



OPITO Competence Assessor Refresher/ Awareness

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

Aim

Memory, like a muscle, needs to be used frequently in order to be strengthened. The best way to do this is to test how long we can remember something before forgetting.

The more time passes, the harder it becomes to remember, which is why a refresher course is integral to improving long term memory.

Therefore, the aim of this module is to assist delegates in recalling information that they might not have used or thought about for several months.

Learning Outcomes

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

- The purpose of Competency Management Systems (CMS)
- The key roles within a CMS
- What is meant by evidence?
- The definition of a competence standard
- The structure of competence standards
- The main methods of assessment
- Record keeping requirements
- Types of questions to use when assessing knowledge & understanding
- The key stages in an assessment process
- How to use the Rules of Evidence to evaluate evidence
- Assessment decisions to be made
- The importance of providing feedback to candidates
- The Appeals procedure

Who Should Attend

Personnel who have attended Competence Assessor Training but have not submitted a portfolio of evidence and need to renew information learnt previously.

Personnel who require an awareness of a competence based programme.

Pre-requisites

Delegates must be capable of reading and understanding the English language

Certification

All delegates completing the course will get an OPITO Certificate of Attendance.

Note! This certificate does not allow the recipient to assess anyone's competence.