

The Assessment must be conducted at a Club or higher level event by an endorsed Motorsport Australia Event Assessor.

Details

NAME OF EVENT

EVENT LEVEL

CLUB

MULTI-CLUB

STATE

NATIONAL

INTERNATIONAL

EVENT DATE

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Assessment

LEARNING OUTCOMES AND PERFORMANCE CRITERIA	EVIDENCE AND COMMENTS	COMPETENT?
Identify the resources required to carry out the assessment. Has the assessor:		
<ul style="list-style-type: none"> Prepared an assessment plan including pre contact with Candidate Prepared assessment arrangements along with selection of appropriate use of methods, tools for evidence collection and any Candidates special needs Considered any RPL/E being provided which may contribute to assessment content 		<p>COMPETENT</p> <p>NOT YET</p> <p>COMPETENT</p>
<ul style="list-style-type: none"> Arranged and communicated with relevant third party team members involved in assessment process 		<p>COMPETENT</p> <p>NOT YET</p> <p>COMPETENT</p>
<ul style="list-style-type: none"> Completed all required tools for third party reporting (check sheets, questioning sheets) 		<p>COMPETENT</p> <p>NOT YET</p> <p>COMPETENT</p>
Apply pre assessment organisation and communication with Candidate		
<ul style="list-style-type: none"> Completed a safety inspection of assessment location (identify any general hazards) 		<p>COMPETENT</p> <p>NOT YET</p> <p>COMPETENT</p>
<ul style="list-style-type: none"> Communicated with Candidate prior to commencement of assessment and provided clear instructions towards assessment process and expectations 		<p>COMPETENT</p> <p>NOT YET</p> <p>COMPETENT</p>
<ul style="list-style-type: none"> Explained any dispute/appeals process to the candidate 		<p>COMPETENT</p> <p>NOT YET</p> <p>COMPETENT</p>
<ul style="list-style-type: none"> Provided explanation on extent and coverage of assessment 		<p>COMPETENT</p> <p>NOT YET</p> <p>COMPETENT</p>
<ul style="list-style-type: none"> Identified the critical aspects of assessment requiring full competency 		<p>COMPETENT</p> <p>NOT YET</p> <p>COMPETENT</p>
<ul style="list-style-type: none"> Identified any required special needs (LLN) and opportunity to provide reasonable adjustments in assessment 		<p>COMPETENT</p> <p>NOT YET</p> <p>COMPETENT</p>

LEARNING OUTCOMES AND PERFORMANCE CRITERIA	EVIDENCE AND COMMENTS	COMPETENT?
Assess competency		
<ul style="list-style-type: none"> Dealt with assessment team members in a professional and courteous manner 		<p>COMPETENT</p> <p>NOT YET COMPETENT</p>
<ul style="list-style-type: none"> Displayed a professional attitude and approach to the assessment process 		<p>COMPETENT</p> <p>NOT YET COMPETENT</p>
<ul style="list-style-type: none"> Ensured that principles of assessment and rules of evidence were followed in all levels of assessment evidence collection 		<p>COMPETENT</p> <p>NOT YET COMPETENT</p>
<ul style="list-style-type: none"> Used all tools correctly to ensure sufficient evidence collected which meet required performance criteria 		<p>COMPETENT</p> <p>NOT YET COMPETENT</p>
Assessment outcome		
<ul style="list-style-type: none"> (If team assessment methodology is used) Reviewed and discussed candidate's performance outcome with assessment team members 		<p>COMPETENT</p> <p>NOT YET COMPETENT</p>
<ul style="list-style-type: none"> Ensured all collected evidence allowed an outcome to be made 		<p>COMPETENT</p> <p>NOT YET COMPETENT</p>
<ul style="list-style-type: none"> Provided an appropriate environment for discussion and delivery of assessment outcome with the candidate 		<p>COMPETENT</p> <p>NOT YET COMPETENT</p>
<ul style="list-style-type: none"> Reviewed with Candidate all components of assessment and address specific completed requirements and critical aspects content 		<p>COMPETENT</p> <p>NOT YET COMPETENT</p>
<ul style="list-style-type: none"> Provided Candidate with assessment decision (Competent or Not Yet Competent) 		<p>COMPETENT</p> <p>NOT YET COMPETENT</p>
<ul style="list-style-type: none"> (If outcome Not Yet Competent) Provide Candidate with guidance and development plan to include both further practice, study and knowledge, before any reassessment 		<p>COMPETENT</p> <p>NOT YET COMPETENT</p>
<ul style="list-style-type: none"> Completed all Motorsport Australia relevant forms and evidence collection materials 		<p>COMPETENT</p> <p>NOT YET COMPETENT</p>

THE OFFICIAL HAS BEEN FOUND:
(Assessor tick appropriate box)

COMPETENT

NOT YET COMPETENT

Declaration of Assessment

ASSESSOR'S DETAILS

Name

Member Number

Signature

SIGN HERE

Date

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TEAM ASSESSMENT DETAILS

Team Assessor
Name

Member Number

Relevant
Licence Grade
and Category

Date

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Signature

SIGN HERE

CANDIDATE DETAILS

Name

Member Number

Signature

SIGN HERE

Event Date

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PLEASE RETURN FORM TO:

Motorsport Australia
PO Box 172 Canterbury LPO, VIC 3126

OR EMAIL TO:

memberservices@motorsport.org.au