

ASSESSOR QUALIFICATIONS



Under the National Training Framework, assessments for the purposes of national recognition must be undertaken in accordance with the Assessment Guidelines specified in the relevant industry or enterprise Training Package. These guidelines identify the minimum qualifications for those conducting assessments and provide for those situations where more than one person may contribute to the assessment and where the required technical and assessment competencies may not all be held by any one person.

Assessor Qualifications

In most Training Packages assessors are required to hold formal recognition for three assessment related units of competency from the Training Package for Assessment and Workplace Training and be technically competent in the aspect of work that is being assessed. Whilst there are some variations between Training Packages, the following statement provides a typical description of the skills that should be held by those conducting assessments for the purposes of national recognition.

The following requirements must be met by individual assessors or between the members of an assessment team/panel conducting assessments:

a) hold formal recognition of competence in the following units from the Training Package for Assessment and Workplace Training [BSZ98]:

- Plan Assessment (BSZ401A)
- Conduct Assessment (BSZ402A)

- Review Assessment (BSZ403A).

These standards were endorsed in October 1998 and are deemed equivalent to the following units of competency from the *Competency Standards for Assessment*, which were endorsed by the National Training Board and have been superseded by the Training Package for Assessment and Workplace Training [BSZ98]:

- The Assessment Competency Standard: *Conduct Assessment in Accordance with an Established Assessment Procedure*
- Extension Unit: *Plan and Review Assessment*.

b) hold formal recognition of competence in the specific units of competency to be assessed

c) demonstrate current knowledge of the industry, industry practices, and the job or role against which performance is being assessed. This may be demonstrated through:

- relevant work experience
- attendance at professional development/training and education activities focusing on good practice in the relevant industry competencies
- participation in professional/industry networks

d) demonstrate current knowledge and skill in conducting assessments in a range of

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contexts. This may be demonstrated through:

- familiarity with the competency standards in The Training Package to be used by the candidate as a basis of assessment
- recent experience planning, conducting and reviewing of assessment and/or workplace training activities
- participation in moderation/validation processes
- attendance in professional development activities focused on assessment and/or workplace training
- knowledge of the requisite assessor qualifications.

e) demonstrate the necessary interpersonal and communication skills required in the assessment process. This may be demonstrated through:

- participation in professional development and/or training activities focused on effective communication in assessment and/or workplace training contexts
- knowledge of language, literacy and numeracy issues in the context of assessment and workplace training
- recent assessment and/or workplace training activities.

Licensing/Registration Requirements

In some cases assessors conduct assessments for licensing purposes as well as for national recognition. In these cases, assessors must meet the additional

requirements, such as extra training or work experience, which may be set by the relevant statutory licensing or other industry regulatory body. Any additional requirements may be outlined in the relevant Training Package or will be available on application form the relevant statutory licensing or other industry regulatory body.

Gaining Formal Recognition as an Assessor

Formal recognition of competence against the units of competency from the Training Package for Assessment and Workplace Training and the technical units of competency in the relevant Training Package may be gained through the successful completion of:

- a recognised training program offered by a Registered Training Organisation that is based on the relevant units of competency, and/or
- a skills recognition process offered by a Registered Training Organisation that is based on the relevant units of competency.

Using Qualified Assessors

Registered Training Organisations issuing nationally recognised qualifications and Statements of Attainment must meet the requirement to use qualified assessors and ensure that all assessments are conducted in accordance with the relevant procedures.

All assessors who are engaged in assessing must be either:

- employed by a RTO, or
- acting under the auspices of a RTO, eg., an assessor working in an enterprise with a

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partnership arrangement with a private or public RTO.

Individual assessors, partnerships involving assessors and technical experts and assessors working in team situations in a variety of workplace and institutional contexts, may undertake assessments. The following table outlines the different ways that the requirement to use qualified assessors may be met.

Further Information

- Business Service Training, *Training Package for Assessment and Workplace Training*
- Australian National Training Authority, *Training Package Development Handbook*, ANTA, Melbourne

Table One: Alternative Ways of Meeting The Requirement To Use Qualified Assessors

OPTIONS	REQUIREMENTS FOR ASSESSORS AND TECHNICAL EXPERTS
<p>Single assessor</p> <p>An individual assessor conducts the assessment</p>	<p>Assessor is required to:</p> <ul style="list-style-type: none"> • hold formal recognition of competence in the relevant units in the Training Package for Assessment and Workplace Training • hold formal recognition of competence in the units from the relevant Training Package at least to the level being assessed • demonstrate current knowledge of the industry, industry practices, and the job or role against which performance is being assessed • demonstrate current knowledge and skill in assessing in a range of contexts. • demonstrate the necessary interpersonal and communication skills required in the assessment process.

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<p>Partnership arrangement</p> <p>1. An assessor works with a technical expert to conduct the assessment</p> <p>2. A workplace supervisor assists with the collection and recording of evidence and the assessment outcome is made by an external assessor</p>	<p>Assessor is required to:</p> <ul style="list-style-type: none"> • hold formal recognition of competence in the relevant units in the Training Package for Assessment and Workplace Training • demonstrate the necessary interpersonal and communication skills required in the assessment process. • demonstrate current knowledge and skill in assessing against this Training Package in a range of contexts. • work with a technical expert who: <ul style="list-style-type: none"> - holds formal recognition of competence in the units from the relevant Training Package at least to the level being assessed - demonstrates current knowledge of the industry, industry practices, and the job or role against which performance is being assessed. <p>Workplace supervisor is required to:</p> <ul style="list-style-type: none"> • hold formal recognition of competence in the units from the relevant Training Package at least to the level being assessed • demonstrate current knowledge of the industry, industry practices, and the job or role against which performance is being assessed • know the requirements for assessing against the relevant Training Package • use the endorsed assessment procedures to collect and record the assessment evidence • communicate and liaise where appropriate with the assessor throughout the assessment process.
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<p><i>Note: This option may be applicable in situations where it is not feasible for an assessor to conduct the assessment at the workplace.</i></p>	<p>External assessor is required to:</p> <ul style="list-style-type: none"> • hold formal recognition of competence in the relevant units in the Training Package for Assessment and Workplace Training • demonstrate the necessary interpersonal and communication skills required in the assessment process. • demonstrate current knowledge and skill in assessing in a range of contexts • communicate and liaise where appropriate with the workplace supervisor throughout the assessment process • make the assessment decision.
<p>Assessment Team/Panel A team working together to conduct the assessment</p>	<p>A team which comprises assessment and industry experience and expertise which works together in the collection of evidence and making judgements about competency. The members of the team must include at least one person who:</p> <ul style="list-style-type: none"> • holds formal recognition of competence in the relevant units in the Training Package for Assessment and Workplace Training • holds formal recognition of competence in the units from the relevant Training Package at least to the level being assessed • demonstrates current knowledge of the industry, industry practices, and the job or role against which performance is being assessed • demonstrates current knowledge and skill in assessing in a range of contexts. • demonstrates the necessary interpersonal and communication skills required in the assessment process.