**Observation checklist**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Course title:*** | | | |  | | | | |
| **Organisation Name** | | | |  | | | | |
| **Participant Name** | | | |  | | | | |
| **Tutor Name** | | | |  | | | | |
| **Module Name and Code:** | | | | **Identify short and simple problems affecting own work – NFSKLRG002.1** | | | | |
| **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** | communicate effectively with tutor and other course participants? | | | | |  |
| **4** | complete set tasks as expected within appropriate timeframes? | | | | |  |
| **CORE SKILLS** | **ORAL COMMUNICATION** | **1** | follow short, explicit instructions or direction? The learner may refer to a frequently used word list for learning in the workplace, as required. | | | | |  |
| **2** | ask for additional assistance and guidance? Encouragement may be provided by the tutor or mentor. | | | | |  |
| **3** | recount a personal experience connected to simple workplace problem? | | | | |  |
| **4** | describes a routine, well defined, highly predictable concrete task of one or two steps, using workplace specific vocabulary as appropriate? Communication may be supported by body language. | | | | |  |
| **LEARNING** | **1** | identify highly obvious, routine workplace problems e.g. a disruption to a familiar procedure | | | | |  |
| **2** | recognise predictable routine problems related to specific work roles? | | | | |  |
| **3** | select a potential basic workplace problem for review and identify possible factors contributing to the problem? | | | | |  |
| **4** | identify possible factors contributing to the problem? An expert or mentor can provide prompting and feedback to learner, as needed | | | | |  |
| **Result of participation in module NFSKLRG002.1** | | | | | | | | |
| **EMPLOYABILITY SKILLS** | | | | | **❒ Successful completion** – All criteria ticked (**√**) at least once  **❒ Demonstrated improvement** - At least two criteria ticked (**√**) or more  **❒ Minimal / no progress demonstrated** – Only one or less criteria ticked (**√**) | | | |
| **CORE SKILL/S** | * **Oral Communication** * **Learning** | | | | **❒ Successful completion** – All criteria ticked (**√**) at least once  **❒ Demonstrated improvement** - At least three criteria ticked (**√**) or more  **❒ No progress demonstrated** – Only two 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):   ……………………………………………………………………………………………………………………. | | | |