



Student Assessment Book
CUAPPR314 - Participate in collaborative creative
projects (Release 1)



[This Photo](#) by Unknown Author is licensed under [CC BY](#)

Claydon Brothers

Document Control

Version	Date	Responsible Person	Role
0.1		Bronwyn Blencowe	Author
0.2		Alan Blencowe	Review by Industry Validator
1.0		Michael Claydon	Issued

Copyright Information

© Claydon Brothers Pty Ltd

1/1/2022 - Terms of Use

Copying for educational purposes: the Australian Copyright Act 1968 allows a maximum of one chapter or 10% of this booklet, whichever is the greater, to be copied by an educational institution for its educational purposes provided that the educational institution has paid a remuneration to the Copyright Agency Limited (CAL) under this Act.

For details of the CAL Licence for educational institutions contact:

Copyright Agency Limited: Toll-free phone number (landlines only): **1800 066 844**

Copying for other purposes: Except as permitted under the Act (fair dealing for purposes of study or research), no part of this booklet may be reproduced in any way, stored in a retrieval system online or hard copy, or transmitted in any form or by any means without prior permission of the copyright owner.

For all enquiry/requests, write to the publisher, addressed "Attention: Permissions Coordinator," at the address below.

Email: sales@claydonbrothers.com.au

www.claydonbrothers.com.au

Telephone: +61 0438930162

Disclaimer:

Every effort has been made to ensure the accuracy of its content, but the publishers do not accept any responsibility for any loss, injury or damage arising from such information. Claydon Brothers Pty Ltd does not give any warranty nor accept any liability in relation to the contents of this work.

Ordering Information:

Please order through the website above. Printed in Australia.

Contents

Introduction.....	3
Pre-requisite Unit	3
Learning Outcomes	3
Assessments Overview	3
How to submit your Assessments.....	4
Assessment Cover Sheet	4
Feedback from your Assessor	4
Resubmission of any Assessment Task	4
Deadlines for submission of evidence	4
Purpose of the Assessments	4
Assessment decisions	4
Assessment Cover Sheet	5
Assessment Task 1: Record of Outcome	6
Assessment Task 1: Written Assessment	7
Overview of Task	7
What resources do I need to complete this task?	7
Instructions to Students:	7
You will be required to have a good understanding of the following areas:	7
Grading	7
Location	7
Assessment Cover Sheet	11
Assessment Task 2: Record of Outcome	12
Assessment Task 2: Practical Project 1	13
Overview of Task	13
What resources do I need to complete this task?	13
Instructions to Students:	13
You will be required to have a good understanding of the following areas:	13
Grading	13
Location	14
Tips to writing scenarios for assessments.	Error! Bookmark not defined.
Observation Checklist.....	28
Evidence to submit.....	30
Record of Assessment Outcomes	38
Appendix 1 - Student Survey	39

Introduction

This unit describes the skills and knowledge required to contribute to the production of a collaborative creative project. It involves contributing to the project set-up and development, and using technical skills, tools, materials and equipment to assist with the project's realisation.

The unit applies to those who are using and developing their skills when collaborating on creative projects in different creative areas. The projects could include community art projects organised through local councils, business organisations or educational institutions.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Learning Outcomes

1. Participate in project set up
2. Collaborate with team and realise project
3. Evaluate collaborative work

Assessments Overview

This Assessment Booklet includes all your tasks for the assessment in this unit of competency and you must complete all assessment tasks.

Assessment Task	About this Task
Assessment Task 1: Written Questions	You must correctly answer all questions to show that you understand the knowledge required for this unit.
Assessment Task 2: Practical project	You will work in a small team and undertake a small project. You will then complete various templates to record the processes you follow as a team.
Assessment Task 3: Observation	You will demonstrate your performance in the skills listed in the Assessor Checklist by completing the tasks presented.

Assessment Cover Sheet

Student Name		USI	
Unit of Competency	Unit Code and Release #		
Assessors Name			
Assessment Task 1	Written Assignment		
Submission Date			
Answer the following questions prior to commencing the Assessment Task		Yes	No
<p>Are you ready to be assessed? I understand the assessment instructions and requirements and consent to being assessed.</p> <p><i>(i.e., you have completed all training and feel confident to undertake the assessment. You know the purpose of the assessment and what resources I can use).</i></p>			
Do you understand your rights in the assessment process?			
Do you understand the appeal system if you are not happy with your outcomes?			
<p>Do you have any special needs or support to be considered during assessment?</p> <p><i>(If yes, advise your Assessor of what support you will need).</i></p>			
<p>Do you understand that you can apply for Recognition of Prior Learning (RPL) instead of completing the assessment?</p> <p><i>(i.e., the reason would be that you already have attained this unit or have the knowledge and skills to be assessed immediately without training).</i></p>			
Do you know what evidence you must submit for this assessment?			
Do you understand the assessment process as explained by your Assessor?			
Student's declaration			
<ul style="list-style-type: none"> • I declare that the evidence I have supplied is my own work. • None of this work has been completed by any other person. • I have not cheated or plagiarised the work or colluded with any other student/s. • I have correctly referenced all resources, reference texts throughout this assessment task. • I understand that if am in breach of this policy that disciplinary action may be taken against me. 			
Student's Signature		Date	

Assessment Task 1: Record of Outcome

Assessment Task #	Name of Assessment Task	Satisfactory	Not Yet Satisfactory
Assessment Task 1	Written Assignment	<input type="checkbox"/>	<input type="checkbox"/>
Assessor Statement	I certify that the student being assessed has the skills, knowledge and abilities as described in the unit of competency and associated assessment requirements. The quality, quantity, currency, and relevance of the assessment evidence enabled me to make a judgement of competency for this student. I have uploaded this student's evidence for the RTO to certify and forwarded results to the Administration for entry into RTO Student Management System on the Record of Outcome Form at the end of the Student Assessment Book.		
Feedback to Student			
I acknowledge the feedback provided by my Assessor. Provide any comments below that you wish your Assessor to know.			
Student's signature		Date	
Assessor's name Please print			
Assessor's Signature		Date	

Assessment Task 1: Written Assessment

Overview of Task

You are to answer all the questions in this task.

What resources do I need to complete this task?

- Access to learning materials
- Access to a computer and the Internet
- Access to word processing software
- Access to the Resources Folder for documents from the Internet and Templates

Instructions to Students:

- This is an open book test which means you can use your learning materials as a reference.
- You need to answer all questions
- You must answer the questions by writing in the space provided or by word processing your answers. It is recommended that all evidence is word processed wherever possible.
- Note: If you hand write your answers and the Assessor cannot read your handwriting the evidence will be returned to you to word process.
- Your Assessor will advise you if you can email your evidence or if you have to print it out and submit hard copies.
- Submit your evidence on time.
- Your evidence must be authentic (original, references, not plagiarised).

You will be required to have a good understanding of the following areas:

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- different types and contexts of collaborative projects
- procedures for resourcing and running collaborative projects
- resources that may be used for creative work in area of work
- different roles played by people in collaborative project
- ways of participating constructively and positively in collaborative project
- typical problems that arise in group project, and how to avoid or resolve them
- safety considerations for work being undertaken in performance evidence.

Grading

You must get all questions 100% correct and any supporting documentation requested is submitted to gain a satisfactory in this task.

Location

The assessment will take place in the classroom, a Computing Lab or as otherwise instructed by the Assessor.

Q8	Identify eight typical problems that arise within a group project and how they may be avoided or addressed.
Typical problems	How to avoid these or address these
Q9	What safety risks should you be aware of as a project manager for a collaborative creative project? List as many as you can.

Evidence Submitted to Assessor - Tick if submitted (✓)		Submitted
Attach this checklist to your Assessment Cover Sheet and evidence		
1	Answers to Questions 1-9 in this task	<input type="checkbox"/>
2	Assessment Cover Sheet and Evidence List	<input type="checkbox"/>

Assessment Cover Sheet

Student Name		USI	
Unit of Competency	CUAPPR314 - Participate in collaborative creative projects (Release 1)		
Assessors Name			
Assessment Task 1	Practical Project 1		
Submission Date			
Answer the following questions prior to commencing the Assessment Task		Yes	No
<p>Are you ready to be assessed? I understand the assessment instructions and requirements and consent to being assessed.</p> <p><i>(i.e., you have completed all training and feel confident to undertake the assessment. You know the purpose of the assessment and what resources I can use).</i></p>			
Do you understand your rights in the assessment process?			
Do you understand the appeal system if you are not happy with your outcomes?			
<p>Do you have any special needs or support to be considered during assessment?</p> <p><i>(If yes, advise your Assessor of what support you will need).</i></p>			
<p>Do you understand that you can apply for Recognition of Prior Learning (RPL) instead of completing the assessment?</p> <p><i>(i.e., the reason would be that you already have attained this unit or have the knowledge and skills to be assessed immediately without training).</i></p>			
Do you know what evidence you must submit for this assessment?			
Do you understand the assessment process as explained by your Assessor?			
Student's declaration			
<ul style="list-style-type: none"> • I declare that the evidence I have supplied is my own work. • None of this work has been completed by any other person. • I have not cheated or plagiarised the work or colluded with any other student/s. • I have correctly referenced all resources, reference texts throughout this assessment task. • I understand that if am in breach of this policy that disciplinary action may be taken against me. 			
Student's Signature		Date	

Assessment Task 2: Record of Outcome

Assessment Task #	Name of Assessment Task	Satisfactory	Not Yet Satisfactory
Assessment Task 2	Practical Project	<input type="checkbox"/>	<input type="checkbox"/>
Assessor Statement	I certify that the student being assessed has the skills, knowledge and abilities as described in the unit of competency and associated assessment requirements. The quality, quantity, currency, and relevance of the assessment evidence enabled me to make a judgement of competency for this student. I have uploaded this student's evidence for the RTO to certify and forwarded results to the Administration for entry into RTO Student Management System on the Record of Outcome Form at the end of the Student Assessment Book.		
Feedback to Student			
I acknowledge the feedback provided by my Assessor. Provide any comments below that you wish your Assessor to know.			
Student's signature		Date	
Assessor's name Please print			
Assessor's Signature		Date	

Assessment Task 2: Practical Project 1

Overview of Task

You are to demonstrate your skills and abilities in participating in project setup, collaborating with your team and realising the project and evaluating collaborative work.

What resources do I need to complete this task?

- Access to learning materials
- Access to a computer and the Internet
- Access to word processing software
- Access to Policies and Procedures
- Access to SOP's
- Access to SDS'
- Access to tools, equipment, machinery, consumables
- Access to Manufacturers manuals/guidelines
- Access to the Resources Folder for documents from the Internet and Templates

Instructions to Students:

- You must demonstrate your understanding of the issues and procedures related to this task
- Your work for this project will also be observed over the semester by your Assessor
- Your Assessor will advise you if you can email your evidence or if you have to print it out and submit hard copies.
- Submit your evidence on time.
- Your evidence must be authentic (original, references, not plagiarised).

You will be required to have a good understanding of the following areas:

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- realise at least one creative project in collaboration with required personnel and participate in review of creative project outcomes and processes.

In the course of the above, the candidate must:

- identify and agree on project purpose, goals and responsibilities with team members
- organise and safely use different techniques, tools, materials and equipment in identified area of creative work
- develop and evolve ideas for creative project
- test and refine techniques within scope of established responsibilities.

Grading

All supporting documentation requested must be submitted; and demonstrations to the Assessor must meet the criteria specified and to industry standards to gain a satisfactory in this task.

Section 6: Project Evaluation

Evaluation of the project

Review the processes that you followed by discussing these with your team members and make notes below on what worked well, what did not work and what would you change in future team projects.

Section 7: Peer Survey

Feedback on your own role and skill development opportunities

Use the peer survey below and ask your team members to rate you on your role, how you performed as a team member and what you need to do to improve your teamwork skill for future team projects. Summarise the results and write your summary below. Submit your completed peer surveys together with this summary.

Template 2 - Peer Survey

Please rate your team member using this survey. Circle the most correct word in the left-hand column that fits the description of your team member in the right-hand column.

Peer's Name: _____

Excellent	Consistently went above and beyond; tutored teammates, carried more than his or her fair share of the load	
Very Good	Consistently did what he or she was supposed to do, very well prepared and cooperative	
Satisfactory	Usually did what he or she was supposed to do, acceptably well prepare and cooperative	
Ordinary	Often did what he or she was supposed to do, minimally well prepared and cooperative	
Marginal	Sometimes failed to show up or complete tasks, rarely prepared	
Deficient	Often failed to show up or complete tasks, rarely prepared	
Unsatisfactory	consistently failed to show up or complete tasks, unprepared	
Superficial	Practically no participation	
No Show	No participation at all	
If you rated your team member below satisfactory, provide two examples that justifies your rating:		
Assessor's comments:		
Assessors Name and Signature:		

Evidence Submitted to Assessor - Tick if submitted (✓)		Submitted
Attach this checklist to your Assessment Cover Sheet and evidence		
1	Observation checklist	<input type="checkbox"/>
2	Supporting forms/checklists	<input type="checkbox"/>
3	Samples of any products produced	<input type="checkbox"/>
4	Assessment Cover Sheet and Evidence List	<input type="checkbox"/>

Evidence to submit

Did you submit the following evidence?		Tick is submitted
1	Completed Portfolio with responses to questions	<input type="checkbox"/>
2	All documents submitted and word processed	<input type="checkbox"/>
3	Cover sheet attached	<input type="checkbox"/>
4	Assessor's Checklist attached	<input type="checkbox"/>

Assessment Cover Sheet

Student Name		USI	
Unit of Competency	CUAPPR314 - Participate in collaborative creative projects (Release 1)		
Assessors Name			
Assessment Task 1	Assessment Task 3 - Observation		
Submission Date			
Answer the following questions prior to commencing the Assessment Task		Yes	No
Are you ready to be assessed? I understand the assessment instructions and requirements and consent to being assessed. <i>(i.e., you have completed all training and feel confident to undertake the assessment. You know the purpose of the assessment and what resources I can use).</i>			
Do you understand your rights in the assessment process?			
Do you understand the appeal system if you are not happy with your outcomes?			
Do you have any special needs or support to be considered during assessment? <i>(If yes, advise your Assessor of what support you will need).</i>			
Do you understand that you can apply for Recognition of Prior Learning (RPL) instead of completing the assessment? <i>(i.e., the reason would be that you already have attained this unit or have the knowledge and skills to be assessed immediately without training).</i>			
Do you know what evidence you must submit for this assessment?			
Do you understand the assessment process as explained by your Assessor?			
Student's declaration			
<ul style="list-style-type: none"> • I declare that the evidence I have supplied is my own work. • None of this work has been completed by any other person. • I have not cheated or plagiarised the work or colluded with any other student/s. • I have correctly referenced all resources, reference texts throughout this assessment task. • I understand that if am in breach of this policy that disciplinary action may be taken against me. 			
Student's Signature		Date	

Assessment Task 3: Cover Sheet

Assessment Task #	Name of Assessment Task	Satisfactory	Not Yet Satisfactory
Assessment Task 3	Observation	<input type="checkbox"/>	<input type="checkbox"/>
Assessor Statement	I certify that the student being assessed has the skills, knowledge and abilities as described in the unit of competency and associated assessment requirements. The quality, quantity, currency, and relevance of the assessment evidence enabled me to make a judgement of competency for this student. I have uploaded this student's evidence for the RTO to certify and forwarded results to the Administration for entry into RTO Student Management System on the Record of Outcome Form at the end of the Student Assessment Book.		
Feedback to Student			
I acknowledge the feedback provided by my Assessor. Provide any comments below that you wish your Assessor to know.			
Student's signature		Date	
Assessor's name Please print			
Assessor's Signature		Date	

Instructions for this task:

You are to participate in discussions with your team members and in completing a creative project. This will be observed by the Assessor over a period of time. They will use the Assessor's Checklist to assess your practical interpersonal and conflict resolution skills. Submit all evidence produced to your Assessor for marking together with the Assessment Cover Sheet, and Assessor's Checklist.

You must work in a small team of 3-4 people. The team will be selected by your Assessor.

You will be required to have a good understanding of the following areas:

1. Working positively and constructively in a team
2. Responsibilities of team members
3. Development of creative ideas and Brainstorming
4. Testing and refining techniques
5. Problem solving and resolving conflict
6. Working safely

Benchmark

You need to ensure that you demonstrate all skills listed in the Assessor's Checklist which must be to industry standards specified in this unit.

Location: This can be completed in the classroom and workshop during the creation of your project.

Resources:

Real project to work on

All templates provided from Assessment Task 2

Team of 3-4 people

Materials, equipment and other resources relevant to the project.

The Task:

You are to participate in discussions with your team members during team meetings and in class time when planning and completing a creative project. This will be observed by the Assessor over a period of time. You will need to demonstrate your teamwork skills. The focus of this assessment is the demonstration of teamwork, communication skills not the project itself.

Observation Sheet/Assessor Checklist

Student's Name			
Name of Assessor			
Unit of Competency	CUAPPR314 Participate in Collaborative Projects		
Instructions for the Assessor			
You are to record on this sheet whether the Portfolio meets the criteria below. If it does tick Yes. If it does not tick No and make a comment in the feedback section as to why it doesn't so, they can resubmit the required work.			
#	Did the student include in the documents in their portfolio and meet the requirements below?	S	U
1	Contributed to developing ideas for the creative project		
2	Contributed to collaborative creative work		
3	Organised resources needed for individual or teamwork, based on own role and responsibilities and project timelines		
4	Shared creative and technical ideas with other people during the making of the work		
5	Used a range of technical creative skills safely to support evolving ideas in the particular area of creative work		
6	Tested and refined techniques through the production of work within the parameters of the project and provided samples		
7	Organised and used a range of techniques, tools, materials and equipment in the particular area of creative work		
8	Sought the views and opinions of others by active listening and questioning		
9	Contributed constructively and positively to the dynamics of the group to ensure positive outcomes		
10	Took responsibility for decisions about when and how to complete project tasks		
11	Successfully completed the project as a team		
Feedback from the Assessor			

Student's Name	
Name of Assessor	
Unit of Competency	CUAPPR314 Participate in Collaborative Projects
Assessor's Signature:	
Date:	

Evidence to submit

Did you submit the following evidence?		Yes	No
1	Observation Sheet	<input type="checkbox"/>	<input type="checkbox"/>
2	Cover sheet attached	<input type="checkbox"/>	<input type="checkbox"/>
3	Assessor's Checklist attached	<input type="checkbox"/>	<input type="checkbox"/>
4	Brainstorming notes and diagrams	<input type="checkbox"/>	<input type="checkbox"/>
5	Samples of testing and investigating techniques	<input type="checkbox"/>	<input type="checkbox"/>

Record of Assessment Outcomes

This section records all the evidence used to form the final assessment decision. Please document all types of evidence used in this assessment.

Student Name			
Unit of Competency	CUAPPR314 - Participate in collaborative creative projects (Release 1)		
Assessment Requirements	Task Outcomes		
	Satisfactory (S)	Not Satisfactory (NS)	Resubmit
Assessment Task 1: Written Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment Task 2: Practical Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment Task 3: Observation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Assessment Outcome			
<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent	<input type="checkbox"/> Resubmit	
If a resubmission is required what additional evidence or corrections are required?			
Assessor Name:			
Assessors Signature:		Date	

Appendix 1 - Student Survey

At the end of each unit, we would like to collect feedback, so we can identify areas for improvement in our materials. Circle or highlight the response you wish to use. We would appreciate your assistance by providing your constructive feedback.

Please complete the survey and return it to Claydon Brothers Pty Ltd by email: sales@claydonbrothers.com.au.

Thank you for your time.

Qualification code and name					
Unit code and name	CUAPPR314 - Participate in collaborative creative projects (Release 1)				
Date:					
Please read the statements below and circle the most appropriate response:	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1. The amount of time for the assessment was appropriate.	1	2	3	4	5
2. The training and assessment materials for this unit were suitable to my learning style and easy to use.	1	2	3	4	5
3. The content was interesting and engaging.	1	2	3	4	5
4. The topics were presented in a logical sequence.	1	2	3	4	5
5. The assessment tasks were clear; and it was easy for me to understand what was required of me.	1	2	3	4	5
6. What did you find most interesting or useful about this unit?					
7. What, if anything, did you find the least useful about the unit?					
8. Please make any constructive suggestions that would improve these materials for future students?					

Thank you for providing your valuable feedback.