

SKILLSkickstart

ASSESSOR TRAINING

Become a Constituent Registered Assessor

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



Life's too short to be boring!

Imagine a programme that translates boring and tedious educational administration compliance into a 2-day entertaining experience chocka block with games, conversation, challenges and *light bulb* moments.

Is that even possible??? Indeed!

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 POE in your new role as an assessor.

Isn't it time you joined us too?



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COURSE PROGRAMME

Day 1: Morning Session

1. **What is the National Qualifications Framework?**

- Structure of the NQF
- Objectives and Benefit
- Principles of the NQF

What does SAQA do?

- Generation, review and recommendation of unit standards - the role of SGBs and NSBs
- Where do ETQA's fit into the picture?

The role of SETA's

Why was Outcomes Based Education and Training implemented?

- What is OBET?
- Comparing the old and the new system

Unit Standards and Qualifications

- What is a unit standard?
- Where to find a unit standard
- Analysing the different components of a unit standard
- Qualifications versus Skills Programmes

Group Activity: The Big Picture

2. **Why should we conduct Assessments?**

- What is Assessment?
- Defining Competence
- Comparing Assessment methodologies

3. **Defining Evidence**

Group Activity: What evidence would you be able to produce for assessment? (Unit standard provided)

4. **Assessment Methods, Instruments and Tools**

Group Activity: Discover the difference between Assessment methods, instruments and tools

5. **The importance of Integrated Assessment**

6. **Analysing the use of different forms of assessment**

Formative Assessment, Summative Assessment and other forms of Assessment

7. **Principles of Assessment**

Group Activity: Exploring the Principles of Assessment



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Day 1: Afternoon Session

1. Defining the Assessment Process

Discussion: Identifying the steps in the Assessment Process

2. How to start the Assessment Process

Group Activity: Identify what the Assessor will need to do to equip him/herself and the learner for the assessment

- Review documentation that will be used during planning and preparation
- Evaluate sample Assessment & Moderation policies and procedures
- Discuss how to identify resources needed

3. Prepare Learner for Assessment

Simulation: The pre-assessment meeting

Day 2: Morning Session

1. Supporting the Learner during evidence collection

2. Managing Role Plays, Simulation, Interviews and Oral Questioning

Class Activity: Influencing assessment results

3. Evaluating Evidence

- What should the assessor be on the lookout for when assessing?
- Identify and review documentation required to record findings

4. Mastering the skill of giving Feedback

- Principles of constructive / developmental feedback
- Providing the learner with feedback as you assess – written versus oral feedback
- Confidentiality of feedback

5. Simulation: Assessing a Portfolio of Evidence

Day 2: Afternoon Session

1. Dealing With Appeals and Disputes

- The assessor's role in appeals and disputes

2. Assessment Review

- Who should review the process?
- Identify elements of Assessment that should be reviewed
- Evaluate templates provided for review

3. Reporting and Recordkeeping

- Prepare documentation for Moderation
- Issues surrounding confidentiality and security of learner results

4. RPL – How will the assessment process differ?

- Review the Assessment Process
- Identify the unique aspects of RPL



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REGISTRATION FORM

Please complete this registration form & send it to bongie@thrive.co.za no later than week prior to the training start date. Earlier is better!

Course Detail	
Training course attending	Assessor course
Date of training	
Delegate 1 Information	
Full name	
E-mail address	
Cell number	
Delegate 2 Information	
Full name	
E-mail address	
Cell number	
Company Information – for invoicing purposes	
Company name	
VAT number	
Contact person	
Contact number	
Special Requirements	
Dietary requirements (e.g. Vegetarian. Strict Halaal & Kosher available at an additional cost.)	
Learning requirements (e.g. Dyslexia, visually impaired, hearing impaired etc.)	





Terms and conditions

Training Venue

[Benvenuto Conference Centre](#) (just off the N1 in Randburg) - 1 Pitsani Road, Kelland, Randburg.

Entry Requirements

Entry requirements are a Matric or NQF level 4 equivalent qualification. Entry requirements make provision for RPL (recognition of prior learning) where no formal qualification is in place - please contact us for queries. Classes are conducted in English and learners are expected to be proficient in this language. By completing this registration form, these entry requirements are acknowledged.

Class Times & Dress Code

Classes begin promptly at 8h30. Although some days may finish earlier, expect the training day to end around 16h30. You are welcome to wear your most casual office/business clothing.

Payment

The cost is R5 950 (ex VAT) per person, including the venue, refreshments, manual and POE assessment. Strict Halaal & Kosher meals subject to additional cost as supplied by approved provider and not the venue – please enquire with us as these costs are subject to change per certified supplier used. Payment is required prior to start of the course, via EFT. Payment enquiries to [Ingrid van Heerden](#).

Your seat will **only** be confirmed upon receipt of payment – please pay no later than 1 week before the training start date so that we can confirm numbers with the venue for catering and seating purposes. Should you cancel less than a week before the course, you will still be liable for the total cost of the course – you are welcome to re-book on a course date more suitable to you (within a one year period from the date of your original booking). Should you cancel more than a week before the course, we will refund you 50% of the invoice paid.

Special and Particular needs

Special and particular needs include but are not limited to physical disabilities, chronic diseases, illiteracy, culture, religion, spiritual needs, age, gender and language. All needs will be accommodated wherever possible. Learners must please communicate any special needs that might affect their ability to participate to the facilitator prior to the training taking place, ensuring enough time for arrangements to be made.

