

Assessor Training Programme

Unit Standards covered in this programme:

- SAQA Unit Standard 115753, Conduct Outcomes-Based Assessment.
NQF Level 5, 15 Credits

Accreditation for this Programme:

- Education, Training and Development Practices Sector (ETDP SETA) Accredited: ETDP10602

Overview

This accredited Assessor Training Programme is ideal for those who wish to learn the methods of assessing an outcomes-based learning programme and those wishing to gain a formal qualification in assessing. This generic assessor unit standard is for those who assess people for their achievement of learning

outcomes in terms of specified criteria using pre-designed assessment instruments. The outcomes and criteria may be defined in a range of documents including but not limited to unit standards, exit level outcomes, assessment standards, curriculum statements and qualifications.

Please see outcomes and course content on page 4.

Those credited with this programme are able to:

- Demonstrate understanding of outcomes-based assessments.
- Prepare for assessments.
- Conduct assessments.
- Provide feedback on assessments.
- Review assessments.



Who Should Attend the Training?

- Those who wish to gain a formal and accredited qualification as an Assessor.
- Assessors & Moderators
- Facilitator, Trainers, Lecturers, and Presenters
- Training Managers
- Those involved with training
- *This training programme is not subject specific and is applicable to various subject matters and sectors.*

Benefits

For the Individual	For the Company
<ul style="list-style-type: none"> • The ability to register as an Assessor with the relevant SETA or ETQA. • Gains a formal qualification in assessment. • Credits towards a full qualification. • Improves skills in assessment and training. • Improves employability. • Freelance as an independent Assessor. • Change in career focus. • Improves assessment skills. 	<ul style="list-style-type: none"> • Registered/qualified assessors eliminate the need to employ freelance staff. • Assessment can take place in-house. • Can provide credible outcomes-based in-house assessment. • Identify and address skills gaps. • Involvement in learnerships/apprenticeships. • Employers who are registered to claim skills levies will be able to claim skills levies when sending their staff on this training programme.

Entry Requirements

- It is assumed that the candidate-assessors have evaluative expertise within the area of learning in which they intend to assess.

ENJO Consultants (Pty) Ltd

Co Reg No: 2016/345549/07
Tel: (012) 667-1985 | Cell: 064 545 7436
Web: www.enjoconsultants.co.za | Email: training@enjoconsultants.co.za



Accreditations: QCTO | ETDP SETA | MICT SETA | Services SETA | SABPP

Duration and Methods of Completion

Training is provided for corporates and individuals. There are various methods such as:

Method	Duration	Comments
1. Class Attendance Portfolio of Evidence (PoE) building takes place during class.	5 Days	<ul style="list-style-type: none"> Presented monthly at ENJO Consultants, Centurion. Attendance dates to be selected from the training schedule. Training can also be presented at the client site for groups (please contact us for a quote for this option).
2. Online Virtual Attendance Portfolio of Evidence (PoE) building takes place during class.	5 Days	<ul style="list-style-type: none"> Training is presented live via a platform such as Zoom or MS Teams. Attendance dates to be selected from the training schedule. Training can also be presented for groups for a client (please contact us for a quote for this option).
3. Distance Learning (Self-Study) 3 months will be granted for the completion of the portfolio; however, the portfolio can be submitted sooner if completed.	3 months the portfolio can be submitted sooner if completed.	<ul style="list-style-type: none"> The learning material will be provided to the learner upon enrolment. Although the distance learning option is offered, class or virtual attendance is highly recommended.
4. Recognition of Prior Learning (RPL).		<ul style="list-style-type: none"> Qualifying persons can complete this training programme as RPL. A RPL Portfolio will be completed.

Learning Material and Templates

The learning material consists of:

- Learner Guide
- Various Assessment Templates are included in the Learner Guide
- Portfolio of Evidence

Does One Need to Write Exams?

No, one does not need to write exams, the Portfolio of Evidence will be assessed to determine competence.

What is a Portfolio of Evidence (PoE)?

