**Assessment Plan – Delivery and Assessment Model**

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| **Unit Code** | **Unit Title** | | | | **Is this unit assessed holistically with other units? If yes, please specify below** | Yes No |
| FSKDIG01 | Use digital technology for basic workplace tasks | | | |  | |
| **Assessor/s** |  | | | |
| **Assessment Methods** | | | | | | |
| Observation in the workplace  Observation in a simulated environment  Fault finding/Problem-solving  Role Play/Case Study  Game | | Open Book Exam/Test  Verbal Questioning/ Interview  Formal Exam/Test  Presentation  Debate/Discussion | | Essay  Project  Documents  Products  Portfolio | Third-party report  Self-Assessment  Training Records  RPL  Other ………………….. | |
| **Assessment Instruments**  **(please list)** | | | **Venue and Schedule**  **(Location, due date, time allowed)** | | **Resources and equipment required to conduct the assessment** | |
| Observation checklist | | | Senior Block, Learning Room 202  15 minutes for each task  Due end of session 2 | | Name of device  Observation checklist  Procedures  Wifi | |
| Knowledge test | | | Senior Block, Learning Room 202  30 minutes for completion  Due end of session 2 | | Knowledge test  Marking guide  pens | |
| **Target Learner(s)**  (Describe the learner cohort generally and identify special needs) | | | Year 11 students who are completing the Certificate II in business who are on a vocational pathway toward employment. Typically students at risk with low literacy and challenges with digital technology due to a lack of access to technology. | | | |
| **Assessment Conditions**  (insert from Unit of Competency)  <https://training.gov.au/Training/Details/FSKDIG001> | | | Assessment texts and tasks reflect those typically found in the workplace.  Advice and support is available.  Culturally appropriate processes and techniques suited to the language, literacy and numeracy capacity of individuals and the work being performed must be used.  Reasonable adjustments can be made to ensure equity in assessment for people with disabilities.  Assessors must satisfy NVR/AQTF assessor requirements, have sound knowledge of the ACSF and have demonstrable expertise in the vocational contextualisation and assessment of digital technology. | | | |
| **Applicable industry or workplace standards, and Training Package advice** | | | There are no licensing, certification, legislative requirements that apply to this unit | | | |
| **Stakeholders that any of the assessment arrangements need to be confirmed with** | | | RTO coordinator, assessors, candidate | | | |
| **Special arrangements and allowable adjustments that may be made** | | | For special needs students, steps will be scaffolded and chunked into smaller steps, additional pictorial instructions will be provided, and additional time can be applied as needed | | | |
| **Recording and Reporting Procedures** | | | All assessments are submitted electronically via the student portal where they will be marked and assessed by the relevant trainers. The student will be given their assessment result ( Competent, NYC) via the portal. Any correspondence with the student will be recorded on their file.  The result will also be automatically sent to the RTO compliance officer who will keep records of the students competencies and issue certifications.  All assessments should be marked and signed off by the assessor, candidates to sign final assessment.  Student profile gets updated with results once compliance checks have been conduct.  Reports for AVETMISS reporting are completed as needed.  Certification is provided within 30 days and electronic copies of results are stored for 30 years. | | | |

The Business Services Implementation Manual for Version 7.0 of the Training Package provides additional advice to provide trainers and assessors with insight from industry practitioners, peak bodies and other RTOs that will assist with creating meaningful and effective support material for learners. <https://vetnet.gov.au/Pages/download.aspx?url=https://vetnet.gov.au/Public%20Documents/Business%20Services%20Interpretation%20Manual%20V1.0.pdf>