gathering						
2.1 Organisational policies & procedures	O5			Q7		Not performance of skill
2.2 Clarify assessment tools	O6			Q11		
2.3 Context characteristics	O7			Q13		Only assessed once
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	?	?			Only assessed once
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					Only assessed once
2 Clarify assessment plan (1.3, 2.2)	O3 O6	O3	O3 O6			
3 Conduct 3 assessment activities (3.2)	O10	O10	O10			O6 not used
4 Report findings x 3 times (4.1, 4.2)	O11 O12		O11 O12			O8 - not mapped

Not demonstrated 3 times

'and candidate'

PC 2.4 missing

'evidence'

Not a requirement

Knowledge Evidence						
1 Competency-based assessment				Q1		
2 Principles of assessment				Q2		
3 Rules of evidence		Not KE				
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	

KE9 & KE10 missing

Not meaningful

Not valid

Q3, Q5, Q7 – not mapped

Organisation: Wilkins Construction and Engineering Pty Ltd

PA1: Performance assessment 1

Unit of competency assessed: Forklift

Qualified assessor/observer: Bill Smith

Type of assessment: Final Date:

Candidates assessed:

Evidence-gathering tools used: RTO developed

PA2: Performance assessment 2

Unit of competency assessed: Forklift

Qualified assessor/observer: Bill Smith

Type of assessment: Progress Date:

Candidates assessed:

Evidence-gathering tools used: Purchased

PA3: Performance assessment 3

Unit of competency assessed: Rigging

Qualified assessor: Sam Wilson

Type of assessment: RPL Date:

Candidates assessed:

Evidence-gathering tools used: CV and employer reports

Does not meet rules of evidence or principles of assessment

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: