



# OPITO Competence Assessor Training & Certification

- 🕒 **Duration:** 4–Days, 4 hours per day
- ✍️ **Method of Tuition:** Zoom App
- 👤 **Participants:** Minimum of 2, Maximum of 8

## Introduction

The aim of this course is to enable the delegate to effectively assess candidates in the workplace in a confident and competent manner.

This is an instructor-led course. Upon completion of this initial training, the delegates should have acquired the required knowledge and skills to successfully carry out competence assessments in areas where they themselves are competent.

## Learning Outcomes

Upon completion of the training, candidates will be able to **explain:**

- Roles and responsibilities of Assessors and 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's needs
- 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 candidate
- How assessments are quality assured
- The importance of involving candidates in the appropriate assessment planning process

Upon completion of the initial training, candidates will 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

### Target Audience

This course has been developed for individuals within any organization who are designated to be competence assessors.

### Pre-requisites

There are no formal educational pre-requisites for this course, however, the following is essential in order to successfully complete the award. Delegates must:

1. be capable of reading and understanding the English language
2. have access to two candidates undergoing an assessment process in the workplace
3. have qualification and/or experience relevant to the area that they will be assessing
4. have the time available to complete all portfolio and assessment requirements within a 12-month period

### Course Contents

Delegates attending this Competence Assessor training will be given a series of demonstrations and explanations by the course Instructor. This will allow them to identify what they are expected to know and how to do it.

During the training, the delegates will also be given practical exercises to complete. This will allow for the skills, knowledge, and understanding of the Competence Assessor role, to be practiced under supervision of the Instructor, giving the candidate the opportunity to seek clarification, or advice, where required.

#### Module 1 – Introduction to Assessment

- Introduction to Competence Assessment
- Evidence Sources

#### Module 2 – Planning and Carrying out the Assessment

- Assessment Planning
- Collecting and Evaluating Evidence and Making the Assessment Decision

## Module 3 – Feedback and Record Keeping

- Recording Assessment Decisions
- Providing Feedback

### Workplace Evidence Requirements

Following the 4 -day training, the delegates are to gather assessment evidence within their own workplace. All workplace evidence that is submitted must be sufficient to meet all the OPITO Competence Assessor Standard requirements.

**Two workplace candidates should be designated to be assessed, and these two should remain until completion of the portfolio. As a minimum, the below documentation should be submitted:**

- A minimum of one Assessment Plan for each candidate containing the following information:
  - The names/positions of those to be involved in the assessment
  - Unit(s)/criteria/tasks to be assessed
  - Planned assessment date(s)
  - Assessment method(s) to be used including, as a minimum, observation and questioning (per candidate)
- Records for each candidate demonstrating that the planned assessments were carried out using appropriate assessment methods
- An assessment record for each candidate demonstrating that the evidence gathered in the assessment is mapped against the relevant unit(s)/criteria/tasks
- Records of feedback to each candidate which include the assessment decision made
- Records of assessments being monitored by the employing organization’s representative responsible for the quality assurance of assessment decisions.

### Knowledge Assessment

The delegates will also complete an **open book** written test (60 minutes), as invigilated by the course Instructor, which will test the knowledge of the theory learning outcomes of the OPITO Competence Assessor Training Standard.

## Certification

At the end of the 4-day virtual instructor-led training, the candidates will be issued with **OPITO Competence Assessor Certificate of Attendance**. This dated certificate will mark the beginning of the 12-month timeframe in which delegates are to complete their portfolios

**Note!** This Attendance Certificate does not authorize the holder to carry out competence assessments.

Upon completion of all requirements, as set by the OPITO Competent Assessor Training Standard, delegates will be issued with a “**OPITO Competence Assessor Certificate**”, details of which will be sent to OPITO for registration in their Vantage database system. This is a database which holds the training records of all successfully completed OPITO-approved training or assessments.

This is a one-time certificate with no expiration date.