

# QUALITY ASSURANCE MEETING

## INTRODUCTION TO SOCIOLOGY AND PSYCHOLOGY LEVEL 2, BHX215118

### 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 will include sufficient and appropriate material for judgements to be made about the learner'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.

### Quality Assurance Requirements:

Each provider will submit four (4) bodies of student work (copies rather than originals wherever possible):

- three (3) bodies of work to be submitted to the meeting will represent the "lowest" available at an overall standard of Satisfactory Achievement (SA)
- one (1) body of work will represent the borderline between HA and EA.

In cases where this range is not available, four samples are still required if four or more students are enrolled. Samples should be selected from the 'closest match' to the above characteristics that are available.

Each body of work will comprise a student's response to the major assessment task in both Modules 2 & 3 (one major report/research assignment per Module).

It is the provider's responsibility to ensure that any equipment required to view student work (e.g. a laptop) is made available at the meeting.

Each body of work will be of a size/scope that can be assessed (not corrected or marked) in a reasonable amount of time (e.g. 15 minutes per body of work).

In its **totality**, the body of work will 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.

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:

<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

## INTRODUCTION TO SOCIOLOGY AND PSYCHOLOGY LEVEL 2, BHX215118

### Identification:

|                      |  |
|----------------------|--|
| Provider             |  |
| Student TASC ID Code |  |
| Student Name         |  |

### Provider Assessment:

| Nominated Criteria   | Provider Rating |
|--|-----------------|
| 1. describe and use sociological terms, concepts, theories, and ideas  |                 |
| 2. describe and use psychological terms, concepts, theories, and ideas   |                 |
| 4. use ethical sociological and psychological research methods   |                 |
| 6. communicate sociological and psychological ideas, information, opinions, arguments, and conclusions                     |                 |
| <b>Overall Award</b><br>(How to determine an award is discussed on p.12 of the Quality Assurance Meetings Information Kit) |                 |

### 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

## INTRODUCTION TO SOCIOLOGY AND PSYCHOLOGY LEVEL 2, BHX215118

### 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 |
|--|------------------------|------------------------|
| 1. describe and use sociological terms, concepts, theories, and ideas                                  |                        |                        |
| 2. describe and use psychological terms, concepts, theories, and ideas                                 |                        |                        |
| 4. use ethical sociological and psychological research methods   |                        |                        |
| 6. communicate sociological and psychological ideas, information, opinions, arguments, and conclusions |                        |                        |
| <b>Overall Award</b>   |                        |                        |

### Comments from meeting:

|  |
|--|
|  |
|--|

# 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 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.