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# Assessment Notice


CAMPUS / LOCATION: **STVET NEWPORT CAMPUS**

PERIOD: **JANUARY 2024 – 2<sup>nd</sup> Schedule**


Group to be Assessed	Name of Units	Date and Time	Location	Name of Assessor	Submission #
<p><b>Administrative Assistant Level 3</b> <i>Absentee</i> <b>Leonia Daley</b> <i>(2021-2022 group)</i></p>	<p>Develop Professionalism Deliver quality customer service Coordinate implementation of customer services strategies Prepare for work Develop work priorities</p> <p>Contribute to effective workplace relationships Executive initiative in a business environment. Deal with conflict situations. Supervise the team to ensure goals are achieved Display human relations skills.</p> <p>Manage and Monitor Business Records System, Organise Workplace Information Process And Maintain Workplace Information</p>	<p>January 27, 2024 10:00 am</p>	<p>Library</p>	<p>Suzette O'Connor</p>	
<p><b>Allied Health Geriatric Care Level 3</b> <b>(18)</b> <i>(February 2023 group)</i></p>	<p>Prepare Bed for Occupancy Maintain And Control Stock Prepare Medical Equipment and Supplies</p>	<p>January 25, 2024 8:00 am</p>	<p>A2 Classroom</p>	<p>Hope McNeil</p>	<p><b>130365</b></p>
<p><b>Allied Health Geriatric Care Level 3</b> <b>(19)</b> <i>(February 2023 group)</i></p>	<p>Participate In Work Teams Support Leadership in The Workplace Deliver And Monitor a Service to Customers Contribute To Effective Workplace Relationships Perform Interactive Workplace Communication Contribute To a Harmonious and Efficient Work Environment</p>	<p>January 26, 2024 8:00 am</p>	<p>A2 Classroom</p>	<p>Patricia Gunter- Sinclair</p>	<p><b>130366</b></p>
<p><b>Allied Health Geriatric Care Level 3</b> <b>(19)</b> <i>(February 2023 group)</i></p>	<p>Provide Care Support to Senior Citizens Provide Care/Support Which Is Responsive to Behavioral Changes Care For the Dying Elderly Person</p>	<p>February 1, 2024</p>	<p>A2 Classroom</p>	<p>Hope McNeil</p>	<p><b>130370</b></p>

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<b>Allied Health Patient Care Level 2</b> <b>Crystalee Francis</b> <i>(November 2021 group)</i>	Observe Muscular Coordination, Report Findings and Assist In Corrective Measures Promote Sensory And Motor Skill Development Prepare Medical Equipment And Supplies Prepare Bed For Occupancy	February 1, 2024	A2 Classroom	Hope McNeil	
<b>Allied Health Geriatric Care Level 3</b> <b>(20)</b> <i>(Sept 2023 group)</i>	Plan And Organise Work Participate In Workplace Safety Procedures Maintain A Safe, Clean and Efficient Work Environment Maintain Workplace Safety Attend To Sanitation and Hygiene Care	February 8, 2024	A2 Classroom	Hope McNeil	<b>130367</b>
<b>Allied Health Patient Care Level 2</b> <b>Crystalee Francis</b> <i>(June 2023 group)</i>	Carry Out Data Entry and Retrieval Procedures	January 25, 2024 8:00 am	Library <i>(To be invigilated)</i>	Hope McNeil	<b>130373</b>
<b>Building Construction Drafting Level 3</b> <b>(19)</b> <i>(January 2023 group)</i>	Maintain Health, Safety and Security In The Workplace Work Safely Around Power Sources, Services and Assets Plan Work to Meet Project Requirements Apply Knowledge of Planning the Physical Environment Demonstrate Knowledge of Built Environment and The Community	January 27, 2024 10:00 am	BCD Lab	Lanford Robinson	<b>130382</b>
<b>Building Construction Drafting Level 3</b> <b><i>Absentee</i></b> <b>Devantae Tomlin</b> <i>(January 2023 group)</i>	Communicate information relating to workplace activities Use established information documentation systems Write technical reports (basic) Utilize specialist communication skills	February 10, 2024 10:00 am	BCD Lab	Lanford Robinson	
<b>Building Construction Drafting Level 3</b> <b><i>Absentee</i></b> <b>Megiddo Williams</b> <i>(January 2023 group)</i>	Contribute to effective workplace relationships Organize personal work priorities and development Contribute to dispute resolution Show leadership in the workplace Provide technical leadership in the workplace.	February 10, 2024 10:00 am	BCD Lab	Lanford Robinson	
<b>Building Construction Drafting Level 3</b>	Operate a database application Operate a spreadsheet application (Advance)	February 10, 2024 10:00 am	BCD Lab	Lanford Robinson	

