

WORK PERFORMANCE

VET COURSEWORK ASSESSMENT RECORD

RECORDING ASSESSMENTS

- Record achievement of the unit/s of competency this task is being used to assess on Chart 1. Circle 'S' to indicate achievement of the unit of competency or 'N' to indicate not yet competent.
- If the student has achieved all the units of competency 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 competency 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 Community Services

Dance Engineering Studies

Equine Industry Financial Services

Furnishing Hospitality

Hospitality (Kit. Op.) Info Technology

Integrated Technologies Interactive Digital Media

Laboratory Skills Music

Music (Tech Prod) Sport and Recreation

CHART 1: ACHIEVEMENT OF UNIT/S OF COMPETENCY

VCE VET Units 3 and 4		Achievement (please circle)	
Unit code	Unit of competency title	N	S
		N	S
		N	S
		N	S
		N	S
		N	S
		N	S
		N	S
		N	S

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

S = Competent
N = Not yet competent

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

Criteria	1 (base)	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 processes	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:

WORK PROJECT

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

Criteria	1 (base)	2	3	4	5 (high)
Application of underpinning knowledge	1	2	3	4	5
Expressing ideas and information	1	2	3	4	5
Planning, organization and implementation	1	2	3	4	5
Collecting and analysing ideas and information	1	2	3	4	5
Coherence and coverage	1	2	3	4	5
TOTAL					

Assessor name: _____

Signature: _____

PRODUCT

VET COURSEWORK ASSESSMENT RECORD

RECORDING ASSESSMENTS

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Student no:

School name:

School no:

RTO no:

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

Criteria	1 (base)	2	3	4	5 (high)
Application of underpinning knowledge	1	2	3	4	5
Planning, organisation and implementation	1	2	3	4	5
Problem solving	1	2	3	4	5
Evaluation of product against plan or intended outcome	1	2	3	4	5
Techniques and processes	1	2	3	4	5
TOTAL					

Assessor name: _____

Signature: _____

PORTFOLIO

VET COURSEWORK ASSESSMENT RECORD

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School name:			
School no:			
RTO no:			
Business	()	Community Services	()
Dance	()	Engineering Studies	()
Equine Industry	()	Financial Services	()
Furnishing	()	Hospitality	()
Hospitality (Kit. Op.)	()	Info Technology	()
Integrated Technologies	()	Interactive Digital Media	()
Laboratory Skills	()	Music	()
Music (Tech Prod)	()	Sport and Recreation	()

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

Criteria	1 (base)	2	3	4	5 (high)
Application of underpinning knowledge	1	2	3	4	5
Planning and organisation	1	2	3	4	5
Expressing ideas and information	1	2	3	4	5
Content	1	2	3	4	5
Independence	1	2	3	4	5
TOTAL					

Assessor name:

Signature: