

Contribute to Assessment

Course duration:	2-days
Course cost:	\$550 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>
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.
Unit covered:	TAEASS301B – Contribute to assessment Note: This unit was superseded by TAEASS301 on 5 April 2016. Training Services Australia is permitted to continue training, assessing and issuing certification for TAEASS301B until 4 October 2017.
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:	There are no formal pre-requisites for undertaking this course.
Language, literacy and numeracy (LLN) requirements:	To successfully complete the course, participants will need to have a reasonable level of reading and writing ability as well as basic computer skills . Examples of activities that participants will need to perform include: <ul style="list-style-type: none">• Read and assessment plans, assessment instructions, assessment tools, etc• Read organisational policies, procedures and work instructions for the activities being assessed• Record assessment observations in writing and complete all assessment paperwork accurately• Provide clear assessment instructions and oral feedback to others Those wishing for further advice about whether they have the necessary LLN skills to complete this course should contact a TSA Training Advisor.
Access to a practice environment:	In order to complete the assessment requirements for this course, participants will need access to a workplace environment in which they practise evidence gathering / assessment activities using workplace assessment documentation. They will also need access to people they can assess.
Pre-course work:	No pre-course work is necessary, however it is recommended that, if possible, participants bring copies of assessment plans and tools from their organisation.
Homework:	Participants may find it necessary to complete some work at home after the first day of the course, in preparation for the following day.

Topics

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
- OHS 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.

Assessment

The assessment for this course consists of the following:

Activities to be completed <u>during</u> the training	
1A	Short answer questions
1B	Conduct an evidence gathering activity / assessment
Activities to be completed <u>after</u> the training	
2A and 2B	Conduct <u>two</u> different evidence gathering activities / assessments in the workplace, using own organisation's assessment tools
	Learners will be required to arrange for a third party to observe them conducting these assessments
2C	Short answer questions (post-course)

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Assessment timeframes

Participants have three months to complete the assessment.

The number of hours taken to complete this assessment will vary between participants. However, as a rough guide, it is recommended that participants allow approximately 6 – 10 hours to complete the assessment for this course.

Resource requirements

To complete the assessment for this course, participants will need to have access to:

- a computer, a printer and the internet (to access and complete forms and answer questions relating to this assessment)
- at least two candidates who they can assess in the workplace
- the organisation's assessment tools / assessment paperwork
- any resources / equipment needed to conduct the assessments
- someone who can observe them gathering evidence / conducting assessments in the workplace and provide feedback to TSA

Recognition of prior learning (RPL)

Recognition of Prior Learning (RPL) is available for this course.

RPL is suitable for those whose previous knowledge and experience will enable them to demonstrate competency in the unit on which the course is based. TSA's RPL policy and some general information about the RPL process are available in the Policies and Procedures area of our website.

Please contact Training Services Australia for an application kit and for information about the fees and charges that apply. Note that RPL enquiries should be made before attending the course.

National recognition

Training Services Australia recognises qualifications and statements of attainment issued by other Registered Training Organisations under the Australian Qualifications Framework. TSA's policy for National Recognition is available from the Policies and Procedures area of our website.

If you have already achieved this unit and wish to have it recognised, please contact a TSA Training Advisor.