**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.***

|  |  |
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| **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):

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| **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):

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