**Observation checklist**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Course title:*** | | | |  | |
| **Organisation Name** | | | |  | |
| **Participant Name** | | | |  | |
| **Tutor Name** | | | |  | |
| **OBSERVATION CRITERIA** | | | | | |
| **Module Title and Code:** | | | | **Perform routine and simple workplace task using digital technology- NFSKDIG002.2** | |
| **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** | follow directions and respond appropriately to feedback from tutor? | |  |
| **CORE SKILLS** | **DIGITAL TECHNOLOGY** | **1** | interpret and follow simple instructions to access and use digital technology required for the task? | |  |
| **2** | use technology to enter, store and retrieve information relevant to the task? | |  |
| **3** | comply with workplace procedures relevant to using digital technology in completing task? | |  |
| **4** | use basic security protocols related to workplace task? | |  |

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| **Result of participation in module NFSKDIG002.2** | | | | |
| **EMPLOYABILITY SKILLS** | | **❒ Successful completion** – All criteria ticked (**√**) at least once  **❒ Demonstrated improvement** - At least three criteria ticked (**√**)  **❒ Minimal / no progress demonstrated** – Only two or less criteria ticked (**√**) | | |
| **digital** | | **❒ Successful completion** – All criteria ticked (**√**) at least once  **❒ Demonstrated improvement** - At least three criteria ticked (**√**)  **❒ Minimal / 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):   ……………………………………………………………………………………………………………………. | | | |