**Module Credit Total: 52**

SECTION 1: FORMATIVE ASSESSMENT INSTRUMENT

Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Workplace: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Welcome to your Formative Assessment!**

This document deals with the formative assessment of your competence towards the outcomes which you need to achieve.

The formative assessment activities and questions in this section count towards your overall competence and also prepare you for the summative assessment to follow. Ensure that all the questions are answered in filled giving examples where asked.

**Document Index**

|  |  |
| --- | --- |
| **Content Description** | **Page**  |
| **Index and Welcome**  | 2 |
| **Memorandum of Assessment** | 3 |
| **Assessment Plan and Appeals Form** | 4 |
| **Pre-Assessment Checklist** | 6 |
| **Formative Assessment: Knowledge Questionnaire** | 8 |
| **Formative Assessment: Classroom Activity Confirmation** | 16 |
| **Feedback**  | 17 |
| **Assessment Judgement and Report** | 18 |
| **Assessment Evaluation** | 19 |

**Module 4: Unit Standard Cluster Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **SAQA** | **Unit Standard Title** | **Level** | **Credits** |
| 252022 | Develop, implement and evaluate a project plan | 5 | 8 |
| 252040 | Manage the finances of a unit | 5 | 8 |
| 114212  | Explain the impact of organisational wellness on a business environment and indicate a strategy for a business unit | 4 | 3 |
| 12140 | Recruit and select candidates to fill defined positions | 5 | 9 |
| 252033 | Demonstrate ways of dealing with the effects of dread diseases and in particular HIV/AIDS | 5 | 8 |
| 114226  | Interpret and manage conflicts within the workplace  | 5 | 8 |
| 15230 | Monitor team members and measure effectiveness of performance  | 5 | 4 |
| 15224 | Empower team members through recognising strengths | 5 | 4 |

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| **Instructions & Memorandum of Assessment** |

You will be required to complete the following sections of this document which forms part of your overall formative assessment.

**Section 1: Formative Assessment**

* 1. **Classroom: Formative Knowledge Questionnaire**

These knowledge based questions will be based on the outcomes and content of your classroom training session. Please answer all the questions provided as this will also form part of your portfolio of evidence.

* 1. **Classroom: Practical Assessment Activities and Assignments**

These activities will be completed during the classroom or facilitation session and can be found in the learning material.

**SECTION 2: Summative Assessment**

“Summative Assessment is assessment for making a judgement about achievement. This is carried out when a learner is ready to be assessed at the end of a programme of learning” (SAQA: Criteria and Guidelines for Assessment Policy Document, pg 26).

Your Summative Assessment consists of:

* 1. **Observational Assessment and Workplace Assignments**

To be completed in the workplace by your facilitator and / or assessor based on your performance at the end of the course.

* 1. **Summative Knowledge Assessment**

Please complete the assignment by following the instructions provided.

* 1. **Personal Narrative**

The personal narrative offers a chance for you to reflect on the requirements of the required outcomes and reflexive competence in the application of the learning.

* 1. **Witness Testimony**

The witness testimony consists of a testimonial based on your performance as observed / reviewed by your Supervisor / Manager in the workplace.

* 1. **Logbook**

Please complete the Log Book by following the instructions provided.

**LEARNER ASSESSMENT PLAN**

***Please tick next to the unit standards you are being assessed against.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Unit code** | **UNIT STANDARD TITLES** | **NQF level** | **Credits** |  |
| 252022 | Develop, implement and evaluate a project plan | 5 | 8 |  |
| 252040 | Manage the finances of a unit | 5 | 8 |  |
| 114212  | Explain the impact of organisational wellness on a business environment and indicate a strategy for a business unit | 4 | 3 |  |
| 12140 | Recruit and select candidates to fill defined positions | 5 | 9 |  |
| 252033 | Demonstrate ways of dealing with the effects of dread diseases and in particular HIV/AIDS | 5 | 8 |  |
| 114226  | Interpret and manage conflicts within the workplace  | 5 | 8 |  |
| 15230 | Monitor team members and measure effectiveness of performance  | 5 | 4 |  |
| 15224 | Empower team members through recognising strengths | 5 | 4 |  |

