

**Pre-Assessment Checklist FSKWTG008**

Item 1 of 4

Using the **Pre-Assessment Checklist** template provided, you are required to plan and prepare for assessment, ensuring:

- You have reviewed the **Student Profile & Support Plan** to identify the target learner and any additional needs (note: - you have already updated the student profiles & support plans for some of the students in your Design Cluster projects - you will need to update these documents for any students who do not have a completed Student Profile & Support Plan)
- You understand the RTOs assessment policy and your role in the assessment process
- You understand the RTOs recording and reporting policy
- You understand your responsibility to implement reasonable adjustments where required
- You understand your responsibility to offer recognition of prior learning (RPL)
- The evidence gathering process meets the requirements as outlined in the Training and Assessment Strategy (TAS)
- Mapping matrix for the unit of competency is complete and pre-assessment validation of assessment has been conducted and confirms that it complies with principles of assessment and rules of evidence
- Clear instructions are available for assessors and learners
- Assessment instruments and resources are prepared and ready for use

Step 1. Systematically work your way through the **Pre-Assessment Checklist** completing all sections to familiarise yourself with the assessment requirements and process.

Step 2. Enter the Core Skills for each learner (you can find this in the Student Profile & Support Plan).

Step 3. Enter the assigned Core Skills levels for the Unit of Competency (Refer to the FSK20119 TAS) .

Step 4. Enter the variance - Identify any gaps between the UoC's required level and learners' actual level.

Step 5. Refer to any general specialist advice (fact sheets) and any **LLN Specialist Advice** and suggested support strategies and document these for each learner.

Step 6. Determine any reasonable adjustment requirements and document these for each learner.

Step 7. Determine contextualisation opportunities based on learners' industry and/or work roles to meet learner needs.

Step 8. Determine whether RPL is appropriate for any learner enrolled in this Unit.

Step 9. If customisation is required, modify the assessment instrument. Modifications are to be entered Assessment Cover Sheet in the Educational Adjustments.



Upload your Pre-Assessment Checklist.

If required, add a note or written response to accompany your submission

Each file uploaded can be no more than 1GB. uploaded files can be removed before submission

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TAE40122 Assessment Cluster - Project 2

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