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ETDP SETA 10407 – REG. 2003/011406/23

presents

ASSESSOR TRAINING COURSE

US-ID 115753

(www.saqo.org.za)

Miami Lodge – Polokwane

WORKSHOP DATES

THIS THREE-DAY COURSE IS OFFERED EVERY MONTH AND CAN BE OFFERED IN-HOUSE OR OVER WEEKENDS.

UPCOMING COURSE DATES:

27-29 July 2010

24-26 Aug 2010

21-23 Sep 2010

26-28 Oct 2010

23-25 Nov 2010

WORKSHOP INFORMATION

THE WORKSHOP REQUIRES A MINIMUM OF 5 PARTICIPANTS AND CAN ACCOMMODATE A MAXIMUM OF 15

ASSESSOR TRAINING COURSE (Aligned with SAQA US ID 115753)

Who should attend?:

Educators, skills development facilitators, trainers and those who want to become trainers, human resource practitioners, all those responsible for assessing workplace performance and anyone who wants to qualify as an assessor.

Assessor training opens up opportunities for you to work as an assessor. There is demand for assessors to work in large companies. There are also opportunities for assessors to work as consultants, providing assessment services on a contract basis.

Aim:

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.

Those who achieve this unit standard will be able to conduct assessments within their fields of expertise. This unit standard will contribute towards the achievement of a variety of qualifications, particularly within the fields of Education Training and Development Practices and Human Resource Development.

People credited with this unit standard are able to carry out assessments in a fair, valid, reliable and practicable manner that is free of all bias and discrimination, paying particular attention to the three groups targeted for redress: race, gender and disability.

Course contents:

1. The National Qualifications Framework revisited
2. Outcomes-based assessment
 - Comparisons between outcomes-based and other forms of assessment
 - Purpose, processes, related benefits and challenges of recognition of prior learning (RPL)
 - Key principles of assessment
3. Prepare for assessments
 - Preparation of assessment resources, logistics, documentation and environment
 - Pre-assessment ETQA moderation policies, plans and requirements

4. Conduct assessments
 - Quality assurance requirements, recognised codes of practice and learning-site/work-site standard operating procedures.
 - Assessment design and plan
 - Special needs of candidates
 - Questioning and communication techniques
 - Evidence gathering
 - Valid, consistent, reliable and fair assessment judgements
 - Records of the assessment
5. Provide feedback on assessments
 - Confidentiality requirements
 - Appropriate sequence and agreed timeframes
 - Clear, constructive, culturally sensitive and appropriate feedback
 - Candidate input
 - Disputes and/or appeals
 - Recording of agreements in line with the requirements of the organisation's quality assurance system
6. Review assessments
 - Strengths and weaknesses of the instruments and process
 - Assessment redesign
 - Analyse feedback from relevant parties

Outcome:

Learners credited with this unit standard will be able to:

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

TIMELINE

Days 1-3 – Course is offered from 08h00-16h00 daily

Days 4-18 – Learners complete and submit Portfolio of Evidence. Portfolio is discussed with assessor

Days 19-21 – Feedback from moderator

Days 21-52 – Moderator's report is verified by ETDP SETA

Day 52-60 – Certificate is issued to learner

Please note that learners determine the pace of their evaluation. Learners who are requested to make corrections to their Portfolios of Evidence may take longer to receive their certificates.

REGISTRATION

REGISTRATION FEE: R3 500 per person

(Includes course material, light refreshments, assessment, moderation and certificates. No VAT charged.)

Registration closes 8 days before the course commences. All payments and government orders must be received 8 days before the course start date.

ACCOMMODATION AND AIRPORT TRANSFERS

VENUE

Miami Lodge offers accommodation and meals. Airport transfers from Polokwane Airport to Miami Lodge are R250 per person one way. Please call them directly to make bookings: Tel. 015 291 4290

Please note that if the workshop number is lower than 6, an alternative venue will be used.

ALTERNATIVE ACCOMMODATION

Please note that all alternative accommodation options require travel by car.

Bolivia Lodge (3-star) - Tel. 015 296 0309 (airport transfer is free)

Fusion Boutique Hotel (5-star) - Tel. 015 291 4042

Cycad Guest House - Tel. 015 291 2123

Garden Court Southern Sun – Tel. 015 291 2030

Town Lodge – Tel. 015 292 4400

Organised by:

***Poussière d'étoiles – Professional Conference Organisers. All workshop information is available on our website.
Tel. 015 263 6946 Fax. 086 617 2017 Email: info@pdesa.co.za Web: www.pdesa.co.za***