WORK PERFORMANCE SCORED ASSESSMENT TASK

Welcome to your assessment!

Readthis document carefully

It has important information about your assessment. Contact XXXXX if you have questions.

**Our contact details**

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| 🕿 | **Phone** |  |
| **@** | **Email** |  |

**Important information about your assessment**

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| **Program name** | **VCE VET XXXXX** |
| **Task type** | *Work Performance involves direct observation of you conducting a range of work or practical activities in a workplace or appropriate simulated workplace environment.* |
| **Task number** | *Teacher to add* |
| **Unit/s assessed** | *Teacher to add* |
| **Due date** | *Teacher to add* |
| **Class time allowed for completion** | **Maximum time allowed is 25% of the total nominal hours of the unit of competency being assessed in this task. (*e.g. 80 nominal hours x 25% = 20 hours*)**. |
| **Task context** | *Add details of the context /*  *Task Context is a specific set of conditions characterising the situation in which a task should be done. Studying a task context helps students to direct their efforts so to reduce inefficiency and avoid many potential errors.* |

Assessment Task (a summary)

All assigned activities for this unit(s) are listed below. Note that:

● Information below is a summary, only.

● Your teacher will explain each task in detail and answer your questions.

| **Activities** | | **Description** |
| --- | --- | --- |
| **Activities required to be completed** | | |
| **1** | **Observation 1** | Add Details  **🕚** Allow ……TIME |
| **2** | **Observation 2**  **(If necessary)** | Add Details  **🕚** Allow ……TIME |
| **3** | **Observation 3**  **(If necessary)** | Add Details  **🕚** Allow ……TIME |
| **4** | **Questions** | Add Details  **🕚** Allow ……TIME |

Requirements for a competent result

To attain a competent result you must complete all tasks to a satisfactory standard.

Your task will be scored by ranking your performance against 5 criterion. Each criterion is worth 5 marks. The total mark available from this assessment is 25 (5 marks for each of the five criteria).

The lowest mark you can receive is a total of 5 (a mark of 1 for each criteria).

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| **SCORING CRITERIA** | **Level of Performance (Score)** | | | | |
|  | 1  Competent | 2 | 3  Proficient | 4 | 5  Advanced |
| Application of underpinning knowledge |  |  |  |  |  |
| Communication, language and interpersonal skills |
| Techniques and processes |
| Work organisation |
| Supervision and performance of work tasks |

Further details regarding the Scoring Criteria are at the end of this document

Task Presentation

You must submit the assessment coversheet along with the completed assessment activity sheets that include:

* Observation Checklist(s) x 3
* Response to questions - electronically as a WORD or PDF file on a CD or USB drive. Files should be in a folder labelled with your name, the task number and type e.g. JohnSmith\_Task2\_Work Performance

Assessment Activity – Observation Template

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Information and instructions** | | | | | | | | | | |
| **General information about this activity** | | | | | | | | | | |
| **Student name** | | |  | | | | | | | |
| **Assessor name** | | |  | | | | | | | |
| **Unit of competency** | | |  | | | | | | | |
| **Observation date** | | |  | | | | | | | |
| **Instructions** | | | | | | | | | | |
| **Student instructions** | | | Add details here | | | | | | | |
| **Requirements for satisfactory completion** | | | The student must meet all criteria …… | | | | | | | |
| **Assessor instructions** | | | Assessors must …… | | | | | | | |
| **Observation criteria** | | | | | | | | | | |
| **Did the student:** | | | | | | | | | **Yes** | **No** |
| **1** |  | | | | | | | |  |  |
| **2** |  | | | | | | | |  |  |
| **3** |  | | | | | | | |  |  |
| **4** |  | | | | | | | |  |  |
| **5** |  | | | | | | | |  |  |
| **6** |  | | | | | | | |  |  |
| **7** |  | | | | | | | |  |  |
| **8** |  | | | | | | | |  |  |
| **9** |  | | | | | | | |  |  |
| **10** |  | | | | | | | |  |  |
| **11** |  | | | | | | | |  |  |
| **12** |  | | | | | | | |  |  |
| **13** |  | | | | | | | |  |  |
| **14** |  | | | | | | | |  |  |
| **15** |  | | | | | | | |  |  |
| **16** |  | | | | | | | |  |  |
| **17** |  | | | | | | | |  |  |
| **18** |  | | | | | | | |  |  |
| **19** |  | | | | | | | |  |  |
| **20** |  | | | | | | | |  |  |
| **21** |  | | | | | | | |  |  |
| **22** |  | | | | | | | |  |  |
| **23** |  | | | | | | | |  |  |
| **24** |  | | | | | | | |  |  |
| **25** |  | | | | | | | |  |  |
| **Result for this assessment activity** | | | | | | | | | | |
| **Result** | |  | | Satisfactory | |  | Not Yet Satisfactory | | | |
| **Assessor comments** | |  | | | | | | | | |
| **Assessor signature** | |  | | | **Date signed** | | |  | | |

