

RECORD OF POST-ASSESSMENT VALIDATION

Date: 17 February 2005 File Reference: / /

Note: This record addresses validation of process, tools and evidence.

GENERAL INFORMATION (to be completed and attached to materials to be validated)

Training Package/Accredited Course	THH31502 Commercial Cookery
Unit (s) of Competency (names and codes) Elements of Competency	<p>THHBCC01B Use Basic Methods of Cookery. E2058</p> <ul style="list-style-type: none"> • Select and use cooking equipment and technology. • Use basic methods of cookery. <p>THHBKA01B Organise and prepare food. E2071</p> <ul style="list-style-type: none"> • Prepare equipment for use. • Assemble and prepare ingredients for menu items. • Prepare dairy, dry goods, fruits and vegetables. • Prepare meat, seafood and poultry. <p>THHBKA02B Present Food E2072</p> <ul style="list-style-type: none"> • Work in a team. • Portion and plate food. • Prepare food for service.
Assessment Tools and Evidence to be moderated (please tick)	<p>Practical daily demonstration</p> <p>Review question in student learning guide</p> <p>Knowledge based test.</p>
Qualification level:	Cert III Commercial Cookery E258
Specific issues regarding delivery and assessment :	<p>Block release training schedule too fast paced for entry level school leavers.</p> <p>13 days total at TAFE.</p>
Target Client Group:	Apprentices (Stage 1) and fulltime Commercial Cookery
Material for validation supplied by (Ensure student details removed)	TAFE
RTO: Phone/Email	Central West TAFE Ph 99562733.
Moderated by: (list participants name, Organisation and contact details)	<p>Sabby Lynch</p> <p>Marty Dickens</p> <p>Jodi Elder</p> <p>Michael Holmes</p> <p>Julie Harris</p>
Meeting Chair: (name and contact details)	Nathan McMurdo Central West TAFE
Next Moderation Date:	9 & 10 th March 2005
Unit/Cluster:	<p>THHBCC08B Prepare hot and cold desserts. E2065</p> <p>THHBCC05B Prepare and cook poultry and game. E2062</p> <p>THHBCC06B Prepare and cook seafood. E2063</p> <p>THHCCH01A Prepare cook and serve food. E2075</p>
Qualification: E258	
Lecturer(s)	Nathan McMurdo / Terry Taylor

Part 1: VALIDATION OF ASSESSMENT PLANS

ADEQUACY OF THE ASSESSMENT PLAN	Yes	No	Comment
Does the Assessment Plan address the all of the element(s) it proposes to address?	v		Thorough, lots of information,
Have all performance criteria in the competency standards been matched by assessments?	v		Very thorough.
Does the Assessment Plan address the range of variables?	v		Most of the range has been covered, certainly the "must see" are covered, and a good majority of the "may see".
Is it written using clear English?	v		KBT very straight forward, self explanatory, set out well.
Does it make clear how and when the learner will be assessed?	v		In more than one place, bound to pick it up somewhere.
Does it explain how feedback regarding performance will be provided?		v	Not seen in the current student training documentation. Daily feedback is available verbally. Explanation in recipe book required' Add column into performance checklist for lecturer.
Is the Assessment Plan fair, and non-discriminatory and inclusive?	v		Across all levels of participant.
Are the assessments and timelines practical?	v	v	
Does the Plan provide for cost effective assessments?		v	
Is there a schedule of due dates for assessment events?	v		See student time table.
Does the Assessment Plan outline at least two assessment opportunities per unit of competence? (for Graded Performance Qualifications)	v		
Do the planned assessment events provide opportunity to gather sufficient evidence to make a judgement about competence?	v		
Version Control	v	v	
Skills Recognition	v	v	

Assessment Plan Validated: Yes No

Modifications Required: ___ see above for comments _____

This record represents a true and accurate summary of the validation meeting and recommendations arising held at _____ on _____.

