**PRODUCT SCORED ASSESSMENT TASK**

Welcome to your assessment!

Read this document carefully

It has important information about your assessment. Contact XXXXX if you have questions

Our contact details

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| 🕿 | **Phone** |   |
| **@** | **Email** |   |

Important information about your assessment

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| --- | --- |
| **Program name** | **VCE VET XXXXX** |
| **Task type**  | *This Product task comprises of planning, designing and producing a physical product relevant for the workplace.* |
| **Task number**  | *Teacher to add* |
| **Unit/s assessed** | *Teacher to add* |
| **Due date** | *Teacher to add* |
| **Class time allowed for completion** | **Maximum time allowed is 50% of the total nominal hours of the unit of competency being assessed in this task. (*e.g. 80 nominal hours x 50% = 40 hours*)**. |
| **Task context** | You are required to … |
| **Task description** | This task contains the following activities …..Plan:Process/Production document:Product:Evaluation questions |

Assessment Task (a summary)

All assigned activities for this unit(s) are listed below. Note that:

● Information below is a summary, only.

● Your teacher will explain each task in detail and answer your questions.

| **Activities** | **Description** |
| --- | --- |
| **Activities we will complete during training time** |
| **1** | **PLAN** | Add details**🕚** Allow about X hours to complete this task |
| **2** | **PROCESS/PRODUCTION DOCUMENT** | Add details**🕚** Allow about X hours preparation time  |
| **3** | **PRODUCT** | Add details**🕚** Allow about X hours preparation time |
| **4** | **EVAULATION QUESTIONS** | Add details **🕚** Allow about X hours to complete this task |

**Requirements for a competent result**

To attain a competent result you must complete all tasks to a satisfactory standard.

Your task will be scored by ranking your performance against 5 criteria. Each criteria is worth 5 marks. The total mark available from this assessment is 25 (5 marks for each of the five criteria).

The lowest mark you can receive is a total of 5 (a mark of 1 for each criteria).

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| SCORING CRITERIA  | Level of Performance (Score) |
| 1Competent | 2 | 3Proficient | 4 | 5Advanced |
| Application of underpinning knowledge |  |  |  |  |  |
| Planning, organisation and implementation |  |  |  |  |  |
| Problem solving |  |  |  |  |  |
| Evaluation of product against plan or intended outcome |  |  |  |  |  |
| Techniques and processes |  |  |  |  |  |

Further details regarding the Scoring Criteria are at the end of this document

Task Presentation

You are required to present the following evidence and documents relating to this task:

* Assessment Coversheet
* Plan
* Process/Production document
* Product
* Evaluation questions

Assessment Activity – Plan Template

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| **Information and instructions** |
| **General information about this activity** |
| **Student name** |  |
| **Assessor name** |  |
| **Task title** |  |
| **Unit of competency** |  |
| **Instructions** |
| **Student instructions** | You are required to…..You are required to submit the plan and draft production template electronically. |
| **Requirements for satisfactory completion** | All evidence must meet the criteria listed. |
| **Assessor instructions** | Assessors must:* Inspect and review the quality of the product plan using the checklist below
* Provide feedback to student regarding approval of the plan.

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| Activity Checklist | Assessor to complete these columns  | **Quality of evidence** |
| --- | --- | --- |
| **Evidence to submit** | **Required quality** | **S** | **NYS** |
| **1** | Plan |  | ☐ | ☐ |
| **2** |  |  | [ ]  | [ ]  |
| **3** |  |  | [ ]  | [ ]  |
| **4** |  |  | [ ]  | [ ]  |
| **5** |  |  | [ ]  | [ ]  |
| **6** |  |  | [ ]  | [ ]  |
| **7** |  |  | [ ]  | [ ]  |

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| **Result for this assessment activity** |
| **Result** |  | Satisfactory |  | Not Yet Satisfactory |
| **Assessor comments** |  |
| **Assessor signature** |  | **Date signed** |  |

