

## ASSESSOR TRAINING PROGRAMME

### Introduction

The role of the assessor is to formally assess the skills and competence of staff within an organisation. This is done through building a portfolio of evidence that is related to the learners daily work and meeting the requirements of the NQF.

An assessor must have the skills to plan, conduct, evaluate, make Judgments and provided feedback. An Assessor should also have the ability to guide and support their learners through this process.

### Career Opportunities:

Competent Assessors will have the necessary skills, knowledge and attitude to advance their professional standing within the ETD Sector

### Programme Outcomes

By the end of this programme learners will be able to:

- Explain the principles and mechanisms of the NQF.
- Explain principles, methods, types and purposes of assessment.
- Plan and prepare for assessment.
- Prepare candidate for assessment.
- Conduct assessment and document evidence.
- Evaluate evidence and make assessment judgements.
- Provide feedback to relevant parties.
- Review assessment.

### Programme Outline

Learning Unit 1	Overview of the NQF
Learning Unit 2	About Assessment
Learning Unit 3	Plan and Prepare for Assessment

### Programme Outline (cont.)

Learning Unit 4	Prepare Candidate for Assessment
Learning Unit 5	Conduct Assessment and Document Evidence
Learning Unit 6	Evaluate Evidence and make a Judgment
Learning Unit 7	Provide Feedback
Learning Unit 8	Review Assessment

### Methodology

Training Programme Duration: 2 Days

Unit Standard: Conduct Outcomes-based Assessments

NQF Level: 5

Credits: 15

Assessment and Registration: On-site assessment of 2 hours per candidate

### Target Group

- HR Managers
- Training Managers
- Supervisors
- Line Managers
- Trainers/Facilitators/Coaches

### BENEFITS

- Qualified Assessors
- Assessors able to make effective assessment decisions
- Competent and motivated workforce
- Meeting of ETQA requirements for accreditation
- Reduced grievances
- Clearly identifiable training needs and career paths
- Improved opportunities to claim skills grants

