**FSKOCM03 Participate in simple spoken interactions at work**

# ASSESSMENT PLAN

# Version 1.0

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| **Unit of competency**  **(code and title)** | FSKOCM03 Participate in simple spoken interactions at work | | | |
| **Assessor name** | Mr. Artie Ohe | | | |
| **Location of assessment** | Classroom | | **Date of Assessment:** | 30 June 2017 |
| **Purpose of assessment** | The purpose of assessment is for learners to demonstrate their skills in simple, spoken interactions within a work environment context. This unit is to be completed as part of the FSK10213 Certificate I in Skills for Vocational Pathways qualification. | | | |
| **Target learner group**  (describe the learner characteristics) | * Age - 18 years old and over * Individuals who require a reading, writing, numeracy, oral communication and learning skill at Australian Core Skills Framework (ACSF) Level 2 * Individuals looking for work * Individuals looking for further vocational training | | | |
| **Specialist support/resources required for assessment** | Learners completing the assessments for this unit have been assessed at a level 2 on the ACSF or lower. As such, trainers and assessors must be knowledgeable in the ACSF and possess the TAESS00009 Address Foundation Skills in Vocational Practice Skill Set. Trainers must be competent in oral communication skills. | | | |
| **Was the unit contextualised?**  If yes, explain how. | yes  no  (tick only one) | Students have the opportunity to refer to their prospective place of employment when conducting the oral exercise. | | |
| **Assessment methods to used** | Written questioning  Practical activity (oral interview) | | | |
| **Assessment tools to be used** | Written questionnaire  Assessor observation checklist | | | |
| **Work, health and safety (WHS) requirements for conducting assessment** If yes, please provide details. | yes  no  (tick only one) | Practical assessment must ensure that learners are aware of the WHS implications. | | |
| **Legal, ethical and organisational requirements for assessment**  If yes, please provide details. | yes  no  (tick only one) | Assessments must be conducted in accordance with the principles of assessment. All relevant organisational workplace health and safety policies and procedures must be adhered to. Assessment document storage must comply with the privacy act. | | |
| **Evidence to be collected from the candidate** | Completed written questionnaire  Assessor observation report | | | |
| **Materials and resources needed for assessment**  (e.g. equipment, supplies, documentation, supports, resources for candidates with special needs) | Pen and paper  Discussion topic | | | |
| **Reasonable adjustment strategies** | * Allow additional time to complete the oral exercise * Allow the student to answer oral questions if they have writing difficulties | | | |
| **Special arrangements and contexts for assessment**  (e.g. OHS/WHS assessment tasks and control strategies, access and equity organisational procedures and documentation) | Trainer must conduct a risk assessment of the interview room prior to conducting the practical activities. The trainer must also be aware of, and familiar with the WHS requirements of the organisation. | | | |
| **Timeline for assessment** | Written questionnaire – 1 hour  Practical assessment – 30 minutes | | | |
| **Final recording and reporting arrangements of the assessment** | Assessment evidence will be scanned and saved to the student’s file on the company server. The assessment result will be entered into the quality management system. The employer will be notified of the student’s results.  Assessment evidence must be retained for a minimum of 6 months from the date the decision of competence was determined in case of ASQA audit. AQF certification documentation issued by the RTO must be kept on record for 30 years. | | | |
| **Confirmed assessment arrangements with appropriate personnel**  (i.e. list personnel job titles) | Administration department, students. | | | |