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# Assessment (old Plan, Conduct & Review Assessment)

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## Aim

This workshop will present: the process and strategies that can be used to design and develop assessment processes and tools, and; how to conduct and review training and the expectations related to the validation of an assessment.

## Audience

The audience for this course is anyone who is required to assess trainees in the workplace for competency against industry/enterprise standards, or other standards of performance.

## Duration

Three days.

## Course Outcomes

### Plan and Organise Assessment

1. Determine focus of assessment
2. Prepare the assessment plan
3. Contextualise and review assessment plan
4. Organise assessment arrangements

### Assess Competence

5. Establish and maintain the assessment environment
6. Gather quality evidence
7. Support the candidate
8. Make the assessment decision

9. Record and report the assessment decision

10. Review the assessment process

### Develop Assessment Tools

11. Determine the focus of the assessment tool
12. Determine assessment tool needs
13. Design and develop assessment tools
14. Review and trial assessment tools

### Participate in Assessment Validation

15. Prepare for validation
16. Contribute to validation process
17. Contribute to validation outcomes

The course content is mapped to the following units: TAAASS401A – Plan and Organise Assessment; TAAASS402A – Assess Competence; TAAASS403A – Develop Assessment Tools; TAAASS404A – Participate in Assessment Validation

## Course Content

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### Assessment

- Conducting assessment
- Planning for assessment
- Assessment reasons
- Types of assessment
- Dimensions of competence
- Assessment
- Specific and generic skills
- Attitude
- What is Assessment?
- Assessment - the process
- Informing candidates
- Conducting the assessment
- Comfort
- Language, Literacy and Numeracy (LLN)
- Assessor attitudes and behaviours
- Gathering evidence
- The validity of assessment

- The technical principles of assessment
- How can you assess knowledge?
- Other assessment methods
- Assessment in the workplace
- Holistic assessment
- RPL/RCC
- Working in partnership with technical experts
- How should an assessor use power?
- Assessor errors
- Making the assessment decision
- Do you need to provide feedback?
- Documenting the assessment
- Appeals procedures
- Review and evaluate assessment
- A guide for assessors
- Assessment validations