**Observation checklist**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Course title:*** | | | |  | |
| **Organisation Name** | | | |  | |
| **Participant Name** | | | |  | |
| **Tutor Name** | | | |  | |
| **OBSERVATION CRITERIA** | | | | | |
| **MODULE Name and Code:** | | | | **Prepare to engage in learning - NFSKLRG004.1** | |
| **Did the learner:** | | | | | **(√) each time observed** |
| **EMPLOYABILITY SKILLS** | **PLANNING & ORGANISING** | **1** | identify personal learning goals for work? | |  |
| **2** | identify own learning needs for work? | |  |
| **3** | identify preferred approaches to work-related learning? | |  |
| **4** | identify potential barriers to own work-related learning? | |  |
| **CORE SKILLS** | **READING** | **1** | locate information e.g. entering a key word into a search engine, using a contents page, index or menu | |  |
| **2** | read information to support own work-related learning | |  |
| **LEARNING** | **1** | identify own learning needs, with assistance? | |  |
| **2** | identify preferred approaches to learning? | |  |
| **3** | identify potential barriers to learning? | |  |

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| **Result of participation in modules NFSKLRG004.1** | | | | | |
| **EMPLOYABILITY SKILLS** | * **planning & organising** | | **❒ 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 SKILLS** | * **reading** * **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 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):   ……………………………………………………………………………………………………………………. | | | |