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| --- | --- | --- | --- |
| **Activity** | **Evidence of activity will be found where** | **Place & planned date of activity** | **Date** **Completed** |
| Training | Classroom training registers | Training ProviderDate: |  |
| Self assessment | Assessment contract signed & dated | Learner fileDate: |  |
| Assessment contract | Assessment contract signed & dated | Learner fileDate: |  |
| Initial meeting | Assessor briefing checklist | Learner fileDate: |  |
| Unit Standard No | Assessment contract & assessment plan | Learner fileDate: |  |
| Formative Assessment | Assessment instruments | Learner fileDate: |  |
| Summative Assessment | Assessment instruments | Learner fileDate: |  |
| Other Evidence | Research portfolio (if applicable) | Learner fileDate: |  |
| Feedback | Feedback Report | Learner fileDate: |  |
| Moderation | Moderators report | Learner fileDate: |  |
| Judgement | Assessor Summary Report / Moderator report | Learner fileDate: |  |
| 1st Reassessment  | Assessors summary report / instruments | Learner fileDate: |  |
| 2nd Reassessment  | Assessors summary report / instruments | Learner fileDate: |  |

**Special arrangements for assessment**

|  |
| --- |
| Place |
| Language |
| Resources  |
| Barriers |

**People to be involved with assessment**

|  |  |
| --- | --- |
| Learner: | Manager: |
| Trainer: | Mentor / Coach: |
| Assessor: | Moderator: |

**Next steps for learning**

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**Resources required for this assessment**

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**Guidelines to the learner:**

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Learners Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Learner’s signature: Date:

Assessors Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assessor’s signature: Date:

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| **ASSESSMENT APPEALS PROCEDURE** |

1. A learner has the right to appeal under the following circumstances* If the laid down assessment procedures were not followed during assessments
* If not all evidence available was taken into account during the assessment
* The assessor was not a subject matter expert or did not have a subject matter expert during the assessment process
* The assessor did not assess according to the performance criteria and range statement stipulated in the unit standard
* Not all the range items were available for assessment

2. A learner bringing an appeal against a decision of the assessment will lodge such an appeal with the assessor and the internal moderator within 2 days of the assessment feedback session.3. A learner bringing an appeal should complete the “Learner’s Notice of Assessment Appeal “form before the Appeal Hearing. The form should be handed to the internal moderator or a representative of the SETA.4. Should the internal moderator re-affirm the assessor’ decision, the learner may appeal to the external verifier within 2 days after the initial moderator’s feedback session. The external verifier’s decision will be final. Should the external verifier re-affirm the assessors’ decision, the cost for re-evaluation will be upon the learner. Should the verifier’s decision differ from the assessor’s decision, the cost for re-evaluation will be borne by the assessor. |

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| **ASSESSMENT APPEAL APPLICATION FORM** |

**LEARNER’S NOTICE OF ASSESSMENT APPEAL**

**TO: The Internal Moderator**

A meeting with the internal moderator is hereby requested to discuss the outcome of my assessment.

Internal moderator name

Date of submission:

Name of employee assessed:

Name of Assessor:

Date of feedback session:

**Grounds for Appeal**

|  |  |  |
| --- | --- | --- |
| **No** | **Tick the applicable ground(s) for appeal** | **Tick** |
| 1 | The assessment did not follow the laid down procedure |  |
| 2 | Not all evidence available was taken into account during the assessment |  |
| 3 | The assessor was not a subject matter expert nor was a subject matter expert present during the assessment process |  |
| 4 | The assessment was not according to the performance criteria and the range statement stipulated in the unit standard |  |
| 5 | Not all the range items were available for the assessment |  |

**Reasons for Appeal**

|  |  |
| --- | --- |
| **No** | **Please give detailed reasons for the choice(s) above** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

