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| **Qualification details** |  | | |
| **Training Package code and title** | ICT - Information and Communications Technology Training Package (Release 6.0) | | |
| **National Qualification Code & Title** | ICT40120 Certificate IV in Information Technology | **State code** | **BFF9** |
| **National Qualification Code & Title** | ICT40120 Certificate IV in Information Technology (Programming) | **State code** | **AC07** |
| **National Qualification Code & Title** | ICT40120 Certificate IV in Information Technology (Networking) | **State code** | **AC10** |
| **National Qualification Code & Title** | ICT40120 Certificate IV in Information Technology (Gaming Development) | **State code** | **AC17** |

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| **Learner’s name** | |  | | | | | | | | |
| **Assessor’s name** | |  | | | | | | | | |
| **Unit National Code & Title** | | ICTICT443 Work collaboratively in the ICT industry | | | | | | | **State Code** | **OBU17** |
| **Date of Assessment** | |  | | | | | | | | |
| **Procedure/Task** | | Assessment Tool 1 Portfolio of Work Observation | | | | | | | | |
| **Instructions for o Assessor** | | This observation checklist must be completed as part of the Assessment Tool 1 Portfolio of Work.  Observe the student while they are completing the practical tasks, complete and sign the observation checklist.  Some observation will require you to refer to the marking guide (available in the hidden folder within the Assessments area on Blackboard)  The student must sign the observation checklist and upload it to Blackboard. | | | | | | | | |
| **Assessment Task Resources required** | | As per Assessment Tool 1 requirements. | | | | | | | | |
| **During the practical assessment did the candidate satisfactorily demonstrate the following?** | | | | **Yes/No** | | | **Comments** | | | |
| **Portfolio Task 1 (Q2-B)** | | | | | | | | | | |
| * Student must participate in an informal team discussion where they discuss which roles and responsibilities will be assigned to each member. | | | |  | |  |  | | | |
| * Each student must confirm their understanding of the role assigned to them by briefly explaining what their responsibilities are in this role. | | | |  | |  |  | | | |
| **Portfolio Task 2 (Q2-B)** | | | | | | | | | | |
| * Student shared the new virtual environment work protocols with the team.   + Used one of the CITEMS approved platforms.   + Advised team members where or how to access the new protocols. | | | |  | |  |  | | | |
| * Student shared the knowledge information using one of the CITEMS approved platforms. | | | |  | |  |  | | | |
| **Portfolio Task 3 (Q1-B & Q1-C)** | | | | | | | | | | |
| * Student must be able to demonstrate their ability to intuitively respond to problems (any issue from the list below as per assessment task)   + Issue has been resolved with an adequate/acceptable solution.   + Issue is resolved within 10-15 minutes.   *(Lecturer must use the marking guide to determine if the issue was solved correctly)* | | | |  | |  |  | | | |
| * Participated in a team meeting (via Teams) | | | |  | |  |  | | | |
| * Demonstrated ability to actively facilitate the group interaction, guide and lead the discussion.   + Explained how they shared the knowledge information and whose protocols they used.   + Used clear and cohesive explanations.   + Provided the feedback to relevant team members about the virtual environment work protocols. | | | |  | |  |  | | | |
| * Listened to feedback. | | | |  | |  |  | | | |
| * Asked team members for feedback about the developed virtual environment work protocols.   + Asked politely and clearly.   + Asked relevant follow up questions where necessary to clarify information. | | | |  | |  |  | | | |
| **The learner’s performance was** | | | **Not yet satisfactory** | | | | **Satisfactory** | | | |
| **Feedback to learner from Assessor** | | | | | | | | | | |
|  | | | | | | | | | | |
| **Learner’s Signature** |  | | | | **Date** | | |  | | |
| **Observer/Assessor’s Signature** |  | | | | **Date** | | |  | | |