

Check that you have the record sheet for the right task.

WORK PERFORMANCE 2008

VET COURSEWORK ASSESSMENT RECORD

RECORDING ASSESSMENTS

- Record achievement of the unit/s of competence this task is being used to assess on Chart 1. Circle 'S' to indicate achievement of the unit of competence or 'N' to indicate not yet competent.
- If the student has achieved all the units of competence relevant to this task, use the criteria provided to judge the level of performance the student has demonstrated on the task. Record your ratings 1–5 (1 = base, 5 = high) on Chart 2 by circling the appropriate number. Ensure that a rating is recorded for all criteria. Record the total by adding the circled numbers.
- If the student has not achieved all the units of competence relevant to this task, do not record any ratings on Chart 2 as the student is not eligible to receive a score for this task.

Student name: _____

Student no:

School name: _____

School no:

RTO no:

Business Administration ()

Record all the student details. Customise the form for your program if you wish.

COMPLETE CHART 1

Enter the unit/s of competence being assessed through this task, and record successful completion of each unit. These details help the VASS coordinator enter the results correctly. Any rows you don't need may be deleted.

CHART 1: ACHIEVEMENT OF UNIT/S OF COMPETENCE

VCE VET Units 3–4		Achievement (please circle)	
Unit code	Unit of competence title	N	S
BSBCMN302A	Organise personal work priorities and development	N	S
		N	S
		N	S

DO NOT COMPLETE CHART 2 UNLESS THE STUDENT HAS ACHIEVED 'S' FOR ALL UNITS OF COMPETENCE IN THIS TASK

S = Competent
N = Not yet competent

If there is an 'N' here, do not proceed to Chart 2, as the student is not eligible for a score on this task.

If the student has 'S' for all the unit/s of competence for this task, proceed to Chart 2.

COMPLETE CHART 2

Circle or enter the rating for each of the 5 criteria, then add them and enter the total. The total will be between 5 and 25.

CHART 2: LEVEL OF PERFORMANCE ON TASK (please circle)

Criteria	(base) 1	2	3	4	5 (high)
Application of underpinning knowledge		1	2	3	4 5
Communication, language and interpersonal skills		1	2	3	4 5
Techniques and processess		1	2	3	4 5
Work organisation		1	2	3	4 5
Supervision and performance of work tasks		1	2	3	4 5
TOTAL					

Assessor name: _____

Signature: _____

Record your name and certify that the assessment is yours by signing. This helps schools trace errors and check details.