**Observation checklist**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Course TITLE:*** | | | | | |  | | | | |
| **Organisation Name** | | | | | |  | | | | |
| **Participant Name** | | | | | |  | | | | |
| **Tutor name** | | | | | |  | | | | |
| **OBSERVATION CRITERIA** | | | | | | | | | | |
| **Module Title and Code:** | | | | | **Interact in spoken exchange– NFSKOCM003.2** | | | | | |
| **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** | | plan spoken exchanges and apply learning to familiar contexts external to course delivery? | | | | | |  |
| **CORE SKILL/S** | **ORAL COMMUNICATION** | **1** | | use oral communication strategies for simple interactions expected within a workplace? | | | | | |  |
| **2** | | interact using simple grammar, familiar vocabulary and mostly intelligible pronunciation at a standard expected within a workplace? | | | | | |  |
| **3** | | recognise and use appropriate non-verbal communication methods relevant to a workplace context? | | | | | |  |
| **4** | | provide relevant information to others as required? | | | | | |  |
| **LEARNING** | **1** | | grow knowledge and confidence in own ability to engage in spoken interactions to a standard expected within a workplace? | | | | | |  |
| **2** | | apply learned strategies to enhance capability and effectiveness of spoken interactions? | | | | | |  |
| **3** | | demonstrate progress in learning how to identify the oral communication requirements of less familiar contexts? | | | | | |  |
| **Result of participation in module NFSKOCM003.2** | | | | | | | | | | |
| **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** | **Oral Communication** | | | | | | **❒ Successful completion** – All criteria ticked (**√**) at least once  **❒ Demonstrated improvement** - At least two criteria ticked (**√**)  **❒ Minimal / no progress demonstrated** – Only two or less criteria ticked (**√**) | | | |
| **Learning** | | | | | | **❒ Successful completion** – All criteria ticked (**√**) at least once  **❒ Demonstrated improvement** - At least one criterion ticked (**√**)  **❒ No progress demonstrated** – no 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):   ……………………………………………………………………………………………………………………. | | | |