

SMART Institute Of Mines



Smart Institute Of Mines (PTY) LTD

Reg No: 2013/131908/07

Office Tel: +27 11 025 7238 / +27 11 056 5054

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Email Address: info@smartinstituteofmines.co.za

Website: www.smartinstituteofmines.co.za

SMART ETDPSETA Accreditation No: ETDPS011182

ASSESSOR COURSE

Overview

An Assessor is the person judging whether another person is competent and not yet competent within a certain field.

The Assessor Skills Programme is a comprehensive SAQA unit standard-based course that covers best practice standards of assessing outcomes-based learning. Learn how to conduct assessments in your own area of expertise.

ACCREDITED TO UNIT STANDARD ID 115753, NQF LEVEL 5, 15 CREDITS

Prerequisites

- Seasoned and competent in the area in which you will conduct assessments, i.e. having expertise in the area that you will be assessing.
- No previous assessment expertise necessary

Course Accreditations

This course is accredited with ETDP Seta and each learner will have to submit a Portfolio of Evidence after the training, upon being deemed competent, the learner will receive a Certificate of Competence.

Course Outcomes

Upon completion of this course and successful assessment Candidate Assessors will have acquired these skills

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

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Who Should Attend

- HR Generalists.
- Seasoned trainers.
- Learning and Development Practitioners.
- Any person who wants to specialize in assessment practice.
- Any person who wants to register as an Assessor with a SETA.
- Any person who wants to enhance previously learned assessment principles

Price

R5300 (Per Person, Includes Manual)

Duration

5 Days (08:30 - 16:00)

COURSE OUTLINE

1. DAY 1 - Registration and introduction to the National Qualifications Framework.

- Understanding outcomes-based assessment.
- Comparing traditional and outcomes-based assessment.
- Acquiring knowledge of different assessment methods.
- Applying RPL as a method of assessment.
- Assessing applied competence.

2. DAY 2

- Plan the logistics and instruments required for successful assessment.
- Prepare the financial, physical and human resources necessary for assessment.
- Ensure Learner readiness in keeping with organizational policy.
- Meet with Learners and obtain input on evidence that can be produced.
- Obtain information about Learner needs that may prevent successful assessment.
- Prepare stakeholders to ensure that assessments remain valid and true to NQF principles.
- Record Learner preparation and keep accurate records of Learner preparation.

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3. DAY 3

- Conduct assessments in a variety of settings.
- Apply best-practice questioning techniques to elicit appropriate responses.
- Make assessment judgments in situations where there is sufficient and insufficient evidence.
- Apply valid and fair assessment methods in line with quality policies and standard operating procedures.
- Gather and record sufficient information to ensure that meaningful feedback is given to Learners.

4. DAY 4

- Prepare and give feedback to all stakeholders.
- Obtain input from Learners.
- Deal with disputes and appeals.
- Maintain records of feedback and guidance in keeping with organizational quality requirements.
- Evaluate the quality and strength of the assessment instruments and assessment process for incorporation into design.

5. DAY 5

- * Portfolio compilation workshop.

CERTIFICATE VALIDATION

Not expiring

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