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<u><b>Absentee</b></u> <b>Megiddo Williams</b> <i>(January 2023 group)</i>					
<b>Building Construction Drafting Level 3</b> <u><b>Absentee</b></u> <b>Moridonia Wisdom</b> <i>(January 2023 group)</i>	Apply mathematics for construction and the built environment (Advanced) Apply mathematics to construction applications"	February 10, 2024 10:00 am	BCD Lab	Lanford Robinson	
<b>Building Construction Drafting Level 3</b> <u><b>Absentee</b></u> <b>Megiddo Williams</b> <b>Ramon Williams</b> <i>(January 2023 group)</i>	Read and interpret plans Use computer aided drafting systems to produce basic engineering drawings Prepare 2D & 3D drawings using computer aided design (CAD) systems Prepare drawings, specifications and schedules using computer aided design (cad systems)"	February 10, 2024 10:00 am	BCD Lab	Lanford Robinson	
<b>Business Management Level 3 (13)</b> <i>(January 2023 group)</i>	Plan And Manage Meetings Organise Personal Work Priorities and Development Organise Schedules Manage Time	January 27, 2024 10:00 am	Library	Suzette O'Connor	<b>130389</b>
<b>Business Management Level 3 (18)</b> <i>(September 2023 group)</i>	Maintain workplace safety Manage and monitor business records systems Managing conflict Manage Stress.	February 10, 2024 10:00 am	Library	Suzette O'Connor	<b>130700</b>
<b>Business Management Level 3</b> <u><b>Absentee</b></u> <b>Chelsea Brown</b> <b>Brittany Francis</b> <b>Samieka Lindsay</b> <i>(January 2023 group)</i>	Coordinate Business Resources Promote the Business Support Continuous Improvement Systems and Processes.	February 03, 2024 10:00 am	Library	Suzette O'Connor	


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<p><b>Business Management</b> <b>Level 3</b> <u>Absentee</u> <b>Chennel Brown</b> <b>Samieka Lindsay</b> <b>Tamekia Newman</b> <i>(January 2023 group)</i></p>	<p><b>Coordinate Recruitment, Selection, and Induction</b> <b>Coordinate Work Processes</b> <b>Plan and Administer Human Resources Policy</b> <b>Monitor Performance and Provide Feedback</b></p>	<p>February 03, 2024 10:00 am</p>	<p>Library</p>	<p>Suzette O'Connor</p>	
<p><b>Business Management</b> <b>Level 3</b> <u>Absentee</u> <b>Fiona Gore</b> <b>Samieka Lindsay</b> <b>Tamekia Newman</b> <b>Brandon Senior</b> <i>(January 2023 group)</i></p>	<p>Maintain workplace safety Manage and monitor business records systems Managing conflict Manage Stress.</p>	<p>February 03, 2024 10:00 am</p>	<p>Library</p>	<p>Suzette O'Connor</p>	
<p><b>Business Management</b> <b>Level 3</b> <u>Absentee</u> <b>Nathan Fritz</b> <i>(September 2022 group)</i></p>	<p>Prepare and process financial business documents Manage budget and forecasts Produce job costing information.</p>	<p>February 03, 2024 10:00 am</p>	<p>Library</p>	<p>Suzette O'Connor</p>	
<p><b>Business Management</b> <b>Level 3</b> <u>Absent- Theory</u> <b>D'jaughn Thomas</b> <i>(September 2022 group)</i></p>	<p>Lead and Manage people Supervise the team to ensure goals are achieved Lead work team Support leadership in the workplace Participate in work teams</p>	<p>February 03, 2024 10:00 am</p>	<p>Library</p>	<p>Suzette O'Connor</p>	
<p><b>Chef De Partie</b> <b>Level 3</b> <u>Absentee</u> <b>Janeil Russell</b> <i>(September 2022 group)</i></p>	<p>Organize bulk cooking operation Control and order stock Apply catering control principles Establish and maintain quality control Organize food service operation</p>	<p>January 26, 2024 8:00 am</p>	<p>Foods Lab</p>	<p>Retinella Simpson Allen</p>	
<p><b>Chef De Partie</b></p>	<p>Deal with conflict situation</p>	<p>January 26, 2024</p>	<p>A1 Classroom</p>	<p>Retinella Simpson Allen</p>	


