# Unit of Work Assessment Checklist

This checklist can be used as a guideline to help create a Unit of Work (UoW) using the official template. It can also be used to review existing Units of Work. (All criteria should be answered with *YES* to have created a suitable Unit of Work in line with the ***Victorian Curriculum: Languages***).

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| --- | --- | --- |
| **Template section** | **Criteria** | **Comment (incl. YES / NO)** |
| Overall | * Does the UoW have an appropriate amount of information and content (not excessively long or lacking in detail)? * ***Please use the German ‘forest’ sample UoW as a model of the level of detail needed to plan and describe lessons*** |  |
|  | * Is English expression clear? (It doesn’t need to be perfect) |  |
|  | * Has the provided template been used? (Revised template preferred) |  |
| 1st row of template | Does the Unit of Work clearly indicate: |  |
|  | * **Language?** |  |
|  | * **Year level?** |  |
|  | * **Term?** |  |
|  | * **Duration** of UoW (info can vary, e.g. 50-120 min lessons, 3-5 weeks, etc…)? |  |
|  | * **Number of lessons** included in the unit? |  |
| Elements on 1st page of template | * A clear **title?** |  |
|  | * **Essential question(s)** that are title-related & year-level-appropriate? |  |
|  | * A **Unit overview** that clearly summarises what this Unit of Work is aiming to achieve and the type of topics and activities the unit involves? |  |
|  | * **Unit goals,** which are **taken from the Curriculum’s Achievement Standards?** (Were they taken from the correct year-level and are they achievable, measurable & year-level appropriate?) |  |
| Content descriptions | * Reflect the *Victorian Curriculum: Languages* in referring to its COMMUNICATING & UNDERSTANDING strands and **content descriptions**? |  |
|  | Specifically: |  |
|  | * Are there at least two to three **content descriptions** included for each strand,  i.e. (a) COMMUNICATING & (b) UNDERSTANDING? |  |
|  | * Are the content descriptions copied from the curriculum website including the specific curriculum reference as a [hyperlink](https://victoriancurriculum.vcaa.vic.edu.au/Curriculum/ContentDescription/VCARC103)? (see example UoW) (this is important!) |  |
|  | * Are the content descriptions taken from the curriculum for that language? |  |
|  | * Are the content descriptions copied from the correct year level? |  |
|  | * Are the content descriptions appropriate? |  |
| Key language | Does the Unit of Work include: |  |
|  | * **Key language**, including specific key words and phrases, which students will learn? |  |
| Unit Outline | * Does the number of lessons correspond with what it states in the first row of the Unit of Work? |  |
|  | Does **each** lesson have: |  |
|  | * Clear **learning intentions**? (i.e. a statement what students are supposed to learn on that day) |  |
|  | * Clear and sufficient learning **activities**? |  |
|  | * + Are the learning activities clearly working towards achieving the Unit Goal over the course of the Unit? |  |
|  | * + Are the learning activities year-level appropriate in terms of content and level? |  |
|  | * + Are the learning activities realistic given the available time? (i.e. not too many OR too few activities) |  |
|  | * + Are the activities well-rounded? (e.g. they an appropriate range/level of tasks incl listening, speaking, reading, writing, playing, etc….) |  |
|  | * + Are activities adequately and clearly structured for a teacher to follow? |  |
|  | * Clear **key** **assessment tasks**?   (Include all modes of assessment the teacher will use to see if the learning intentions are being achieved?) |  |
|  | * **Key language**? (new template!) Include key words, phrases or word groups that this lesson will focus on teaching. This can also be in the target language (doesn’t need to be English). |  |
|  | * **Resources?**   Are resources teachers rely on to teach the class listed? Are they adequate? |  |
| VCL Achievement Standard | Does the Unit of Work: |  |
| Column 1: | * Include **Achievement Standards** copied from the *Victorian Curriculum: Languages* website, specific to the target language?\* |  |
|  | * Clearly indicate **which** achievement standards are covered by this Unit of Work? (i.e. by **highlighting relevant ones** – not all achievement standards need to be covered by a Unit of Work). |  |
| Column 2: | * Match **activities** from the unit to each Achievement Standard? |  |

*\*If there is no curriculum for your target language, use the Roman Alphabet/Non-Roman Alphabet Language Curriculum.*

**REMINDER: PLEASE REFER TO THE GERMAN ‘FOREST’ SAMPLE UNIT OF WORK – IT PROVIDES A USEFUL MODEL AS TO HOW MUCH AND WHAT KIND OF INFORMATION SHOULD BE IN YOUR UNIT OF WORK.**

**OTHER NOTES:**