

PART 1 - LEARNER DECLARATION

Purpose: This document is an official record of learning outcome(s). This Assessment Cover Sheet must be attached to each assessment task prior to submission for marking.

LEARNER DETAILS	
Learner Name	
SUBJECT DETAILS	
Code & Name of Unit	
Assessment Task	
Trainer / Assessor Name	
ASSESSMENT DETAILS	
Due Date	
Date Submitted	

LEARNER DECLARATION (PRIOR TO BEING ASSESSED)

**Please tick the box next to each criteria to confirm*

<ul style="list-style-type: none"> I have read and understood the assessment instruction for this assessment. My Assessor has explained what I am required to do. 	
<ul style="list-style-type: none"> I have been given access to all equipment and resources required to complete this assessment. 	
<ul style="list-style-type: none"> I understand that I may be eligible to have my prior experience or competency recognised. 	
<ul style="list-style-type: none"> I have advised the assessor of special needs or additional support I may require for this assessment. 	
<ul style="list-style-type: none"> I understand REACH's Plagiarism policy and that the work in this assessment must be my own work. 	
<ul style="list-style-type: none"> I understand REACH's Assessment Policy and know that I have the right to appeal my assessment outcome if I do not agree. 	
<ul style="list-style-type: none"> I confirm that I am ready to be assessed. 	
Learner Signature	Date

PART 2 - ASSESSOR DECLARATION

- I confirm that the assessment outcomes demonstrate the learner's competence within this unit of competency.
- Where assessment included any reasonable adjustment or additional tasks - evidence is provided.
- Signatures, dates and feedback are provided in all required sections of the assessment.
- Additional page/s attached to the back of the assessment – clearly identifies the learner, related assessment task, date of assessment, code-name of the unit and assessor signature.
- No liquid paper has been used within the assessment
- Where Competency conversation is undertaken – completed **Assessor Declaration (Form 3)** has been attached

Assessor Feedback (minimum of 25 words)

- *Please specify if any additional support was provided or reasonable adjustment was made.*
- *Does the learner need to be re-assessed? If yes, please specify the scheduled date.*

Assessor Signature		Date	
RESULT (Assessors use only)	Satisfactory	Not Yet Satisfactory	RPL
	Competent *	Not Yet Competent *	
	<small><i>Place a tick in the appropriate box above to confirm your judgement. Please note - COMPETENT / NOT YET COMPETENT result is ticked only when confirming an overall assessment judgement for a unit- including work placement. Where the outcome of "Not yet competent" is selected, learner must be provided with opportunity of re-assessment as per REACH's policy & procedure". Reassessment evidence with the new cover sheet must be attached with this assessment.</i></small>		

LEARNER ACKNOWLEDGEMENT

- I have received my assessment result and I am satisfied with the outcome and feedback provided
- I am not satisfied; I wish to formally appeal against my assessment result

Learner Signature		Date	
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