# PORTFOLIO SCORED ASSESSMENT TASK

Welcome to your assessment!

Read this document carefully

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

Our contact details

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| --- | --- | --- |
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Important information about your assessment

|  |  |
| --- | --- |
| **Program name** | **VCE VET XXXXX** |
| **Task type** | This Portfolio task requires you to complete, collect and compile a collection of your work to demonstrate your competence in the unit/s of competency listed below. |
| **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** | This Portfolio contains the following activities …..  To do this you will be required to complete the assessment activities listed below. |

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 we will complete during training time** | | |
| **1** | **ACTIVITY NAME 1** | Add details  **🕚** Allow about two (2) hours to complete this task |
| **2** | **ACTIVITY NAME 2** | Add details  **🕚** Allow about one (1) hour preparation time |
| **3** | **ACTIVITY NAME 3** | Add details  **🕚** Allow about one (1) hour preparation time |
| **4** | **ACTIVITY NAME 4** | Add details  **🕚** Allow about five (5) hours to complete this task |
| **5** | **ACTIVITY NAME 5** | Add details  **🕚** Allow about one (1) hour preparation 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 criteria. Each criteria 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 |  |  |  |  |  |
| Planning and organisation |  |  |  |  |  |
| Expressing ideas and information |  |  |  |  |  |
| Content |  |  |  |  |  |
| Independence |  |  |  |  |  |

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

Task Presentation

You can present your Portfolio

* in an A4 folder, with each activity labelled or
* 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 eg: JohnSmith\_Task2\_Portfolio

Assessment Activity - Work Plan Template

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| --- | --- |
| **Information and instructions** | |
| **General information about this assessment activity** | |
| **Student** |  |
| **Assessor** |  |
| **Task title** |  |
| **Unit of competency** |  |
| **Instructions** | |
| **Student instructions** | Add details here |
| **Requirements for satisfactory completion** | Student must submit: |
| **Assessor instructions** | **Assessors**, review the student’s portfolio.  Supply:   * Supply appropriate business technology: Microsoft Office, excel, word and SMART template outline. * Document the quality of evidence by completing the checklist below. * Submit the checklist. |

| Activity Checklist | | | Assessor to complete these columns | **Quality of evidence** | |
| --- | --- | --- | --- | --- | --- |
| **Evidence to submit** | | **Required quality** | | **S** | **NYS** |
| **1** |  |  | | ☐ | ☐ |
| **2** |  |  | |  |  |
| **3** |  |  | |  |  |
| **4** |  |  | |  |  |
| **5** |  |  | |  |  |
| **6** |  |  | |  |  |
| **7** |  |  | |  |  |

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

Assessment Activity – Report Template

|  |  |
| --- | --- |
| **Information and instructions** | |
| **General information about this assessment activity** | |
| **Student** |  |
| **Assessor** |  |
| **Task title** |  |
| **Unit of competency** |  |
| **Instructions** | |
| **Student instructions** | Add details here |
| **Requirements for satisfactory completion** | Student must submit: |
| **Assessor instructions** | **Assessors**, review the student’s portfolio.   * Supply: appropriate business technology: Microsoft Office, excel, word, and survey platform etc… * Document the quality of evidence by completing the checklist below. * Submit the checklist. |

| Activity Checklist | | | Assessor to complete these columns | **Quality of evidence** | |
| --- | --- | --- | --- | --- | --- |
| **Evidence to submit** | | **Required quality** | | **S** | **NYS** |
| **1** |  |  | | ☐ | ☐ |
| **2** |  |  | |  |  |
| **3** |  |  | |  |  |
| **4** |  |  | |  |  |
| **5** |  |  | |  |  |

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

Assessment Activity Template– Document

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| --- | --- |
| **Information and instructions** | |
| **General information about this assessment activity** | |
| **Student** |  |
| **Assessor** |  |
| **Task title** |  |
| **Unit of competency** |  |
| **Instructions** | |
| **Student instructions** | Add details here |
| **Requirements for satisfactory completion** | Student must submit: |
| **Assessor instructions** | **Assessors**, review the student’s portfolio.   * Supply: appropriate business technology : Microsoft Office, excel, word, * Document the quality of evidence by completing the checklist below. * Submit the checklist. |

| Activity Checklist | | | Assessor to complete these columns | **Quality of evidence** | |
| --- | --- | --- | --- | --- | --- |
| **Evidence to submit** | | **Required quality** | | **S** | **NYS** |
| **1** |  |  | | ☐ | ☐ |
| **2** |  |  | |  |  |
| **3** |  |  | |  |  |
| **4** |  |  | |  |  |
| **5** |  |  | |  |  |

