

QUALITY ASSURANCE MEETING

WORK READINESS LEVEL 2, WRK2 | 5 | 17

Quality Assurance Method (as stated in the accredited course document):

Each provider will submit bodies of learners' work sufficient to allow an assessment against a nominated range of criteria and the overall award to an annual review meeting organised by TASC. The work, while not necessarily fully resolved, will be assessed by the provider against the range of nominated assessment criteria and the overall award. TASC will give each provider guidance regarding the selection of learners and the nominated criteria.

Each body of learner work that providers submit to the meeting should include sufficient and appropriate material for judgements to be made about the learner's standard of literacy and numeracy skills. The review meeting will give advice about the provider's assessment standards. Providers are expected to act on this advice.

TASC may require providers to supply further samples of individual learners' work to determine that standards have been applied appropriately when finalising learners' results. The nature and scope of this requirement will be risk-based.

Quality Assurance Requirements:

Each provider will submit **four (4)** bodies of student work (copies rather than originals where possible).

The bodies of work to be submitted to the meeting will represent the "lowest" available at an overall standard of Satisfactory Achievement (SA). Each of the bodies of work will:

- comprise a collection of a student's completed assessment tasks selected by the provider from the student's portfolio
- be of a size/scope that can be assessed (not corrected or marked) in a reasonable amount of time (e.g. no more than 15 minutes per body of work)
- in its totality - supply sufficient evidence for:
 - assessment against the nominated criteria on the Record Sheets
 - judgements to be made about the learner's standard of literacy, numeracy and ICT skills.

Record sheets for this course are provided below. These must be printed by the provider, completed as indicated, and attached to the bodies of student work. General information regarding the nature of bodies of student work and completion of record sheets is available via the website page:

<https://www.tasc.tas.gov.au/providers/quality-assurance/quality-assurance-meetings-2/>

The bodies of student work and associated Record Sheets must be brought to the meeting by an appropriate teacher who will participate in the quality assurance process.

Providers are responsible for costs associated with the provision of materials and teacher attendance at the quality assurance meeting.

Meeting Details:

Venue, date and time information is available at the webpage: <https://www.tasc.tas.gov.au/providers/quality-assurance/quality-assurance-meetings-2/>

PROVIDER RECORD SHEET

Work Readiness Level 2, WRK215117

Identification:

Provider	
Student TASC ID Code	
Student Name	

Provider Assessment:

Nominated Criteria	Provider Rating
2. identify responsibilities, expectations and accepted practices in a work-related context	
3. use and apply literacy skills and knowledge in a work-related context	
4. uses entrepreneurial thinking and problem solving strategies	
8. use digital systems and technologies in a work-related context	
Overall Award	
(Refer to <i>Quality Assurance Meetings Information Document</i> , page 10, at https://www.tasc.tas.gov.au/providers/quality-assurance/quality-assurance-meetings-2/)	

NOTE: the ratings and overall award are for the **whole body of work**. The tasks that make up body of work are **not** to be given separate ratings/awards.

All parts of this form are to be completed by the provider and be presented with the student's body of work.

