

WORK PERFORMANCE

VCE VET SCORING CRITERIA

Assessor:	Student:	Student no:
VCE VET program:	School no:	RTO no:

CRITERIA	LEVELS OF PERFORMANCE				
	1 (base)	2	3 (medium)	4	5 (high)
Application of underpinning knowledge	Displays an understanding of the key concepts and knowledge underpinning the work task/s. Applies these understandings in the performance of work functions. <input type="checkbox"/>	<input type="checkbox"/>	Displays a sound understanding of the key concepts and knowledge underpinning the work task/s. Proficiently applies these understandings in the performance of work functions. <input type="checkbox"/>	<input type="checkbox"/>	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. <input type="checkbox"/>
Communication, language and interpersonal skills	Uses 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. <input type="checkbox"/>	<input type="checkbox"/>	Uses a range of communication and interpersonal skills appropriate to the audience and situation. Displays a sound understanding and correct use of key industry and enterprise language in performance of the work task/s. <input type="checkbox"/>	<input type="checkbox"/>	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. <input type="checkbox"/>
Techniques and processes	Performs key technical skills/procedures to the standard required in the workplace, including correct use of any equipment. <input type="checkbox"/>	<input type="checkbox"/>	Performs all technical skills/procedures to the standard required in the workplace, including correct use of any equipment. <input type="checkbox"/>	<input type="checkbox"/>	Effectively performs all technical skills/procedures to the standard required in the workplace, including correct use of any equipment. <input type="checkbox"/>
Work organisation	Demonstrates an awareness of the benefits of effective work organisation. Describes the key stages in planning and organising a work function. Applies planning and organisational skills in the performance of work functions. <input type="checkbox"/>	<input type="checkbox"/>	Demonstrates a sound understanding of the benefits of effective work organisation. Describes accurately the stages in planning and organising a work function. Applies sound planning and organisational skills in the performance of work functions. <input type="checkbox"/>	<input type="checkbox"/>	Demonstrates a thorough understanding of the benefits of effective work organisation 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. <input type="checkbox"/>
Supervision and performance of work tasks	Under normal workplace supervision, requires additional supervisor-initiated support to complete tasks safely in accordance with workplace requirements. Demonstrates competence in all units/achievement of all learning outcomes. Work performance complies with most enterprise work standards. <input type="checkbox"/>	<input type="checkbox"/>	Under normal workplace supervision, seeks limited additional supervisor support to complete tasks safely in accordance with workplace requirements. Demonstrates competence in all units/achievement of all learning outcomes. Work performance complies with all key enterprise work standards. <input type="checkbox"/>	<input type="checkbox"/>	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. <input type="checkbox"/>

WORK PROJECT

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Application of underpinning knowledge	Displays an understanding of the key concepts and knowledge underpinning the work task/s. Applies these understandings in the performance of work functions. <input type="checkbox"/>	<input type="checkbox"/>	Displays a sound understanding of the key concepts and knowledge underpinning the work task/s. Proficiently applies these understandings in the performance of work functions. <input type="checkbox"/>	<input type="checkbox"/>	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. <input type="checkbox"/>
Expressing ideas and information	Form and style of expression are generally appropriate for the purpose, audience and situation. Relevant information and ideas are organised and communicated. Displays an understanding and appropriate use of industry and enterprise language. <input type="checkbox"/>	<input type="checkbox"/>	Form and style of expression are appropriately selected for the purpose, audience and situation. Relevant information and ideas are clearly organised and communicated. Displays a sound understanding and correct use of key industry and enterprise language. <input type="checkbox"/>	<input type="checkbox"/>	Form and style of expression are varied appropriately for the purpose, audience and situation. Relevant information and ideas are highly organised and effectively communicated. Displays a thorough understanding and correct use of industry and enterprise language. <input type="checkbox"/>
Planning, organisation and implementation	Within given specifications and timelines, plans, organises and completes the work project. <input type="checkbox"/>	<input type="checkbox"/>	Within given specifications and timelines, effectively plans, organises and completes the work project. <input type="checkbox"/>	<input type="checkbox"/>	Within given specifications and timelines, displays a high level of planning skill, independently organising and implementing the work project. <input type="checkbox"/>
Collecting and analysing ideas and information	Accesses and gathers workplace evidence from a limited range of sources. The information is interpreted and used to complete the project. <input type="checkbox"/>	<input type="checkbox"/>	Accesses and gathers relevant workplace evidence from a range of sources. The information is interpreted accurately and used effectively in completion of the project. <input type="checkbox"/>	<input type="checkbox"/>	Accesses and gathers highly relevant workplace evidence selected from a wide range of sources. The information is analysed and interpreted accurately and used effectively in completion of the project. <input type="checkbox"/>
Coherence and coverage	Report/presentation provides information on key aspects of the project. <input type="checkbox"/>	<input type="checkbox"/>	Report/presentation provides comprehensive coverage of all aspects of the project. <input type="checkbox"/>	<input type="checkbox"/>	Report/presentation is coherently presented and provides comprehensive coverage of all aspects of the project and its outcomes. <input type="checkbox"/>