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<b>Level 3</b> <u><b>Absentee</b></u> <b>Anthon Baxter</b> (September 2022 group)	Coaching others in job skill Monitor Work Operation Roster Staff	8:00 am			
<b>Computer Service &amp; Support</b> <b>Level 2</b> <u><b>Theory Only</b></u> <b>Nickeil Farquharson</b> <b>Tishaawn Pryce</b> (December 2022 group)	Assemble, Configure and Test A Desktop Computer Connect Hardware Peripherals Connect Internal Hardware Components Install, Configure and Support Multimedia Peripherals	January 23, 2024 8:00 am	Computer Lab  <i>To be invigilated</i>	Havoline Forbes	<b>130400</b>
<b>Computer Service &amp; Support</b> <b>Level 2</b> <u><b>Practical Only</b></u> <b>Nickeil Farquharson</b> <b>Tishaawn Pryce</b> <b>Damani Wan</b> <u><b>Theory Only</b></u> <b>Rashawn Blake</b> <b>Jada Johnson</b> (December 2022 group)	Maintain Inventories for Equipment, Software and Documentation Perform Mathematical Computations	January 23, 2024 8:00 am	Computer Lab	Havoline Forbes	<b>130404</b>
<b>Early Childhood Development</b> <b>Level 3</b> (10) (May 2023 group)	Care For Children Facilitate Play and Leisure Plan, Implement and Evaluate Developmentally Appropriate Programmes for Children Care For Infant and Toddler	February 16, 2024 8:00 am	MERC	Blanzie Blake	<b>130407</b>
<b>Early Childhood Development</b> <b>Level 3</b> (11)	Advocate For the Rights and Needs of Children Work Effectively with Families in Caring for Their Children Guide The Establishment and Maintenance of a Safe Environment Involve Parents/Guardians in Children’s Activities	February 16, 2024 1:00 pm	MERC	Blanzie Blake	<b>130409</b>




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(May 2023 group)					
<b>Early Childhood Development Level 4 (16)</b> (February 2023 group)	<b>Manage Paediatric First Aid, Injury, and Illness Equip Workers in the Use of Universal Precaution in The Management of HIV And Aids in The Workplace Plan And Manage Meetings Prepare And Cost Meal Plans</b>	January 29, 2024 4:00 pm	MERC	Alecia Langley	<b>130411</b>
<b>Early Childhood Development Level 4 (18)</b> (February 2023 group)	<b>Support A Workplace Learning Environment Maintain A Healthy and Safe Learning Environment Maintain And Enhance Professional Practice in The Workplace</b>	January 31, 2024 4:00 pm	MERC	Alecia Langley	<b>130415</b>
<b>Early Childhood Development Level 4 (18)</b> (February 2023 group)	<b>Deal With Conflict Situations Develop And Use Emotional Intelligence Develop And Use Critical Thinking Skills</b>	February 1, 2024 4:00 pm	MERC	Alecia Langley	<b>130417</b>
<b>F&amp;B (Maitre'D) Food and Beverage Supervision Level 3 (11)</b> <b><u>Re-sit Theory Only</u></b> Simoya Lawrence Dwayne O'Connor (January 2023 group)	<b>Implement Workplace Health, Safety and Security Procedures Follow Workplace Hygiene Procedure Follow Health, Safety and Security Procedures Implement Food Safety Procedures</b>	January 26, 2024 8:00 am	A1 Classroom	Retinella Simpson Allen	<b>130420</b>
<b>F&amp;B (Maitre'D) Food and Beverage Supervision Level 3</b>	<b>Work With Colleagues and Customers Operate In a Culturally Diverse Work Environment Develop And Update Hospitality Industry Knowledge Deal With Conflict Situations.</b>	February 03, 2024	A1 Classroom	Retinella Simpson Allen	