- As the name implies, the Portfolio contains different types of evidence for different purposes.
- The Portfolio of Evidence contains various questions and activities which are completed by the learner.
- The Portfolio of Evidence contains evidence of the learner's ability to apply the newly acquired knowledge and skills in the workplace.
- All questions in the Portfolio of Evidence are covered in the Learner Guide.

ENJO Consultants (Pty) Ltd

Co Reg No: 2016/345549/07
 Tel: (012) 667-1985 | Cell: 064 545 7436
 Web: www.enjoconsultants.co.za | Email: training@enjoconsultants.co.za



Accreditations: QCTO | ETDP SETA | MICT SETA | Services SETA | SABPP

Assessment, Verification and Certification

- The Portfolio of Evidence will be assessed by a registered assessor.
- During assessment the assessor measures the evidence the learner submitted against the outcomes and criteria of the unit standard/qualification; compiles a report and if needed, contacts the learner for additional evidence.
- Once the learner is declared competent, the assessor will forward the assessment report to the learner and the Portfolio of Evidence will be submitted to the ENJO Moderator for moderation.
- On successful completion, ENJO Consultants will upload the learner's results onto the ETDP database.
- Results need to be verified by the SETA before the Statement of Results (SoR) and Certificate are issued.
- The ETDP SETA will capture the learner's results on the National Learner Record Database (NLRD) and issue a Statement of Results (SoR) that will reflect the credits earned.
- ENJO Consultants will then forward the certificate and Statement of Results to the client/learner.

Is this Training Programme Accredited and Recognised?

- ENJO Consultants are accredited with the ETDP SETA to offer this programme: Accreditation No: ETDP10602.

Where Does the Class Attendance Training Take Place?

- ENJO Consultants: Company and Individual Bookings – training takes place according to scheduled dates.
- ENJO Consultants: Group Bookings – training can be scheduled for groups at ENJO Consultants on dates mutually agreed upon with the client.
- Other/Client Site: Training can be presented at various training venues or at the client site depending on numbers and suitability of the venue.

Bookings & Enquiries

Email: training@enjoconsultants.co.za
Tel: (012) 667 1985 | Cell: 064 545 7436

NOTE:

- The Assessor Training Programme can be completed on its own.
- It also forms part of a variety of full qualifications.
- Full qualifications presented by ENJO Consultants containing this training programme:

Qualification ID	Qualification Title	NQF Level	Credits
50334	National Certificate: Occupationally-Directed Education Training and Development Practices	5	120
50333	National Diploma: Occupationally-Directed Education, Training and Development Practices	5	151
50331	National Certificate: Occupationally-Directed Education, Training and Development Practices (Advanced Certificate)	6	261

ENJO Consultants (Pty) Ltd

Co Reg No: 2016/345549/07
Tel: (012) 667-1985 | Cell: 064 545 7436
Web: www.enjoconsultants.co.za | Email: training@enjoconsultants.co.za



Accreditations: QCTO | ETDP SETA | MICT SETA | Services SETA | SABPP

Assessor Training Programme: Unit Standard & Outcomes

SAQA US ID:	Title	NQF Level	Credits
115753	Conduct Outcomes-Based Assessment	5	15

Outcomes / Outline:

