**ASSESSMENT PRINCIPLES AND PRACTICES**

**SUMMATIVE ASSESSMENT**

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| **Module Code** | 242401001-KM-05 |
| **NQF Level** | 5 |
| **Credits** | 4 |
| **Skills Programme ID Number** | SP-220320 |
| **Skills Programme Title** | Assessment Practitioner |
| **Curriculum Code** | 900096-000-00-00 |
| **Sub Title** | OFO Code 242401 - Training and Development Professional (Training and Development Practitioner) |

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**Note to the learner**

This Learner Guide provides a comprehensive overview of the module. It is designed to improve the skills and knowledge of learners, and thus enabling them to effectively and efficiently complete specific tasks.

**Skills Programme Purpose**

An Assessment Practitioner plans for, conducts and administers assessment of learner competence in an occupational context.

**Skills Rationale**

Assessment skills in practice is the basis of many other qualifications and skills sets and is a skill that leads to employability. This skills programme will equip people to be able to supervise performance and provide feedback in a professional manner.

There is a single unit standard 115753 Conduct Outcomes Based Assessment, Level 5, 15 Credits registered on the NQF which will expire 2023-06-30 which is used to train assessors currently.

Assessment Practitioner status can lead to self-employment

opportunities. Typical learners include post school learners and college graduates on

NQF Level 4 or equivalent with work experience that enables them to observe learners in practice and make judgements on competence and quality in skills deliver. This skills programme is for people with an interest in using assessment tools to promote learning.

**Entry Requirements**

NQF Level 4 with Communication

**Quality Assurance**

QCTO will facilitate the assessment and quality assurance

**Provider Accreditation Requirements for the Knowledge Module**

**Physical Requirements**

* Learning and development resources aligned to the scope and content of the module
* Learner assessment resources (database, tools, records)

**Human Resource Requirements:**

* Access to facilitators of learning with subject matter expertise as evident from professional designations, or experiential competence or prior qualifications
* Access to assessment expertise in terms of subject matter related prior learning, experience and credibility

**Legal and Safety Requirements:**

* Access to facilities that comply with occupational health and safety standards where contact learning or assessment sessions are delivered

**Purpose of the Knowledge Modules**

The main focus of the learning in this knowledge module is to build an understanding of assessment of learner competencies in an occupational context

**Topic elements to be covered include**

The learning will enable learners to demonstrate an understanding of:

* KM-05-KT01: Assessment practices, methods and concepts (25%)
* KM-05-KT02: Evidence collection and recording concepts and principles (25%)
* KM-05-KT03: Evidence evaluation concepts and principles (25%)
* KM-05-KT04: Assessment administration and regulatory practices (25%)

**Venue, Date and Time:**

Consult your facilitator should there be any changes to the venue, date and/or time.

Refer to your timetable

**Assessments**

The only way to establish whether you are competent and have accomplished the learning outcomes is through continuous assessments. This assessment process involves interpreting evidence about your ability to perform certain tasks. You will be required to perform certain procedures and tasks during the training programmer and will be assessed on them to certify your competence.

This module includes assessments in the form of self-evaluations/activities and exercises. The exercises, activities and self-assessments will be done in pairs, groups or on your own. These exercises/activities or self-assessments (Learner workbook) must be handed to the facilitator. It will be added to your portfolio of evidence, which will be proof signed by your facilitator that you have successfully performed these tasks.

Listen carefully to the instructions of the facilitator and do the given activities in the time given to you.

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| **KM-05-KT01: Assessment practices, methods and concepts** |

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| **KT0101** | Assessment practices (Assessment plan, Pre-assessment briefing, Evidence, Competence, Feedback) |
| **KT0102** | Assessment concepts within the QCTO model (Internal and final integrated summative external assessment) |
| **KT0103** | Principles of good assessment practice (Fairness, Validity, Reliability, Sufficiency, Practicability, Currency of evidence) |
| **KT0104** | Assessment theories (Outcomes-based assessment, Competency-based assessments, Traditional assessment) |
| **KT0105** | Types of assessment (pre-programme, continuous, formative, integrated, summative) |
| **KT0106** | RPL Assessment objectives and practices |
| **KT0107** | Domains of competence (practical, foundational and reflexive |

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| **ACTIVITY** |
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**Explain what assessment in practice is**

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| **ACTIVITY** |
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**List several guidelines to follow when selecting assessment methods:**

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| **KM-05-KT02: Evidence collection and recording concepts and principles** |

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| **KT0201** | Sources of evidence (Direct, Indirect, Historical) |
| **KT0202** | Evidence collection instruments that cover assessment of all learning domains |
| **KT0203** | Evidence collection tools (Observation assessment sheet, Knowledge assessment sheet, End product assessment sheets, Portfolio of Evidence) |
| **KT0204** | Principles of evidence collection and submission (Validity, Accountability, Accuracy, Current, Consistency, Sufficiency |

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| **ACTIVITY** |
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**Explain what is a portfolio of evidence?**

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| **KM-05-KT03: Evidence evaluation concepts and principles** |

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| **KT0301** | Rules of evidence (Valid, Authentic, Reliable, Current, Sufficient) |
| **KT0302** | Assessment results and judgements |
| **KT0303** | Assessment feedback practises and records management |
| **KT0304** | Standards of assessing evidence (Graded assessments, Competency standards) |
| **KT0305** | Gap-analysis, remedial actions, guidance and support |

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| **ACTIVITY** |
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**List and explain rules of evidence**

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| **KM-05-KT04: Assessment administration and regulatory practices** |

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| **KT0401** | Standard assessment documentation management |
| **KT0402** | Rules of certification (Statement of results, National Certificates) |
| **KT0403** | Record management practices |

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| **ACTIVITY** |
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**What is management of assessment?**

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