|  |  |  |  |
| --- | --- | --- | --- |
| Thinking about the processes you have followed to assess competency: | Yes | No | Comments  (what would you change in the future) |
| **Did you prepare fully for the assessment by** | | | |
| * Understanding the reason for assessment and the assessment process |  |  |  |
| * Being aware of any legal and ethical requirements. |  |  |  |
| * Being aware of the requirements of the Unit of Competency being assessed, e.g., knowledge/skill requirements. |  |  |  |
| * Having access to marking guides and checklists |  |  |  |
| * Discussing and agreeing on the assessment plan with the candidate including their right to negotiate assessment |  |  |  |
| * Advising candidate of their rights and responsibilities, including appeals, confidentiality and access to information, and obligation to submit their own authentic evidence. |  |  |  |
| * Identifying any specialist support required and organise as necessary |  |  |  |
| **Did you gather quality evidence by** | | | |
| * Using the agreed assessments methods and tools – involving a range of activities |  |  |  |
| * Applying the principles of assessment |  |  |  |
| * Applying the rules of evidence |  |  |  |
| **Did you support the candidate by** | | | |
| * Communicating effectively – providing appropriate feedback |  |  |  |
| * Making reasonable adjustments if required |  |  |  |
| * Addressing any WHS risks to a person or equipment immediately, including dress standard and use of PPE. |  |  |  |
| **Did you make assessment decisions by** | | | |
| * Collecting and evaluating the evidence |  |  |  |
| * Using judgement to determine if sufficient, authentic, and valid evidence has been submitted |  |  |  |
| * Using marking guides and exemplars |  |  |  |
| * Seeking moderation to assist in making final judgement |  |  |  |
| **Did you record and report the assessment decision by** | | | |
| * Recording the outcome on the assessment coversheet, providing feedback on this activity, and signing all documentation |  |  |  |
| * Completing the Completion of Competency Record, providing overall feedback and signing all documentation |  |  |  |
| **Did review the assessment process by** | | | |
| * Reviewing student survey – feedback forms |  |  |  |
| * Self-reflecting on your assessment practices |  |  |  |
| * Considering other changes you would make when doing this assessment in future. |  |  |  |

**Opportunities for Improvement**

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| **Opportunity** | **By When?** | **Who Can Help?** |
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