

Information and instructions for workplace supervisor / support person

This document provides information and guidance for workplace support persons assisting participants to complete the post-course assessment requirements for the unit **NAT11424001 Carry out workplace assessments**. This unit forms part of TSA's nationally accredited **Course in Field-Based Training and Assessment (11424NAT)**.

Your role is to support the participant in planning and conducting their workplace assessments, to observe their performance, and to confirm that the assessments are carried out in accordance with your organisation's assessment systems and requirements. The information you provide will be considered alongside other assessment evidence by a Training Services Australia assessor as part of the overall assessment process.

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

This unit describes the skills and knowledge required to carry out workplace assessments in accordance with established organisational assessment processes and using assessment tools that have been developed by others. It applies to individuals 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 workplace assessments in accordance with organisational requirements and accepted principles of good assessment practice
- Accurately complete assessment documentation
- Review their own assessment practice and identify areas for improvement

The unit emphasises the use of existing workplace documentation and assessment systems. It does not cover designing or developing assessment tools.

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

To perform the role of workplace support person for this unit, you should have substantial experience in conducting workplace assessments within your organisation and a strong understanding of your organisation's assessment systems, processes and performance expectations for assessors. Ideally, you will hold a qualification in workplace training and assessment.

It is important that you are in a position of appropriate seniority and independence to provide objective and reliable confirmation of the participant's performance.

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

For the post-course component of this unit, the participant is required to prepare for and conduct **two** workplace assessments in accordance with workplace procedures and recognised principles of assessment, and accurately complete all required assessment documentation for each assessment.

Where possible, the assessments should relate to different work activities and be undertaken with different candidates.

How can I support the participant to complete their post-course assessment?

You can support the participant to undertake this assessment by:

- Assisting them to identify suitable work activities and candidates for the two workplace assessments
- Assisting 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, including signing the relevant forms in the participant's post-course assessment documentation
- Ensuring they are given the time and any other resources needed to carry out the workplace assessment activities
- Observing them conducting the two assessments
- Confirming that the assessments are conducted in accordance with organisational requirements and recognised principles of assessment, including the accurate completion of assessment paperwork
- Completing the supplied Observation Forms for each assessment and providing clear, constructive written feedback
- Supporting them to reflect on and review their performance as an assessor, including identifying 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

Thank you for your support in assisting the participant to complete their workplace assessment. Your involvement plays an important role in ensuring that assessments are conducted to an appropriate standard and reflect your organisation's requirements.

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