

Contribute to Assessment

Course duration:	2-days
Course cost:	\$500 per person (public workshops) <i>Special rates can be negotiated for workshops conducted by Training Services Australia on behalf of our clients, exclusively for their personnel.</i>
Unit(s) covered:	TAAASS301B Contribute to assessment
Delivery method	Face-to-face, off-the-job facilitated learning, reinforced by a practical, work-based assignment completed after the workshop
Who should attend?	Primarily line managers, supervisors and team leaders with responsibility for conducting assessments in the workplace (to enterprise standards). The workshop would also be applicable to those intending to collect evidence for assessment by an RTO.
Pre-requisites:	No qualifications or previous experience in assessment are necessary to participate in this workshop

Workshop description

The course, centring on Competency Based Assessment (CBA), explores techniques for gathering evidence of performance and ascertaining its authenticity, sufficiency and currency against an assessment benchmark such as a nationally endorsed competency standard. It addresses, but is not limited to methods of assessment, the use of standard assessment tools, making an assessment judgement, formats for recording assessment results and contributing to the review of the effectiveness of assessments. Techniques for providing feedback regarding performance measurement results to the person being assessed, as well as management are also addressed.

Workshop aim

To equip participants with the skills, knowledge and attitude to assist in the assessment process by formally collecting, examining and presenting evidence which contributes to an assessment decision against the relevant assessment benchmark.

Contribute to Assessment

Topics and activities

DAY 1

- Introduction and course overview
- What is assessment?
- The purpose of assessment
- Types of assessment
- An example of a competency-based assessment process
- Nationally recognised assessment
- Assessment evidence
- Rules of evidence
- Assessment methods
- Principles of assessment
- Reasonable adjustments in assessment
- Assessment plans
- Assessment tools

DAY 2

- Clarifying roles and responsibilities and confirming organisational arrangements for evidence gathering
- Briefing the candidate prior to the assessment
- Gathering quality evidence
- Supporting the candidate
- Communication and interpersonal skills
- Occupational health and safety risks during evidence collection
- Limitations and issues in collecting quality evidence
- Making an assessment judgement
- Providing feedback
- Documenting and recording assessment evidence
- Assessment records and reports
- Reviewing the evidence gathering / assessment process

Note: As part of this course, each learner will be assessed conducting a simple evidence gathering activity during the workshop.

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Assessment

- Assessment of on-course evidence gathering activity
- Completion of Contribute to Assessment Knowledge Questionnaire. This tests learners' underpinning knowledge of assessment concepts. The questionnaire may be completed as an 'open-book' assessment, during or after the course.
- Post-course assignment, including organising and conducting two evidence gathering activities in the workplace, providing the necessary documentation to support the evidence gathering process, and answering a series of questions regarding the evidence gathering process.

Note that for the purpose of the post-course assignment, learners will be required to arrange for a third party to observe them conducting evidence gathering activities (such as direct observation and questioning of candidates) or submit a video of relevant evidence gathering activities to TSA.

Skills recognition

Skills recognition / Recognition of Prior Learning (RPL) is available for an application fee of \$165 (which covers a one hour meeting with a TSA assessor) plus \$110 per additional hour required.

An application kit is available on request from Training Services Australia.

National recognition

Training Services Australia recognises qualifications and statements of attainment issued by other Registered Training Organisations under the Australian Qualifications Framework.