

Step 4: Determine the method of assessment

Example 1

In this task ...

You'll process Penny's refund using SammiGir's Point of Sale terminal.

You'll need to use Penny's receipt for this task:

Enter the required information to process the refund. Your user ID for this activity is 625 and you need to enter all details manually.

Text alternative

Process the refund

Use this Point of Sale terminal to process Penny's refund.

8

| | | | | | | | | | | |
|--------|--------|-----------|---|---|---|---|---|-----------|-----------|-----------|
| FEED | CLERK | X/TIME | 7 | 8 | 9 | 4 | 8 | 12 | PLU | RECD ACCT |
| %1 | %2 | ADD CHECK | 4 | 5 | 6 | 3 | 7 | 11 | CHARGE | PAID OUT |
| CANCEL | RETURN | VOID | 1 | 2 | 3 | 2 | 6 | 10 | SUB TOTAL | CHEQUE |
| #/NS | LAYBY | CLEAR | 0 | . | 1 | 5 | 9 | CASH/TEND | | |

Feedback: Try again! The first step is to log on. Do you remember the steps? Your User ID is 6 2 5.

next ▶

This example is taken from the Series 10 *Retailer Toolbox*. It shows an example of simple, immediate feedback through interactive tasks.

Example 2

Home Tour Resources Communicate Glossary

THHGLE07B: Recruit and select staff
Task 1: Developing a job analysis

Task outline

In this task, you will be completing a job analysis for a position in the department or area you're currently working in at your workplace.

A job analysis aims to make sure that a position fits with the requirements of the department or organisation.

To do this, you'll need to:

- examine and provide as much information as possible about the job or position
- compare these against the needs of the department or organisation.

If required, you can then modify the position description documents to make sure that the position matches organisational needs.

The following documentation will brief you on the items you will need for your Portfolio.

 **handout**

This task will show you how you can achieve this.

 **activity**

This task requires you to select a position at your workplace and to perform a job analysis of that position.

If you are not currently training at a workplace or work environment, and so do not have access to positions for this task, there are two options available:

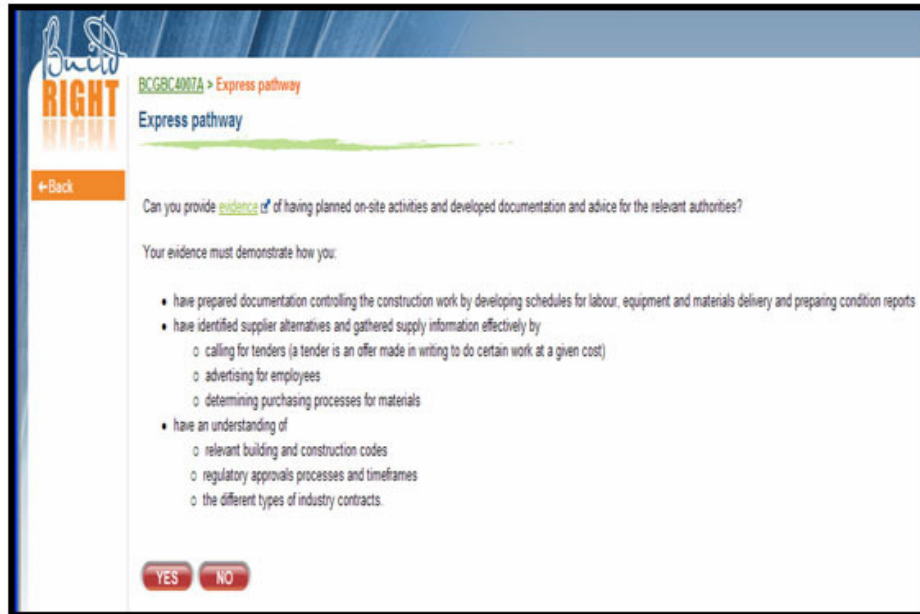
Use your simulated work environment and produce a Portfolio for a position that you are training in, for example, in the restaurant, kitchen, front office, house keeping or tourism area. You might like to discuss your choice with your online teacher before making a decision.

Read the resource ['The day in the life of a room attendant'](#), which presents you with an insight into the working day of one of our room attendants.



This example is taken from the Series 2 *Hospitality and Tourism (Management) Toolbox*. It demonstrates a more complex summative assessment task that will need facilitator guidance and feedback.

Example 3



The screenshot shows a web-based assessment interface for the 'BuildRight' program. At the top left is the 'BuildRight' logo. To its right, the text 'BCGBC4017A > Express pathway' is displayed. Below this, the title 'Express pathway' is centered. On the left side, there is a vertical navigation bar with a '+ Back' button. The main content area contains a question: 'Can you provide evidence of having planned on-site activities and developed documentation and advice for the relevant authorities?'. Below the question, it states 'Your evidence must demonstrate how you:' followed by a bulleted list of requirements. At the bottom of the page, there are two red buttons labeled 'YES' and 'NO'.

BCGBC4017A > Express pathway

Express pathway

+ Back

Can you provide evidence of having planned on-site activities and developed documentation and advice for the relevant authorities?

Your evidence must demonstrate how you:

- have prepared documentation controlling the construction work by developing schedules for labour, equipment and materials delivery and preparing condition reports
- have identified supplier alternatives and gathered supply information effectively by
 - calling for tenders (a tender is an offer made in writing to do certain work at a given cost)
 - advertising for employees
 - determining purchasing processes for materials
- have an understanding of
 - relevant building and construction codes
 - regulatory approvals processes and timeframes
 - the different types of industry contracts.

YES NO

This example is taken from the Series 10 *BuildRight Toolbox*. It shows the types of questions that a learner may ask themselves before determining if they should continue with some or all of the learning resource or to alternatively seek RPL.