**Observation checklist**

|  |  |
| --- | --- |
| ***Course title:*** |  |
| **Organisation Name** |  |
| **Participant Name** |  |
| **Tutor Name** |  |
| **Module Name and Code:** | **Propose problem solving strategies – NFSKLRG002.2** |
| **OBSERVATION CRITERIA** |
| **Did the learner:** | **(√) each time observed** |
| **EMPLOYABILITY SKILLS** | **PROBLEM SOLVING** | **1** | demonstrate effective use of learned strategies when responding to workplace problems? |  |
| **2** | participate cooperatively and collaboratively in the course? |  |
| **3** | meet the behavioural expectations of the group? |  |
| **4** | communicate effectively with tutor and other course participants? |  |
| **5** | complete set tasks as expected within appropriate timeframes? |  |
| **CORE SKILLS** | **ORAL COMMUNICATION** | **1** | follow short, explicit instructions or direction? The learner may refer to a frequently used word list for learning in the workplace, as required. |  |
| **2** | express a personal opinion or preference connected to resources or tools that can assist with short and simple problem-solving strategies? |  |
| **3** | keeps and make use of a list of words frequently used in the workplace? |  |
| **LEARNING** | **1** | identify strategies to respond to a selected workplace problem? |  |
| **2** | identify appropriate resources or tools that may be required to solve selected problem? |  |
| **3** | identifies the first step in responding to a selected workplace problem in a highly familiar context? |  |
| **4** | identifies some past experiences of successful problem solving strategies and some areas of need? |  |
| **Result of participation in module NFSKLRG002.2** |
| **EMPLOYABILITY SKILLS** | * **Problem solving**
 | **❒ 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 SKILL/S** | * **Oral Communication**
* **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 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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