Signed (Chair): _____ Date: _____

Part 2: POST-ASSESSMENT VALIDATION OF ASSESSMENT TOOLS

Units of Competence: Use Basic Methods of Cookery, Organise and prepare food, Present Food

Assessment Tool: Daily reporting document / Final Assessment sheet / Knowledge based test.

Context: _____

QUALITY OF THE INSTRUMENT	Yes	No	Comment
Does the tool address the element(s) it is intended to address?	v		
Have all performance criteria in the competency standards been addressed?	v		
Does the tool address the range of variables and evidence guide outlined in the Training Package?	v		
Is it written using clear English?	v		
Is the evidence/marking guide clear and easy to apply consistently?	v		
Does the Assessment Tool suit the context?	v		
Is the Assessment Tool practical to use and cost effective?	v		
Are the instructions to candidates clear?	v		
Is there a due date?	v		

PRINCIPLES OF ASSESSMENT	Yes	No	Comment
Valid <ul style="list-style-type: none"> Does the assessment cover the full range of skills knowledge and attitude needed to demonstrate competency? Does it reflect workplace requirements? 	v		
Reliable <ul style="list-style-type: none"> Would individual learners get a similar result if tested on different occasions given the same set of circumstances? 	v		
Fair <ul style="list-style-type: none"> Is the assessment strategy provided to/negotiated with the candidate prior to assessment? Is it non-discriminatory and inclusive? Is the assessment/s equitable across a diverse range of candidates ? Is the assessment able to be adjusted for candidates with special needs? Are the Language, Literacy, Numeracy requirements appropriate to competency level? 	v		
Sufficient <ul style="list-style-type: none"> Does the evidence collected by the assessment allow you to make a decision of competent/not yet competent? 	v		
Flexible <ul style="list-style-type: none"> Does the assessment provide the opportunity to demonstrate the application of skills? Does the assessment cover alternative methods eg. oral questioning, on and off the job. 	v		

UNDERLYING DIMENSIONS OF COMPETENCY (refer....)	Yes	No	Comment
Do the assessments cover Task Skills (performing to an acceptable level)?	v		
Does the assessment provide opportunity to address Job Management Skills (managing a number of different tasks within the job)?	v		
Contingency Skills (is there the opportunity to demonstrate responding appropriately to unexpected events)?	v		
Job/role environment skills (is there the opportunity to demonstrate how the task may be tailored in line with the characteristics of a particular workplace)?	v		

HOLISTIC APPROACH	Yes	No	Comment
Does the assessment reflect the AQF level requirements? (refer AQF Guidelines)	v		
Does the assessment reflect a holistic approach?	v		
Does the assessment reflect workplace practices?	v		

Assessment Tools Validated: Yes

Modifications Required: ___None to mind

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Signed (Chair): _____ Date: _____

PART 3: VALIDATION OF EVIDENCE SAMPLES (MODERATION OF ASSESSMENT)

Part 3 of this document provides a basis for reviewing and evaluating the *evidence (eg. samples of student work)* contributing to judgements made by an assessor against competency standard(s) and comparing those judgements with other assessors against the same competency standard(s).

CONSISTENCY	Yes	No	Comment
Was the evidence collected for this assessment sufficient to make a judgement about competence?	v		
Are the results of the various assessments (written, oral, practical) consistent with one another (are they measuring the same competence)?	v		
Would other assessors independently come to the same conclusions about performance on the basis of the same evidence?	v		

USE OF THE TOOL	Yes	No	Comment
Does the assessment outcome reflect the marking key/guide performance criteria as outlined in the Assessment Tool?	v		
Was the Assessment Tool applied in line with the instructions to candidates?	v		
Were any specific issues or contexts that needed to be observed.?		v	
Does the judgement of competence reflect workplace standards?	v		

LEARNER FEEDBACK	Yes	No	Comment
Was feedback received from learners regarding the adequacy of the tool?			No KBT to assess as a tool yet for the cluster.

Assessment Outcome Validated Yes
Modifications to assessment process recommended: ___see above comment

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Signed (Chair): _____

Date: _____