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<u><b>Absentee</b></u> <b>Sabrina Wellington</b> <i>(January 2023 group)</i>					
<b>F&amp;B (Maitre'D) Food and Beverage Supervision Level 3</b> <u><b>Absentee</b></u> <b>Abbigaye Williams</b> <i>(January 2023 group)</i>	<b>Follow workplace hygiene procedure</b> <b>Follow health, safety, and security procedure</b> <b>Implement workplace health, safety and security procedure</b> <b>Implement food safety procedure</b>	February 03, 2024	A1 Classroom	Kayon Ellis	
<b>F&amp;B (Maitre'D) Food and Beverage Supervision Level 3</b> <u><b>Re-sit Theory</b></u> (15) <i>(January 2023 group)</i>	<b>Train colleagues in the workplace</b> <b>Roster staff, monitor staff performance</b> <b>Coach others in job skills</b> <b>Conduct assessment</b> <b>Monitor work operations</b>	February 03, 2024	A1 Classroom	Kayon Ellis	
<b>F&amp;B (Maitre'D) Food and Beverage Supervision Level 3</b> <u><b>Absentee</b></u> <b>Rojawn Green</b> <i>(January 2023 group)</i>	<b>Communicate on the telephone</b>	January 26, 2024 8:00 am	A1 Classroom	Retinella Simpson Allen	
<b>F&amp;B (Maitre'D) Food and Beverage Supervision Level 3</b> <u><b>Absentee</b></u> <b>Abbigaye Williams</b> <i>(January 2023 group)</i>	<b>Carry out data entry and retrieval procedures</b>	January 26, 2024 8:00 am	A1 Classroom	Retinella Simpson Allen	


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<p><b>F&amp;B (Maitre'D) Food and Beverage Supervision Level 3</b> <u>Absentee</u> Qurmaine James Cindia Lawrence Anieka Lewin (January 2023 group)</p>	<p><b>Craft personal entrepreneurial strategy</b></p>	<p>January 26, 2024 8:00 am</p>	<p>A1 Classroom</p>	<p>Retinella Simpson Allen</p>	
<p><b>Industrial Electrical Maintenance Level 3 (21)</b> (January 2023 group)</p>	<p><b>Diagnose And Repair Faults in Electrical and Electronic Systems Remove, Dismantle Assemble and Replace Basic Engineering Components Diagnose And Rectify Faults in Electronic Equipment</b></p>	<p>January 24, 2024 8:00 am</p>	<p>Electrical Lab</p>	<p>Douglas Grey</p>	<p><b>130421</b></p>
<p><b>Industrial Electrical Maintenance Level 3 (22)</b> (January 2023 group)</p>	<p><b>Follow Principles Of (OH&amp;S) In Work Environment Perform Manual Handling &amp; Lifting Perform Housekeeping Duties Plan A Complete Activity Plan To Undertake a Routine Task Plan And Organise Work</b></p>	<p>January 25, 2024 8:00 am</p>	<p>Electrical Lab</p>	<p>Viron Manning</p>	<p><b>130422</b></p>
<p><b>Industrial Electrical Maintenance Level 3</b> <u>Re-sit</u> Romarei Ashley Chanardo Evans Brandon McCoke <u>Absentee</u> Jerry Lewis (January 2023 group)</p>	<p><b>Prepare For Electrical Conduits/Wiring Installation Coordinate And Manage Basic Installation Projects Install, Terminate and Connect Electrical Wiring Cut, Bend and Install Electrical Conduits Cut, Fit and Install Trunking System Terminate And Connect Specialist Cables</b></p>	<p>January 26, 2024 8:00 am</p>	<p>Electrical Lab</p>	<p>Douglas Grey</p>	<p><b>130423</b></p>




