**ASSESSMENT PLAN TEMPLATE**

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| **Unit Code:** |
| **Unit Title:** |
| **Assessor/s:** |
| **Target group to be assessed*:*** |
| **ASSESSMENT MATRIX** |
| **Element of Competency** | **A** | **B** | **C** | **D** |
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| **KEY:** **A:** Observation of Actual Performance;**B:** Questioning (Written or Oral);**C:** Simulation;**D:** Portfolio / Production of Item. |
| **Assessment methods:** | **Assessment instruments required for each method** |
| *e.g. Observation of Actual Performance* | *e.g. Observation Checklist* |
| **RPL MATRIX** |
| Element of Competency | A | B | C | D | E |
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| **KEY:** **A: Competency conversation** **B: Practical activity** **C: Documents** **D: 3rd Party reports** **E: Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Key personnel:**  | **Responsibility:** |
| **Place or Context for assessment to occur:** |
| **Materials/resources/any documents needed for assessment:**  |
| **Special arrangements for assessment:** |
| **Timeline for assessment, how long and how often?** |
| **Reporting arrangements after assessment** |
| **Assessment Plan to be approved by:** |