

Assessor Training Programme

Achieve competence against the Assessor Unit Standard – “Conduct Outcomes Based Assessment”

- SAQA ID 115753 and become a registered workplace assessor.

Introduction

The effective training of workplace Assessors is critical to the success of the National Skills Development Strategy.

The role of the Assessor within an organisation requires a high degree of knowledge, skill, understanding and integrity.

The Assessor Training Programme is a practical and comprehensive programme designed to provide ‘candidate’ Assessors with an in-depth understanding of the assessment process and to alleviate any concerns or confusions surrounding the NQF. Delegates will leave the programme feeling confident and able to conduct workplace assessments in an effective and fair manner, in line with SAQA requirements. This programme is a must for organisations implementing learnerships.

Benefits

- Qualified Assessors
- Confidence that assessments are being planned and conducted effectively
- Effective implementation of learnerships
- Skilled, knowledgeable and confident assessors
- able to make effective assessment decisions
- Improved competence and motivation of workforce
- Meet ETQA requirements for accreditation
- Upgrade skills of workforce
- Reduced grievances
- Improved opportunities to reclaim skills levy

Overview

The Assessor Training Programme is designed to train delegates towards achieving competence against

Unit Standard: Conduct Outcomes Based Assessment

Credits: 15

Level: 5

Programme Duration: 3 Days

Targeted Audience: Supervisors, Line Managers and ETDP Practitioners who want to become workplace Assessors.

Entry Requirements

This generic assessor unit standard is for those who assess people for their achievement of learning outcomes in terms of specified criteria using predesigned assessment instruments. Those who achieve this unit standard will be able to conduct assessments within their fields of expertise. It is assumed that the candidate assessors have evaluative expertise within the area of learning in which they intend to assess.

the generic assessor unit standard “Conduct Outcomes

Based Assessment” (115753).

The programme will contribute towards the achievement of a variety of ETDP and HRD related qualifications.

The programme is divided into modules and covers all

the outcomes of the unit standard as follows:

Pre-course Reading:

- Background to the NQF
- Overview of the NQF Bodies
- Internal Roles & Responsibilities

Modules and Methods

Module 1 - NQF Levels, Qualifications & Unit Standards

Module 2 - Introduction to Assessment

Module 3 - Assessment Methods

Module 4 - Planning & Preparing for Assessment

Module 5 - Conducting an Assessment & Documenting

Evidence

Module 6 - Evaluating Evidence and Giving Feedback

Module 7 - Reviewing Assessment and Completing Administration

Role Play / Case Study – Preparing for and conducting an assessment and giving feedback

The Way Forward – Preparing for assessment

By the end of the programme, delegates will be able to:

- Explain the background to and the objectives of the
- National Qualifications Framework
- Explain the benefits of the NQF
- Explain the role of SAQA and SETA’s
- Explain the roles and responsibilities of the Assessor, the Moderator, the Skills Development
- Facilitator and the NQF Team
- Read unit standards and identify the main components
- State the principles of assessment and identify assessment methods to use
- Plan for an assessment
- Prepare the candidate for the assessment
- Conduct the assessment
- Evaluate the evidence and make a judgement
- Provide feedback to relevant parties
- Review the assessment

Module 1: NQF Levels, Qualifications And Unit Standards

- NQF Levels
- Composition of Qualifications
- Introduction to Unit Standards
- Format of the Unit Standard
- Using a Unit Standard for Assessment
- Selecting Qualifications Using the Framework

Module 2: Introduction To Assessment In The Workplace

- What is Assessment?
- Assessment Principles
- Integrated Assessment
- Organisational Requirements
- Appeals Procedure
- Re-Assessment
- Learning Resources
- Recognition of Prior Learning (RPL)
- Portfolios of Evidence
- Exercise: Organisational Requirements

Module 3: Assessment Methods

- Principles Related to Assessment Methods
- Overview of Assessment Methods
- Assessment Methods
- Table of Assessment Instruments
- Advantages and Disadvantages of Assessment Methods
- Using an Assessment Guide
- Exercise: Assessment Methods
- Exercise: Preparing an Assessment Guide

Module 4: Planning And Preparing For An Assessment

- Steps in the Assessment Process
- Step 1 – Planning and Preparing for an Assessment
- Step 2 – Preparing a Learner for Assessment
- Implementing Assessment in the Workplace
- Role Play:

Module 5: Conducting An Assessment And Documenting Evidence

- Step 3 – Conducting Assessment and Documenting Evidence
- Principles Related to Evidence
- Completing the Paperwork
- Role Play: Conducting an Assessment and Documenting Evidence

Module 6: Evaluating Evidence And Giving Feedback

- Step 4 – Evaluating Evidence / Making a Judgment
- Step 5 – Providing Feedback
- Role Play: Evaluating Evidence and Giving Feedback

Module 7: Reviewing Assessment And Completing Administration

- Step 6 – Reviewing Assessment
- Step 7 – Completing Administration
- Flow of Documentation Required by ETQA's

Role Play: Planning and preparing for an assessment, conducting the assessment and documenting evidence, evaluating the evidence and giving feedback, reviewing the assessment and completing administration

Preparation For Assessment