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

Assessment Activity - Practical Observation Template

|  |  |  |  |  |  |  |  |  |  |  |
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| **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 below when conducting the session | | | | | | | |
| **Assessor instructions** | | | Assessors must complete the checklist below while observing the student ….ADD DETAILS. | | | | | | | |
| **Observation criteria** | | | | | | | | | | |
| **Did the student:** | | | | | | | | | **Yes** | **No** |
| **1** |  | | | | | | | |  |  |
| **2** |  | | | | | | | |  |  |
| **3** |  | | | | | | | |  |  |
| **4** |  | | | | | | | |  |  |
| **5** |  | | | | | | | |  |  |
| **6** |  | | | | | | | |  |  |
| **7** |  | | | | | | | |  |  |
| **8** |  | | | | | | | |  |  |
| **9** |  | | | | | | | |  |  |
| **10** |  | | | | | | | |  |  |
| **Result for this assessment activity** | | | | | | | | | | |
| **Result** | |  | | Satisfactory | |  | Not Yet Satisfactory | | | |
| **Assessor comments** | |  | | | | | | | | |
| **Assessor signature** | |  | | | **Date signed** | | |  | | |

Assessment Activity - Written Questions Template

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| --- | --- |
| **Information and instructions** | |
| **General information about this assessment activity** | |
| **Unit of competency** |  |
| **Student name** |  |
| **Due 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. |
| **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** |  | |
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| **3** |  | |
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| **4** |  | |
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| **12** |  |
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| **13** |  |
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| **14** |  |
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| **15** |  |
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| --- | --- | --- | --- | --- | --- | --- |
| **Result for this assessment activity** | | | | | | |
| **Result** |  | Satisfactory | |  | Not Yet Satisfactory | |
| **Assessor comments** |  | | | | | |
| **Assessor signature** |  | | **Date signed** | | |  |

Assessment Coversheet

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| **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 portfolio 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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| **PORTFOLIO** | | | | | | | |
| **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. | |  | 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. |
| ❑ | | ❑ | ❑ | | ❑ | ❑ |
| **Planning and organisation** | With additional support available, work/assessment tasks are planned, organised and completed according to specifications and within given timelines. | |  | Work/assessment tasks are effectively planned, organised and completed according to specifications and within given timelines. | |  | Within given specifications and timelines, displays a high level of planning skill in organising and completing the portfolio. |
|  |
| ❑ | | ❑ | ❑ | | ❑ | ❑ |
| **Expressing ideas and information** | Form and style of expression are generally appropriate for the purpose, audience and situation. | |  | Form and style of expression are appropriate for the purpose, audience and situation. | |  | Form and style of expression are highly appropriate for the purpose, audience and situation. |
| Relevant information and ideas are communicated. | |  | Relevant information and ideas are clearly organised and communicated. | |  | Relevant information and ideas are effectively selected and communicated. |
| Understanding and use of industry and enterprise language are demonstrated. | |  | A sound understanding and correct use of key industry and enterprise language are demonstrated. | |  | A thorough understanding and effective use of industry and enterprise language are demonstrated. |
| ❑ | | ❑ | ❑ | | ❑ | ❑ |
| **Content** | The portfolio provides evidence of sound work that meets the requirements for all competencies/modules being assessed. | |  | The portfolio provides evidence of high quality work demonstrating proficiency across all competencies/modules being assessed. | |  | The portfolio provides evidence of exemplary work, demonstrating the highest level of proficiency across all competencies/modules being assessed. |
| ❑ | | ❑ | ❑ | | ❑ | ❑ |
| **Independence** | Under normal workplace supervision, requires additional supervisor-initiated support to complete tasks in accordance with requirements and timelines. | |  | Under normal workplace supervision, seeks limited additional supervisor support to complete tasks in accordance with requirements and timelines. | |  | Under normal workplace supervision, works independently to complete tasks in accordance with requirements and timelines. |
| ❑ | | ❑ | ❑ | | ❑ | ❑ |

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| **Requirements for high scoring students** | | |
| **Scoring criteria - Portfolio** | | |
| Criteria | **5 (high)** | **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. |
| **Planning and organisation** | Within given specifications and timelines, displays a high level of planning skill in organising and completing the portfolio. |  |
| **Expressing ideas and information** | 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. |
| **Content** | The portfolio provides evidence of exemplary work, demonstrating the highest level of proficiency across all competencies/modules being assessed. |  |
| **Independence** | Under normal workplace supervision, works independently to complete tasks in accordance with requirements and timelines. |  |