PRODUCT

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Application of underpinning knowledge	Displays an understanding of the key concepts and knowledge underpinning the work task/s. Applies these understandings in the performance of work functions. <input type="checkbox"/>	<input type="checkbox"/>	Displays a sound understanding of the key concepts and knowledge underpinning the work task/s. Proficiently applies these understandings in the performance of work functions. <input type="checkbox"/>	<input type="checkbox"/>	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. <input type="checkbox"/>
Planning, organisation & implementation	Within given specifications and timelines, plans, organises and develops the product. Outlines the planning and development of the product. <input type="checkbox"/>	<input type="checkbox"/>	Within given specifications and timelines effectively plans, organises and develops the product. Explains the key processes in planning and developing the product. <input type="checkbox"/>	<input type="checkbox"/>	Within given specifications and timelines displays a high level of planning and organisational skill in developing the product. Explains and evaluates the key processes in planning and developing the product. <input type="checkbox"/>
Problem solving	Recognises problems, identifies strategies for investigating these problems, implements appropriate procedures to resolve them and makes decisions on the basis of the outcomes. <input type="checkbox"/>	<input type="checkbox"/>	Recognises problems, identifies strategies for investigating these problems, implements effective procedures to resolve them and makes decisions on the basis of the outcomes. <input type="checkbox"/>	<input type="checkbox"/>	Accurately predicts and explains problems, identifies strategies for investigating these problems, implements effective procedures to resolve them and makes decisions on the basis of the outcomes. <input type="checkbox"/>
Evaluation of product against plan or intended outcome	The product reflects the selected design/plan (or recorded modification) in the critical respects. The product meets the required function and purpose. Specific quality indicators for the final product have mostly been met. <input type="checkbox"/>	<input type="checkbox"/>	The product reflects the selected design/plan (or recorded modification) in most respects. The product meets the required function and purpose. Specific quality indicators for the final product have been met. <input type="checkbox"/>	<input type="checkbox"/>	The final product reflects the selected design/plan (or recorded modification) in all respects. The product effectively meets the required function and purpose. Specific quality indicators for the final product have been fully met. <input type="checkbox"/>
Techniques and processes	The product reflects the use of key technical skills/procedures to the standard required in the workplace, including correct and safe use of equipment and resources. <input type="checkbox"/>	<input type="checkbox"/>	The product reflects mastery of key technical skills/procedures to the standard required in the workplace, including correct and safe use of equipment and resources. <input type="checkbox"/>	<input type="checkbox"/>	The product reflects mastery of all technical skills/procedures to the standard required in the workplace, including correct and safe use of equipment and resources. <input type="checkbox"/>

PORTFOLIO

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	1 (base)	2	3 (medium)	4	5 (high)
Application of underpinning knowledge	Displays an understanding of the key concepts and knowledge underpinning the work task/s. Applies these understandings in the performance of work functions. <input type="checkbox"/>	<input type="checkbox"/>	Displays a sound understanding of the key concepts and knowledge underpinning the work task/s. Proficiently applies these understandings in the performance of work functions. <input type="checkbox"/>	<input type="checkbox"/>	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. <input type="checkbox"/>
Planning and organisation	With additional support available, work/assessment tasks are planned, organised and completed according to specifications and within given timelines. <input type="checkbox"/>	<input type="checkbox"/>	Work/assessment tasks are effectively planned, organised and completed according to specifications and within given timelines. <input type="checkbox"/>	<input type="checkbox"/>	Within given specifications and timelines, displays a high level of planning skill in organising and completing the portfolio. <input type="checkbox"/>
Expressing ideas and information	Form and style of expression are generally appropriate for the purpose, audience and situation. Relevant information and ideas are communicated. Understanding and use of industry and enterprise language are demonstrated. <input type="checkbox"/>	<input type="checkbox"/>	Form and style of expression are appropriate for the purpose, audience and situation. Relevant information and ideas are clearly organised and communicated. A sound understanding and correct use of key industry and enterprise language are demonstrated. <input type="checkbox"/>	<input type="checkbox"/>	Form and style of expression are highly appropriate for the purpose, audience and situation. Relevant information and ideas are effectively selected and communicated. A thorough understanding and effective use of industry and enterprise language are demonstrated. <input type="checkbox"/>
Content	The portfolio provides evidence of sound work that meets the requirements for all competencies/modules being assessed. <input type="checkbox"/>	<input type="checkbox"/>	The portfolio provides evidence of high quality work demonstrating proficiency across all competencies/modules being assessed. <input type="checkbox"/>	<input type="checkbox"/>	The portfolio provides evidence of exemplary work, demonstrating the highest level of proficiency across all competencies/modules being assessed. <input type="checkbox"/>
Independence	Under normal workplace supervision, requires additional supervisor-initiated support to complete tasks in accordance with requirements and timelines. <input type="checkbox"/>	<input type="checkbox"/>	Under normal workplace supervision, seeks limited additional supervisor support to complete tasks in accordance with requirements and timelines. <input type="checkbox"/>	<input type="checkbox"/>	Under normal workplace supervision, works independently to complete tasks in accordance with requirements and timelines. <input type="checkbox"/>