

ASSESSOR COURSE (2 Days)



18th- 19th July 2019 (Randburg, Johannesburg)

Title:	Conduct outcomes-based assessment
Unit Standard ID:	115753
NQF Level:	5
Credit Value:	15



INTRODUCTION

The **Assessor** workshop has been developed as part of our Train the Trainer series to prepare professionals with the skills they need to be effective in their fields of expertise.

WHAT THIS COURSE CAN DO FOR YOU:

- Helps you understand outcomes-based assessment;
- Prepare you for assessments;
- Conduct assessments;
- Provide feedback on assessments; and
- Review assessments.

COURSE OUTLINE

This course is designed to prepare you for a variety of challenges faced when dealing with learners in a school or the workplace environment. Knowing how to handle difficult situations objectively, and with tact, is as important as being knowledgeable about the training and development of workplace skills. The course is very practical and allows you time to internalise your learning through activities, so you are able to complete your POE on the last day.

Prepare for assessments.

- Demonstrate understanding of outcomes-based assessment.
- Identify and solve problems using critical and creative thinking: preparing for contingencies, candidates with special needs, problems that arise during assessment, suggesting changes to assessment.

Conduct assessments.

- Organize and manage oneself and one's activities: preparing, conducting and recording the assessment.
- Work effectively in a team using critical and creative thinking: working with candidates and other relevant parties during assessment, as well as post-assessment.

Provide feedback on assessments.

- Collect, analyse, organize and critically evaluate information: gather, evaluate and judge evidence and the assessment process.
- Communicate effectively: prepare candidates for assessment, communicate during assessment, and provide feedback.

Review assessments.

- Demonstrate the world as a set of related systems: understanding the impact of assessment on individuals and organisations.
- Be culturally and aesthetically sensitive across a range of social contexts: give feedback on assessments in a culturally sensitive manner

COURSE MODULES

Module 1: Understanding Outcomes-based Assessment

- Holistic Development Model
- Outcomes-based Assessment
- Principles and regulations concerning the NQF
- Assessment and Moderation of Learning
- Assessment Policies
- Key Principles of Assessment
- Assessing Competence
- Recognition of Prior Learning (RPL)
- Methods of Assessment
- Approach to Giving Feedback on Assessment Results

Module 2: Prepare For Assessment

- Steps to Follow when Preparing for Assessment
- Ensuring Fairness of the Assessment
- Ensuring Safety of the Assessment
- Notify Parties Involved in the Assessment
- Carry Out all Pre-assessment Moderation Requirements
- Explain Assessment Details to Candidates
- Potential Barriers to Assessment (Special Needs)
- Documents Relevant to the Preparation and Planning of Assessment

Module 3: Conduct Assessment

- Assessment Practices
- Carry Out the Assessment According to the Assessment Design and Plan
- Is it Necessary or Desirable to Assess each Criterion Separately?
- Use Questioning Techniques to Elicit Appropriate Responses
- Gather Sufficient Evidence
- Ensure that Assessment Judgements are Consistent
- Moderation
- Processing of Assessment Results
- Reporting Procedures

Module 4: Provide Feedback on Assessments

- Give Feedback to Relevant Parties
- Use the Correct Type and Manner to Give Feedback
- Obtain Feedback on the Assessment Process from the Candidate
- Provide Opportunities for Clarification and Explanations
- Deal with Disputes and / or Appeals that Arise
- Record Agreements Reached

Module 5: Review Assessments

- Review the Assessment Process
- Identify Weaknesses in the Assessment Design and Process.

Booking Form



For Training Courses



I would like to book the following people for the course indicated below:

Course Title	Assessor Course US ID 115753 (Accredited)	
Course Date	18 th - 19 th July 2019 Randburg, Johannesburg, South Africa	
Names of delegates	1..... 2..... 3..... 4..... 5..... If you would like to book 10 or more people for one course, we can come to you and save you time. - Please contact us for details.	
Cost per person: R2 500.00 Special price valid till 17th July	Total cost:	

Name	
Designation	
Company	
Tel:	
Email:	
Postal Address:	
Purchase Order No	
Authoriser Name and Signature

Company Stamp & Date

--

Banking Details

Account Name: Jabukile Consultancy Pvt Ltd
Bank: First National Bank
Account Number: 62770458703
Account Type: Business Account
Branch Code: 255355
Swift Code: FIRNZAJJ

I hereby confirm booking for the course detailed above. I have read and understood the terms and conditions and agree to abide by them. This form must be signed by the authorised budget holder.

Please return this booking form to:

Prosper Mgiijima
Training and Quality Manager
Tel: +27 11 039 2813
Mobile: +27 81 424 6010
Fax: +27 86 276 9686
Email: prosper@jkconsultancy.co.za

Jabukile Consultancy
29 Guillaume Avenue
Bordeaux
Randburg, 2194
South Africa

Terms & Conditions: Please make an early reservation to guarantee your place/s, as numbers are strictly limited per course. Once the booking has been received you are liable for payment in full. All payments must be received prior to the course commencement date. Cancellation within 15 working days of the course commencement date will require payment in full. In the event that a delegate requires transfer to another course an administration fee of R500.00 will apply. The content of the programme may be updated if appropriate. We reserve the right to cancel the course, for example due to under-subscription. In this instance a full refund of course fees will be made or transferred to another course at mutual agreement.