**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:** | | | | | | | | | | |