Step 4: Assessment plan

Now that you have decided on which methods of assessment you will use, it’s time to create an Assessment Plan to document how the assessment is planned to be carried out.

Task 4.1

Document your plan for the assessment in the table below.

What to submit: completed assessment plan in the table provided

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| **RTO** | Thurgoona Training Academy |
| **Date prepared** | 20/10/18 |
| **Program name** | Workplace Relationships |
| **Competency standard/s** | BSBFLM303 Contribute to effective workplace relationships |
| **Candidate/s** | Middle Managers and Supervisors of Petcare Foods |
| **Assessor/s** | Glenn McCarthy |
| **Assessment date/s & timeframes** | November and December 2018 |
| **Assessment procedure** | **Planning:**   * In consultation with Petcare Foods and senior managers making sure that it is in line with their policies and procedures * And consulting with the learner that their specific needs are met.   **Implementing:**   * Instructions to be undertaken by the learner and assessors for each component of the assessment process. * That each stage that is completed must be signed off and dated by the learner and assessor. * Feedback sheets and interviews with the learner will remain confidential. The Assessor will only discuss these with the senior manager with the consent of the learner.   **Recording:**   * Assessors will verify that all assessment tasks have been completed satisfactorily for each candidate prior to submitting assessment results for finalization by Thurgoona Training Academy. * Assessment evidence will be recorded on the forms provided and retained by Thurgoona Training Academy for a period of 6 months and sufficient data for the next 30 years as required by ASQA 2015 standards.   **Continuous Improvements:**   * The learners and Assessors to give feedback on the assessment process at the conclusion of the course undertaken in a Feedback form * The assessment results and the methods and tools used as well as all feedback information. * Thurgoona Training Academy as a result of reviews if any recommendations will be made on: * The assessment program itself, to ensure it produces leaders with the required skills and knowledge. * Future training needs. |
| **Assessment location** | This shall be a combined locations, as the requirements course will be held either Petcare Foods 1 Meow Place Albury N.S.W and Thurgoona Training Academy 137 Williams Road Thurgoona N.S.W |
| **Venue requirements** | Trainer’s and participants involved in the delivery and assessment of this course have direct access to:   * Equipment (if required) including whiteboard/flipchart, butchers paper and marker pens * Overhead projector and Power Point presentation * Photocopies of handouts (from masters supplied * Participant workbook/manual |

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| **People to be informed** | Mangers at Petcare Foods |
| **Does the student require access and equity consideration?** | Wheelchairs would need a ramp into the learning center also would need to ensure that other amenities also cater for wheelchairs, people with walking frames. |
| **Reasonable adjustments** | A reasonable adjustments that could be made in case, if the learner wasn’t able to attend all sessions. They can attend another sessions which was being held at a later date as a catch up session. Alternate they can contact Thurgoona Training Academy to see if they can do session as 1 on 1 providing Petcare Foods agrees. |
| **Provision for specialist support** | Learners with LLN issues require a LLN practitioner then this will need to be source prior to commencement of the course. |
| **Opportunities for evidence gathering in simulated or actual activities** | Scenario’s  Questioning  Written  Role- play |
| **Other issues** | Some learners will find it more uncomfortable than others to have an observer attend. This will need to be discussed carefully with the learners |
| **Recording and reporting mechanisms** | Observation checklists listing all criteria and whether these have been demonstrated and documented in observations, Interviews, feedback forms and Question/answer sheets. |
| **Review mechanisms** | The results will be discussed with the Candidate and the candidate’s supervisor. Overall results only will be given to management with permission from the learner due the Privacy Act |
| **Industry requirements and/or contextual guidelines** | None have been found.  This will be monitored by Thurgoona Training Academy and if necessary will be add into this instrument. |
| **WHS issues** | WHS Act and State Regulation, Codes of Conduct apply and everyone that comes to site will need to abide by them as published in the student handbook which is online and hard copies as well.  Privacy and Confidentiality: Thurgoona Training Academy is committed to ensuring compliance with the privacy requirements of the Privacy Act 1988 by abiding with its Australian Privacy Principles, and all other applicable laws and regulations, including without limitation all relevant privacy, anti-discrimination and equal opportunity legislation. |

**Signed by: Glenn McCarthy 20/10/18**