

PROGRAMME ID UNIT STANDARD 115753

1. OVERVIEW

This training programme forms part of the qualification NC: Occupationally Directed Education and Training Practices ID 50334

The programme provides learners with the range of learning and skills required to be able to perform a series of activities that form part of the assessment of learning outcomes. This covers skills such as planning the assessment, preparing learners for assessment, conducting the assessment and evaluating the evidence submitted for competence as well as providing the relevant feedback. Learners who will typically embark on this skills programme are individuals who have an

interest in a career in education and training or are involved in training in the workplace and will conduct assessments within their fields of expertise in line with the Criteria for the Registration of Assessors.

The benefits to the business of running this programme include contribution to the NSDS and grants, but above all access to competent learners who are able to contribute to achieving business targets in a constructive and meaningful way. After completion of the programme, learners will possess the required competence to be eligible for employment in permanent positions as per company needs.

2. STRUCTURE

Typically, the skills programme is divided into four (4) modules for easy completion. Results are uploaded to the SETA database upon completion of modules. The various modules that make up the programme have been integrated to eliminate duplication and put the learning into context for the learner. The programme can be assessed on a RPL (Recognition of Prior Learning) basis whereby learners are required to produce their own evidence of competence. In this process, suitable mostly to learners that have experience in the field of learning, submit evidence of their competence in the specific area and this in turn is assessed against the US requirements.

3. DELIVERY

The programme is offered over a period of four (4) days. Delivery includes facilitation of two (2) days incorporated into practical application of the skill on the job. Coaching and mentoring and practical assessments are conducted whilst the learners are integrated into functional areas in the workplace with defined roles, goals and responsibilities.

A minimum of 6 learners per class

5. LEARNING AREAS & OUTCOMES

This course will provide learners with the skills required to conduct assessments within their fields of expertise in line with the Criteria for the Registration of Assessors.

The following learning outcomes will be achieved by completing this course successfully:

- Demonstrate an understanding of outcomes based assessments
- Prepare for assessment
- Conduct assessments
- Provide feedback on assessments
- Review assessments
- An overview of the NQF system of SAQA, and the Skills Development Act

4. ASSESSMENT & MODERATION

Knowledge assessments are conducted in the classroom under assessment conditions. Assignments and workplace documentation compliment practical observations in the workplace environment. Some of the practical observations can be conducted in simulated environments. The assessments are designed in a way that integrate activities, thus demonstrating the learner's competence against the outcomes and purpose of the programme on an integrated basis.

- Assessment principles and methods
- Assessment implementation and procedures
- Feedback after assessment and documentation required
- Evidence of competence
- Recognition of prior learning implementation
- Portfolio preparation
- Assessment systems