

# Assessment Support Pack

## 1. Introduction

- Introduction Manual outlines the contents of the ASP, provides a link to the Unit of Competency on training.gov, explains the purpose of formative (Practice) and summative (Final) assessments and provides details of other Aspire learning resources.

## 2. Practice Assessments

- Practice Assessment Workbook is designed for the learner and contains the assessments from the Learner Guide.
- Practice Assessment Marking Guide is designed for the trainer/assessor. It contains suggested responses to all the assessments from the Learner Guide:
  - Practice Tasks (featuring an engaging mix of question styles suited to the AQF level)
  - Learning Checkpoints
  - Talk with Others (suggestions for the assessor only; these questions do not appear in the Learner Guide).

## 3. Final Assessment

- Final Assessment Workbook contains the Final Assessment tasks for the learner as required by the unit of competency:
  - Questions
  - Project
  - Observation
- Final Assessment Marking Guide contains suggested responses to the Final Assessment task for the assessor. When the unit of competency requires a workplace observation, a Third Party Report is included for the workplace supervisor to help monitor the learner and record their results in a workplace setting. Support documents include templates, report formats, sample files and checklists to help complete the Final Assessment.

## 4. Mapping

- Competency Mapping spreadsheet maps the learning content, assessments and PowerPoint slides to the elements, performance criteria, performance evidence and knowledge evidence of the unit of competency.

## 5. PowerPoints and Learning Support

- PowerPoint slides provide a visual summary of key concepts, additional discussion questions and live links to online content.
- Delivery Plans are divided into Topics mapped to the Learner Guide. They support the Training and Assessment Strategies (TAS) by providing an estimated time to deliver the Topic, suggested training strategies, and discussion tasks at the end of each Topic.

# Assessment Support Packs

### Each Assessment Support Pack includes:

• Introduction Manual

• Practice Assessment Workbook

• Practice Assessment Marking Guide

• Final Assessment Workbook

• Final Assessment Marking Guide

• Supporting documents

• Observation Scenario

• Third Party Report

• Competency Mapping spreadsheet

• PowerPoint slides

• Delivery Plans

# Inside Aspire's Assessment Support Pack



## Introduction Manual

- 'About the resource' summarises features of the unit of competency and assessments.
- 'Assessment overview' guides trainers and assessors in conducting the Practice Assessment and Final Assessment.



## Practice Assessment Workbook

- Contains all the assessments from the Learner Guide in one handy workbook for the student.
- Assessments can be contextualised to meet individual needs of different learners.



## Practice Assessment Marking Guide

- Suggested responses provided for:
  - Practice Tasks
  - Learning Checkpoints
  - Talk with Others.



## Final Assessment Workbook

- Guides the student on how to complete each Final Assessment task
- Assessments can be contextualised to meet individual needs of different learners.



## Final Assessment Marking Guide

- Provides task instructions for the trainer/ assessor regarding assessment of each task
- Provides suggested responses to all tasks from the Final Assessment.



## Supporting Documents

- Supporting documents assist the learner to complete the Final Assessment.
- They include templates, report formats, sample files and checklists.



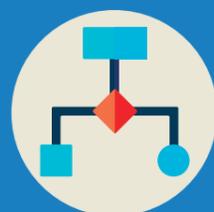
## Observational Scenario

- Student demonstrates required skills and knowledge in either a real life or simulated workplace environment
- The trainer/assessor records their observations on a record sheet.



## Third Party Report

- Guides and instructs a third-party observer, usually a workplace supervisor, to monitor the learner and record their results in a workplace setting individual needs of different learners.



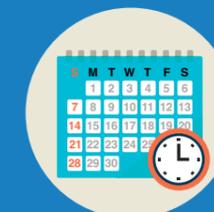
## Competency Mapping Spreadsheet

- Comprehensive mapping guide of the learning content and assessments
- Fully customisable Excel spreadsheet allows you to add or remove forms of assessment to customise training outcomes.



## Powerpoint Slides

- Summarised content that aligns with the Topic headings in the Learner Guide
- Includes additional group discussion questions
- Offers flexibility in how you deliver content to your learners.



## Delivery Plans

- Support the Training and Assessment Strategy (TAS) in order to deliver the training.