



UKHANYISO EBANTWINI
Securing A Future For Young South Africans

Seta Accredited Assessors Course

Unit Standard 115753

Conduct Outcomes Based Assessment

This course is accredited by the ETDP Seta and covers unit standard 115753 at NQF level 5 worth 15 credits.

Target Group:

The assessor course will provide people who assess or intend to assess candidates against unit standards and/or qualifications with the necessary expertise. This course is designed for lecturers, facilitators, assessors, tutors and candidates wanting to enter the professional industry of training and development. It offers candidates the chance to learn the knowledge and skills required to conduct outcomes-based assessments in their fields of expertise.

Course Outline:

Module 1: Understanding outcomes-based assessment	Module 2: Prepare for assessments
<ul style="list-style-type: none">• Do a comparison between outcomes-based and another form of assessment of learning highlight key differences in terms of the underlying philosophies and approaches to assessment, including an outline of advantages and disadvantages• Explain RPL in terms of its purpose, processes and related benefits and challenges. Ensure that the explanations highlight the potential impact of RPL on individuals, learning organisations and the workplace• Describe a variety of assessment methods and compare them in terms of how they could be used when conducting assessments in different situations• Describe key principles of assessment and illustrate them in practical situations. Ensure that the descriptions highlight the importance of applying the principles in terms of the possible effect on the assessment process and results• Describe the approach to giving feedback on assessment results in terms of the possible impact on candidates and further learning and assessment	<ul style="list-style-type: none">• Prepare assessment resources, logistics, documentation and environment to meet the requirements of the assessment at hand and ensure fairness and safety of assessment• Notify parties involved in the assessment in good time. Carry out checks to ensure parties involved in the assessment are ready and available to meet required schedules• Carry out all pre-assessment moderation requirements in accordance with relevant assessment policies, moderation plans and ETQA requirements• Explain assessment details to candidates clearly and constructively. Provide opportunities for clarification and respond to promote understanding of the requirements• Seek inputs from candidates regarding special needs and possible sources of evidence that could contribute to valid assessment, including RPL opportunities. Make modifications to the assessment approach on the basis of the inputs that do not affect the validity of the assessment• Confirm candidate readiness for assessment. In cases where candidates are not yet ready, take actions in line with assessment policies

Module 3: Conduct assessments	Module 4: Provide feedback on assessments
<ul style="list-style-type: none"> • Use assessment practices that promote effective, manageable, fair and safe assessment. Ensure that assessment practices are in line with quality assurance requirements, recognised codes of practice and learning-site or work-site standard operating procedures where applicable • Carry out the assessment according to the assessment design and in line with the assessment plan. Justify adjustments by the situation, and unforeseen events and special needs of candidates are addressed without compromising the validity or fairness of the assessment • Use questioning techniques that are appropriate and have the potential to successfully elicit appropriate responses. Ensure that communication with candidates is non-leading, and is appropriate to the assessment at hand and the language ability of the candidate • Gather sufficient evidence, including evidence generated over time, to enable valid, consistent, reliable and fair assessment judgements to be made • Ensure that assessment judgements are consistent with judgements made on similar evidence and are justified by the authenticity, validity, sufficiency and currency of the evidence • Ensure that records of the assessment are in line with the requirements of the organisation's quality assurance system. Ensure that records meet requirements for making assessment judgements, giving meaningful feedback, supporting internal and external moderation, and addressing possible appeals 	<ul style="list-style-type: none"> • Give feedback to relevant parties in accordance with confidentiality requirements, in an appropriate sequence and within agreed timeframes • Ensure that feedback is clear and confined to strengths and weaknesses in performance and/or requirements for further evidence in relation to the outcome/s at hand • Ensure that the type and manner of feedback is constructive, culturally sensitive and related to the relevant party's needs. Provide sufficient information to enable the purpose of the assessment to be met, and to enable parties to make further decisions • Obtain feedback on the assessment process from the candidate and provide opportunities for clarification and explanations concerning the entire assessment • Deal with disputes and/or appeals that arise with according to the assessment policy • Record agreements reached and key elements of the feedback in line with the requirements of the organisation's quality assurance system

Contact Cathy on cathy@educationaltraining.co.za or 083 656 3736 to find out more.