

# Carry out workplace assessments

<b>Course duration:</b>	2-days
<b>Course cost:</b>	<p>\$630 per person (public workshops)</p> <p><i>Special rates can be negotiated for workshops conducted by Training Services Australia on behalf of our clients, exclusively for their personnel.</i></p>
<b>Workshop aim:</b>	To equip participants with the skills, knowledge and attitude to plan, organise and carry out workplace assessments following established assessment processes and using assessment tools developed by others.
<b>Unit covered:</b>	<p>NAT10898001 – Carry out workplace assessments</p> <p><i>This is a nationally recognised enterprise unit which forms part of TSA's accredited Course in field-based Training and Assessment (10898NAT).</i></p>
<b>Delivery method</b>	Face-to-face, off-the-job facilitated learning, reinforced by a practical, work-based assignment completed after the workshop.
<b>Who should attend?</b>	<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 or accredited courses.</p>
<b>Pre-requisites:</b>	No qualifications or other formal pre-requisites are necessary to participate in this course. However, it is recommended that participants have a minimum of 12 months experience working in the industry in which they plan to assess so that they have sufficient subject matter knowledge and experience to be able to assess others effectively.
<b>Language, literacy and numeracy (LLN) requirements:</b>	<p>To complete this course successfully, participants need to have reasonably well developed skills in areas such as reading, writing and communication. Examples of the skill requirements include:</p> <ul style="list-style-type: none"><li>• Literacy skills to read and interpret information and instructions relating to the assessment</li><li>• Literacy skills to document assessment evidence</li><li>• Observation skills to observe the performance of a candidate</li><li>• Organising skills to prepare for an assessment and collect evidence</li><li>• Communication skills to discuss the assessment process with candidates, to ask questions as part of the assessment, and to provide constructive and supportive feedback.</li></ul>
<b>Access to a practice environment:</b>	<p>To complete the assessment component of this course, participants need to be working in, or have access to, an environment in which they are able to conduct assessments using assessment tools developed by others.</p> <p>They will also need access to a support person who has a good understanding of their organisation's assessment processes, and is a qualified and experienced workplace assessor.</p>

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**Pre-course work:** Before attending the workshop, participants are encouraged to access and bring a copy of:

- their organisation's assessment policies and procedures;
- 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:** The assessment for this course consists of:

- Short answer questions
- Simulated assessment activity conducted on the course and observed by a TSA assessor
- Completion of forms relating to the simulated assessment activity
- Two assessments conducted by the candidate in the workplace, using their organisation's assessment tools and observed by a suitably experienced / qualified support person from their organisation
- Completion of forms relating to the workplace assessments

**Assessment timeframe:** Participants have three months to complete their assessment after attendance at the course.

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 – 8 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
- candidates who they can assess in the workplace
- assessment tools that they can use to conduct assessments in the workplace
- equipment and documentation relating to the subject matter being assessed
- assessment policies and procedures used in the workplace
- a suitably experienced / qualified support person who can observe them conducting assessments and provide feedback to TSA

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## 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.