



Swinburne Emerging Leaders Certificate - Assessment Checklist

		Strongly agree	Agree	Disagree	Strongly disagree
DESCRIPTION OF SITUATION AND TASK	Response thoroughly describes the activity, covering details such as title, organiser, purpose, location, audience etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Response clearly shows the situation of the participant, their role, duties and responsibilities etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
REFLECTIONS OF ACTIONS AND SKILLS	Response identifies and briefly explains each task the participant needed to accomplish	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Response paints a picture of exactly what was done, how it was done, and why it was done	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
EVALUATION OF RESULT AND LEARNING EXPERIENCE	Response shows participant has engaged in self-assessment by describing lessons learnt and achievements attained	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Response shows participant has thought about their employability skills and how they gained or developed them through this activity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Participant has considered how the activity has contributed to overall career prospects, now and in the future	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
USE OF LANGUAGE AND CONVENTIONS	Response has good expression of thoughts and feelings, using varied vocabulary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Response demonstrates strong grammar and sentence structure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Grading criteria

- All agree / strongly agree = student is put forward to receive certificate
- 1 -2 disagrees = student is reviewed by staff member to determine eligibility for certificate
- More than 3 disagrees or any strongly disagrees = student is reviewed & advised to resubmit