

Assessor Training – Tailored to assessment of in-house competence standards

Course Objectives

To enable individuals to:

- ❑ Understand the assessment process when assessing personnel against agreed competence based standards
- ❑ Develop assessment skills and the 4-step cycle
- ❑ Implement Assessment planning – it's requirements and use
- ❑ Use a range of assessment methods
- ❑ Give constructive feedback on assessment decisions
- ❑ Contribute to the internal quality assurance process

Key Topics:

- ❑ What is assessment?
- ❑ Four phases of the Assessment Cycle
- ❑ Developing plans for assessing competence
- ❑ Judging evidence against agreed standards to make assessment decisions
- ❑ Using different types of evidence to give an overall assessment of competence
- ❑ Fairness; Authenticity; Validity; Reliability – how we assess these
- ❑ Giving candidates feedback and support on assessment decisions
- ❑ Recording of assessment decisions
- ❑ An audit trail to prove competence

Delivery Method

A planned mix of tutor and delegate input developing a practical range of effective and cost-effective assessment methods.

The above course will be based on the specific standards used by the individual organisation.