

US 4098 Use standard to assess candidate performance Level: 4 Credit: 6 Version: 5

This evidence guide aims to assist you in preparing for assessment against this unit standard. It outlines the requirements for each element in the unit standard and the knowledge you need to have before you are assessed.

Purpose

People credited with this unit standard are able to: prepare for and conduct assessment; complete assessment administration; and review the assessment practice.

Resources

The following resources may be useful when preparing for this assessment:

- ATTTO Assessor Workshop Manual

Assessment Conditions

- The way you carry out the assessments must follow ATTTO policies and procedures
- You should not use simulations to collect evidence for your assessments unless this is the way that evidence is normally collected for the type of unit standard being assessed
- You can assess two (2) different standards that have a total credit value of at least four (4) **or** using two (2) different assessment methods assess one standard that has a credit value of at least 10.
- All assessments that you submit as evidence for this unit must be verified by an observer
- Your observer must be experienced in assessment **and** be either a subject matter expert or your supervisor/manager

Definitions

Assessment materials may include but are not limited to – assessment tasks and/or activities, assessment schedules, assessor briefs, evidence guides, common assessment tasks.

Stakeholders includes candidate, assessor and observer. Other stakeholders may include, but are not limited to – employer, supervisor, trainer and standard setting body.

Standards are statements of performance with measurable outcomes. Standards may include but are not limited to – NQF unit standards, other national standards, organisational standards, learning outcomes.

Sources of Evidence

- Verbal answers
- Written answers
- Observation

Instructions

- Read through the checklist on the following pages; if you can confidently tick all the boxes then you are ready to be assessed.
- The column labelled *evidence* is there for you to make notes about the type of evidence you are going to supply.
- If you are unsure of any requirements you may contact your assessor or workplace mentor for further clarification. It is recommended that you have all your evidence prepared before you meet with your assessor.

Appeals Process

If you are dissatisfied with the assessment process or results you may appeal to have the assessment decision reconsidered. *You should refer to the appeal process of the assessor, provider or workplace.*

Re-submission Policy

You should refer to the re-submission policy of the assessor, provider or workplace.

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<input checked="" type="checkbox"/>	Performance Criteria	Evidence
Element 1: Prepare for assessment.		
1.1 <input type="checkbox"/>	You must consult with all relevant stakeholders when you select your assessment materials.	
1.2 <input type="checkbox"/>	You must identify the pre-assessment moderation requirements for the units you will be assessing and ensure that they have been met.	
1.3 <input type="checkbox"/>	You must inform all relevant stakeholders of the assessment arrangements. The assessment arrangements may include: <ul style="list-style-type: none"> <input type="checkbox"/> Sequence of events <input type="checkbox"/> Assessment methodology <input type="checkbox"/> Reassessment <input type="checkbox"/> Appeal procedure <input type="checkbox"/> Location <input type="checkbox"/> Time <input type="checkbox"/> Other (please specify) 	
1.4 <input type="checkbox"/>	You must prepare the environment and/or context that you will be carrying out the assessment. The environment/context may include: <ul style="list-style-type: none"> <input type="checkbox"/> Candidate special needs <input type="checkbox"/> Health and safety considerations 	

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<input checked="" type="checkbox"/>	Performance Criteria	Evidence
Element 1:	Prepare for assessment.	
	<input type="checkbox"/> Assessment conditions <input type="checkbox"/> Other (please specify)	

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<input checked="" type="checkbox"/>	Performance Criteria	Evidence
Element 2: Conduct assessment.		
2.1 <input type="checkbox"/>	The assessment that you have carried out matches the assessment materials you selected in PC 1.1. Any modifications that you have made must be agreed to with the relevant stakeholders.	
2.2 <input type="checkbox"/>	Your assessment judgements must be based on evidence that is:: <ul style="list-style-type: none"> <input type="checkbox"/> Based on evidence that is valid <input type="checkbox"/> Authentic <input type="checkbox"/> Current <input type="checkbox"/> Sufficient <input type="checkbox"/> Consistent with judgements made on similar evidence 	
2.3 <input type="checkbox"/>	The feedback that you give the person you are assessing is: <ul style="list-style-type: none"> <input type="checkbox"/> Timely <input type="checkbox"/> Direct <input type="checkbox"/> Confined to strengths and weaknesses in performance <input type="checkbox"/> States requirements for further evidence 	

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<input checked="" type="checkbox"/>	Performance Criteria	Evidence
Element 3: Complete assessment administration.		
3.1 <input type="checkbox"/>	You must record the assessment results in accordance with the relevant stakeholder requirements.	
3.2 <input type="checkbox"/>	You must describe and meet the post assessment moderation requirements for the unit standard(s) you have assessed.	

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<input checked="" type="checkbox"/>	Performance Criteria	Evidence
Element 4: Review the assessment practice.		
4.1 <input type="checkbox"/>	<p>You must review the assessment practice for the assessment(s) you have carried out and identify any areas that can be improved.</p> <p>The review must include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Feedback from the stakeholders <input type="checkbox"/> Self review 	