**Observation checklist**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Course TITLE:*** | | | |  | | | | |
| **Organisation Name** | | | |  | | | | |
| **Participant Name** | | | |  | | | | |
| **Tutor Name** | | | |  | | | | |
| **OBSERVATION CRITERIA** | | | | | | | | |
| **Module Name and Code:** | | | | **Prepare to interact in short and simple workplace spoken exchange– NFSKOCM002.1** | | | | |
| **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** | communicate effective and courteously with tutor and other course participants? | | | | |  |
| **CORE SKILL/S** | **ORAL COMMUNICATION** | **1** | identify type of spoken workplace exchange? | | | | |  |
| **2** | identify purpose and audience of exchange? | | | | |  |
| **3** | identify oral communication strategies required for engagement in exchange? | | | | |  |
| **4** | identify accepted communication practices and protocols in immediate work-related context e.g. ways of communicating with those in authority? | | | | |  |
| **OTHER SKILLS** | **OPTIONAL** | **1** |  | | | | |  |
| **2** |  | | | | |  |
| **3** |  | | | | |  |
| **Result of participation in module NFSKOCM002.1** | | | | | | | | |
| **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** | **Oral Communication** | | | | **❒ 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):   ……………………………………………………………………………………………………………………. | | | |