

Information and instructions for workplace supervisor / support person

Thank you for supporting one or more candidates from your workplace to undertake the post-course assessment tasks for the unit *WPTASS001 Carry out workplace assessments*. This unit is from TSA's nationally accredited *Course in Field-based Training and Assessment*.

What is the focus of the unit *Carry out workplace assessments*?

The unit describes the skills and knowledge required to carry out assessments in the workplace in accordance with established assessment processes and using assessment tools already developed by others. It applies to those with significant technical or vocational expertise who are expected to assess others as part of their work responsibilities.

Those undertaking this unit are expected to show that they can:

- Prepare thoroughly for workplace assessment
- Conduct effective workplace assessments
- Accurately complete all assessment documentation in line with organisational requirements
- Review their own performance as an assessor and identify areas for improvement

The unit emphasises the use of existing workplace documentation and does not cover the competency of developing assessment tools or instruments.

What are the requirements to be a support person for this unit?

To perform the role of support person for this unit, you should be a qualified and experienced workplace assessor, with a good understanding of your organisation's assessment processes. Ideally you will work in the organisation's training department.

Your role will be to provide support to the candidate as they undertake their assessment tasks and confirm that they have conducted assessments to the standard required in your workplace.

What is the candidate required to do for their post-course assessment?

For this assessment the candidate is required to prepare for and perform a minimum of two workplace assessments, in accordance with workplace procedures, and accurately complete all assessment documentation for each of the assessments.

Where possible, each assessment should be for a different topic and for a different candidate.

How can I support the candidate as they undertake their post-course assessment?

You can support the candidate to undertake this assessment by:

- Helping to identify 2 suitable people to be assessed, and topics on which those people can be assessed
- Helping them to prepare for the assessment, ensuring that they understand the process to be followed, and the equipment, methods and tools to be used, etc
- Meeting with them to discuss and understand the assessment process (you will need to sign the relevant forms in the candidate's post-course assessment documentation)

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- Ensuring they are given the time and any other resources needed to carry out the workplace assessment activities
- Observing them conducting the two assessments
- Checking that they complete the assessment paperwork in accordance with organisational requirements
- Completing the supplied Observation Forms for each assessment they conduct and providing thorough written feedback on the forms
- Helping them to reflect upon and review their performance as an assessor, including areas for improvement
- Checking their answers to the *Workplace assessment review questions and activities* (Assessment Task 5) to ensure they are consistent with the organisation's assessment policies and procedures, and completing the support person declaration on the relevant form

If you have any questions about any of the requirements for this unit, and how best to support the candidate, we encourage you to contact a TSA Training Advisor on 08 9422 6444 or tsa@tsa-wa.com.au.