



Assessor Workplace Evidence

Product Code OGOS – SQ02

OVERVIEW

This module is to allow trainee assessors (learners) to demonstrate they have gained sufficient knowledge and skills to allow them to undertake the role in their workplace.

OUTCOMES

To achieve the OPITO Assessor Qualification the learner must complete the following learning outcomes:

- Outcome 1** **Prepare & Develop Two Separate Assessment Plans for Two Separate Candidates**
- Outcome 2** **Gather Assessment Records**
- Outcome 3** **Accurately Record Feedback**
- Outcome 4** **Internal Verification Process**
- Outcome 5** **Contribute to the Quality Assurance Process**

WORKPLACE EVIDENCE REQUIREMENTS

To achieve the OPITO Assessor qualification, learners must submit as a minimum the assessment - related documentation listed below to the OPITO Training Provider within **eighteen months** of completing the OPITO Assessor Initial Training.

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:

- a) Assessment plans for each candidate.
- b) Records for each candidate demonstrating that the planned assessments were carried out using appropriate assessment methods.
- c) An assessment record for each candidate demonstrating that the evidence gathered in the assessment is mapped against the relevant Unit(s) / Criteria / Task.
- d) Records of assessment feedback to each candidate which include the assessment decision made.
- e) Internal Verification records of both assessments by the employing organization's representative responsible for the quality assurance of assessment decisions.
- f) Contributing to a standardization meeting.

WHO SHOULD ATTEND

Individuals within an organization who are designated to be Assessors.

CERTIFICATION

Learners successfully completing the Workplace Evidence Requirements will be awarded an OPITO Assessor Vocational Qualification, which has no validity.

PREREQUISITES

Learners **MUST**:

- be in possession of an OPITO Assessor Initial Training Certificate.
- have access to a minimum of two candidates within their workplace to assess.
- be capable of reading and understanding the English language.

LOCATION

- Learner's normal workplace