

OPITO Competence Assessor



OPITO Standard Code 9018, JTN Course Code – OPI001

AIM & OBJECTIVES

The aim and objectives of this module is to provide delegates with the skills and knowledge necessary to conduct competence assessments in any area where they themselves are technically competent in the discipline being assessed.

COURSE CONTENT

On completion of this training, the delegate should be able to explain:

- The role of OPITO
- The definition of skill
- The difference between knowledge & understanding
- The definition of competence
- How competency is measured
- The purpose of a Competence Management System (CMS)
- How competence standards are structured
- The different sources of evidence to prove competence
- The assessment process
- The role of the Competence Assessor
- The main methods of assessing competence
- Alternative methods of assessing competence
- The need for planning an assessment with the candidate
- How to deal with special requirements
- How to judge evidence & make assessment decisions
- When & how to provide feedback that motivates the candidate
- How to deal with disputes & appeals
- The role of the Internal Verifier

REQUIREMENTS TO ATTAIN AN OPITO COMPETENCE ASSESSOR AWARD

In order to achieve the OPITO Competence Assessor Certificate, the delegates must:

- Complete a post course underpinning knowledge assessment, and
- Submit as a minimum the assessment - related documentation listed below to the Training Provider within twelve months of completing the course.

Two different 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 methods
- Records showing how the individual assessment decisions were reached
- 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.

Should the OPITO Competence Assessor Certification not be achieved within twelve months, delegates are required to re-take course activities (ie) role playing and course questionnaire, under the observation of the Training Provider

EXCLUSION NOTES

- Achievement of this qualification **does not entitle the holder to award any certificate bearing OPITO's logo and name.**

OPITO-approved certificates can only be issued by an OPITO-approved training provider.

- The holder of the OPITO Competence Assessor Certificate **may** not be recognized to assess qualifications issued by other organizations (ie) National or Scottish Vocational Qualifications in the UK. Please check prior to course enrollment.

WHO SHOULD ATTEND

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

PREREQUISITES

There are no pre-requisites.

LOCATION

Training and Theory Assessment

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

DURATION

Minimum of 2 days

PARTICIPANTS

Minimum of 2, Maximum of 8

If this overview does not provide the information you require, please get in touch with us at contact@jtntechnicalservices.com

It is important to be as specific as possible about the information you would like, as this will help us to respond accurately and promptly. Where possible, please include a contact telephone number/ Skype screenname so we can contact you to discuss your request when necessary.

*Additional costings and changes in minimum & maximum participants may apply.

Disclaimer: Every effort has been made to ensure the accuracy of the information in this overview, which is believed to be correct at the time of publication.

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