

Assessor Training Course

SAQA US: 115753 – 15 Credits – Conduct outcomes-based assessment

OVERVIEW

This course is designed to prepare you for a variety of challenges faced when dealing with learners in a school or the workplace environment. Knowing how to handle difficult situations objectively, and with tact, is as important as being knowledgeable about the training and development of workplace skills. An assessor in the context of education and training ensures that the learner is eligible enough to meet the standard required to gain a particular qualification. Assessors make decisions on whether a learner is competent or not in a particular topic or subject. Our comprehensive course will provide you with all the necessary skills and understanding for a successful career in Assessment. This Assessor training course will help build your understanding of the National Qualifications Framework (NQF) and will help you take the first step in developing your skills and acquiring a variety of qualifications within the fields of Education Training and Development Practices and Human Resource Development.

OUTCOMES

On completion of this course, learners will be able to:

- Prepare for assessments
- Conduct Assessments
- Provide Feedback on Assessments
- Review Assessments



MODULE 1: UNDERSTANDING OUTCOMES-BASED ASSESSMENT

- Holistic Development Model
- Outcomes-based Assessment
- Principles and regulations concerning the NQF
- Assessment and Moderation of Learning
- Assessment Policies
- Key Principles of Assessment
- Assessing Competence
- Recognition of Prior Learning (RPL)
- Methods of Assessment
- Approach to Giving Feedback on Assessment Results

MODULE 2: PREPARE FOR ASSESSMENT

- Steps to Follow when Preparing for Assessment
- Ensuring Fairness of the Assessment
- Ensuring Safety of the Assessment
- Notify Parties Involved in the Assessment
- Carry Out all Pre-assessment Moderation Requirements
- Explain Assessment Details to Candidates
- Potential Barriers to Assessment (Special Needs)
- Documents Relevant to the Preparation and Planning of Assessment



CONTACT INFORMATION:

Ravin J -0825719292, Trisha L – 0724687141, Patrick M, - 0815965017, Ryan J - 0739469796

MODULE 3: CONDUCT ASSESSMENT

- Assessment Practices
- Carry Out the Assessment According to the Assessment Design and Plan
- Is it Necessary or Desirable to Assess each Criterion Separately?
- Use Questioning Techniques to Elicit Appropriate Responses
- Gather Sufficient Evidence
- Ensure that Assessment Judgements are Consistent
- Moderation
- Processing of Assessment Results
- Reporting Procedures

MODULE 4: PROVIDE FEEDBACK ON ASSESSMENTS

- Give Feedback to Relevant Parties
- Use the Correct Type and Manner to Give Feedback
- Obtain Feedback on the Assessment Process from the Candidate
- Provide Opportunities for Clarification and Explanations
- Deal with Disputes and / or Appeals that Arise
- Record Agreements Reached

MODULE 5: REVIEW ASSESSMENTS

- Review the Assessment Process
- Identify Weaknesses in the Assessment Design and Process.

DATES

In-House Training dates to be determined

PRICE/LEARNER Excl. VAT

R 7 490.00



ORGANISED BY:



CONTACT INFORMATION:

Ravin J -0825719292, Trisha L – 0724687141, Patrick M, - 0815965017, Ryan J - 0739469796