Assessment Activity – Product Template

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| **Information and instructions** |
| **General information about this assessment activity** |
| **Student** |  |
| **Assessor** |  |
| **Task title** |  |
| **Unit of competency** |  |
| **Instructions** |
| **Student instructions** | Add details here |
| **Requirements for satisfactory completion** | Student must submit: |
| **Assessor instructions** | **Assessors** must:* Inspect and review the quality of the product using the checklist below
* Provide feedback to student regarding the product
 |

| Activity Checklist | Assessor to complete these columns  | **Quality of evidence** |
| --- | --- | --- |
| **Evidence to submit** | **Required quality** | **S** | **NYS** |
| **1** | Product | Meet the intended design/requirements as outlined in the Plan? | ☐ | ☐ |
| **2** |  | Fulfill the required function and purpose as specified  | [ ]  | [ ]  |
| **3** |  | Show the following indicators (e.g.)* *Furniture is finished to suitable state for surface preparation*
* *Joints correct*
 | [ ]  | [ ]  |
| **4** |  | Reflect mastery of technical skills/ procedures to the standard required (e.g.)* *Cuts are correct*
 | [ ]  | [ ]  |
| **5** |  | Reflect the correct and safe use of equipment and resources* *Tools, machines and equipment are used in accordance with safety requirements and manufacturers' specifications*
 | [ ]  | [ ]  |

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| **Result for this assessment activity** |
| **Result** |  | Satisfactory |  | Not Yet Satisfactory |
| **Assessor comments** |  |
| **Assessor signature** |  | **Date signed** |  |

Assessment Activity – Process Document Template

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| **Information and instructions** |
| **General information about this assessment activity** |
| **Student** |  |
| **Assessor** |  |
| **Task title** |  |
| **Unit of competency** |  |
| **Instructions** |
| **Student instructions** | You are required to document the manufacture and assembly of the product using …..A basic Production Template is provided. |
| **Requirements for satisfactory completion** | You must meet all criteria below when conducting the session |
| **Assessor instructions** | Assessors must inspect and review the quality of the processes used/production template using the checklist below. |

| Activity Checklist | Assessor to complete these columns  | **Quality of evidence** |
| --- | --- | --- |
| **Evidence to submit** | **Required quality** | **S** | **NYS** |
| **1** | **PROCESSES/PRODUCTION DOCUMENT** | Documents each process on production template | ☐ | ☐ |
| **2** |  | Documents approval process | [ ]  | [ ]  |
| **3** |  | Feedback from trainer included | [ ]  | [ ]  |
| **4** |  |  | [ ]  | [ ]  |

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| **Result for this assessment activity** |
| **Result** |  | Satisfactory |  | Not Yet Satisfactory |
| **Assessor comments** |  |
| **Assessor signature** |  | **Date signed** |  |

Assessment Activity – Written Questions Template

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| **Information and instructions** |
| **General information about this assessment activity** |
| **Unit of competency** |  |
| **Student name** |  |
| **Due date** |  |
| **Instructions** |
| **Student instructions** | You are required to answer the following questions to confirm your knowledge of the units assessed. You may refer to your notes and research materials while completing the answers. Answers must include any references used and responses need to be word processed. You must submit your printed responses. You will have one class to complete the questions and can finish in your own time. |
| **Requirements for satisfactory completion** | All questions must be answered correctly.  |
| **Assessor instructions** | Assessors, please supervise students as they complete this activity. |

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| **Open questions (to produce a paragraph-style response)** |
| **Answer the following questions:** |
| **1** |  |
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| **Result for this assessment activity** |
| **Result** |  | Satisfactory |  | Not Yet Satisfactory |
| **Assessor comments** |  |
| **Assessor signature** |  | **Date signed** |  |

Assessment Coversheet

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| **General information** |
| **RTO Name** |  |
| **School Name** |  |
| **Unit/s assessed** |  |
| **Task** |  |
| **STUDENT to complete this section** |
| **Name** |  |
| **Email** |  |
| **Date submitted** |  |
| Student declaration — By signing below, I declare that:* I have been advised of the assessment requirements, have been made aware of my rights and responsibilities as an assessment student, and choose to be assessed at this time
* This assessment contains my own work except where I have made due reference to work by other/s. I am aware that a false declaration may lead to withdrawal of a qualification or statement of attainment.
 |
| **Student signature\*** |  | **Date signed** |  |
| \* **Student must provide a REAL signature**. If submitting your assessment electronically, either insert an electronic signature in the space above, or print this page, sign it, then submit a scan of the signed page. |
| **ASSESSOR to complete this section** |
| **Name of assessor** |  |
| **Date assessment received** |  |
| **Date assessment review completed** |  |

