

Student Name _____

Industry Supervisor _____

Academic Supervisor _____

Organisation _____

**Note, fractional marks may be allocated.*

Outcome	5	4	3	2	1	0	Mark
*Course Management	Has established and actively maintained an extensive and exceptionally effective approach to the management of the course as a whole, displaying excellent control and initiating communication throughout its execution.	Has established and maintained an extensive and effective approach to the management of the course as a whole, displaying effective control and communication throughout its execution.	Has established and maintained satisfactory management of the course as a whole, displaying adequate control and communication throughout its execution.	Has established and maintained some management of the course as a whole, displaying fair control and communication throughout its execution.	Has established and maintained some management of the course as a whole, displaying minimal control and communication throughout its execution.	Has not maintained an effective approach to the management of the course as a whole, displaying little or no control and communication throughout the course.	
*The Project <i>Either Project Completion</i>	Has completed the project to the industry supervisor's satisfaction demonstrating an exceptional grasp of the subject.	Has completed the project to the industry supervisor's satisfaction showing a high level of knowledge and skill.	Has completed the project to the industry supervisor's satisfaction and has shown knowledge and skill.	Has not completed the project to the industry supervisor's satisfaction.	Has made little attempt to complete the project.	Has made no valid attempt to complete the project.	Mark x 10
<i>And Professionalism</i> <i>See standards below</i>	Has consistently exceeded the standards required.	Has often exceeded the standards required.	Has achieved the standard required.	Has sometimes failed to achieve the standard required.	Has often failed to achieve the standard required.	Consistently failed to achieve the standard required.	
<i>Or A Project Defence</i> <i>* You must inform the Course Coordinator if you are taking this option when you submit your Final Report</i>	Has documented and defended issues that have precluded project completion in a manner that demonstrates a high level of understanding of the theoretical and practical issues related to the project and its management.	Has documented and defended issues that have precluded project completion in a manner that demonstrates understanding of the theoretical and practical issues related to the project its management.	Has documented and defended most of the issues that have precluded project completion in a manner that demonstrates understanding of the theoretical and practical issues related to the project and its management.	Has documented some of the issues that have precluded project completion and shows some understanding of the theoretical and practical issues related to the project.	Has made little attempt to document issues that have precluded project completion.	Has made no valid attempt to document issues that have precluded project completion.	
Analysis of relevant level 6 and 7 course content	Has correctly identified and evaluated all and <u>only</u> relevant content of level 200 & 300 courses completed.	Has correctly identified and evaluated all relevant content of level 200 & 300 courses completed (but some not relevant).	Has identified and evaluated a most relevant content of level 200 & 300 courses completed.	Has identified some relevant content of level 200 & 300 courses completed.	Has made little attempt to identify relevant content of level 200 & 300 courses completed.	Has not identified relevant content of level 200 & 300 courses completed.	Pg1 Sub- Total /60
<i>And</i>	Analysis shows course material has been applied in a thorough and useful manner.	Analysis shows material has been applied in a useful manner.	Analysis shows most material has been applied in a useful manner.	Analysis shows some material has been applied in a useful manner.	Little analysis undertaken.	No analysis undertaken.	
<i>And</i>	Has made perceptive recommendations about content to include.	Has made recommendations about content that could be included.	Has made some appropriate recommendations about content that could be included.	Has made some recommendations about content that could be included.	Has made little attempt to consider appropriateness of other learned material for inclusion in courses.	Has not attempted to consider appropriateness of other learned material for inclusion in courses.	

