



# POST ASSESSMENT & FEEDBACK BRIEFING

To be completed **AFTER** to Assessment

<b>Candidate Name:</b>			
<b>Candidate Number:</b>		<b>Date:</b>	
<b>Assessor Name:</b>			
<b>Units of Competency Assessed</b>	<ul style="list-style-type: none"> <li>• .</li> <li>• .</li> <li>• .</li> <li>• .</li> </ul>		
<b>Feedback and Debrief</b>		<b>Please tick</b>	
<p>Ask the Candidate:</p> <ul style="list-style-type: none"> <li>• How did the candidate feel they went in the assessment?</li> <li>• Is there anything the candidate would do differently given another opportunity at this same assessment task?</li> </ul>		<input type="checkbox"/> <input type="checkbox"/>	
<p>Provide feedback to the candidate:</p> <ul style="list-style-type: none"> <li>• Discuss <b>specific</b> behaviours/actions of the candidate that were good and explain why they were good.</li> <li>• Discuss specific behaviours/actions that were not satisfactory, explain why they were not satisfactory, what they should have done instead and why that would have been more effective.</li> </ul>		<input type="checkbox"/> <input type="checkbox"/>	
<b>Candidate to Answer Question</b>		<b>Please circle</b>	
<ul style="list-style-type: none"> <li>• Did the candidate understand the feedback and find it useful and helpful?</li> </ul>		Yes/No	
<ul style="list-style-type: none"> <li>• Did the candidate understand the assessment process and requirements?</li> </ul>		Yes/No	
<ul style="list-style-type: none"> <li>• Did they feel the assessment was fair?</li> </ul>		Yes/No	
<b>Advise the Candidate</b>		<b>Please circle</b>	
<ul style="list-style-type: none"> <li>• If they met the expectations of the assessment?</li> </ul>		Yes/No	
<ul style="list-style-type: none"> <li>• Discuss Evidence summary (What evidence has been supplied) – As applicable</li> </ul>		Yes/No	
<ul style="list-style-type: none"> <li>• Judgement of competency discussed (Competent or Not Yet Competent, Satisfactory or Not Satisfactory)</li> </ul>		Yes/No	
<b>Ensure both parties have signed the Assessment Checklist Record</b>		Yes/ No	



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To be completed **AFTER** to Assessment - **Continued**

<b>Candidate's comments</b>
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<b>Assessor's comments</b>
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<b>Future Actions agreed as a result of the decision</b>			
	<b>Candidate will:</b>	<b>Timeframe</b>	
	<b>Assessor will:</b>	<b>Timeframe</b>	
		<b>Date:</b>	
		<b>Date:</b>	