

OPITO Competence Assessor



OPITO Standard Code 9018, JTN Course Code — OPI001

AIM & OBJECTIVES

The aims and objectives of this module are to provide training so that delegates acquire the necessary knowledge & skills to carry out competence assessments.

Upon successful completion of the training and with evidence that the skills and knowledge have been successfully applied in the workplace, delegates would be eligible to conduct workplace assessments, providing they themselves are technically competent in the discipline being assessed.

Following the training, it will be the responsibility of the employing organization to allow each assessor to gain further experience. This will normally fall under the jurisdiction of the organization's internal verifier position(s).

COURSE LEARNING OUTCOMES

To successfully complete this training programme delegates **must** be able to **explain**:

- roles and responsibilities of Assessors & Internal Verifiers
- the reasons for having competence systems in the workplace
- assessment related terminology
- the value of different evidence sources
- how to advise candidates during the planning meeting
- the methods of assessment and when best to use each type
- the importance of consistency in assessment decisions
- record keeping requirements
- how to maintain confidential information
- how to deal with special requirements relating to candidate needs
- the main methods of assessing competence
- how to deal with disputes and appeals
- why the assessment plan should be updated to reflect progress
- where and when to provide feedback that motivates the candidates
- How assessments are quality assured

- The importance of involving candidates in the appropriate assessment planning process

To successfully complete this training programme delegates **must** be able to **demonstrate**:

- how to create assessment plans for candidates
- how to carry out effective assessment using a variety of sources of evidence
- how to make an assessment decision based on examination of a collection of evidence
- how to record assessment decisions and cross - reference evidence against competence standards
- how to provide (and record) feedback to candidates on assessment decisions

WORKPLACE EVIDENCE REQUIREMENTS

The following assessment evidence, generated in the workplace, is to be provided by the delegate to the training provider as soon as possible, but within **twelve months** of completion of the OPITO Competence Assessor training course.

Workplace evidence submitted must be sufficient to meet all the evidence requirements. This evidence will be assessed by the training provider **prior** to issuing an OPITO certificate.

Should the OPITO Internal Verifier certification not be achieved within twelve months, delegates are required to re - take the post course questionnaire and participate in the practical exercises to ascertain their skills, knowledge and understanding of the competence assessor role.

Evidence Requirements

In order to complete this training programme, delegates must submit as a minimum the assessment - related documentation listed below to the OPITO Training Provider within twelve months of completing the course.

Two (2) candidates must be assessed in the workplace and the same two candidates must be used throughout the assessment process.

Submitted evidence to include:

- Assessment plans for each candidate
- Records showing that the assessments were carried out using a variety of assessment methods
- An assessment record for each candidate demonstrating that the evidence gathered is mapped against the relevant unit's criteria
- Records of assessment feedback to each candidate
- Verification of both assessments by the employing organization's representative who has the responsibility for the quality assurance of assessment decisions.

WHO SHOULD ATTEND

Personnel within an organization who have been designated to be Competence Assessors.

PREREQUISITES

There are no formal delegate pre - requisites, although delegates must provide evidence that they have access to a minimum of two candidates undergoing an assessment process in their workplace

LOCATION

Training and Theory Assessment

- JTN Training Centre, Miri, or
- Client's premises if suitable facilities are available*

DURATION

2.0 days

PARTICIPANTS

Minimum of 2, Maximum of 8

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