

QUALITY ASSURANCE MEETING

ENGLISH STUDIO LEVEL 2, ENS215124

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):

- 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 texts made by **a** student in response to:

- Module 1, Work Requirement
- Module 2, Work Requirement (noting that this may not be in a finalized/polished form).

Brief context statements (e.g., task sheets) may be included where necessary.

Each body of work will provide sufficient evidence for the assessment of the four (4) criteria and associated standard elements nominated on the Record Sheets below.

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).

In its **totality**, the body of work will supply sufficient evidence for:

- assessment against the nominated criteria / standard elements on the Record Sheets.
- judgements to be made about the learner's standard of literacy skills.

Record sheets for this course are provided below. These must be printed by the provider (on separate sheets, not back-to-back), 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 Quality Assurance Meetings Information Kit via the website page:

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.

Any technology required to view student work (such as a laptop to view a non-printed PowerPoint presentation) must be supplied.

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

PROVIDER RECORD SHEET

ENGLISH STUDIO LEVEL 2, ENS215124

Identification:

Provider	
Student TASC ID	
Student Name	

Provider Assessment:

Nominated Criteria		Provider Rating
2:	Draft, revise and use language features to shape meaning and achieve purpose (Standard elements E02 & E04)	
3:	Control expression and apply formatting and publishing conventions (Standard elements E01, E02 & E03)	
4:	Examine, interpret and reflect on own and others' writing (Standard elements E02 & E05)	
6:	Examine and apply genre conventions and structures of fictional writing for a specified audience (Standard elements E02 & E03)	
Overall Award		
(How to determine an award is discussed in the Quality Assurance Meetings Information Kit)		

Notes:

1. All parts of this form are to be completed by the provider and be presented as the top page of each student's body of work.
2. 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.

MEETING RECORD SHEET

ENGLISH STUDIO LEVEL 2, ENS215124

Identification:

Provider	
Student TASC ID	
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:	Draft, revise and use language features to shape meaning and achieve purpose (Standard elements E02 & E04)		
3:	Control expression and apply formatting and publishing conventions (Standard elements E01, E02 & E03)		
4:	Examine, interpret and reflect on own and others' writing (Standard elements E02 & E05)		
6:	Examine and apply genre conventions and structures of fictional writing for a specified audience (Standard elements E02 & E03)		
Overall Award			

Comments from meeting:

QA MEETING CHECKLIST

WHAT DO I BRING TO THE MEETING?

What to Bring	✓
For EACH 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"> Contains the materials noted in the Requirement above (e.g. has the correct work requirement tasks or project features) 	
<ul style="list-style-type: none"> Provides evidence against the majority of each of the four criterion's standards 	
<ul style="list-style-type: none"> Does not include marks/grades or comments 	
<ul style="list-style-type: none"> Can be reasonably assessed in around 10-15 minutes 	
<ul style="list-style-type: none"> Does not include group work (it was done only by the noted student). 	
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.