**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):   ……………………………………………………………………………………………………………………. | | | |