

TAEASS403 Participate in assessment validation

Recognition of Prior Learning Candidate Guide

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TAEASS403 Participate in assessment validation

Application

This unit describes the skills and knowledge required to participate in the assessment validation process.

It applies to assessors and workplace supervisors who have assessment responsibilities participating in, but not necessarily leading, the validation process.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Assessment

Unit Mapping Information

Code and title current version	Code and title previous version	Equivalence status
TAEASS403 Participate in assessment validation	TAEASS403 Participate in assessment validation	No equivalent unit

SAMPLE ONLY

List of suggested documentary evidence

- Organisational policies and procedures relating to the validation system, purpose, context and scope

Third Party Verification

The form on the following page should be printed twice.

Give each copy to the referees that you identified in your application.

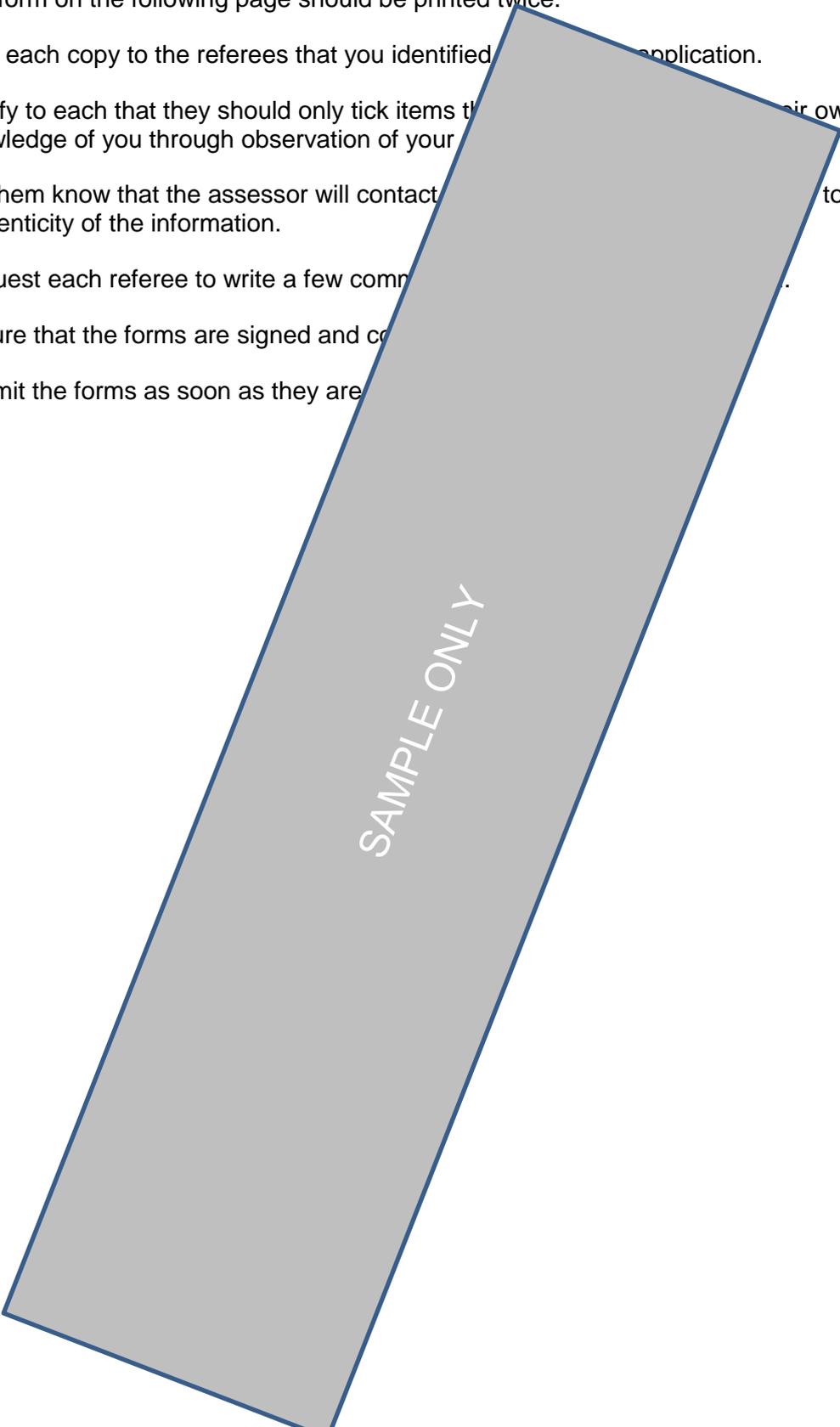
Clarify to each that they should only tick items that they know from their own knowledge of you through observation of your work.

Let them know that the assessor will contact them to confirm the authenticity of the information.

Request each referee to write a few comments about your work.

Ensure that the forms are signed and dated.

Submit the forms as soon as they are received.



SAMPLE ONLY

Third Party Verification Form

Name of Candidate		
Name of Third Party (Referee)		
Position of Third Party		
Name of RTO or other organisation		
Work relationship of Third Party to the Candidate		
Telephone		

Please tick the checkbox where you can confirm that the candidate meets the criteria.
NOTE: It is not necessary for you to tick every criterion from your own knowledge of the candidate's work performance.

mapping (assessor use)	Criteria for assessment		✓
PC 1.1	Collaborates with other staff to ensure compliance with organisational policies		<input type="checkbox"/>
PC 1.2	Prepares documents for meetings including assessment tools, all other relevant	assessment strategy and	<input type="checkbox"/>
PC 1.3	Ensures documents are the current version		<input type="checkbox"/>
PC 1.4 PC 2.1 PC 2.7	Actively participates in the development of the tool is mapped to the		<input type="checkbox"/>
PC 2.2 PC 2.3 PC 2.4 PC 2.5	Actively participates in the development of the tool guides the assessment process so that it is clear and, with sufficient guidance for		<input type="checkbox"/>
PC 2.2 PC 2.3 PC 2.6	Actively participates in the development of the tool ensures evidence that is current and authentic		<input type="checkbox"/>
PC 3.1 PC 3.2	Contributes to the development of the tool that supports the organisation's strategy and making		<input type="checkbox"/>

Please provide a comment on the candidate's contribution to the work role.
NOTE: Comments should be positive and constructive.

Please provide a comment on the candidate's contribution to the work role. NOTE: Comments should be positive and constructive.	

Signed		Date	
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Competency Conversation

A competency conversation is a meeting between you and your assessor, where you discuss and explain your work experience. It is an oral discussion - not an examination. The competency conversation may be face to face, on the phone, Skype or other means of communication.

Your assessor will make notes of your responses. You have the right to having your responses recorded, so that they have a record of your responses. You have the right to refuse recording of your voice or video.

The following is a list of the types of questions you may be asked. It is provided in advance, so that you can prepare your responses to each of the questions and think about how you will respond.

Your assessor may suggest that you submit typed answers during the competency conversation, as this can reduce the time taken to record your answers. If your typed answers are sufficient, the competency conversation may not be necessary.

Answers to prepare:

Main question – to start the discussion:

What is your organisation's system for validation and how do you contribute to validation?

Supplementary questions – to explore your responses:

How do you determine the validity of the assessment process?

What are the reasons for the assessment process? When does it / should it occur?

What are the competencies required for the assessment process?

What do you think are the most important factors in the assessment process are?

What work health and safety considerations do you need to consider when validating an assessment tool?

SAMPLE ONLY