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

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| **Assessment Progress Report (individual)**  |
| **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. |
| **Unit Name: Diploma of Financial Counselling - Code:**  |
| **Trainer Commencement date:**  |
| **STUDENT NAME:**  |
| **Formative 1** | **Summative 1** | **Summative 2** |  | **Re work** | **Result** | **Assess completion date** | **Assess****report date** |
| Competent | Competent | Competent |  |  |  | **Competent** |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Trainer comments: Student participates with fellow students and works well in group work.** **The candidate has shown evidence and the ability to complete tasks outlined in elements and performance criteria of this unit manage tasks and manage contingencies in the context of the job role. They have demonstrated skills and knowledge required to assist clients to identify their rights, voice their needs and concerns and realise their interests, rights and needs.** **Trainer sign-off:**   **Date: Records officer sign-off( data entered) : Date:** |
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