

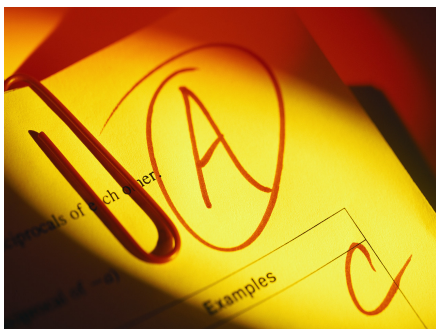
Workplace Assessment

This one day course provides participants with everything they need to know about becoming an Assessor.

Assessment of skills and competency is an essential part of education. If you are going to be involved in assessing knowledge and skills following training or ensuring your workforce is up to date with the latest practices and procedures, this course will give you the tools to carry out assessment in a credible way.

The course starts with the background and structure of NZQA and leads into how to read and apply unit standards for assessment.

Participants will learn how to prepare themselves and their candidates for assessment, how to collect and verify evidence, how to make assessment decisions and how to complete assessment documentation.



Recommended For

People wanting to assess candidates against unit standards - workplace assessors, people in training roles and anyone wanting to up-skill their staff

Entry Requirements

Open entry, however for assessment purposes you must have access to candidate(s) and qualified observer(s); please contact your ITO for assistance if required.

Course Information

Duration - 1 day

Location - Nationwide and/or In-house

Includes:

- All printed course materials
- Course refreshments
- Post course assessment tasks
- Post course support via phone and email
- Assessment of Unit Standards 4098 and 11281
- Registration of credits with NZQA

Outcomes

On successful completion of this course, participants will be able to:

- Prepare for assessment including making sure all participants are informed
- Prepare an environment so it is appropriate for assessment to take place
- Conduct assessments which are current, reliable, authentic, valid, equitable and sufficient
- Give feedback which is timely, direct and is confined to strengths and weaknesses in performance and/or requirements for further evidence
- Complete assessment administration so all results are recorded correctly
- Complete post-assessment moderation requirements

“To be prepared is half the victory”

Miguel De Cervantes (1547 - 1616)

Content

- Terminology
- Background to being an assessor
- NZQA Framework
- Features of evidence “CRAVES”
- Learning how to prepare candidates for the assessment process
- How to determine candidate's readiness for assessment
- Introduction of some assessment tasks
- Gathering evidence and matching it to performance criteria
- Supported decision making as an assessor
- Importance of effective feedback
- Documenting the assessment process
- Record keeping and reporting
- Understanding the appeal process

Unit Standards

4098	Use standards to assess candidate performance
11281	Prepare candidates for assessment

Total credits = 9

Assessment

Participants are required to successfully complete post course written and practical assessments.

Access to Industry Training Organisation Subsidies

A training subsidy may be available by request. Special conditions may apply.

Related Courses

- 11552 Design Assessment
- 11551 Moderate Assessment

For more information or to register contact:

admin@mtrain.co.nz