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

**ASSESSMENT PLAN**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Code** | | | CHC51115 | | | | | | | | | | | | | | | |
| **Course Name** | | | Diploma of Financial Counselling | | | | | | | | | | | | | | | |
| **Unit Code:** | | |  | | | | | | | | | | | | | | | |
| **Unit Title:** | | |  | | | | | | | | | | | | | | | |
| **Assessor/s:** | | |  | | | | | | | | | | | | | | | |
| **Target group to be assessed*:*** | | | | | | | | | | | | | | | | | | |
| **ASSESSMENT MATRIX** | | | | | |  | | | |  | | | | | | | | |
| **APPLICATION** | | | | | | | | | | | | | | | | | | |
| **ASSESSMENT CONDITIONS** | | | | | | | | | | | | | | | | | | |
| **PERFORMANCE EVIDENCE:** | | | | | | | | | | | | | | | | | | |
| **KNOWLEDGE EVIDENCE:** | | | | | | | | | | | | | | | | | | |
| **ASSESSMENT MATRIX** | | | | | | | | | | | | | | | | | | |
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| **Assessment Method** | | | | **Code** | **Assessment Method** | | | **Code** | | | **Assessment Method** | | | | | | **Code** | |
| Demonstration/Observation | | | | DO | Third Party Report | | | TP | | | Multiple Choice Test | | | | | | MT | |
| Role Play/Observation | | | | RO | Workplace Documents | | | WD | | | Reflective Journal | | | | | | RJ | |
| Case Study – With Written Analysis | | | | CS | Short Written Questions & Answers | | | WQ | | | Presentation | | | | | | PR | |
| Oral Questions & Answers | | | | OQ | Essay | | | ES | | | Other Method | | | | | | OM | |
| Project/Assignment | | | | PA | Written Test | | | WT | | |  | | | | | |  | |
| **ELEMENT OF COMPETENCY** | | | | **PERFORMANCE CRITERIA** | | | | | | | **Assessment Method Code** | | | **Actual Assessment** | | | | |
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| **Assessment methods:** | | | | **Assessment instruments required for each method** | | | | | | | | | | | | | | |
| *e.g. Observation of Actual Performance* | | | | *e.g. Observation Checklist* | | | | | | | | | | | | | | |
| *e.g. Observation of Actual Performance* | | | | *e.g. Observation Checklist* | | | | | | | | | | | | | | |
| *e.g. Observation of Actual Performance* | | | | *e.g. Observation Checklist* | | | | | | | | | | | | | | |
| *e.g. Observation of Actual Performance* | | | | *e.g. Observation Checklist* | | | | | | | | | | | | | | |
| **RPL MATRIX** | | | |  | | | | | | | | | | | | | | |
| **KEY:** | **A: Competency conversation** | | | **B: Practical activity** | | | **C: Documents** | | **D: 3rd Party reports** | | | | | | **E: Other** | | | |
| **ELEMENT OF COMPETENCY** | | | | | | | | | **Performance Criteria No** | | | **A** | **B** | | **C** | **D** | | **E** |
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| **Key personnel:** | | Bernadette Pasco | | | | | | | | | | | | | | | | |
| **Responsibility:** | | Training and assessment | | | | | | | | | | | | | | | | |
| **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:** | | | | | | | | | | | | | | | | | | |