*DUPLICATE THE TEMPLATE FOR ADDITIONAL OBSERVATIONS*

Assessment Activity – Written Questions Template

|  |  |
| --- | --- |
| **Information and instructions** | |
| **General information about this assessment activity** | |
| **Unit of competency** |  |
| **Student name** |  |
| **Test date** |  |
| **Instructions** | |
| **Student instructions** | You are required to answer the following questions to confirm your knowledge of the units assessed. You may refer to your notes and research materials while completing the answers. Answers must include any references used and responses need to be word processed. You must submit your printed responses. You will have one class to complete the questions and can finish in your own time. |
| **Requirements for satisfactory completion** | All questions must be answered correctly. Responses to open questions must meet the required word count. |
| **Assessor instructions** | Assessors, please supervise students as they complete this activity. |

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| **Open questions (to produce a paragraph-style response)** | | |
| **Answer the following questions:** | | |
| **1** |  | |
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| **2** |  | |
|  | |
| **3** |  | |
|  |  | |
| **4** |  | |
|  | |
| **5** |  | |
|  |  | |
| **6** |  | |
|  | |
| **7** |  | |
|  | |
| **Multiple choice questions** | | |
| **Circle the correct answer to each question below** | | |
| **1** |  | |
|  | **A** |  |
|  | **B** |  |
|  | **C** |  |
|  | **D** |  |
| **2** |  | |
|  | **A** |  |
|  | **B** |  |
|  | **C** |  |
|  | **D** |  |
| **3** |  | |
|  | **A** |  |
|  | **B** |  |
|  | **C** |  |
|  | **D** |  |

|  |  |  |  |  |  |  |
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| **Result for this assessment activity** | | | | | | |
| **Result** |  | Satisfactory | |  | Not Yet Satisfactory | |
| **Assessor comments** |  | | | | | |
| **Assessor signature** |  | | **Date signed** | | |  |

Assessment Coversheet

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **General information** | | | | | |
| **RTO Name** |  | | | | |
| **School Name** |  | | | | |
| **Unit/s assessed** |  | | | | |
| **Task** |  | | | | |
| **STUDENT to complete this section** | | | | | |
| **Name** |  | | | | |
| **Email** |  | | | | |
| **Date submitted** |  | | | | |
| Student declaration **—** By signing below, I declare that:   * I have been advised of the assessment requirements, have been made aware of my rights and responsibilities as an assessment student, and choose to be assessed at this time * This assessment contains my own work except where I have made due reference to work by other/s. I am aware that a false declaration may lead to withdrawal of a qualification or statement of attainment. | | | | | |
| **Student signature\*** | |  | | **Date signed** |  |
| \* **Student must provide a REAL signature**. If submitting your assessment electronically, either insert an electronic signature in the space above, or print this page, sign it, then submit a scan of the signed page. | | | | | |
| **ASSESSOR to complete this section** | | | | | |
| **Name of assessor** | | |  | | |
| **Date assessment received** | | |  | | |
| **Date assessment review completed** | | |  | | |

