

# PRE ASSESSMENT PLAN

To be completed by candidate and assessor before the assessment.

Candidate's Name: ..... NZQA No: .....

Assessor's Name: ..... Assessor No: .....

**Unit Standard to be assessed is:**

Unit Standard No: ..... Version: .....

Title: .....  
 .....

Assessment will take approximately ..... minutes/hours  
 and will occur on ..... at ..... am/pm.

Venue for the assessment is .....

<b>The following is to be completed for each assessment:</b>	<b>Candidate Please tick ✓</b>
1. Candidate understands the <b>Elements</b> and <b>Performance Criteria</b> that will be assessed, including any <b>Ranges/Special Notes</b> .	<input type="checkbox"/>
2. Assessor explained what <b>evidence</b> will be collected (e.g. forms, etc.) and how it will be collected (e.g. observation).	<input type="checkbox"/>
3. Agreement has been reached as to what <b>personnel need to be informed that the assessment is occurring</b> and who is responsible for notifying them.	<input type="checkbox"/>
4. <b>Access</b> to the assessment site has been arranged.	<input type="checkbox"/>
5. <b>Resources</b> required have been agreed to and are available to complete the assessment. Responsibility for provision of resources is: Assessor resources:..... ..... Candidate resources:..... .....	<input type="checkbox"/>
6. <b>Potential hazards</b> have been identified and departmental requirements regarding security, safety and hygiene ( <b>OSH</b> ) have been met. Give specific details as appropriate: ..... .....	<input type="checkbox"/>



<p>7. Candidate was asked if they had any <b>special needs</b>.</p> <p>List special needs:.....</p> <p>Give details how special needs have been taken into account for the assessment:</p> <p>.....</p>	<input type="checkbox"/>
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<b><i>The following is to be completed for each assessment:</i></b>	<b>Candidate Please tick</b> ✓
<p>8. The candidate is familiar with:</p> <ul style="list-style-type: none"> <li>✓ <b>Reporting</b> and recording procedures for assessment results</li> <li>✓ <b>Reassessment</b> procedures available in the event of not yet competent result</li> <li>✓ <b>Appeal</b> procedures</li> <li>✓ Requirements of the <b>Privacy Act</b> regarding storage of information</li> <li>✓ <b>Moderation</b> requirements</li> </ul>	<input type="checkbox"/>

Any additional comments:



**Candidate Use Only**

*I have ticked the boxes on this page and overleaf and agree that the statements are true and accurate.*

Candidate's Signature: ..... Date: .....



**Assessor Use Only**

*I have briefed the candidate in accordance with this assessment plan.*

Assessor's Signature: ..... Date: .....