1. **Outcome 1: Demonstrate understanding of outcomes-based assessment.**
 - 1.1. Comparisons between outcomes-based and another form of assessment of learning highlight key differences in terms of the underlying philosophies and approaches to assessment, including an outline of advantages and disadvantages.
 - 1.2. RPL is explained in terms of its purpose, processes and related benefits and challenges. Explanations highlight the potential impact of RPL on individuals, learning organisations and the workplace.
 - 1.3. A variety of assessment methods are described and compared in terms of how they could be used when conducting assessments in different situations.
 - 1.4. Key principles of assessment are described and illustrated in practical situations. The descriptions highlight the importance of applying the principles in terms of the possible effect on the assessment process and results.
 - 1.5. The approach to giving feedback on assessment results is described in terms of the possible impact on candidates and further learning and assessment.
2. **Outcome 2: Prepare for Assessments**
 - 2.1. Preparation of assessment resources, logistics, documentation and environment meets the requirements of the assessment at hand and ensures fairness and safety of assessment.
 - 2.2. Parties involved in the assessment are notified in good time. Checks are carried out to ensure parties involved in the assessment are ready and available to meet required schedules.
 - 2.3. All pre-assessment moderation requirements are carried out in accordance with relevant assessment policies, moderation plans and ETQA requirements.
 - 2.4. Assessment details are explained to candidates clearly and constructively. Opportunities for clarification are provided and responses promote understanding of the requirements.
 - 2.5. Inputs are sought from candidates regarding special needs and possible sources of evidence that could contribute to valid assessment, including RPL opportunities. Modifications made to the assessment approach on the basis of the inputs do not affect the validity of the assessment.
 - 2.6. Candidate readiness for assessment is confirmed. In cases where candidates are not yet ready, actions taken are in line with assessment policies.
3. **Outcome 3: Conduct Assessments**
 - 3.1. Assessment practices promote effective, manageable, fair and safe assessment. Assessment practices are in line with quality assurance requirements, recognised codes of practice and learning-site or work-site standard operating procedures where applicable.
 - 3.2. The assessment is carried out according to the assessment design and in line with the assessment plan. Adjustments are justified by the situation, and unforeseen events and special needs of candidates are addressed without compromising the validity or fairness of the assessment.
 - 3.3. Questioning techniques are appropriate and have the potential to successfully elicit appropriate responses. Communication with candidates is non-leading and is appropriate to the assessment at hand and the language ability of the candidate.
 - 3.4. Sufficient evidence is gathered, including evidence generated over time, to enable valid, consistent, reliable and fair assessment judgements to be made.
 - 3.5. Assessment judgements are consistent with judgements made on similar evidence and are justified by the authenticity, validity, sufficiency and currency of the evidence.
 - 3.6. Records of the assessment are in line with the requirements of the organisation's quality assurance system. Records meet requirements for making assessment judgements, giving meaningful feedback, supporting internal and external moderation, and addressing possible appeals.
4. **Outcome 4: Provide Feedback on Assessments**
 - 4.1. Feedback is given to relevant parties in accordance with confidentiality requirements, in an appropriate sequence and within agreed timeframes.
 - 4.2. Feedback is clear and confined to strengths and weaknesses in performance and/or requirements for further evidence in relation to the outcome/s at hand.
 - 4.3. The type and manner of feedback is constructive, culturally sensitive and related to the relevant party's needs. Sufficient information is provided to enable the purpose of the assessment to be met, and to enable parties to make further decisions.
 - 4.4. Feedback on the assessment process is obtained from the candidate and opportunities are provided for clarification and explanations concerning the entire assessment.
 - 4.5. Disputes and/or appeals that arise are dealt with according to the assessment policy.
 - 4.6. Agreements reached and key elements of the feedback are recorded in line with the requirements of the organisation's quality assurance system.
5. **Outcome 5: Review Assessments**
 - 5.1. The review identifies strengths and weaknesses in the instruments and process, and records these for incorporation in assessment redesign.
 - 5.2. Feedback from relevant parties is analysed and used to influence future assessments positively.
 - 5.3. Weaknesses in the assessment design and process that could have compromised the fairness of assessment are identified and dealt with according to the organisation's assessment policy.
 - 5.4. Weaknesses in the assessment arising from poorly defined outcomes and criteria are identified, and effective steps are taken to inform relevant bodies.

ENJO Consultants (Pty) Ltd

Co Reg No: 2016/345549/07
Tel: (012) 667-1985 | Cell: 064 545 7436
Web: www.enjoconsultants.co.za | Email: training@enjoconsultants.co.za



Accreditations: QCTO | ETDP SETA | MICT SETA | Services SETA | SABPP