



## Assessment

National Competency Standard (TAE10)

TAEASS401B Plan assessment activities and processes

TAEASS402B Assess competence

TAEASS403B Participate in assessment validation

TAEASS502B Design and develop assessment tools

### Aim

This workshop covers the performance outcomes, skills and knowledge required to plan and organise the assessment process, in a competency-based assessment system, and; to assess the competence of a candidate, and; to participate in an assessment validation process, and; to design and develop assessment tools, including tools used in formative, summative and recognition of prior learning (RPL) assessment.

### Audience

The audience for this course is typically assessors and workplace supervisors with assessment planning responsibilities; and trainers or other assessors responsible for planning assessment, including RPL, and/or applies to assessors, learning resource or product developers, and training and assessment consultants

### Duration

Two days.

### Course Outcomes

#### Contribute to assessment

1. Understand reasonable adjustment and the assessment context
2. Identify, access and understand assessment/RPL benchmarks

#### Plan assessment activities and processes

3. Define the assessment or RPL plan
4. Determine focus of assessment
5. Prepare the assessment plan
6. Contextualise and review assessment plan
7. Outline the process for conducting the assessment/RPL

#### Assess Competence

8. Establish and maintain the assessment environment
9. Outline assessment and what is quality evidence?
10. Identify opportunities for real work, simulated or integrated assessment

11. Support the candidate
12. Make the assessment decision
13. Documenting the assessment decision
14. Review the assessment process

#### Participate in Assessment Validation

15. Appreciate the purpose, focus, context and approach of assessment validation
16. Interpret assessment validation activities
17. Participate in validation
18. Make recommendations based on assessment validation findings
19. Implement changes to assessments

#### Design & Develop Assessment Tools

20. Determine the focus of the assessment tool
21. Determine assessment tool needs
22. Design and develop assessment tools
23. Review and trial assessment tools

The course content is mapped to the following units: TAEASS401B: Plan assessment activities and processes; TAEASS402B: Assess competence; TAEASS403B: Participate in assessment validation; TAEASS502B: Design and develop assessment tools

### Optional Assessment

**This is a nationally recognised training program.** Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency outlined above (additional fee applies – please enquire when you book). Participants who choose not to be assessed will receive a Certificate of Attendance. Exercises completed during the course will be used as evidence towards unit competency.

### 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
- Assessment methods
- What is an assessment plan?
- Modification and contextualisation requirements
- Create new assessment tools
- Develop assessment instruments
- Writing clear instructions
- Access and interpret benchmarks
- Rules of evidence
- Review and trial assessment tools
- 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