

# Assessor Guide

Recording and Reporting

BSB51615

Diploma of Quality Auditing

SAMPLE

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# What is in this Guide?

This Guide contains the following forms, reports and records:

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## Why has this Guide been developed?

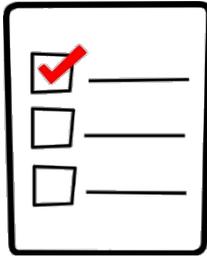
This Guide has been developed to support assessors as they record and report assessment decisions and discussions relating to the BSB51615 Diploma of Quality Auditing (Release 1, March 2015).

## Why use this Guide?

By using the instruments contained within this Guide to record their assessment decisions and pre/post assessment discussions, assessors will ensure that their assessments:

- a) comply with the requirements of the BSB Business Services Training Package (Release 2.0, January 2016); and
- b) are conducted in accordance with the Principles of Assessment and Rules of Evidence.

# Assessment Agreement Form



This form allows assessors to confirm that candidates are fully briefed on the agreed assessment process that will be used to gather evidence against the BSB51615 Diploma of Quality Auditing.

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## Assessment Agreement Form

Assessor	
Candidate	
Date	
Qualification	BSB51615 Diploma of Quality Auditing

*Evidence to be gathered*

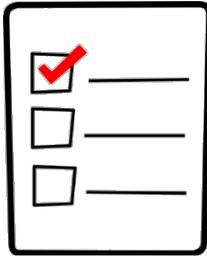
<i>Candidates must answer Yes or No to the following questions</i>	Yes	No
Has the purpose and context of the assessment been explained?	<input type="checkbox"/>	<input type="checkbox"/>
Have you received a copy of the relevant assessment benchmarks?	<input type="checkbox"/>	<input type="checkbox"/>
Do you understand what evidence is to be gathered?	<input type="checkbox"/>	<input type="checkbox"/>
Have your rights and the appeal process been fully explained?	<input type="checkbox"/>	<input type="checkbox"/>
Have you discussed any special needs to be considered during the assessment?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been given an opportunity to influence the assessment process?	<input type="checkbox"/>	<input type="checkbox"/>

*I agree to undertake the assessment in the knowledge that information gathered will only be used for assessment purposes and can only be accessed by my employer and the Registered Training Organisation (RTO) responsible for assessment.*

Candidate's signature: ..... Date: .....

Assessor's signature: ..... Date: .....

# Assessment Appeal Form



This form can be used by candidates if they wish to request a review of an assessment decision. Candidates must be briefed on the process for requesting an appeal, and they must clearly understand the following:

- Their appeal will be acknowledged in writing
- They will have an opportunity to present their case
- They will have access to an independent arbiter
- They will be informed of the outcomes of the appeal
- Their appeal will be finalised as soon as practicable.

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## Assessment Appeal Form

Assessor	
Candidate	
Date	
Qualification	BSB51615 Diploma of Quality Auditing

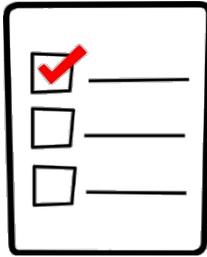
<i>Please answer Yes or No to the following questions</i>	Yes	No
Has the assessment appeal process been explained to you?	<input type="checkbox"/>	<input type="checkbox"/>
Have you discussed the appeal with your assessor?	<input type="checkbox"/>	<input type="checkbox"/>
Do you wish to involve a support person in the appeal?	<input type="checkbox"/>	<input type="checkbox"/>

*I am seeking this appeal for the following reasons (please include the assessment decision that you are appealing in your response)*

Candidate's signature: ..... Date: .....

You can appeal an assessment decision if you feel the outcome is invalid and/or the process was invalid, inappropriate or unfair.

# Third Party Referee Report



This report can be completed by workplace referees who are known to a candidate, such as team leaders, managers, workplace supervisors or employers. They are a testimonial to the 'current' skills and knowledge of a candidate, and they are considered by assessors as supplementary evidence.

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# Third Party Referee Report

## 1. Candidate Details

Name	
Qualification	BSB51615 Diploma of Quality Auditing

## 2. Referee Details

Name	
Position Title	
Workplace	
Workplace Address	
Phone (Work)	
Email	

## 3. Referee Verification

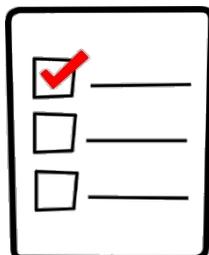
What is your working relationship with the candidate?		
How long have you worked with the candidate?		
Are you in a position to verify the candidate's current skills and knowledge?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you understand the skills and knowledge described by the benchmarks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the candidate <b>regularly</b> apply these skills and knowledge to an acceptable standard in your workplace?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you understand the role and responsibilities of a third party referee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Would you like to discuss this report with an assessor before you sign it?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you agree to be contacted if further verification is required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## 4. Declaration

*To the best of my knowledge, this verification of the candidate's current skills and knowledge is accurate and correct.*

Signed: ..... Date: .....

# Record of Assessment Results



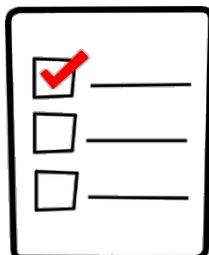
This assessment record allows assessors to summarise a candidate's progress towards attaining the BSB51615 Diploma of Quality Auditing. It provides a useful and succinct picture of a candidate's competence, and it lists all the units they have completed to fulfil the qualification's packaging rules.

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## Record of Assessment Results

Assessor			
Candidate			
Date			
Qualification	BSB51615 Diploma of Quality Auditing		
<i>Assessment Benchmarks</i> <i>Competency in the following units fulfils the packaging rules of this qualification</i>		<i>Competent</i>	<i>Not Yet Competent</i>
BSBAUD402 Participate in a quality audit			
BSBAUD501 Initiate a quality audit			
BSBAUD503 Lead a quality audit			
BSBAUD504 Report on a quality audit			
BSBINM501 Manage an information or knowledge management system			
BSBMGT502 Manage people performance			
BSBMGT516 Facilitate continuous improvement			
BSBR501 Manage risk			
<i>Comments</i>			
SAMPLE			
<i>Results discussed and agreed:</i>		<i>Action plan discussed and agreed:</i>	
<input type="checkbox"/> Yes		<input type="checkbox"/> Yes	
<input type="checkbox"/> No		<input type="checkbox"/> No	
Candidate's signature: .....		Date: .....	
Assessor's signature: .....		Date: .....	

# Record of Post-Assessment Interview



This assessment record allows assessors to quickly document feedback from candidates following an assessment process, and it is also a useful place to summarise any action plans they discuss with candidates.

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