

# TAA04 Assessment

## Formerly 'Workplace Assessment'



**Course duration:** 5-days

**Course cost:** \$950 per person (public workshops).

*Special rates can be negotiated for workshops conducted by Training Services Australia on behalf of our clients, exclusively for their personnel.*

**Unit(s) covered:** TAAASS401C Plan and organise assessment  
TAAASS402C Assess competence  
TAAASS403B Develop assessment tools  
TAAASS404B Participate in assessment validation

**Delivery method** Face-to-face, off-the-job facilitated learning, reinforced by a practical, work-based assignment completed after the workshop.

**Who should attend?** Workplace trainers and assessors, particularly those working for Registered Training Organisations and those who are undertaking the Certificate IV in Training and Assessment. This course may also be useful for others who work for training and assessment organisations, including those who are responsible for designing assessment processes and tools.

**Pre-requisites:** It is strongly recommended that learners complete the *Introduction to VET* course before attending this workshop.

This course requires a **relatively high level of reading literacy** in order to analyse and interpret competency standards as the basis for designing and conducting assessments. It also requires a **reasonable level of writing literacy** to develop assessment plans and tools.

### Workshop aim

To equip participants with the skills, knowledge and attitude to effectively assess the abilities of others against prescribed nationally endorsed competency standards (i.e., Training Package competency standards or accredited courses).

### Workshop description

The course, centring on Competency-Based Assessment (CBA), explores techniques for gathering evidence of performance and ascertaining its validity, authenticity, sufficiency and currency against nationally endorsed competency standards. It addresses, but is not limited to, methods of assessment, the development of assessment tools, formats for recording assessment results, review of the effectiveness of assessments, and validation of assessments. Techniques for providing feedback regarding assessment outcomes are also addressed.



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### Topics and activities

#### DAY 1 – BACKGROUND AND INTRODUCTION

- Introduction and course overview
- What is assessment?
- Purpose and types of assessment
- Features of competency based assessment
- The competency-based assessment process
- Vocational education and training
- Training Packages
- Competency standards, qualifications and Assessment Guidelines
- Accredited courses
- The assessor's role
- Registered Training Organisations
- Assessment pathways – learning and assessment, skills recognition
- Competency (including key competencies)
- Assessment evidence
- Rules of evidence and principles of assessment
- Assessment methods
- Reasonable adjustments in assessment

#### DAY 2 – PLANNING THE ASSESSMENT PROCESS

- What competencies must assessors have?
- What does an assessment plan look like?
- What are assessment tools?
- Determining the focus of assessment
- Understanding competent performance
- Determining evidence requirements and assessment methods
- Designing the assessment process
- Other information to include in the assessment plan
- Contextualising and reviewing assessment plans
- Assessment mapping

#### DAY 3 – DEVELOPING ASSESSMENT TOOLS

- The role of tools in the assessment process
- Purposes of assessment tools
- What do assessment tools contain
- Characteristics of well designed assessment tools
- Overview of assessment tool development
- Assessment tool focus and needs
- Tools to support different assessment methods
- Reviewing and trialling assessment tools
- Organising assessment arrangements
- Establishing and maintaining the assessment environment
- Involving the candidate in the assessment process

#### DAY 4 – CONDUCTING ASSESSMENTS

- Briefing the candidate prior to the assessment
- Gathering quality evidence
- Supporting the candidate
- Making the assessment decision
- Providing feedback
- Recording and reporting the assessment decision
- Reviewing the assessment process

*Note: During Day 4, each learner will be assessed conducting an assessment interview (includes making an assessment decision and providing feedback) using the assessment tools they developed on Day 3.*

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### DAY 5 – PARTICIPATING IN ASSESSMENT VALIDATION

- RPL assessments
- Integration of assessment activities
- What is assessment validation?
- Why do we validate assessment?
- Context of assessment validation
- What do we validate?
- When do we validate?
- Validation approaches
- Preparing for validation
- Contributing to the validation process
- Contributing to validation outcomes
- Other issues in assessment validation

*Note: During Day 5, each learner will participate in an assessment validation meeting.*

### Homework

Learners will be required to complete some work at home after each day of the course, in preparation for the following day.

### Assessment

- Completion of questions to demonstrate knowledge and understanding of assessment.
- On-course assessment tasks, including preparation of an assessment plan and assessment tools, conducting a simulated assessment, and participation in an assessment validation meeting.
- Post-course assignment, including:
  - Planning an assessment process against one or more nationally recognised units of competency or an accredited course
  - Development of assessment tools to support the assessment process
  - Validating the assessment plan and tools with another person
  - Conducting an assessment using the plan and tools

*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.