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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 2 Project 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 2 requirements. | | | | | | | | |
| **During the practical assessment did the candidate satisfactorily demonstrate the following?** | | | | **Yes/No** | | | **Comments** | | | |
| **Part 2 (Task2)** | | | | | | | | | | |
| * Student must share the communication and cyber security protocols with the team via one of the approved platforms. | | | |  | |  |  | | | |
| * Student must participate in an initial team meeting via Teams, where they will present their team with the following information:   + Communication and collaboration tools and platforms to be used by team, including knowledge sharing.   + Team collaboration/communication protocols.   + Cyber Security protocols. | | | |  | |  |  | | | |
| * Demonstrated the ability to actively facilitate the group interaction, guide and lead the discussion.   + Used clear and cohesive explanations.   + Where necessary, was able to clarify or repeat information to the team members.   + Asked the team for any feedback or asked relevant questions to confirm team’s understanding of the protocols. | | | |  | |  |  | | | |
| * Asked the team members for feedback about the developed virtual environment work protocols.   + Asked politely and clearly.   + Listened to any feedback from the team members. * Asked relevant follow up questions where necessary to clarify information. | | | |  | |  |  | | | |
| * Student followed organisational policies and procedures:   + Meeting started with Acknowledgment to the country.   + Meeting was recorded.   + Meeting was handled professionally (e.g. started and ended on time). | | | |  | |  |  | | | |
| **Part 3 (Task1)** | | | | | | | | | | |
| * Student must participate and record all subsequent team meetings (via Teams). | | | |  | |  |  | | | |
| * Asked team members to complete the survey about the developed virtual environment work protocols.   + Asked politely and clearly.   + Asked relevant follow up questions where necessary to clarify information. | | | |  | |  |  | | | |
| **Part 3 (Task2)** | | | | | | | | | | |
| * Student must be able to demonstrate their ability to intuitively respond to problems.   + 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)* | | | |  | |  |  | | | |
| **The learner’s performance was** | | | **Not yet satisfactory** | | | | **Satisfactory** | | | |
| **Feedback to learner from Assessor** | | | | | | | | | | |
|  | | | | | | | | | | |
| **Learner’s Signature** |  | | | | **Date** | | |  | | |
| **Observer/Assessor’s Signature** |  | | | | **Date** | | |  | | |