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| **WORK PERFORMANCE** | | | | | | | |
| **VCE VET SCORING CRITERIA** | | | | | | | |
| Assessor: | | Student: | | | Student no: | | |
| VCE VET program: | | School no: | | | RTO no: | | |
| **CRITERIA** | **LEVELS OF PERFORMANCE** | | | | | | |
| **1 (competent)** | | **2** | **3 (proficient)** | | **4** | **5 (advanced)** |
| **Application of underpinning knowledge** | Displays an understanding of the key concepts and knowledge underpinning the work task/s. | |  | Displays a sound understanding of the key concepts and knowledge underpinning the work task/s. | |  | Demonstrates a thorough understanding of all key concepts and knowledge underpinning the work task/s. |
| Applies these understandings in the performance of work functions. | |  | Proficiently applies these understandings in the performance of work functions. | |  | Effectively applies these understandings in the performance of work functions. |
| ❑ | | ❑ | ❑ | | ❑ | ❑ |
| **Communication, language and interpersonal skills** | Uses communication and interpersonal skills appropriate to the audience and situation. | |  | Uses a range of communication and interpersonal skills appropriate to the audience and situation. | |  | Effectively selects and uses a range of communication and interpersonal skills appropriate to the audience and situation. |
| Displays an understanding and appropriate use of key industry and enterprise language in performance of the work task/s. | |  | Displays a sound understanding and correct use of key industry and enterprise language in performance of the work task/s. | |  | Demonstrates a thorough understanding and correct use of industry and enterprise language in performance of the work task/s. |
| ❑ | | ❑ | ❑ | | ❑ | ❑ |
| **Techniques and processes** | Performs key technical skills/procedures to the standard required in the workplace, including correct use of any equipment. | |  | Performs all technical skills/procedures to the standard required in the workplace, including correct use of any equipment. | |  | Effectively performs all technical skills/procedures to the standard required in the workplace, including correct use of any equipment. |
| ❑ | | ❑ | ❑ | | ❑ | ❑ |
| **Work organisation** | Demonstrates an awareness of the benefits of effective work organisation. | |  | Demonstrates a sound understanding of the benefits of effective work organisation. | |  | Demonstrates a thorough understanding of the benefits of effective work organisation |
| Describes the key stages in planning and organising a work function. | |  | Describes accurately the stages in planning and organising a work function. | |  | Clearly and accurately explains the stages in planning and organising a work function |
| Applies planning and organisational skills in the performance of work functions. | |  | Applies sound planning and organisational skills in the performance of work functions. | |  | Independently applies planning and organisational skills in the performance of work functions. |
| ❑ | | ❑ | ❑ | | ❑ | ❑ |
| **Supervision and performance of work tasks** | Under normal workplace supervision, requires additional supervisor-initiated support to complete tasks safely in accordance with workplace requirements. | |  | Under normal workplace supervision, seeks limited additional supervisor support to complete tasks safely in accordance with workplace requirements. | |  | Works independently under normal workplace supervision conditions to complete tasks safely in accordance with workplace requirements. |
| Demonstrates competence in all units/achievement of all learning outcomes. | |  | Demonstrates competence in all units/achievement of all learning outcomes. | |  | Demonstrates competence in all units/achievement of all learning outcomes. |
| Work performance complies with most enterprise work standards. | |  | Work performance complies with all key enterprise work standards. | |  | Work performance complies with all enterprise work standards. |
| ❑ | | ❑ | ❑ | | ❑ | ❑ |

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| **Requirements for high scoring students** | | |
| **Scoring criteria – Work Performance** | | |
| Criteria | **5 (advanced)** | **What students have to do to gain a 5 for this criterion** |
| **Application of underpinning knowledge** | Demonstrates a thorough understanding of all key concepts and knowledge underpinning the work task/s. |  |
| Effectively applies these understandings in the performance of work functions. |
| **Communication, language and interpersonal skills** | Effectively selects and uses a range of communication and interpersonal skills appropriate to the audience and situation.  Demonstrates a thorough understanding and correct use of industry and enterprise language in performance of the work task/s. |  |
| **Techniques and processes** | Effectively performs all technical skills/procedures to the standard required in the workplace, including correct use of any equipment. |  |
| **Work organisation** | Demonstrates a thorough understanding of the benefits of effective work organization  Clearly and accurately explains the stages in planning and organising a work function.  Independently applies planning and organisational skills in the performance of work functions. |  |
| **Supervision and performance of work tasks** | Works independently under normal workplace supervision conditions to complete tasks safely in accordance with workplace requirements.  Demonstrates competence in all units/achievement of all learning outcomes.  Work performance complies with all enterprise work standards. |  |