Checklist for

**STAGE 2 WORKPLACE PRACTICES 20 Credits**

**GENERAL MATERIALS** to include in the white SACE moderation bag:

* A copy of the current *Learning & Assessment Plan* (include Addendums if relevant)
* *Variations-Moderation Materials* Form – IF ANY STUDENT WORK IS MISSING
* One copy of each school task

**FOR EACH NOMINATED STUDENT IN SAMPLE GROUP**

***PERFORMANCE* (3 items)**

Student Evidence for **50 – 60 hours**  (may be a journal, photo-story, portfolio or other supporting evidence linked to the Performance Standards)

* *Workplace Supervisor’s Report* Form
* *Teacher’s Report on Student Performance- Vocational Learning* Form *–* make comments here to explain any anomalies and to clarify the final PERFORMANCE grade.

***AND/OR***

* *Teacher’s Report on Student Performance VET –* make comments here to explain any anomalies and to clarify the grade given for this assessment type. Include official results from the RTO OR a signed letter from the Principal on school letterhead.  
  Proof of Enrolment in VET is not sufficient.

***FOLIO* (3 tasks) (minimum)**

* **3 tasks (minimum)** for each student nominated in the sample.

There should be evidence the work has been assessed and how the final FOLIO grade was reached (i.e. shaded performance standards table).   
MUST include *Variations – Moderation Material* form if any work is missing.

***REFLECTION* (2 tasks)**Reflection tasks are not the same as student evidence for PERFORMANCE

* first reflection task
* second reflection task

There should be evidence the work has been assessed and how the final REFLECTION grade was reached (i.e. shaded performance standards table).

MUST include Variations – Moderation Material form if any work is missing.