Learner’s signature: Date:

Employee witness: Date:

|  |
| --- |
| **PRE-ASSESSMENT MEETING CHECKLIST**  |

**Points Assessor must cover in the initial meeting with the learner - Please tick**

| **Item** | **Points to be covered** | **Tick** |
| --- | --- | --- |
| 1 | Welcomethe candidate **and put them at ease** |  |
| 2 | **Explain the purpose of the meeting** (why you are there and how long the meeting will take)  |  |
| 3 | **Explain the*** NQF
* Credits
* Certification process
* Learning pathways
 |  |
| 4 | **Explain*** Who is involved in the assessment and their role (learners, coach, assessors, managers, moderators)
* Principles of assessment (fairness, confidentiality, validity, sufficiency)
 |  |
| 5 | **Explain the assessment process?*** Check learner readiness for assessment (logbook / self assessment)
* Assessment contract to be completed
* Preparation of learner (this meeting)
* The assessment (observation and knowledge questionnaire)
* Judgement of the evidence
* Outcome of assessment (competent, not yet competent, need further evidence)
 |  |
| 6 | **Give Learner copies of the following documentation and explain each document** * The Assessment Guide which includes
	+ The relevant unit standard (s)
	+ Assessment contract
	+ Assessment plan
	+ Observation checklist
	+ Knowledge checklist
 |  |
| 7 | **Discuss the assessment plan** (complete the assessment plan document)* Allow the learner to participate in the decisions made
* Agree on dates, time and venue for the assessment and feedback
* Agree on evidence the learner can submit
* Agree and explain the assessment methods
* Identify and discuss special assessment needs of the candidate
* Identify and eliminate unfair barriers (language, disability etc)
* Discuss and agree on witness requirements
 |  |
| 8 | **Tell the candidate his/her rights and responsibilities, the assessment procedures and policies*** How many times they may be assessed
* Appeals process / procedure
* Reassessment policy
 |  |
| 9 | **Ensure the assessment environment is appropriate** or make special arrangements |  |
| 10 | Discuss moderation  |  |
| 11 | Allow the learner opportunity to clarify any items discussed |  |

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| Learner declaration of acceptance of assessment instruments and relevant documentation: Date: |
| Learners Name: | Signature |
| Assessors Name: | Signature: |

**FORMATIVE ASSESSMENT**

* 1. **knowledge questionaire**

**Instructions to the Learner:** The following questions must be answered in filled giving examples where asked. Please read all the questions carefully and take time to consider your answer before recording it.

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| --- |
| UNIT STANDARD: 252022 Develop, implement and evaluate a project plan |

**Important Note**: Should any additional information / documents be required or attached, kindly ensure that you have referenced them accurately as identified in each section.

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| **Essential Embedded Knowledge**  |

1. Explain the term budgeting and how it impacts on a business.

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| **Essential Embedded Knowledge** |

1. Explain the importance of being to delegate tasks effectively in the workplace.

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| **Essential Embedded Knowledge** |

1. Explain a typical application / use for a Gantt chart in a business environment.

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**Section B: Multiple Choice Questionnaire**

**Instructions:** Complete the following multiple choice questions by selecting the correct answer from the options provided. Mark your selection with an “X” below to indicate the correct choice/s.

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| --- |
| **Essential Embedded Knowledge**  |

1. Identify the impact of using an efficient project plan in project management.

|  |  |  |  |
| --- | --- | --- | --- |
| Choice A | Choice B | Choice C | Choice D |
| Will result in unsatisfied clients | Will result in easier / more efficient project implementation | Will be able to manage progress of project easier | This has no benefits at all |
|  |  |  |  |

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| UNIT STANDARD: 252040 Manage the finances of a unit |

**Important Note**: Should any additional information / documents be required or attached, kindly ensure that you have referenced them accurately as identified in each section.

