**Observation checklist**

|  |  |
| --- | --- |
| ***COURSE TITLE:*** |  |
| **Organisation Name** |  |
| **Participant Name** |  |
| **Tutor Name** |  |
| **Module Title and Code:** | **Review and finalise simple workplace formatted text – NFSKWTG005.3** |
| OBSERVATION CRITERIA |
| **Did the learner:** | **(√) each time observed** |
| **EMPLOYABILITY SKILLS** | **1** | participate cooperatively and collaboratively in the ACE course? |  |
| **2** | meet the behavioural expectations of the ACE group? |  |
| **3** | satisfactorily complete activities/tasks on time? |  |
| **4** | follow directions and respond appropriately to feedback? |  |
| **CORE SKILL/S** | **READING** | **1** | read written drafts to correct identified errors purposes? |  |
| **2** | read formatted text (tables, forms etc.) accurately and complete correctly? |  |
| **ORAL COMMUNICATION** | **1** | discuss draft and review 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** | check draft text completeness, accuracy and suitability to audience and purpose? |  |
| **2** | review writing, incorporating feedback? |  |
| **3** | finalise text based on re-reading? |  |
| **4** | use appropriate grammar, vocabulary and writing conventions? |  |
| **Result of participation in module NFSKWTG005.3** |
| **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 two 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):

……………………………………………………………………………………………………………………. |