**Observation checklist**

|  |  |
| --- | --- |
| ***Course TITLE:*** |  |
| **Organisation Name** |  |
| **Participant Name** |  |
| **Tutor Name** |  |
| **Module Title and Code:** | **Prepare to read simple and familiar workplace text – NFSKRDG007.1** |
| **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** | satisfactorily complete activities/tasks on time? |  |
| **4** | respond appropriately to feedback and support from tutor? |  |
| **CORE SKILLS** | **READING** | **1** | identify purpose for reading and select workplace text relevant to task? e.g., messages, emails, procedures, instructions, forms |  |
| **2** | correctly identify workplace text type? |  |
| **3** | correctly identify audience and purpose of text?  |  |
| **4** | identify text structure and distinguishing text features? e.g., structure, language features, layout  |  |
| **5** | identify high frequency vocabulary in a basic workplace text in printed or digital format?  |  |
| **6** | accurately identify relevant information from a simple, informal written message in printed or digital format? e.g., a written phone message, an sms |  |
| **Result of participation in module NFSKRDG007.1** |
| **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** | * **Reading**
 | **❒ 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 (**√**) |
| **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):

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