	Get ready - checklist	Your comments
☐	Find out who wants to be assessed and why	
☐	Does the candidate have access to the workplace?	
☐	What resources and guidelines does your RTO have at hand?	
☐	Refer to the relevant Training Package to identify ▪ the units of competence ▪ the standards ▪ assessment guidelines ▪ AQF level	
☐	Identify what evidence you will need to collect	
☐	Identify other useful assessment materials from ▪ your RTO's resources ▪ the workplace ▪ the ITAB ▪ the web	
☐	Discuss the assessment with other teachers/facilitators, assessors, workplace personnel.	
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