BCIS309 Work Integrated Learning: Panel Assessment - 80% of total marks

Outcome	5	4	3	2	1	0	Mark
Quality assurance programme	Has created, maintained and applied a comprehensive quality assurance programme for the course, showing in-depth understanding of how the quality assurance programme is applied.	Has created, maintained and applied a comprehensive quality assurance programme for the course, showing understanding of how the quality assurance programme is applied.	Has created, maintained and applied a quality assurance programme for most aspects of the course, showing some understanding of how the quality assurance programme is applied.	Has created, maintained and applied a quality assurance programme for some aspects of the course, showing little understanding of how the quality assurance programme is applied.	Has created, maintained and / or applied some aspects of a quality assurance programme.	Has made little attempt to create, maintain and / or apply a quality assurance programme.	
	<i>And</i> Has critically analysed the use of the quality assurance programme and drawn insightful conclusions.	Has critically analysed the use of the quality assurance programme and drawn appropriate conclusions.	Has considered the use of the programme and drawn appropriate conclusions.	Has considered the use of the quality assurance programme and drawn some conclusions.	Has considered the use of the quality assurance programme.	Has not considered the use of the quality assurance programme.	
Risk management programme	Has created, maintained and applied a comprehensive risk management programme for the course, showing in-depth understanding of how the risk management programme is applied.	Has created, maintained and applied a comprehensive risk management programme for the course, showing understanding of how the risk management programme is applied.	Has created, maintained and applied a risk management programme for most aspects of the course, showing some understanding of how the risk management programme is applied.	Has created, maintained and applied a risk management programme for some aspects of the course, showing little understanding of how the risk management programme is applied.	Has created, maintained and / or applied some aspects of a risk management programme.	Has made little attempt to create, maintain and / or apply a risk management programme.	
	<i>And</i> Has critically analysed the use of the risk management programme and drawn insightful conclusions.	Has critically analysed the use of the risk management programme and drawn appropriate conclusions.	Has considered the use of the risk management programme and drawn appropriate conclusions.	Has considered the use of the risk management programme and drawn some conclusions.	Has considered the use of the risk management programme.	Has not considered the use of the risk management programme.	
Methodologies essay/report	Has related extensively referenced accepted theory to the industrial practice observed while carrying out the project, to an exceptional standard.	Has related well-referenced, accepted theory to the industrial practice observed while carrying out the project to a high standard.	Has related accepted theory to the industrial practice observed to a satisfactory standard, while carrying out the project. Made use of some references.	Has related accepted theory to the industrial practice observed while carrying out the project. Made use of some references.	Has attempted to relate accepted theory to the industrial practice observed while carrying out the project. Made little use of references.	Has not demonstrated an ability to relate accepted theory to the industrial practice observed while carrying out the project.	
	<i>Or</i> Has correctly identified and completely explained the problems encountered while trying to relate accepted theory to the industrial practice observed while carrying out the project.	Has correctly identified and mostly explained the problems encountered while trying to relate accepted theory to the industrial practice observed while carrying out the project.	Has correctly identified and satisfactorily explained the problems encountered while trying to relate accepted theory to the industrial practice observed while carrying out the project.	Has correctly identified and partly explained the differences between accepted theory and the industrial practice observed while carrying out the project.	Has attempted to identify and explained most of the differences between accepted theory and the industrial practice observed while carrying out the project.	Has not identified or not explained the differences between accepted theory and the industrial practice observed while carrying out the project.	
							Pg2 Sub-Total /15

