**Observation checklist**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Course TITLE:*** | | | | |  | | | | |
| **Organisation Name** | | | | |  | | | | |
| **Participant Name** | | | | |  | | | | |
| **Tutor Name** | | | | |  | | | | |
| **Module Title and Code:** | | | | | **Use strategies to identify job and training options– NFSKRDG007.2** | | | | |
| **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** | | navigate text to locate relevant information? e.g., scan or skim text | | | | |  |
| **2** | | Identify and interpret workplace terminology in text? e.g., common abbreviations and acronyms | | | | |  |
| **3** | | use reading strategies to interpret relevant information and construct meaning? recognise text features to form meaning, chunk information, decode using phonics, understand syntax and language patterns etc. | | | | |  |
| **4** | | interpret and analyse information? e.g., understanding that the meaning of some familiar words and phrases may change in different contexts | | | | |  |
| **Result of participation in module NFSKRDG007.2** | | | | | | | | | |
| **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 two criteria ticked (**√**)  **❒ Minimal / no progress demonstrated** – Only one 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):   ……………………………………………………………………………………………………………………. | | | |