



Assessor Name:	
Student ID:	
Date:	

Instructions:

- The trainer / assessor is responsible for completing assessments and submitting these for reporting.
- To support the assessment quality control process, the assessor is to comply with the following checklist prior to passing the assessment to the Administration Personnel for a second quality audit.
- Completed assessment records must be returned to the office and received by administrative support no later than five days after the date on which the assessment was conducted.

STEPS	AREAS TO BE CHECKED BY ASSESSOR	COMPLETED TO REQUIRED STANDARDS
1.	<p>This assessment record includes all supporting evidence completed and submitted by the candidate including:</p> <ul style="list-style-type: none"> • items such as completed written knowledge assessments • project submissions • portfolio submissions • case study responses • completed workplace documents 	
2.	Complete and accurate details of the candidate are in all required spaces	
3.	Complete and accurate details of the assessor are in all required space	
4.	The assessment result for each assessment activity and the overall decision of competency for the unit of competency are clearly recorded	
5.	The date on which the assessment was conducted is completed	
6.	Signatures by the assessor are in all required spaces and the student section where required	
7.	Signatures by the student are in all required spaces where required	
8.	There is sufficient evidence recorded by the assessor with enough detail to demonstrate the assessor's judgement of the student's performance against the standard required (Please note, tick and flick will not be accepted.)	
9.	The assessment has met all requirements – all assessment materials and this checklist are given to the Administrative Personnel for a second quality control audit.	



ACTIONS FOR NON-COMPLIANT ASSESSMENT RECORD

- If the assessment record is non-compliant it will be returned to the responsible assessor and the Administrative Support Personnel is to provide written advice on the specific areas within the assessment record that do not comply with the minimum requirements.
 - Once received by the responsible assessor, the assessment is to be remediated and returned to administrative support within two working days.
 - This means that the remediation of incomplete or inaccurate assessment must take precedence over newly completed assessments.
 - It is critical that the assessor apply attention to detail to ensure all records are complete and accurate. Failure to do so will only result in the assessment record being rejected again and further delaying the administrative process.
 - Returned assessment records which have been remediated are to undergo an additional review process to ensure compliance.
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