

TRAINEESHIP ASSESSMENT COVER SHEET



This coversheet must be completed and attached to each assessment/assignment submitted to Capital Careers for marking. Please refer to your traineeship record book for information on the presentation of written assessment material (page 8). This form is available for download from our website: <http://www.capitalcareers.com.au/trainee/coversheet/>

You must make sure that you keep a copy of all your assessments. *Capital Careers* staff will not be held responsible for assignments that are misplaced. Assignments can be submitted by email or mail/drop off a hard copy. Faxed assignments will not be accepted except under certain circumstances.

To be completed by the trainee:

Name:

Qualification:.....

Phone number:

Unit of Competency code:

Unit of Competency name:.....

Date started:..... Date completed:.....

Description of assessment: hardcopy workbook eLearning resource

Trainee sign:..... Date:.....

To be completed by the supervisor:

I confirm that has consistently demonstrated the skills covered in this unit over a period of time.

Name:..... Position:.....

Signature:..... Date:

Comments:

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To be completed by the assessor:

Date assessment received:

Assessment result: Competent Not Yet Competent

Resubmit required? No Yes (*Date Due:.....*)

Comments:

.....

.....

Assessor Name:

Signature:..... Result date:

Office Use Only:

- Assessment result recorded in trainee's file
- Evidence placed on file