BCIS309 Work Integrated Learning: Panel Assessment - 80% of total marks

Report		Presentation shows a polished and imaginative approach.	Presentation carefully and logically organised.	Presentation satisfactory, showing organisation and coherence.	Presentation shows an attempt to organise in a logical manner.	Presentation is disorganised and incoherent.	No serious attempt has been made to produce a report.	Mark x 2
	<i>And</i>	Thoughts and ideas are clearly and fluently expressed, using an imaginative, insightful approach. Accurate grammar and spelling.	Thoughts and ideas clearly convey intended meaning, a degree of fluency apparent. Accurate grammar and spelling.	Thoughts and ideas are clearly expressed. Conventional approach/ little insight. Grammar and spelling mainly accurate.	Thoughts and ideas generally conveyed as intended, meaning usually apparent. Grammar and spelling contain several errors.	Thoughts and ideas appear muddled, meaning often confused language inappropriate/lacks fluency. Grammar and spelling contain several errors.	Thoughts and ideas not expressed, meaning highly confusing, language inappropriate/lacks fluency large number of Grammar and spelling errors.	
	<i>And</i>	Has made a thorough analysis and reflection of performance.	Has made a sound analysis and reflection of course performance.	Has made a satisfactory analysis and reflection of course performance.	Has attempted to analyse course performance.	Has little idea of how they have performed on course.	Made no serious attempt to assess performance.	
*Panel		Is a confident and skilled communicator, able to present and respond to ideas clearly and logically	Communicates effectively and with confidence, presents and responds to ideas clearly and logically.	Communicates effectively, presents and responds to ideas clearly.	Displays basic communication skills, presents and responds to ideas.	Attempts to present and respond to ideas.	Makes little or no attempt to communicate with the panel or respond to supervisors' reports.	Mark x 2
	<i>And</i>	Shows perception in appropriately responding to supervisors' reports and questions.	Thoughtfully and appropriately responded to supervisors' reports and questions.	Responded to supervisors' reports and questions appropriately.	Responded appropriately to some issues raised in supervisors' reports and questions.	Responded to supervisors' reports and questions without properly addressing the main issues.	Made little or no attempt to respond to supervisors' reports or questions.	
Poster and Short Paper		Poster exceptionally and imaginatively displays project aims, outcomes and student learning.	Poster highly imaginatively displays project aims, outcomes and student learning.	Poster somewhat imaginatively displays project aims, outcomes and student learning	Fair attempt of poster to display major project aims, outcomes and student learning appropriately.	Attempted to display some project aims, outcomes and student learning in the poster.	Made little or no attempt to communicate project aims, outcomes or student learning.	
	<i>And</i>	All other elements specified are present and displayed appropriately in the poster.	Most other elements specified are present and displayed mostly appropriately in the poster.	Some of the other elements specified are present and/or displayed somewhat appropriately in the poster.	A few of the other elements specified are present and/or displayed somewhat appropriately in the poster.	Attempted to display some other elements but not appropriately in the poster.	None of the specified elements are present in the poster.	
	<i>And</i>	Has completed short paper to an exceptional standard in all component sections, and presentation shows a polished and imaginative approach.	Has completed short paper to a high standard, accurate details in all component sections and presentation is carefully and logically organised.	Has completed short paper to a good standard, contains few errors or omissions in component sections and presentation is satisfactory, showing organisation and coherence.	Not completed short paper to a satisfactory standard, contains several errors or omissions in component sections and presentation shows an attempt to organise in a logical manner.	Little relevant work done on short paper, contains serious errors or omissions and presentation is disorganised and incoherent.	None of the specified elements are present in the short paper.	Pg3 Sub-Total /25
Total Marks:					Page 1 Subtotal	Page 2 Subtotal	Page 3 Subtotal	Panel Total

Final mark from Panel assessment (80%) _____ (*plus*) Assess 1 Mark (10%) _____ (*plus*) Halfway Marks (10%) _____ = Total Mark _____

*** General Comments for Panel, The Project, and Course Management sections**

Signed (Course-Convenor and two valid panel members) _____ *and* _____ *and* _____

Professionalism Standards for Overall Work Ethic

In other words, demonstrates the personal and interpersonal skills and attitudes required of an ethical professional working independently and in a team environment. Could see this person operating as a credible employee in a professional environment.

Specifically, this includes these aspects:

1. Reliability and Accountability

Turns up, prepared and on-time. Is organised and meets deadlines. Can be relied upon to deliver. Will listen to instructions, follows directions, and accepts and acts on constructive criticism.

2. Communication

Uses effective communication when speaking and listening to others. Behaviour and language are appropriate. Communication is clear, thoughtful and decisive.

3. Attitude

Displays honesty and integrity. Displays coping skills and makes sure personal issues do not encroach negatively into the workplace. Has a friendly, positive outlook and shows respect when dealing with peers, supervisors, industry and clients/contacts.

4. Teamwork

Openly shares ideas, skills and knowledge with others in the team. Is not afraid to ask for help or admit mistakes. Takes on fair share of the workload. Does not disrupt or undermine other people.

5. Motivation

This person is passionate about the project, shows initiative and always does their best work.

6. Open to Learning

Is interested in learning more and actively engages in learning activities. Demonstrates problem solving abilities and seeks assistance when required.