**Observation checklist**

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| --- | --- | --- | --- | --- | --- |
| **COURSE TITLE** | | | |  | |
| **ORGANISATION NAME** | | | |  | |
| **PARTICIPANT NAME** | | | |  | |
| **TUTOR NAME** | | | |  | |
| **OBSERVATION CRITERIA** | | | | | |
| **MODULE TITLE AND CODE:** | | | | **Prepare an individual learning plan - NFSKLRG003.2** | |
| **Did the participant/learner:** | | | | | **(√) each time observed** |
| **EMPLOYABILITY SKILLS** | **PLANNING & ORGANISING** | **1** | organise information into an appropriate, simple learning plan? (With or without tutor support) | |  |
| **2** | select information relevant to career goal and include in learning plan? (With or without tutor support) | |  |
| **SELF-MANAGEMENT** | **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** | **WRITING** | **1** | record information on a simple learning plan? | |  |
| **2** | demonstrate some grammatical accuracy when recording information? | |  |
| **LEARNING** | **1** | identify strategies to develop required skills to achieve goals? | |  |
| **2** | record information on a short and simple individual learning plan, with assistance? | |  |

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| **Result of participation in module NFSKLRG003.2** | | | | | |
| **EMPLOYABILITY SKILLS** | | **❒ Successful completion** – All criteria ticked (**√**) at least once  **❒ Demonstrated improvement** - At least three criteria ticked (**√**) or more  **❒ Minimal / no progress demonstrated** – Only two or less criteria ticked (**√**) | | | |
| **CORE SKILLS** | * **WRITING** | **❒ Successful completion – All criteria ticked (√) at least once**  **❒ Demonstrated improvement - At least one criteria ticked (√)**  **❒ No progress demonstrated – no criteria ticked (√)** | | | |
| * **LEARNING** | **❒ Successful completion – All criteria ticked (√) at least once**  **❒ Demonstrated improvement - At least one criteria ticked (√)**  **❒ No progress demonstrated – no criteria ticked (√)** | | | |
| **Successfully completed this module:** ❒ Yes ❒ No  *To successfully complete this module all criteria must be ticked (****√****) at least once.*  **Specify reason for not completing the module: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | |
| **FACILITATOR 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):   ……………………………………………………………………………………………………………………. | | | |