 ***Educate. Learn. Empower. Lead***

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| **Assessment Progress Report** | | | | | | | | |
| **Instructions for usage:**  This report shall be maintained by all RTO staff delivering training and assessment services.  A record of all student progress in each course shall be maintained at least on a weekly basis once assessments have commenced.  Each section should be completed where applicable with a date entry. The result column should contain either ‘C’ or ‘NYC’. The rework column should contain a max of 2 dates for re work. | | | | | | | | |
| **Course Title** |  | | | | **Course Code** |  | | |
| **Unit Name** |  | | | | **Unit Code** |  | | |
| **Trainer** |  | | | **Course Dates** | **Start** |  | **Finish** |  |
|  | | | | | | | | |
| **Student Name** | **Assessment 1** | **Assessment 2** | **Assessment 3** | **Rework** | | **Result** | **Assess Completion Date** | **Assessment Report Date** |
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| **Trainer Comments** |  |  |  |  |  |  |  |  |
| **Trainer Sign-Off** |  |  |  |  |  |  |  |  |
| **Date** |  |  |  |  |  |  |  |  |
| **Data Entry Student File**  **Initial & Date entered** |  |  |  |  |  |  |  |  |