VCE VET Scored Assessment Task Type Overview

	WORK PERFORMANCE	PRODUCT	INDUSTRY PROJECT	PORTFOLIO
Description How the evidence is gathered and/or presented	PERFORMANCE of a range of work or practical activities Work Performance involves direct observation of the student conducting a range of work or practical activities in a workplace or appropriate simulated workplace environment.	Planning and production of a PRODUCT relevant to the workplace This is a 'design, make and evaluate task' to produce a Product relevant to the workplace.	REPORT or PRESENTATION that researches, investigates or problem solves work operations An Industry Project involves completing an investigation and report on an aspect of the industry or work operations.	COLLECTION (3–5 pieces) of evidence: **performance, questions, product, presentations, research** This task involves completing, collecting and compiling a range of evidence.

ASSESSMENT REQUIREMENTS

Assessment conditions	The assessment is to be conducted as outlined in the unit(s) of competency (UoCs) and cover all requirements of the unit(s). The volume or frequency requirements outlined in the Performance Evidence must be met. The workplace context must be consistent with the Assessment Conditions as outlined in the Assessment Requirements in the UoC.

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Activity guidelines	**STRUCTURED OBSERVATION** The observation of the student's performance must be recorded on a Work Performance Observation Checklist. The frequency and context of the observations must meet the requirements outlined in the UoC(s). The checklist must include completion of practical tasks and any other documentation as required by the UoC(s). **KNOWLEDGE EVIDENCE** Documentation required by the UoC(s): **MUST include** a set of oral or written questions to assess the student's knowledge and skills. Oral questions should be prepared prior to the assessment and notes recorded on the responses. **MAY include** workplace document(s) if required by the UoC(s) Assessment Requirements and included as supporting evidence. For example: • session plan • menu or recipe • Material Safety Data Sheet (MSDS) • action plan • business documents • job sheets • manuscripts • audio or video files • screenshots	**PLAN** Outline the design, components and materials/resources required for the Product, as required in the UoC(s). The plan must be approved prior to commencing the product. May be a written document, drawings and specifications, job sequencing schedule, safe work method statement or a combination of these. **PROCESS** Documentation of the production process, modifications or changes to the plan, and problem solving through a visual diary, logbook or job sheets is required, as identified in the plan. **PRODUCT** The final product must be produced by the student within the maximum total time frame outlined by the assessor in the task. **EVALUATION AND KNOWLEDGE QUESTIONS** The assessor must inspect the Product against a checklist and/or via questions for the student. Questions should relate to the planning and production of the product and include the planning, problem solving and processes used. The assessor may also include questions that address the knowledge evidence requirements outlined in the UoC(s).	**REPORT/PRESENTATION** This must be an investigation, report, proposal or solution to a problem relevant to the industry and as outlined in the UoC. This would typically involve people engaged in the industry; workplace-specific or industry practices or processes; and/or resources, equipment or materials used by the industry. **PRESENTATION** can be either: a WRITTEN REPORT (2000 words max. – total words must relate to the nominal hours of the UoC(s) being assessed) or an ORAL REPORT or AUDIOVISUAL/VIDEO/INTERACTIVE PRESENTATION (15 minutes max. – total time must relate to the nominal hours of the UoC(s) being assessed) **SUPPORTING EVIDENCE** may be included if required by the UoC(s). For example: • a workplace document or procedure • a business plan or proposal • surveys • screenshots, photos or multimedia • an item or document produced • practical tasks or observation checklist	**PORTFOLIO** The activities must cover the entirety of the UoC(s) being assessed and must: • comprise **3–5 activities** • be selected from at least **2 different categories** • include at least **one performance activity** (except when Performance Evidence is not required in the UoC). Categories: **performance** e.g. practical activity, demonstration of skills, observation of a work task, role-play, documentation of work performance **questions** e.g. written or oral – short answer test, written responses, verbal responses. **product** e.g. something created by the student, such as a document, action plan, survey, item, widget **presentation** e.g. visual display, multimedia, audio recording, video recording or oral presentation **research** of a work-based activity e.g. report, work-based logbook
Evidence for submission	**MUST include:** • OBSERVATION CHECKLIST(S) • QUESTIONS Can include SUPPORTING EVIDENCE if required by the UoC(s)	**MUST include:** • PLAN DOCUMENTATION • PROCESS DOCUMENTATION • FINAL PRODUCT • EVALUATION / RESPONSE TO QUESTIONS	**MUST include:** • COMPLETED REPORT or PRESENTATION Can include SUPPORTING EVIDENCE as required by the UoC(s)	**MUST include:** • ACTIVITY 1 (OBSERVATION CHECKLIST) • ACTIVITY 2 • ACTIVITY 3 Can include ACTIVITY 4 and ACTIVITY 5
Maximum time allowed	25% of the total nominal hours of the UoC(s) being assessed in this task	50% of the total nominal hours of the UoC(s) being assessed in this task	25% of the total nominal hours of the UoC(s) being assessed in this task	25% of the total nominal hours of the UoC(s) being assessed in this task
Scoring criteria	Application of underpinning knowledge	Application of underpinning knowledge	Application of underpinning knowledge	Application of underpinning knowledge
	Communication, language and interpersonal skills	Planning, organisation and implementation	Expressing ideas and information	Planning and organisation
	Techniques and processes	Problem solving	Planning, organisation and implementation	Expressing ideas and information
	Work organisation	Evaluation of product against plan or intended outcome	Collecting and analysing ideas and information	Content
	Supervision and performance of work tasks	Techniques and processes	Coherence and coverage	Independence