

# 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 students' 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 student work that providers submit to the meeting will include sufficient and appropriate material for judgements to be made about the student's standard of literacy 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 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. The body of work (in its totality) will provide evidence against the majority of each criterion's standards, noting that some standards (such as those related to a process) cannot be easily evidenced in work tabled at a meeting.
  - 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 (single-sided), completed as indicated, and attached to the bodies of student work. Guidance and examples regarding the nature of bodies of student work and how to complete record sheets is available in the meeting Information Kit via the website page:

[www.tasc.tas.gov.au/providers/quality-assurance/quality-assurance-meetings-2](http://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 will be made available at the webpage:

[www.tasc.tas.gov.au/providers/quality-assurance/quality-assurance-meetings-2](http://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. use entrepreneurial thinking and problem solving strategies	
8. use digital systems and technologies in a work-related context	
<p style="text-align: right;"><b>Overall Award</b></p> <p>(How to determine an award is discussed on p.12 of the Quality Assurance Meetings Information Kit)</p>	

### Note:

The ratings and overall award are for the **whole body of work**. The tasks that make up the 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.

# MEETING RECORD SHEET

## WORK READINESS LEVEL 2, WRK215117

Identification:

Provider	
Student TASC ID Code	
Student Name	

The above part of this form is to be completed by the provider and must be presented with the student's body of work **behind** the Provider Record Sheet.

Meeting Assessment:

Nominated Criteria	Meeting Rating Round 1	Meeting Rating Round 2
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. use entrepreneurial thinking and problem solving strategies		
8. use digital systems and technologies in a work-related context		
Overall Award		

Comments from meeting:
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# QA MEETING CHECKLIST

## WHAT DO I BRING TO THE MEETING?

What to Bring	✓
For <b>EACH</b> of the four bodies of work:	
A completed Provider Record Sheet* (noting that these will be removed by a TASC Officer prior to the start of the meeting).	
A Meeting Record Sheet* with the identification section (only) completed and attached to the matching Provider Record Sheet.	
The body of work (behind the record sheets):	
<ul style="list-style-type: none"> <li>Contains the materials noted in the Requirement above (e.g. has the correct work requirement tasks or project features)</li> </ul>	
<ul style="list-style-type: none"> <li>Provides evidence against the majority of each of the four criterion's standards</li> </ul>	
<ul style="list-style-type: none"> <li>Does not include marks/grades or comments</li> </ul>	
<ul style="list-style-type: none"> <li>Can be reasonably assessed in around 10-15 minutes</li> </ul>	
<ul style="list-style-type: none"> <li>Does not include group work (it was done only by the noted student).</li> </ul>	
AND:	
A copy of the course document (especially the criteria/standards section) for reference during the meeting.	
Any equipment (such as laptops) needed for small groups to view items that make up the bodies of student work.	

\***Note:** Do not copy the Provider Record Sheet with the Meeting Record Sheet on the back of the same page. Both documents need to be separate, standalone items.