**VCE VET SCORED ASSESSMENT TASK TYPE OVERVIEW**

|  | Work Performance | Product | Industry Project | Portfolio |
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| **DESCRIPTION** How the evidence is gathered and/or presented | **PERFORM a range of work or practical activities**Work Performance involves direct observation of the student conducting a range of work or practical activities in a workplace or appropriate simulated workplace environment. | **Plan and produce a PRODUCT relevant to the workplace**A ‘design, make & evaluate task’ to produce a Product relevant to the workplace. | **REPORT or PRESENTATION that researches, investigates or problem solves work operations**An Industry Project involves completing an investigation and report on an aspect of the industry or work operations. | **COLLECTION (3-5 pieces) of evidence:** **performance, questions, presentations, research, product**This task involves completing, collecting and compiling a range of evidence. |
| **ASSESSMENT CONDITIONS** | The assessment is to be conducted as outlined in the unit(s) of competency and cover all requirements of the unit(s). The volume or frequency requirements outlined in the Performance Evidence must be met. The workplace context must be consistent with the Assessment Conditions as outlined in the assessment requirements. |
| **ASSESSMENT REQUIREMENTS** |
|  **ACTIVITY GUIDELINES** | **STRUCTURED OBSERVATION**C:\Users\09786954\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Checklist.pngThe observation of the student’s performance recorded on a ***Work Performance Observation Checklist***. The frequency and context of the observations must meet the requirements outlined in the unit(s) of competency. The Checklist must include completion of practical tasks and any other documentation as required by the UoC(s).**KNOWLEDGE EVIDENCE**Written or oral questionsDocumentation required by the UoC(s) as follows:**MUST include** a set of oral or written questions to assess the student’s knowledge and skills. Oral questions should be prepared prior to the assessment and notes recorded on the responses. **CAN include** workplace document(s) if required by the UoC(s) / Assessment Requirements and included as supporting evidence. For example:* Session Plan
* Menu / Recipe
* Material Safety Data Sheet **(MSDS)**
* **Action Plan**
* **Business Documents**
* **Job Sheets**
* **Manuscripts**
* **Audio / Video Files**
* **Screen Shots**
 | C:\Users\09786954\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Plan.png**PLAN** Outline the design, components and materials/resources required for the Product as required in the unit(s) of competency. The PLAN must be approved prior to commencing the product. May be a written document, drawings, and specifications, job sequencing schedule, safe work method statement or a combination of these. Process**PROCESS**Documentation of the production process, modifications or changes to the plan and problem solving through a visual diary, log book or job sheets as identified in the plan.Product**PRODUCT**The final product must be produced by the student within the maximum total timeframe outlined by the assessor in the task. **EVALUATION + KNOWLEDGE QUESTIONS** Written or oral questionsMust include inspection of the Product against a checklist and/or questions for the student. The questions should relate to the planning and production of the product and include the planning, problem-solving and processes used.Questions to address the knowledge evidence requirements outlined in the UoC(s) may also be included. | **REPORT / PRESENTATION** Report or presentationThis must be an investigation, report, proposal, or solution to a problem relevant to the industry and as outlined in the unit of competency. This would typically involve; people engaged in the industry; workplace specific or industry practices / processes; and/or resources / equipment / materials used by the industry.**PRESENTATION** can be *either* a: 1. a **WRITTEN REPORT**

(2000 words max – total words must relate to the nominal hours of the UoC(s) being assessedor1. an **ORAL REPORT / AUDIO VISUAL / VIDEO / INTERACTIVE PRESENTATION**

(15 minutes max - total time must relate to the nominal hours of the UoC(s) being assessed)**SUPPORTING EVIDENCE** may be included **if required** by the unit(s) of competency. For example:

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| C:\Users\09786954\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Multimedia.png | * a workplace document or procedure
* a business plan or proposal
* surveys
* screenshots / photos / multimedia
* an item or document produced
* practical tasks / observation checklist
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 | **PORTFOLIO** The activities must cover the entirety of the unit(s) of competency being assessed and must:* be comprised of between **3 to 5 activities**
* be selected from at least **2 different** categories
* include at least one **performance** activity ***(except when Performance Evidence is not required in the UOC)***

**Categories:**

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| --- | --- |
| Checklist | **performance** e.g. practical activity, demonstration of skills, observation of a work task, role play, documentation of work performance |
| Written or oral questions | **questions** e.g. written or oral - short answer test, written responses, verbal responses. |
| Product | **product** e.g. something created by the student such as a document, action plan, survey, item, widget, etc. |
| Report or presentation | **presentation** e.g. visual display, multimedia, audio recording, video recording or oral presentation |
| Research | **research** of a work based activity e.g. report, work based logbook |

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| **EVIDENCE FOR SUBMISSION** | **MUST include:**1. OBSERVATION CHECKLIST(S)
2. QUESTIONS

can include Supporting Evidence if required by the UoC(s)C:\Users\09786954\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Checklist.png | **MUST include:**1. PLAN DOCUMENTATION
2. PROCESS DOCUMENTED
3. FINAL PRODUCT
4. EVALUATION / RESPONSE TO QUESTIONS
 | **MUST include:**1. COMPLETED REPORT or PRESENTATION
* including Supporting Evidence as required by the UoC(s)

Report or presentation | **MUST include:**1. ACTIVITY 1 (OBSERVATION CHECKLIST)
2. ACTIVITY 2
3. ACTIVITY 3

Can include Activity 4 and 5 |
|  | Written or oral questionsProductProcessC:\Users\09786954\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Plan.png |  | ChecklistMultimediaWritten or oral questionsResearch |
| **MAXIMUM TIME ALLOWED** | 25% of the total nominal hours of the unit(s) of competency being assessed in this task. | 50% of the total nominal hours of the unit(s) of competency being assessed in this task. | 25% of the total nominal hours of the unit(s) of competency being assessed in this task. | 25% of the total nominal hours of the unit(s) of competency being assessed in this task. |
| **SCORING CRITERIA** |

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| Application of underpinning knowledge |
| Communication, language and interpersonal skills |
| Techniques and processes |
| Work organisation |
| Supervision and performance of work tasks |

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| Application of underpinning knowledge |
| Planning, organisation and implementation |
| Problem solving |
| Evaluation of product against plan or intended outcome |
| Techniques and processes |

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| Application of underpinning knowledge |
| Planning, organisation and implementation |
| Expressing ideas and information |
| Collecting and analysing ideas and information |
| Coherence and coverage |

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| Application of underpinning knowledge |
| Planning and organisation |
| Expressing ideas and information |
| Content |
| Independence |

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