# Assessment Record

## Purpose

The assessment record is used for each unit of competency or cluster. It will be used:

1. to assist the learner in identifying the completion of assessment tasks. Learners should complete their details and course date details and submit this sheet with their assessment submission;
2. by the assessor to record results against each assessment task and provide feedback to the learner; and
3. by administration to enter results into the record system.

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| **Unit/s of Competency** | **BSBXTW301 Work in a team** | | | | | | | |
| **Course Name** |  | | | | | | | |
| **Learner Name** |  | | | | | | | |
| **Assessment Results** | | | | | | | | |
| **Assessment Tasks** | **1st Attempt** | | | | **2nd Attempt** | | | |
| **Date** | |  | | **Date** | | |  |
| **S** | **NYS** | **Comments** | | **S** | **NYS** | | **Comments** |
| 1. Knowledge Questions |  |  |  | |  |  | |  |
| 2. Contribute to Team Goals |  |  |  | |  |  | |  |
| 3. Identify Team Tasks |  |  |  | |  |  | |  |
| 4. Work Effectively with Team |  |  |  | |  |  | |  |
| **Final Result** | **Competent** | | | | **Not-Yet-Competent** | | | |
| **Acknowledgement** | I confirm this is the learner’s own work | | | | | | | |
| **Assessor Feedback** |  | | | | | | | |
| **Assessor Name** |  | | | | | | | |
| **Assessor Signature** |  | | | **Date** | | |  | |

**Learner should refer to our *Complaints and Appeals Policy* if not satisfied with their result.**

**Assessor must return this form to learner.**

**Office Use Only**

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| **Results entered by** |  | **Date** |  |