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<b>Internal moderation</b>  <p>Where more than one teacher is involved in delivery and assessment, moderation of assessment judgments is conducted [Insert frequency].</p>				
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## Sample 7

### Example of Learning and Assessment plan identifying mapping to units and employability skills

Source: Customising to Meet Client Needs V5 May 2012

Learning and Assessment Plan – (Note this is only a sample portion)							
Learning Plan Trainer				Assessment Plan Assessor to complete			
Session/ Week No.	Date	Project Activity	Resources	Related learning outcome	Possible portfolio/ evidence items to be collected	Related Employability skill	Unit/s , elements, PC of Competency addressed and Required skills and knowledge
1		Establish rules and expectations, Induct participants. Meeting request with management, event expectations & budget Develop Workplan and budget. Quote venues & catering options. Distribute Save Date emails to guests Create Gmail address	Laptops, butchers paper, stationary, Reflections sheets, Skills sheet Internet connection	Teamwork, OH&S awareness, Work etiquette and workplace ethics, Listening & understanding, Networking with stakeholders, Learning new tasks, Using technology; laptops, software programs, phones, email, Gmail.	<b>Formative assessment</b> Reflections sheets, Skills sheet, Gmail info, printed copies of email correspondence and requests from management. Copy of induction sheet, weekly workplan	<input checked="" type="checkbox"/> Communication <input checked="" type="checkbox"/> Teamwork <input type="checkbox"/> Problem Solving <input type="checkbox"/> Initiative and enterprise <input type="checkbox"/> Planning and organizing <input type="checkbox"/> Self-management <input checked="" type="checkbox"/> Learning <input checked="" type="checkbox"/> Technology	<b>BSBITU203A :</b> 1.1 <input checked="" type="checkbox"/> 2.1 <input checked="" type="checkbox"/> 3.1 <input type="checkbox"/> 1.2 <input checked="" type="checkbox"/> 2.2 <input checked="" type="checkbox"/> 3.2 <input type="checkbox"/> 1.3 <input type="checkbox"/> 2.3 <input type="checkbox"/> 3.3 <input type="checkbox"/> 1.4 <input type="checkbox"/> 2.4 <input type="checkbox"/> 2.5 <input checked="" type="checkbox"/> RS1 <input checked="" type="checkbox"/> RK1 <input checked="" type="checkbox"/> RS2 <input checked="" type="checkbox"/> RK2 <input checked="" type="checkbox"/> CA1 <input checked="" type="checkbox"/> CA2 <input checked="" type="checkbox"/> CA3 <input type="checkbox"/> CA4 <input type="checkbox"/>