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<p><b>Industrial Electrical Maintenance Level 3</b> <u>Absentee</u> Brandon McCook Adejah Salmon (January 2023 group)</p>	<p>Interpret standard specification and manual. Perform inspection (basic). Check/identify/isolate/rectify malfunctioning electrical machinery appliance and fixtures. Install and maintain electrical equipment. Prepare and install cable trays - basic</p>	<p>January 26, 2024 8:00 am</p>	<p>Electrical Lab</p>	<p>Douglas Grey</p>	
<p><b>Industrial Electrical Maintenance Level 3</b> <u>Absentee</u> Kaneeja McLaren (January 2023 group)</p>	<p>Perform related computation (BASIC). Perform related computation. Use graphical and perform simple statistical computation (BASIC)</p>	<p>January 26, 2024 8:00 am</p>	<p>Electrical Lab</p>	<p>Douglas Grey</p>	
<p><b>Industrial Electrical Maintenance Level 3</b> <u>Absent- Practical</u> Wayne Green (September 2022 group)</p>	<p>Purchase materials Order materials Install electrical/electronic machinery, fixtures and secondary wiring. Install and maintain electronic electrical equipment and distribution circuits</p>	<p>January 26, 2024 8:00 am</p>	<p>Electrical Lab</p>	<p>Douglas Grey</p>	
<p><b>Industrial Electrical Maintenance Level 3</b> <u>Absent- Practical</u> Orlando Halcolm (September 2022 group)</p>	<p>Follow principles of OH&amp;S in work environment Perform manual handling and lifting Perform housekeeping duties Plan a complete activity Plan to undertake a routine task Plan and organise work</p>	<p>January 26, 2024 8:00 am</p>	<p>Electrical Lab</p>	<p>Douglas Grey</p>	
<p><b>Hospitality Operation Level 3</b> <u>Absentee</u> Kemar Beale (September 2022 group)</p>	<p>Identify Risk and Apply Risk Management Processes Roster Staff, Monitor Staff Performance Monitor Work Operations Coach Others in Job Skills</p>	<p>February 03, 2024</p>	<p>A1 Classroom</p>	<p>Kayon Ellis</p>	

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<b>Hospitality Operation Level 3</b> <u><b>Absentee</b></u> <b>Tiana Manning</b> <i>(September 2022 group)</i>	<b>Supervise Housekeeping operations.</b> <b>Inspect and press laundered items.</b> <b>Equip workers to protect selves against HIV and AIDS in the workplace</b>	February 03, 2024	A1 Classroom	Kayon Ellis	
<b>Hospitality Operation Level 3</b> <u><b>Absentee</b></u> <b>Stacy-Ann Johnson</b> <i>(September 2022 group)</i>	<b>Contribute to effective workplace relationship</b> <b>Develop and update job knowledge</b> <b>Plan and establish systems and procedures</b> <b>Develop and implement operation plans</b>	February 03, 2024	A1 Classroom	Kayon Ellis	
<b>Hospitality Operation Level 3</b> <u><b>Absentee</b></u> <b>Tierry-Ann Gayle</b> <i>(September 2022 group)</i>	<b>Organize function</b> <b>Develop work priorities</b>	February 03, 2024	A1 Classroom	Kayon Ellis	
<b>Hospitality Operation Level 3</b> <u><b>Absentee</b></u> <b>Samantha Gayle</b> <i>(Practical)</i> <b>Tierry-Ann Gayle</b> <b>Andreen Harriott</b> <i>(September 2022 group)</i>	<b>Apply knowledge of team Jamaica requirements in the workplace.</b> <b>Comply with the tourism and hospitality services legislation industry and professional code of practice.</b>	February 03, 2024	A1 Classroom	Kayon Ellis	
<b>Hospitality Operation Level 3</b> <u><b>Absentee</b></u> <b>Stacy-Ann Johnson</b> <b>Tierry-Ann Gayle</b> <b>Tiana Manning</b> <i>(September 2022 group)</i>	<b>Apply Language and communication skills.</b>	February 03, 2024	A1 Classroom	Kayon Ellis	

Date: January 11, 2024

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<b>Welding Level 3 (17)</b> <i>(January 2023 group)</i>	<b>Perform Inspection (Basic) Order Materials Coordinate And Manage Basic Installation Projects</b>	January 24, 2024 8:00 am	Welding Lab	Noel Anglin	<b>130428</b>
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Verified By: Julie Dyer

J. Dyer

Date: January 11, 2023

Posting Location: Newport Campus

Posted By: Julie Dyer

*Name* J. Dyer

Date: January 15, 2024