

**Pre-Assessment Checklist FSKNUM014**

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 in your Design Cluster projects)
- 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

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TAE40122 Assessment Cluster - Project 5

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