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| **PRODUCT** |
| **VCE VET SCORING CRITERIA** |
| Assessor: | Student: | Student no: |
| VCE VET program: | School no: | RTO no: |

|  |  |
| --- | --- |
| **CRITERIA** | **LEVELS OF PERFORMANCE** |
| **1 (competent)** | **2** | **3 (proficient)** | **4** | **5 (advanced)** |
| **Application of underpinning knowledge** | Displays an understanding of the key concepts and knowledge underpinning the work task/s. |  | Displays a sound understanding of the key concepts and knowledge underpinning the work task/s. |  | Demonstrates a thorough understanding of all key concepts and knowledge underpinning the work task/s. |
| Applies these understandings in the performance of work functions. |  | Proficiently applies these understandings in the performance of work functions. |  | Effectively applies these understandings in the performance of work functions. |
| ❑ | ❑ | ❑ | ❑ | ❑ |
| **Planning, organisation & implementation** | Within given specifications and timelines, plans, organises and develops the product. |  | Within given specifications and timelines effectively plans, organises and develops the product. |  | Within given specifications and timelines displays a high level of planning and organisational skill in developing the product. |
| Outlines the planning and development of the product. |  | Explains the key processes in planning and developing the product. |  | Explains and evaluates the key processes in planning and developing the product. |
| ❑ | ❑ | ❑ | ❑ | ❑ |
| **Problem solving** | Recognises problems, identifies strategies for investigating these problems, implements appropriate procedures to resolve them and makes decisions on the basis of the outcomes. |  | Recognises problems, identifies strategies for investigating these problems, implements effective procedures to resolve them and makes decisions on the basis of the outcomes. |  | Accurately predicts and explains problems, identifies strategies for investigating these problems, implements effective procedures to resolve them and makes decisions on the basis of the outcomes. |
| ❑ | ❑ | ❑ | ❑ | ❑ |
| **Evaluation of product against plan or intended outcome** | The product reflects the selected design/plan (or recorded modification) in the critical respects. |  | The product reflects the selected design/plan (or recorded modification) in most respects. |  | The final product reflects the selected design/plan (or recorded modification) in all respects.  |
| The product meets the required function and purpose. Specific quality indicators for the final product have mostly been met. |  | The product meets the required function and purpose. Specific quality indicators for the final product have been met. |  | The product effectively meets the required function and purpose. Specific quality indicators for the final product have been fully met. |
| ❑ | ❑ | ❑ | ❑ | ❑ |
| **Techniques and processes** | The product reflects the use of key technical skills/procedures to the standard required in the workplace, including correct and safe use of equipment and resources. |  | The product reflects mastery of key technical skills/procedures to the standard required in the workplace, including correct and safe use of equipment and resources. |  | The product reflects mastery of all technical skills/procedures to the standard required in the workplace, including correct and safe use of equipment and resources.  |
| ❑ | ❑ | ❑ | ❑ | ❑ |

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| **Requirements for high scoring students** |
| **Scoring criteria – Product** |
| Criteria | **5 (advanced)** | **What students have to do to gain a 5 for this criterion** |
| **Application of underpinning knowledge** | Demonstrates a thorough understanding of all key concepts and knowledge underpinning the work task/s. |  |
| Effectively applies these understandings in the performance of work functions. |
| **Planning, organisation & implementation** | Within given specifications and timelines displays a high level of planning and organisational skill in developing the product.Explains and evaluates the key processes in planning and developing the product. |  |
| **Problem solving** | Accurately predicts and explains problems, identifies strategies for investigating these problems, implements effective procedures to resolve them and makes decisions on the basis of the outcomes. |  |
| **Evaluation of product against plan or intended outcome** | The final product reflects the selected design/plan (or recorded modification) in all respects. The product effectively meets the required function and purpose. Specific quality indicators for the final product have been fully met. |  |
| **Techniques and processes** | The product reflects mastery of all technical skills/procedures to the standard required in the workplace, including correct and safe use of equipment and resources. |  |