

# Assessment Schedule

## US 24357 (v3) - Receive instructions and communicate information in relation to BCATS projects (Level 2, Credit 4)

Outcome 1	Receive instructions related to BCATS projects.	Assessment evidence and judgement
PC 1.1	The purpose of the instructions is established.	Evidence gathered from Assessor Observation showing: <ul style="list-style-type: none"> <li>purpose of instructions is understood.</li> </ul>
PC 1.2	BCATS project-related instructions are received and acknowledged.	Evidence gathered from Assessor Observation showing: <ul style="list-style-type: none"> <li>instructions are read/listened to attentively.</li> </ul>
PC 1.3	Received information is clarified and confirmed.	Evidence gathered from Assessor Observation showing: <ul style="list-style-type: none"> <li>information is checked, repeated back, and questions asked to clarify if necessary.</li> </ul>
Outcome 2	Communicate information related to BCATS projects. Range: communication with <b>three</b> parties to the BCATS project.	Assessment evidence and judgement
PC 2.1	Information relating to BCATS projects is received and passed on clearly, accurately and in accordance with workplace practice.	Evidence gathered from Knowledge Assessment Sheet and Assessor Observation showing: <ul style="list-style-type: none"> <li>clear and appropriate body language and spoken, written, and drawn communication with <b>three</b> parties to the project.</li> </ul>
PC 2.2	Communication is initiated to gain information or help when needed.	Evidence gathered from Assessor Observation showing: <ul style="list-style-type: none"> <li>information or help is asked for as required.</li> </ul>
PC 2.3	Storage of information and reporting is in accordance with workplace practice.	Evidence gathered from Assessor Observation showing: <ul style="list-style-type: none"> <li>information is recorded and reported appropriately.</li> </ul>
PC 2.4	The exchange of information is relevant to the situation, occasion and the relationship between the participants.	Evidence gathered from Assessor Observation showing: <ul style="list-style-type: none"> <li>information exchanged fits the situation, occasion, and people involved.</li> </ul>