

Assessment plan

The assessment plan is designed to provide a clear understanding of how and when participants will be assessed and to nominate the tools that will be used to collect evidence.

Participants, trainer/ assessors, and (where relevant) work supervisors should agree on assessment plan requirements, dates and deadlines.

An assessment plan should reflect the RTO's Training and Assessment Strategy (TAS) and the needs of individual participants.

A copy of the assessment plan should be kept by:

- participants
- RTOs and trainer/ assessors
- supervisors (if relevant)

Instructions for participants

Trainer/ assessors should provide participants with clear advice and information about the:

- date, time and place for assessment
- structure of the assessment
- number of times performance must be observed
- amount or type of assistance participants can expect
- assessment environment
- resources required for assessment
- performance standards or benchmarks relevant to the qualification (at the appropriate AQF level)

Assessment plan			
RTO name			
Participant name			
Student identifier			
Trainer/assessor name			
	Source of evidence	Date to commence	Date to complete
Formative assessment	Activities		
Summative assessment	Questions		
	Project/s		
	Observation report		
Supplementary evidence collection	Third party report		
Other assessment			
Date/s for feedback to participant on their progress			

Resources required to undertake this assessment

Participants must have access to these resources:

- copies of the activities, questions, projects nominated by the trainer/assessor
- relevant organisational policies, protocols and procedural documents
- device/s to record answers
- an appropriate workplace or simulated workplace
- resources normally used in the workplace

Assessment instructions

Participants should respond to the formative and summative assessments either verbally or in writing, as agreed with the trainer/ assessor. Written responses can be recorded in the spaces provided (if more space is required attach additional pages) or submitted in a word processed document.

If participants answer verbally, the trainer/ assessor should record their answers in detail.

Participants should also undertake observable tasks that provide evidence of performance.

Trainer/ assessors must provide instruction to participants, on what is expected during observation, and arrange a suitable time and location for demonstration of these skills.

Participants must fully understand what they are required to do to complete these assessment tasks successfully, then sign the declaration.

Performance standards

To receive a **satisfactory** result for the assessments participants must complete all activities, questions, project/s and tasks nominated by the assessor, to the required standard.

Completion of all tasks, to a satisfactory level, will contribute to a final assessment of competence.

Assessors must clearly explain the required performance standards.

Declaration

I declare that :

- the assessment requirements have been clearly explained to me
- all the work completed towards assessment will be my own
- **cheating** and **plagiarism** are unacceptable

Participant name		Participant signature		Date	
Trainer/ assessor name		Trainer/ assessor signature		Date	