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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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: Code:** | | | | | | | | |
| **Trainer: Course Commencement date:** | | | | | | | | |
| **STUDENT NAME:** | | | | | | | | |
| **Assessment 1** | **Assessment 2** | **Assessment 3** | **Assessment 4** | **Re work** | | **Result** | **Assess completion date** | **Assess**  **report date** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Trainer comments:**  **Trainer sign-off: Date: Records officer sign-off( data entered) : Date:** | | | | | | | | |
|  | | | | | | | | |