

PORTFOLIO

Description
How the evidence is gathered and/or presented

COLLECTION (3–5 pieces) of evidence:
performance, questions, product, presentation, 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.

Activity guidelines

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:

- 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

Scoring criteria

- Application of underpinning knowledge
- Planning and organisation
- Expressing ideas and information
- Content
- Independence