

## 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** Devise and arrange an enterprise activity which demonstrates the co-operative values and principles.

Performance Criteria	Evidence	Teacher's Comments
1.1 An initial self-assessment clearly identifies the candidate's qualities and skills and realistic personal goals are set..		
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, taking into consideration problems and consequences associated with the choice.		
1.4 A detailed step-by-step plan for the enterprise activity is devised and includes a detailed business plan.		
1.5 The feasibility of the plan is analysed and evaluated and the plan is adjusted accordingly.		

**Outcome 2** Take responsibility for undertaking a co-operative enterprise activity in a democratic and ethical way.

Performance Criteria	Evidence	Teacher's Comments
2.1 Opportunities to practise skills independently are agreed democratically and in accordance with initial assessment.		
2.2 A programme of agreed tasks is planned and completed, with the candidate taking responsibility for organising his or her work independently.		
2.3 The record kept of the implementation of the co-operative enterprise activity is detailed and accurate and evaluates progress towards agreed goals.		
2.4 Health, safety and hygiene requirements are observed at all times.		
2.5 Flexibility of approach and problem solving skills are demonstrated consistently.		

**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 Co-operative working relationships in unfamiliar situations are initiated independently.		
3.2 Advice and assistance are sought as required, evaluated effectively and democratic decisions reached		

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

**Outcome 4** Evaluate the co-operative enterprise in terms of the co-operative values and principles. Assess knowledge and skills gained through the enterprise activity in relation to own, personal, social and vocational development.

Performance Criteria	Evidence	Teacher's Comments
4.1 The running of the enterprise is evaluated in terms of the co-operative values and principles.		
4.2 The original planning process is evaluated critically and suggestions for improvement are justified.		
4.3 The initial self assessment is re-examined in terms of strengths and weaknesses and progress towards defined goals is rigorously evaluated.		
4.4 Evaluation of teacher's report is expressed by constructive and critical comment.		

Performance Criteria	Evidence	Teacher's Comments
4.5 The value of the learning gained is evaluated 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

Performance Criteria	Evidence	Teacher's Comments
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 evaluated critically?		
Were advice and assistance sought as required, evaluated effectively and democratic decisions reached?		
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?		
Have all members evaluated their progress towards individual goals?		

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>
1. Devise and arrange an enterprise activity which demonstrates the co-operative values and principles.		
2. Take responsibility for undertaking a co-operative enterprise activity in a democratic and ethical way.		
3. Work co-operatively with others in the analysis, planning and undertaking of co-operative enterprise activity.		
4. Evaluate the co-operative enterprise in terms of co-operative values and principles. Assess knowledge and skills gained through the enterprise activity in relation to own, personal, social and vocational development.		
*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.