**Observation checklist**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***COURSE TITLE:*** | | | | |  | | | | |
| **Organisation Name** | | | | |  | | | | |
| **Participant Name** | | | | |  | | | | |
| **Tutor Name** | | | | |  | | | | |
| **Module Title and Code:** | | | | | **Draft simple workplace formatted texts – NFSKWTG005.2** | | | | |
| OBSERVATION CRITERIA | | | | | | | | | |
| **Did the learner:** | | | | | | | | | **(√) each time observed** |
| **EMPLOYABILITY SKILLS** | | **1** | participate cooperatively and collaboratively in the course? | | | | | |  |
| **2** | meet the behavioural expectations of the group? | | | | | |  |
| **3** | satisfactorily complete activities/tasks on time? | | | | | |  |
| **4** | follow directions and respond appropriately to feedback? | | | | | |  |
| **CORE SKILLS** | **READING** | **1** | read formatted text (tables, forms etc.) accurately and complete correctly? | | | | | |  |
| **ORAL COMMUNICATION** | **1** | discuss plan and draft writing with tutor? | | | | | |  |
| **2** | seek advice and/or assistance from tutor as required? | | | | | |  |
| **3** | respond appropriately to tutor’s responses to questions and suggestions? | | | | | |  |
| **WRITING** | **1** | complete workplace text using simple vocabulary, grammatical structures and conventions to meet standard of a workplace document? e.g., telephone message in a template, WHS form, work diary logging tasks completed, simple internal job application form, purchase order or invoice, vehicle log or reimbursement form for expenses etc. | | | | | |  |
| **2** | complete text using appropriate layout and simple organisation principles? | | | | | |  |
| **3** | create texts, to workplace standard, so others could read and understand? | | | | | |  |
| **Result of participation in module NFSKWTG005.2** | | | | | | | | | |
| **EMPLOYABILITY SKILLS** | | | | | | **❒ Successful completion** – All criteria ticked (**√**) at least once  **❒ Demonstrated improvement** - At least two criteria ticked (**√**)  **❒ Minimal / no progress demonstrated** – Only one or less criteria ticked (**√**) | | | |
| **CORE SKILLS** | * **Reading** * **Oral Communication** | | | | | **❒ Successful completion** – All criteria ticked (**√**) at least once  **❒ Demonstrated improvement** - At least three criteria ticked (**√**)  **❒ Minimal / no progress demonstrated** – Only one or less criteria ticked (**√**) | | | |
| **Writing** | | | | | **❒ Successful completion** – All criteria ticked (**√**) at least once  **❒ Demonstrated improvement** - At least two criteria ticked (**√**)  **❒ Minimal/no progress demonstrated** – Only one or less criteria ticked (**√**) | | | |
| **Successfully completed this unit:** ❒ Yes ❒ No *To successfully complete this unit all criteria must be ticked (****√****) at least once.*  **Specify reason for not completing the course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | |
| **Tutor Signature** | | | |  | | | **Date :** | **……./…..../……** | |

**Please complete the pathways information**

***Tick the section that best describes the action, or intended action, at the time of this assessment.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PATHWAYS | At the time of this assessment has the participant: | | | |
| * Enrolled in vocational education and training | ❑ | * Undertaken unpaid work | ❑ |
| * Undertaken a work experience placement | ❑ | * Enrolled in another ACE course | ❑ |
| * Commenced an Australian Apprenticeship | ❑ | * Commenced an employment project | ❑ |
| * Returned to school | ❑ | * Entered paid employment | ❑ |
| * Enrolled in a non-accredited course (not ACE) | ❑ | * Enrolled in university | ❑ |
| * Other (please specify):   ………………………………………………………………………………………………………………….. | | | |
| If the participant has not identified a specific action, please provide the intention: | | | |
| * To enrol in vocational education and training | ❑ | * To find unpaid work | ❑ |
| * To seek a work experience placement | ❑ | * To enrol in another ACE course | ❑ |
| * To seek an Australian Apprenticeship | ❑ | * To start an employment project | ❑ |
| * To return to school | ❑ | * To seek paid employment | ❑ |
|  | * To enrol in a non-accredited course (not ACE) | ❑ | * To enrol in university | ❑ |
|  | * Other (please specify):   ……………………………………………………………………………………………………………………. | | | |