

**TRAINEE ASSESSMENT GUIDELINES**

Trainee name:	
Name of Workplace:	
RTO Trainer Assessor Name:	
Signature of Trainee:	
Read and understood.	
Date:	
Signature of Trainer/Assessor	
Version 1.0	2016

ASSESSMENT Guide

1. Purpose of this assessment

The purpose of an assessment is to ensure the Trainee 's competency in practice meets the stated requirements in each unit of competency criteria. This competency specifies the outcomes required to collect, analyse and communicate information and to use that information to develop and Maintain effective industry skills and knowledge.

2. Contents of the Guide

This guide contains an outline of the assessment tools which provide you with the means to assess these units of competency and record the outcomes:

- 3rd. party judged on performance in the workplace - To be completed by a 3rd party (Supervisor or Manager) where work performance is observed and confirmation that you consistently meet the standards expected from an experienced operator.
- Record of assessment outcome – This must be submitted with all evidence used as part of the assessment process to verify the assessment outcome.
- Written assessment - Learner/Trainee must answer all questions in full and correctly. Record of questioning of underpinning knowledge.

Additional content/s may include:

- Assessment visit report – To be completed by Trainer/ Assessor at all assessment visits conducted with the Trainee and Supervisor.
- Scenarios/Role Play
- Observation against key competencies and required skills–This observation tool is a copy of the training log provided to the Trainee. Please use the Training Log as evidence where possible. It has been modified to allow observations against the stated criteria.

3. Assessment methods to be used in the workplace

Where assessment is part of a learning experience, evidence can be collected over time, and will involve both formative and summative assessment. There is a series of targeted questioning to assess the underpinning knowledge. A third party report from a supervisor, mentor or workplace coach or a self-assessment will also support the assessment to confirm workplace requirements. A role play may also be incorporated as an alternative or as an inclusion to a third party report.

Three forms of evidence must be submitted to meet the RTO's requirements. The evidence to be provided will be determined by the order in which tasks are to be completed by the Trainee and the Assessor prior to the assessment taking place.

4. Procedure for conducting the assessment

- Prior to each assessment, the assessor will explain the assessment tools thoroughly and the evidence to be collected. This will be put into context to suit the Trainee's workplace requirements.
- Explain the assessment process and tasks to the Trainee
- Ensure the Trainee is ready for assessment
- Whilst conducting the assessment look for evidence that the criteria has been met as suggested in the tools
- Provide written comments in the space provided in this tool and also on the comment sheet. This is important valued feedback on the performance and provides a further validation of the assessment process.
- Complete the assessment visit report recording in all sections. Ensure that your comments are recorded on the standard of work performed during this process.
- Whether or not competency was achieved in the assessment process, the outcomes must be recorded on the record of assessment outcome. Feedback must be provided to the Trainee about the assessment process and the verification of results. The Trainee may request to retain a copy of the assessment validation.

5. Application of unit

Each unit of competency involves the skills and knowledge required to apply strategies within the transport and logistics industry. Work is undertaken in compliance with relevant legislation, regulations, codes and guidelines.

Instructions to the Trainee.

1. Preparation for Assessment

If you do not feel you have adequate time for preparation for this assessment, please advise your Assessor. If you cannot read the questions, please let your assessor know.

You are required to successfully answer all of the questions in this assessment. You will not be penalised for an incorrect answer but you will be required to explain the answer in person with your Assessor. This may follow a process of retraining.

The final record must be completed with all answers correct either through your own written answers of the verbal discussions after the finish time.

2. Reasonable adjustment

Your assessor may make the decision to verbally ask the questions. They may also explain the intention of the questions but they cannot provide answers.

Your assessor may make the decision to encompass a range of areas including the physical environment, teaching delivery and format, utilisation of assistance equipment and reduction of study load. They are based on reducing the impact of the Trainee 's disability on their studies. Examples of adjustments include:

- supply of specialised equipment or services, e.g. a note taker for a Trainee who has poor writing.
- changes in training schedules and arrangements, e.g. relocating classes to an accessible venue on site in the workplace or training vehicle.
- changes to course design, e.g. substituting an assessment task.
- requesting a verbal assessment.
- modifications to computer equipment.

3. Answering

You are to answer all of the questions contained in each assessment in legible writing.

Plagiarism or cheating in any manner may result in the cancellation of your enrolment in this course without any refund of fees. The assessment must be your own work.

4. Supporting documentation

If you feel you have additional supporting documentation to support any assessment. Please attach the additional documentary evidence to each assessment.

Assessment Appeal please refer clause 4.3.2 JKR RTO Policies and Procedures and page 16 of the JKR Training for Business -Student Handbook.

JKR Training for Business Student Handbook is provided to each trainee and can be used as a reference for information about the service JKR provides and our approach to provide a safe, fair and supported environment to participate in training and assessment.

Read and Understood	
Trainee Signature:	Trainer / Assessor Signature:
Date:	Date: