| **Student name:** Melisa Thornton |
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| **Date of the assessment:** |
| **Student workplace:** Coles Central Plaza |
| **Name of assessor:** |
| **Unit being assessed:** FSKDIG001 Use digital technology for short and basic workplace tasks. |
| **Questions relating to required knowledge**  |
| Qu 1. Provide examples of digital technologies that you use at work.to complete when completing workplace tasks. I scan customer goods and then use EFPOST machine. |
| Qu 2. Explain your workplace procedure for using digital technology. Don’t really have one, but we are trained in how to use the scanner and EFPOST and cash register.  |
| Qu3. Does your workplace have any workplace procedures for safely accessing and using digital technology. If so, please outline the procedure, if not what could be a possible procedure that could help prevent any unsafe event? Not really all I know is we have a code for theft, so I call it through the internal radio.  |
| Qu 4. What are your workplace protocols for ensuring privacy and safety when using digital technology. Don’t have one.  |
| Qu5. If staff have any problems using the work computer or other equipment what is expected of them? I have a supervisor who I can contact for help.  |

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|  Portfolio summary Melisa  |  |
| Third-party report/reference |  |  |
| Products of work – reports/emails/photos etc. |  |  |
| Official transcripts, qualifications, Statements of Attainment, certificates |  |  |
| Position or Job descriptor |  |  |
| Written statement by candidate |  |  |
| Challenge test – observation by either RPL assessor or other qualified assessor |  |  |
| Oral questions / Written test |  |  |
| Comments for feedback to candidate:  |  |
| Additional evidence is required in the following areas: |  |

Assessor decision record

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| **Candidate’s name** |  |
| **Assessor’s name** |  |
| **Assessment result** |  |
| **Comments** |  |
| **Assessor signature** |  |