

ACE: EXAMPLE OBSERVATION CHECKLIST FOR NON-ACCREDITED FSK COURSE

ACE COURSE TITLE:				
ORGANISATION NAME				
PARTICIPANT NAME				
OBSERVATION CRITERIA				
MODULE NAME AND CODE:		Plan to identify job opportunities - FSKLRG07a		
Did the participant/learner:				(√) each time observed
EMPLOYABILITY SKILLS	PLANNING & ORGANISING	1	Participate cooperatively and collaboratively in the ACE course?	
		2	Meet the behavioural expectations of the ACE group?	
		3	Satisfactorily complete activities/tasks on time?	
		4	Interact appropriately demonstrating conventional courtesy with tutor and other course participants?	
		5	Effectively plan for seeking employment?	
CORE SKILLS	READING	1	Access job information utilising sources learned within the course delivery?	
		2	Accurately read and comprehend requirements for identified jobs and training options?	
		3	Check to ensure accuracy of comprehension when interpreting the details and requirements of identified job and training options?	
	LEARNING	1	Identify a range of job and training options?	
		2	Identify own skills relevant to employment?	
		3	Identify a range of appropriate strategies for seeking employment?	

Result of participation in ACE module FSKLRG07a			
EMPLOYABILITY SKILLS	<ul style="list-style-type: none"> • PLANNING & ORGANISING 	<input type="checkbox"/> Successful completion – All criteria ticked (√) at least once <input type="checkbox"/> Demonstrated improvement - At least three criteria ticked (√) or more <input type="checkbox"/> Minimal / no progress demonstrated – Only two or less criteria ticked (√)	
CORE SKILLS	<ul style="list-style-type: none"> • READING 	<input type="checkbox"/> Successful completion – All criteria ticked (√) at least once <input type="checkbox"/> Demonstrated improvement - At least two criteria ticked (√) or more <input type="checkbox"/> No progress demonstrated – Only one or less criteria ticked (√)	
	<ul style="list-style-type: none"> • LEARNING 	<input type="checkbox"/> Successful completion – All criteria ticked (√) at least once <input type="checkbox"/> Demonstrated improvement - At least two criteria ticked (√) or more <input type="checkbox"/> No progress demonstrated – Only one or less criteria ticked (√)	
<p>Successfully completed this module: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>To successfully complete this module all criteria must be ticked (√) at least once.</i></p> <p>Specify reason for not completing the module:</p> <p>_____</p>			
FACILITATOR SIGNATURE			DATE/...../.....

MODULE NAME AND CODE:		Use strategies to identify job and training options - FSKLRG07b		
Did the participant/learner:				(√) each time observed
EMPLOYABILITY SKILLS	PLANNING & ORGANISING	1	Participate cooperatively and collaboratively in the ACE course?	
		2	Meet the behavioural expectations of the ACE group?	
		3	Satisfactorily complete activities/tasks on time?	
		4	Interact appropriately demonstrating conventional courtesy with tutor and other course participants?	
		5	Apply suitable strategies to effectively seek employment in preferred job role?	
CORE SKILLS	READING	1	Locate relevant job information from a range of sources e.g. media, websites, employment agencies?	
		2	Accurately read and comprehend requirements for selected preferred job?	
		3	Check to ensure accuracy of comprehension when interpreting the details and requirements of selected preferred job?	
	LEARNING	1	Identify preferred job appropriate to own skills?	
		2	Appropriately match own skills to requirements of selected preferred job?	
		3	Identify any skills gaps and research training opportunities to address gaps?	
		4	Review effectiveness of strategies used to seek employment?	

Result of participation in ACE module FSKLRG07b			
EMPLOYABILITY SKILLS	<ul style="list-style-type: none"> PLANNING & ORGANISING 	<input type="checkbox"/> Successful completion – All criteria ticked (√) at least once <input type="checkbox"/> Demonstrated improvement - At least three criteria ticked (√) or more <input type="checkbox"/> Minimal/no progress demonstrated – Only two or less criteria ticked (√)	
CORE SKILLS/S	<ul style="list-style-type: none"> READING 	<input type="checkbox"/> Successful completion – All criteria ticked (√) at least once <input type="checkbox"/> Demonstrated improvement - At least two criteria ticked (√) or more <input type="checkbox"/> Minimal/no progress demonstrated – Only one or less criteria ticked (√)	
	<ul style="list-style-type: none"> LEARNING 	<input type="checkbox"/> Successful completion – All criteria ticked (√) at least once <input type="checkbox"/> Demonstrated improvement - At least three criteria ticked (√) or more <input type="checkbox"/> No progress demonstrated – Only two or less criteria ticked (√)	
<p>Successfully completed this module: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>To successfully complete this module all criteria must be ticked (√) at least once.</i></p> <p>Specify reason for not completing the module:</p> <p>_____</p>			
FACILITATOR SIGNATURE		DATE/...../.....

Please complete the pathways information by ticking the section that best describes the intended action at the time of this assessment.

PATHWAYS	At the time of this assessment has the participant:			
	<ul style="list-style-type: none"> • Enrolled in vocational education and training <input type="checkbox"/> • Undertaken a work experience placement <input type="checkbox"/> • Commenced an Australian Apprenticeship <input type="checkbox"/> • Returned to school <input type="checkbox"/> • Enrolled in a non-accredited course (not ACE) <input type="checkbox"/> • Other (please specify) <input type="checkbox"/> 		<ul style="list-style-type: none"> • Undertaken unpaid work <input type="checkbox"/> • Enrolled in an ACE course <input type="checkbox"/> • Commenced an employment project <input type="checkbox"/> • Entered paid employment <input type="checkbox"/> • Enrolled in university <input type="checkbox"/> 	
	If the participant has not identified a specific action, please provide the intention:			
	<ul style="list-style-type: none"> • To enrol in vocational education and training <input type="checkbox"/> • To seek a work experience placement <input type="checkbox"/> • To seek an Australian Apprenticeship <input type="checkbox"/> • To return to school <input type="checkbox"/> • To enrol in a non-accredited course (not ACE) <input type="checkbox"/> • Other (please specify) <input type="checkbox"/> 		<ul style="list-style-type: none"> • To find unpaid work <input type="checkbox"/> • To enrol in an ACE course <input type="checkbox"/> • To start an employment project <input type="checkbox"/> • To seek paid employment <input type="checkbox"/> • To enrol in university <input type="checkbox"/> 	