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| **Essential Embedded Knowledge**  |

1. Explain the “terms and ratios” as used in a financial environment.

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| **Essential Embedded Knowledge** |

1. List the key differences between finances and accounting.

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| **Essential Embedded Knowledge** |

1. In your own words, explain the meaning of the following term “financial relationships”.

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**Section B: Multiple Choice Questionnaire**

**Instructions:** Complete the following multiple choice questions by selecting the correct answer from the options provided. Mark your selection with an “X” below to indicate the correct choice/s.

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| **Essential Embedded Knowledge**  |

1. Identify the correct format to report the result of a company’s expenses.

|  |  |  |  |
| --- | --- | --- | --- |
| Choice A | Choice B | Choice C | Choice D |
| Business conference | Internal Memo | Financial report | Expenditure report |
|  |  |  |  |

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| UNIT STANDARD: 255500 Manage procedures that increase the net income of a W & R unit |

**Important Note**: Should any additional information / documents be required or attached, kindly ensure that you have referenced them accurately as identified in each section.

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| **Essential Embedded Knowledge**  |

1. Explain the key differences between fixed and variable expenses.

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| **Essential Embedded Knowledge** |

1. Explain the concept / meaning of the following terms.

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| --- |
| Gross Profit |
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| Net Profit |
|  |
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| Margins |
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**Section B: Multiple Choice Questionnaire**

**Instructions:** Complete the following multiple choice questions by selecting the correct answer from the options provided. Mark your selection with an “X” below to indicate the correct choice/s.

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| --- |
| **Essential Embedded Knowledge**  |

1. Identify two (2) factors that directly impacts on gross profit from the options provided below.

|  |  |  |  |
| --- | --- | --- | --- |
| Choice A | Choice B | Choice C | Choice D |
| Team building exercises’ | Personal relationships | Product cost | Mark-up |
|  |  |  |  |

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| UNIT STANDARD: 255499 Manage shrinkage and losses in a wholesale and retail unit |

**Important Note**: Should any additional information / documents be required or attached, kindly ensure that you have referenced them accurately as identified in each section.

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| **Essential Embedded Knowledge**  |

1. Explain what is meant by the terms shrinkage and losses as applicable in a wholesale and retail environment.

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| **Essential Embedded Knowledge** |

1. List two (2) areas in your organisation that may be vulnerable to shrinkage and losses and explain why.

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| **Essential Embedded Knowledge** |

1. Explain the impact of increased shrinkage and losses on a organisation.

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**Section B: Multiple Choice Questionnaire**

**Instructions:** Complete the following multiple choice questions by selecting the correct answer from the options provided. Mark your selection with an “X” below to indicate the correct choice/s.

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| **Essential Embedded Knowledge**  |

1. Identify the benefits of having organisational policies and procures in place to deal with shrinkage and losses.

|  |  |  |  |
| --- | --- | --- | --- |
| Choice A | Choice B | Choice C | Choice D |
| There are no benefits from this | Creates an opportunity to blame the right person | Sets the standards and rules for minimising shrinkage / losses | This will lead to increased sales. |
|  |  |  |  |

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| UNIT STANDARD: 255497 Manage stock holding procedures in a wholesale and retail unit |

**Important Note**: Should any additional information / documents be required or attached, kindly ensure that you have referenced them accurately as identified in each section.

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| **Essential Embedded Knowledge**  |

1. List the correct format which should be used to report stock status and condition in your organisation.

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| **Essential Embedded Knowledge** |

1. List two (2) different stock administration recording methods which can be implemented in your organisation.

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| **Essential Embedded Knowledge** |

1. In your own words, explain the meaning of the term “supply chain”.

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**Section B: Multiple Choice Questionnaire**

**Instructions:** Complete the following multiple choice questions by selecting the correct answer from the options provided. Mark your selection with an “X” below to indicate the correct choice/s.

|  |
| --- |
| **Essential Embedded Knowledge**  |

1. Identify a popular stock rotation method from the options provided below.

|  |  |  |  |
| --- | --- | --- | --- |
| Choice A | Choice B | Choice C | Choice D |
| NHJI | FIFO | SKLA | OOPK |
|  |  |  |  |

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| UNIT STANDARD: 335917 Manage productivity in a Wholesale and Retail unit |

**Important Note**: Should any additional information / documents be required or attached, kindly ensure that you have referenced them accurately as identified in each section.

