**Observation checklist**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Course TITLE:*** | | | |  | | | | |
| **Organisation Name** | | | |  | | | | |
| **Participant Name** | | | |  | | | | |
| **Tutor Name** | | | |  | | | | |
| **Module Title and Code:** | | | | **Complete form with structured support available – NFSKWTG001.2** | | | | |
| **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** | follow directions and respond appropriately to feedback? | | | | |  |
| **5** | use a computer and keyboard when digital form is being completed? An expert or mentor may prompt or model as needed. | | | | |  |
| **CORE SKILLS** | **READING** | **1** | identify fields in form requiring personal information? | | | | |  |
| **ORAL COMMUNICATION** | **1** | clarify fields in form requiring personal information? | | | | |  |
| **WRITING** | **1** | write highly familiar personal details in required fields? Information may be copied from personal documents | | | | |  |
| **2** | demonstrate knowledge of when to use capital letters in completing personal details? A model completed form may be provided for the learner to copy. | | | | |  |
| **Result of participation in module NFSKWTG001.2** | | | | | | | | |
| **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** * **Oral Communication** * **Writing** | | | | **❒ 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):   ……………………………………………………………………………………………………………………. | | | |