

Carry out workplace assessments

Course duration:	2 days
Course cost:	\$650 per person (public workshops) <i>Special rates may be negotiated for client-specific workshops delivered exclusively for their personnel.</i>
Workshop aim:	To equip participants with the skills and knowledge to prepare for, conduct and review workplace assessments against internal workplace requirements, following established organisational processes and using assessment tools developed by others.
Unit covered:	NAT11424001 – Carry out workplace assessments <i>This is a nationally recognised enterprise unit which forms part of TSA’s accredited Course in Field-Based Training and Assessment (11424NAT).</i>
Delivery method	The course is delivered via face-to-face, off-the-job facilitated learning, followed by practical workplace-based assessment tasks completed after the workshop.
Who should attend?	<p>This course is appropriate for those with significant technical or vocational expertise who are expected to assess others as part of their work responsibilities.</p> <p>The course is not suitable for those who are required to plan, organise and conduct assessments against nationally recognised units of competency.</p>
Pre-requisites:	No qualifications or other formal pre-requisites are necessary to participate in this course. However, participants are expected to possess sufficient subject matter knowledge and industry experience to assess others effectively in the workplace. As a guide, this would typically equate to at least 12 months’ experience in the relevant industry area.
Language, literacy and numeracy (LLN) requirements:	<p>To complete this course successfully, participants require reasonably well-developed skills in reading, writing and communication. Examples of requirements include:</p> <ul style="list-style-type: none">• reading and interpreting workplace documentation and assessment tools,• completing organisational assessment documents, and• communicating clearly when conducting assessments and providing feedback. <p>Basic digital skills are also required to access workplace systems and submit assessment documentation.</p> <p>Participants who are unsure whether their skills are sufficient to meet these requirements are encouraged to contact Training Services Australia for advice prior to enrolment.</p>

Carry out workplace assessments

Access to a practice environment:

To complete post-course assessment requirements, participants must have access to a suitable workplace environment where they can conduct assessments against internal workplace requirements.

They must also have access to a suitably experienced workplace representative who can observe and provide feedback on their performance. This person should have a sound understanding of the organisation's assessment systems and processes, and the performance expectations of its assessors.

Pre-course work:

Before attending the workshop, participants are encouraged to familiarise themselves with:

- their organisation's assessment policies and procedures; and
- an assessment tool that they will be expected to use when conducting assessments in the workplace.

Topics:

The topics addressed in this course include:

- An overview of assessment
- Key assessment concepts
- Assessment tools and instruments
- Preparing to assess
- The pre-assessment briefing
- Gathering evidence
- Finalising the assessment
- Reviewing the assessment

Assessment:

This course is competency-based and incorporates a formal assessment which includes:

On-course

- Knowledge-based written questions
- A simulated assessment activity, observed by a TSA assessor
- Completion of forms relating to the simulated assessment activity

Post-course

- Two assessments conducted in the workplace, using their organisation's assessment tools and observed by a suitably experienced workplace representative
- Completion of assessment documentation for each workplace assessment
- Responses to written questions

Carry out workplace assessments

Assessment timeframe:

Participants have 3 months to complete their assessment after attendance at the course. Extensions may be granted where reasonable circumstances prevent completion within this timeframe.

As a general guide, participants should allow approximately 6 – 8 hours to complete the post-course assessment tasks, although this will vary depending on individual circumstances and the nature of their work.

Resource requirements:

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

- a computer with internet access to complete and submit assessment tasks
- one or more people they can assess in the workplace
- workplace assessment policies and procedures
- workplace assessment tools
- equipment and documentation relating to the activity being assessed
- a suitably experienced workplace representative who can observe their assessment practice and provide feedback to TSA

Recognition of Prior Learning (RPL)

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

RPL is a formal assessment process. Applicants must provide sufficient and verifiable evidence to demonstrate that they meet all requirements of the unit. This may include written responses, workplace documentation, and participation in an assessment interview.

Individuals considering RPL are encouraged to contact a TSA Training Advisor prior to enrolment to discuss their suitability.