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| **Essential Embedded Knowledge**  |

1. Explain the impact of a decrease in productivity on the organisation.

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| **Essential Embedded Knowledge** |

1. Explain the correct procedure to be followed in your organisation to access productivity reports.

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| **Essential Embedded Knowledge** |

1. List the productivity targets for a department in your organisation. Make use of an example to explain your answer.

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**Section B: Multiple Choice Questionnaire**

**Instructions:** Complete the following multiple choice questions by selecting the correct answer from the options provided. Mark your selection with an “X” below to indicate the correct choice/s.

|  |
| --- |
| **Essential Embedded Knowledge**  |

1. Identify the benefits of tracking the progress made against the action plan.

|  |  |  |
| --- | --- | --- |
| Choice A | Choice B | Choice C |
| To determine the budgets of the following year | To determine the actual progress against the planned progress | There are no benefits from doing this |
|  |  |  |

|  |
| --- |
| UNIT STANDARD: 243948 Monitor and maintain health, safety and security |

**Important Note**: Should any additional information / documents be required or attached, kindly ensure that you have referenced them accurately as identified in each section.

|  |
| --- |
| **Essential Embedded Knowledge**  |

1. Explain the importance of maintaining health and security in the workplace.

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| **Essential Embedded Knowledge** |

1. Explain the benefits of being knowledgeable about various hazards in the workplace.

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| **Essential Embedded Knowledge** |

1. Give an example of an emergency situation that might be faced in your organisation and explain the correct procedure to deal with it effectively.

|  |
| --- |
| Situation |
|  |
| Procedure |
|  |
|  |
|  |

**Section B: Multiple Choice Questionnaire**

**Instructions:** Complete the following multiple choice questions by selecting the correct answer from the options provided. Mark your selection with an “X” below to indicate the correct choice/s.

|  |
| --- |
| **Essential Embedded Knowledge**  |

1. Identify the consequences of not dealing with emergency situations in a prompt and efficient manner.

|  |  |  |  |
| --- | --- | --- | --- |
| Choice A | Choice B | Choice C | Choice D |
| The staff will enjoy more flexible working hours | The situation may become worse | The company will save money by doing this | There will be no consequences |
|  |  |  |  |

FOR ASSESSOR

File Checked:

|  |  |
| --- | --- |
| Date | Assessor Signature |
|  |  |
|  |  |
|  |  |
|  |  |

This is to verify that the learner has completed all the above and has achieved competence.

Assessor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assessor Reg. No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assessor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is to verify that the assessor has observed me in the workplace.

Learners Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Learners Reg No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Learners Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.

**FORMATIVE ASSESSMENT**

* 1. **Classroom workbook – Section 2**

**Instructions to the Learner:** The following section requires you to check and confirm the completion of all the activities and questions in your learner manual.

|  |
| --- |
| Formative Assessment Activities: Learner Manual  |

**Instructions**: Check to confirm that you have sufficiently completed all the questions and activities found in your learner manual as instructed by your facilitator during the facilitation session.

