

## Assessment Record

### Teacher checklist

### Checklist 1

The checklist below covers all the Performance Criteria for all Outcomes of this Unit.

The candidate must complete or contribute to the completion of each of the tasks listed below.

**Candidate** \_\_\_\_\_

**Outcome 1** Plan and arrange an enterprise activity which demonstrates the co-operative values and principles, with limited teacher support.

Performance Criteria	Evidence	Teacher's Comments
1.1 An initial self-assessment clearly identifies the candidate's qualities and skills.		
1.2 Knowledge of co-operative values and principles and the co-operative business model is displayed during planning process.		
1.3 An ethical activity which displays the co-operative values and principles is chosen democratically.		
1.4 A step-by-step planning process for the enterprise activity is devised and implemented, taking into account own and others' strengths.		
1.5 The feasibility of the plan is reviewed and the plan adjusted as required.		

**Outcome 2** Carry out tasks during co-operative enterprise activity, democratically and ethically with limited teacher support.

Performance Criteria	Evidence	Teacher's Comments
2.1 The allocation of tasks for the enterprise activity is negotiated democratically and in accordance with the results of the initial assessment.		
2.2 Allocated tasks are planned and carried out ethically under limited supervision and to a standard agreed with the teacher.		
2.3 Health, safety and hygiene requirements are observed at all times.		
2.4 The ability to deal with unexpected situations is demonstrated effectively.		

**Outcome 3** Work co-operatively with others in the analysis, planning and undertaking of co-operative enterprise activity.

Performance Criteria	Evidence	Teacher's Comments
3.1 Working relationships formed are co-operative in nature.		
3.2 Others views and opinions are listened to attentively and received in a positive manner.		
3.3 Advice and assistance and are sought as required.		

Performance Criteria	Evidence	Teacher's Comments
3.4 Ideas, information and judgements volunteered are relevant, accurate and sensible.		
3.5 Behaviour is modified appropriately to meet the needs of others.		

**Outcome 4** Evaluate the co-operative enterprise in terms of the co-operative values and principles and review knowledge and skills gained through the enterprise activity.

Performance Criteria	Evidence	Teacher's Comments
4.1 The running of the enterprise is reviewed in terms of the co-operative values and principles.		
4.2 Strengths and weaknesses within the original planning process are clearly identified and suggestions for the improvement of the process made.		
4.3 The initial self assessment is re-examined in terms of strengths and weaknesses, and skills developed are recorded.		
4.4 Teacher's written comments and observations are reviewed, commented on critically and justified		
4.5 The value of the learning gained is reviewed in terms of knowledge of the benefits of co-operative enterprise and member rights and responsibilities.		

Teacher's name \_\_\_\_\_

Teacher's signature \_\_\_\_\_

Date \_\_\_\_\_

**Teacher activity review****Checklist 2**

**Outcome 3** Work co-operatively with others in the analysis, planning and undertaking of co-operative enterprise activity

<b>Performance Criteria</b>	<b>Evidence</b>	<b>Teacher's Comments</b>
Did the group take account of the co-operative values and principles when planning the enterprise activity?		
Did the group make all decisions democratically?		
Did all group members contribute equally to the success of the activity?		
Did the group allocate work to the strengths of the team?		
Did the group work effectively as a team?		
Were others views and opinions listened to attentively and received in a positive manner?		
Were advice and assistance sought as required?		
Were ideas, information and judgements volunteered relevant, accurate and sensible?		

Performance Criteria	Evidence	Teacher's Comments
Did the group continually review and evaluate progress?		
Were accurate records kept of team meetings and progress?		
Did the group and all individuals assess the success of the enterprise activity in a constructive and positive manner?		
Have all members evaluated their individual contributions and what they have learnt from the activity?		

Teacher's name \_\_\_\_\_

Teacher's signature \_\_\_\_\_

Date \_\_\_\_\_

## Candidate Unit Assessment Record

<b>Class</b>		<b>Class</b>	
<b>Candidate name</b>		<b>Candidate ID</b>	

### Record of Performance

<b>Outcomes</b>	<b>*Achieved/not achieved</b>	<b>Comments</b>
<b>1.</b> Plan and arrange an enterprise activity which demonstrates the co-operative values and principles, with limited teacher support.		
<b>2.</b> Carry out tasks during the co-operative enterprise activity, democratically and ethically with limited teacher support.		
<b>3.</b> Work co-operatively with others in the analysis, planning and undertaking of co-operative enterprise activity.		
<b>4.</b> Evaluate the co-operative enterprise in terms of co-operative values and principles and review knowledge and skills gained through the enterprise activity.		
*Enter A or NA in the box to indicate whether the candidate has achieved or not achieved each Outcome. The comments column can be used to highlight any reassessment that may be needed.		
<b>Overall Comments</b>		
<b>Assessor name</b>		
<b>Assessor signature</b>		<b>Date</b>

## Unit assessment class record

Class						Group			
	Candidate surname	Candidate forename	Candidate ID	Outcomes				Overall achievement*	
				1	2	3	4		
1								A	N/A
2								A	N/A
3								A	N/A
4								A	N/A
5								A	N/A
6								A	N/A
7								A	N/A
8								A	N/A
9								A	N/A
10								A	N/A
11								A	N/A
12								A	N/A
13								A	N/A
14								A	N/A
15								A	N/A
16								A	N/A
17								A	N/A
18								A	N/A
19								A	N/A
20								A	N/A
21								A	N/A
22								A	N/A
23								A	N/A
24								A	N/A
25								A	N/A

\* Mark as appropriate.