Sample of a completed Learner Assessment Record

Form A1: Learner Assessment Grid

Course: Job Search	Course code: M1234	Learner name: Anne Wilson
Unit title: Building a Personal Portfolio	Unit code: HC6/1/QQ/001	Tutor/Assessor: Eve Berry
Level: One	Credit value: 3	Internal Moderator: Mary Smith

The assessment tasks chosen for this unit **must** include the prescribed tasks from the unit assessment grid. Other tasks used must be chosen from the optional tasks.

Learning Outcomes	Assessment Tasks	Achieved	Evidence for moderation	Ref in File	Assessor	Date	IM	Date
1.Demonstrate an understanding of self in current situation	Prepare list of personal attributes in personal portfolio	√	Completed list in personal portfolio	Pp 4,5	*Eve Berry*	5/02/05		
2. Make use of information resources to identify a range of opportunities.	Assemble evidence of relevant attributes in personal portfolio	√	Structured personal portfolio	Pp 12 - 16	*Eve Berry*	5/02/05		
3. Demonstrate familiarity with setting personal goals.	Organise above information in a logical manner	√	Structured personal portfolio	All	*Eve Berry*	23/02/05	*MS*	31/03/5
4. Show awareness of the practical implications of pursuing personal goals.	List components of and produce a basic CV	√	Completed CV	Pp 12 - 20	*Eve Berry*	23/02/05	*MS*	31/03/5
5. Make plans to achieve personal goals	Action plan for the achievement of a personal goal related to jobsearch	√	Completed action plan	Pp 21 - 24	*Eve Berry*	23/02/05		
6								
7								
8								

This form would be kept at the front of a learner's portfolio and used to summarise the assessment process.