**2.1.1 Learner Confirmation:**

I agree that I have checked my learner manual to confirm that I have completed all the questions and activities which are required by me and as indicated by my facilitator.

|  |
| --- |
| Please mark (x) next to the corresponding answer |
| Yes | No |
|  |  |

**2.1.2 Learner Signature:**

Learners Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Learners Registration No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Learners Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: 201\_\_/\_\_\_\_/\_\_\_\_

|  |
| --- |
| **FEEDBACK SECTION** |
| Comments from Learner: |

|  |
| --- |
| **JUDGEMENT REPORT** |
| Meet the requirements: Requires additional evidence: Can continue to the next assessment:  | Do not meet the requirements: Requires another assessment:Requires another assessment by another assessment: |
| Action required: By when: |
| **Assessor’s feedback remarks** |
|  |

|  |
| --- |
| **Declaration by Learner** |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ declare that I am satisfied that the feedback given to me by the Assessor was relevant, sufficient and done in a constructive manner. I accept the assessment judgment and have no further questions relating to this particular assessment instrument.  |
|  |  |  |
| Learner Name & Signature Date | Assessor Name & Signature Date | Moderator Name & Signature Date |

|  |
| --- |
| **ASSESSMENT DECISION AND DECLARATION** |

**Indicate with a tick in the relevant sections:**

|  |  |
| --- | --- |
| The learner has not submitted sufficient evidence and is therefore not yet competent |  |
| The learner is required to submit additional evidence against the following: |  |
| The learner is required to improve in the following: |  |
| The learner is required to be reassessed: |  |
| The learner is required to be assessed by another assessor: |  |
| The learner has submitted evidence that is valid, relevant, current, sufficient and authentic against all the listed specific outcomes an covered all range statements and critical cross field outcomes |  |
| The learner is competent against the listed unit standards |  |
| The learner can be issued with a unit certificate |  |
| The learner has completed a full qualification |  |

|  |  |
| --- | --- |
|  |  |
| Assessors full name & signature | Date |

|  |
| --- |
| **Declaration by Learner** |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ declare that I am satisfied that the assessment conducted by the Assessor was relevant, sufficient, and constructive. I accept the assessment decisions and have no further questions relating to this particular assessment process. |
|  |  |  |
| Learner name & sign Date | Assessor name & sign Date | Moderator name & sign Date |

|  |
| --- |
| **Reassessment Decision** |
| The learner has submitted evidence that is valid, relevant, current, sufficient and authentic against all the listed specific outcomes an covered all range statements and critical cross field outcomes |  |
| The learner is competent against the listed unit standards |  |
| The learner can be issued with a unit certificate |  |
| The learner has completed a full qualification |  |

|  |  |
| --- | --- |
|  |  |
| Assessors full name & signature | Date |

|  |
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| **Declaration by Learner** |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ declare that I am satisfied that the assessment conducted by the Assessor was relevant, sufficient, and constructive. I accept the assessment decisions and have no further questions relating to this particular assessment process. |
|  |  |  |
| Learner name & sign Date | Assessor name & sign Date | Moderator name & sign Date |

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| **EVALUATION OF ASSESSMENT** |
| **Learner Name** |  | **Assessor name** |  |
| **Unit Stds** |  | **Date** |  |
| **Review dimension** | **Learner****Yes No** | **Assessor****Yes No** | **Action** |
| Were the principles / criteria for good assessment achieved? |  |  |  |  |  |
| Did the assessment relate to the registered standard? |  |  |  |  |  |
| Was the assessment practical? |  |  |  |  |  |
| Was it time efficient and cost-effective? |  |  |  |  |  |
| The assessment did not interfere with my normal responsibilities? |  |  |  |  |  |
| Was the assessment instrument fair, clear, and understandable? |  |  |  |  |  |
| The assessment judgment was made against set requirements? |  |  |  |  |  |
| Was the venue and equipment functional? |  |  |  |  |  |
| Were special needs identified and the assessment plan adjusted? |  |  |  |  |  |
| Was feedback and communication constructive? |  |  |  |  |  |
| Was an opportunity to appeal given? |  |  |  |  |  |
| Was all evidence recorded? |  |  |  |  |  |
| Were the review / evaluation process apparent and user friendly? |  |  |  |  |  |

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| **Learner Declaration of Understanding**  |
| I am aware of the moderation process and understand that the moderator could declare the assessment decision invalid |
|  |  |  |
| Learner Name & Sign Date | Assessor Name & Sign Date | Moderator Name & Sign Date |