



Overview

Welcome to the **Assessor** learning programme where you will learn how to judge whether another person is competent or not yet competent within a certain field.

The Assessor Skills Programme is a comprehensive **SAQA unit standard-based** course that covers best practice standards of assessing outcomes-based learning. Learn how to conduct assessments in your own area of expertise. This generic assessor unit standard is for those who assess people for their achievement of learning outcomes in terms of specified criteria using pre-designed assessment instruments.

On completion of this training programme, the learner will be able to **conduct assessments** within their fields of expertise.

Features and Benefits

1. This course is accredited with **ETDP SETA** upon successful completion of your **Portfolio of Evidence (PoE)** for **Unit Standard US115753**.
2. Get **5 days to 4 weeks** access to your course via our **online or distance Learning Platform** that includes extra resources, questionnaires and much more.
3. This unit standard will contribute towards the achievement of a variety of qualifications, particularly within the fields of **Education Training and Development Practices and Human Resource Development**.
4. Becoming an Assessor for your company can **save external training costs** to your company or earn your own income by doing assessments for external parties.

Course Prerequisites

It is assumed that the learner:

- has no previous assessment experience.
- has knowledge and experience in their field of expertise, which is usually also the field that they will assess.

Duration

Online/E-Learning or distance, Mentored Learning

5 days to 4 weeks Self-paced, access anytime, anywhere via our distance or online Learning Platform.

Payment Options

50% deposit of the course fees.

50% balance when you are submitting your PoE.

Course Accreditations

Accredited By

ETDP SETA: ETDPO11592

Unit Standards

US115753, NQF5, Credits: 15



Course Outline

Module 1: Understanding outcomes-based assessment

After completing this module, the candidate-assessor will be able to demonstrate an understanding of outcomes-based assessment.

- Outcomes Based Assessment
- Recognition of Prior Learning (RPL)
- Methods of assessment
- Key principles of assessment
- Approach to giving feedback on assessment results

Module 2: Prepare for assessments

After completing this module, the candidate-assessor will be able to prepare resources needed for assessments.

- Prepare for assessment to meet the requirements of the assessment at hand
- Notify parties involved in the assessment
- Carry out all pre-assessment moderation requirements
- Explain assessment details to learners
- Seek inputs from learners
- Confirm learner readiness for assessment

Module 3: Conduct Assessments

After completing this lesson, the candidate-assessor will be able to conduct assessments by using assessment practices that promote effective, fair and safe assessment.

- Assessment practices
- Carry out the assessment according to the assessment design and plan
- Use questioning techniques to elicit appropriate responses
- Gather sufficient evidence
- Ensure that assessment judgements are consistent
- Ensure that records of the assessment are in line with the quality assurance system

Module 4: Provide Feedback on Assessments

After completing this lesson, the candidate-assessor will be able to provide feedback on assessments to relevant parties in an appropriate sequence and within agreed timeframes.

- Give feedback to relevant parties
- Give clear and specific feedback
- Use the correct type and manner to give feedback
- Obtain feedback on the assessment process from the learner
- Deal with disputes and/or appeals that arise
- Record agreements reached

Module 5: Review Assessments

After completing this module, the candidate-assessor will be able to review assessments to ensure that the review identifies strengths and weaknesses in the instruments and processes.

- Review the assessment
- Analyse feedback and use it to influence future assessments
- Identify weaknesses in the assessment design and process
- Identify weaknesses in the assessment arising from poorly defined outcomes and criteria



Delivery Methods

- Distance Learning
- Online Self-paced



What you get

On completion the learner will earn:

- **Certificate of Completion** from LearnForward
- **Certificate of Competency** from **ETDP SETA** upon successful completion of the PoE process (Moderated and found competent)

Note: All certificates are electronically issued.



Outcomes and Objectives

Upon completion of this course and successful assessment, Assessors will have acquired these skills

- Demonstrate understanding of outcomes-based assessment.
- Plan and prepare for assessment.
- Conduct assessment.
- Provide feedback on assessments.
- Review assessment