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