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| Unit of competency |  |
| Assessor name |  |
| Location of assessment |  |
| Date of Assessment: |  |
| Purpose of assessment |  |
| Context of assessment  |  |
| Special arrangements and contexts for assessment |  |
| Target learner group |  |
| Specialist support |  |
| Reasonable adjustment strategies |  |
| Resources required for assessment |  |
| Contextualisation guidelines  |  |
| Assessment methods to used  |  |
| Assessment instruments to be used |  |
| Evidence to be collected from the candidate |  |
| Timeline for assessment |  |
| Assessment integration of work activities  |  |
| Industry or workplace requirements |  |
| Work, health and safety (WHS) requirements for conducting assessment  |  |
| Organisational requirements for assessment  |  |
| Ethical requirements for assessment |  |
| Legal requirements for assessment |  |
| Document formatting procedures |  |
| Document filing procedures |  |
| Document storage procedures |  |
| Student records retrieval procedures |  |
| Assessment review and evaluation procedures |  |
| Version control procedures |  |
| Confirmed assessment arrangements with appropriate personnel |  |