



**THRIVE**  
LEARNING FACILITATION

# THRIVE LEARNING FACILITATION

## Accredited Assessor Course

*Become a powerful assessor today!*

### **Unit Standard 115753: Conduct Outcomes-based Assessment NQF 5, Credits 15**

This high-impact course will take you through the important steps of how to be an effective assessor. We cover the theory at the beginning of the course, allowing us time to create a make believe assessment environment in order that you can become familiar with the assessment challenges you may encounter on a day to day basis.

This course is designed so that you can complete some of your own POE assessment during this two day course affording you the chance to ask those all important questions about your assignment.

Sample assessment templates, tools and documentation will be made available for you to use in your new role as an assessor.

#### **Day 1: Morning Session**

1.	<p>What is the National Qualifications Framework?</p> <ul style="list-style-type: none"> <li>▪ Structure of the NQF</li> <li>▪ Objectives and Benefit</li> <li>▪ Principles of the NQF</li> </ul> <p>What does SAQA do?</p> <ul style="list-style-type: none"> <li>▪ Generation, review and recommendation of unit standards - the role of SGBs and NSBs</li> <li>▪ Where do ETQA's fit into the picture?</li> </ul> <p>The role of SETA's</p> <p>Why was Outcomes Based Education and Training implemented?</p> <ul style="list-style-type: none"> <li>▪ What is OBET?</li> <li>▪ Comparing the old and the new system</li> </ul> <p>Unit Standards and Qualifications</p> <ul style="list-style-type: none"> <li>▪ What is a unit standard</li> <li>▪ Where to find a unit standard</li> <li>▪ Analysing the different components of a unit standard</li> <li>▪ Qualifications versus Skills Programmes</li> </ul> <p><i>Group Activity: The Big Picture</i></p>
2.	<p>Why should we conduct Assessments?</p> <ul style="list-style-type: none"> <li>▪ What is Assessment?</li> <li>▪ Defining Competence</li> <li>▪ Comparing Assessment methodologies</li> </ul>
3.	<p>Defining Evidence</p> <p><i>Group Activity: What evidence would you be able to produce for assessment? (Unit standard provided)</i></p>
4.	<p>Assessment Methods, Instruments and Tools</p> <p><i>Group Activity: Discover the difference between Assessment methods, instruments and tools</i></p>
5.	<p>The importance of Integrated Assessment</p>
6.	<p>Analysing the use of different forms of assessment</p> <ul style="list-style-type: none"> <li>▪ Formative Assessment, Summative Assessment and other forms of Assessment</li> </ul>

7.	Principles of Assessment <i>Group Activity: Exploring the Principles of Assessment</i>
<b>Day 1: Afternoon Session</b>	
1.	Defining the Assessment Process <i>Discussion: Identifying the steps in the Assessment Process</i>
2.	How to start the Assessment Process <i>Group Activity: Identify what the Assessor will need to do to equip him/herself and the learner for the assessment</i> <ul style="list-style-type: none"> <li>▪ Review documentation that will be used during planning and preparation</li> <li>▪ Evaluate sample Assessment &amp; Moderation policies and procedures</li> <li>▪ Discuss how to identify resources needed</li> </ul>
3.	Prepare Learner for Assessment <i>Simulation: The pre-assessment meeting</i>
<b>Day 2: Morning Session</b>	
1.	Supporting the Learner during evidence collection
2.	Managing Role Plays, Simulation, Interviews and Oral Questioning <i>Class Activity: Influencing assessment results</i>
3.	Evaluating Evidence <ul style="list-style-type: none"> <li>▪ What should the assessor be on the lookout for when assessing?</li> <li>▪ Identify and review documentation required to record findings</li> </ul>
4.	Mastering the skill of giving Feedback <ul style="list-style-type: none"> <li>▪ Principles of constructive / developmental feedback</li> <li>▪ Providing the learner with feedback as you assess – written versus oral feedback</li> <li>▪ Confidentiality of feedback</li> </ul>
5.	<i>Simulation: Assessing a Portfolio of Evidence</i>
<b>Day 2: Afternoon Session</b>	
1.	Dealing With Appeals and Disputes <ul style="list-style-type: none"> <li>▪ The assessor's role in appeals and disputes</li> </ul>
2.	Assessment Review <ul style="list-style-type: none"> <li>▪ Who should review the process?</li> <li>▪ Identify elements of Assessment that should be reviewed</li> <li>▪ Evaluate templates provided for review</li> </ul>
3.	Reporting and Recordkeeping <ul style="list-style-type: none"> <li>▪ Prepare documentation for Moderation</li> <li>▪ Issues surrounding confidentiality and security of learner results</li> </ul>
4.	RPL – How will the assessment process differ? <ul style="list-style-type: none"> <li>▪ Review the Assessment Process</li> <li>▪ Identify the unique aspects of RPL</li> </ul>

Please note the entry requirements are a Matric or an NQF level 4 qualification, along with a further qualification or work experience.

***This course will leave you inspired and motivated in your new role as an Assessor!***