

# Assessment Practitioner

This skills programme is designed for the private and public sector and is aimed at providing the learner with knowledge on assessment principles as well as with skills to plan and conduct assessment of learner competencies.

## » ENTRY REQUIREMENTS

Competent in communication (NQF level 4);

## » ASSESSMENT

The Portfolio of Evidence includes formal assessments as well as the internal summative assessments. Formal assessments refer to the class activities that serve to practice specific skills that are required from learners. Internal summative assessments need to be completed upon the conclusion of the module.

After completion of the knowledge and practical modules, the learner will be required to complete a work experience module which is achieved through exposure in a suitable work environment.

Once the work experience module has been completed the learner will submit a portfolio of evidence. If found competent, the learner will receive a Statement of Results which will give the learner entrance to the FISA exam

## » ABOUT US

Pro-Active College excels in the education, training and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.



Designed and developed by Pro-Active College, this skills programme is accredited with QCTO ID/OFO Code: SP-220320



NQF Level 5

Credits: 20

Contact session: 4 days



How to become an Assessment Practitioner:

1. Register and attend this skills programme
2. Successfully complete the following modules:
  - a. Knowledge Module
  - b. Practical Module
  - c. Workplace Module
3. Compile and submit Portfolio of Evidence for assessment.
4. Successfully complete the final summative assessment (FISA)

## CERTIFICATION

QCTO will issue a certificate after successfully completion of the FISA exam.



# PROGRAMME OUTCOMES

| Module  | Purpose of the Module  |
|---|--|
| 242401001-KM-05:<br>Assessment principles and practices                     | <ul style="list-style-type: none"> <li>• KM-05-KT01: Assessment practices, methods and concepts</li> <li>• KM-05-KT02: Evidence collection and recording concepts and principles</li> <li>• KM-05-KT03: Evidence evaluation concepts and principles</li> <li>• KM-05-KT04: Assessment administration and regulatory practices</li> </ul> |
| 242401001-PM-06,<br>Plan and conduct the assessment of learner competencies | <ul style="list-style-type: none"> <li>• PM-06-PS01: Prepare for assessment</li> <li>• PM-06-PS02: Conduct the assessment</li> <li>• PM-06-PS03: Report and record assessments</li> <li>• PM-06-PS04: Review assessments</li> </ul>  |
| 242401001-WM-06,<br>Conduct assessments of learner competence               | <ul style="list-style-type: none"> <li>• WM-06-WE01: Plan for and conduct an assessment of three candidates under the guidance of a subject matter expert</li> </ul>   |

## Knowledge, Practical skills and Work Experience

# Module Alignment

This program is aligned with the following standards:

| Knowledge, Practical Skill and Work Experience Module Title | ID              | NQF Level | Credits |
|---|-----------------|-----------|---------|
| Assessment principles and practices                         | 242401001-KM-05 | 5         | 4       |
| Plan and conduct the assessment of learner competencies     | 242401001-PM-06 | 5         | 8       |
| Conduct assessments of learner competence                   | 242401001-WM-06 | 5         | 8       |

# PROGRAMME OUTLINE

## » LEARNING UNIT 1

### Outcomes-Based Assessment

- 1.1 The National Qualifications Framework
- 1.2 Outcomes-Based Education and Training
- 1.3 Qualifications and Unit Standards
- 1.4 Outcomes-Based Assessment
- 1.5 Recognition of Prior Learning
- 1.6 Assessment Methods
- 1.7. Assessment concepts within the QCTO model

## » LEARNING UNIT 2

### Prepare for Assessments

- 2.1 The Assessment Process
- 2.2 The Role and Expertise of the Assessor
- 2.3 Preparing for Assessment
- 2.4 Planning the Assessment
- 2.5 Prepare Candidates for assessment

## » LEARNING UNIT 3

### Conduct Assessment and Document Evidence

- 3.1 Assessment Practices
- 3.2 Collecting the Evidence
- 3.3 Document Evidence
- 3.4 Evaluate Evidence and make Assessment Judgments

## » LEARNING UNIT 4

### Provide Feedback on Assessment

- 4.1 Providing Feedback
- 4.2 Who should receive Feedback
- 4.3 Disputes, Appeals and Reassessments

## » LEARNING UNIT 5

### Review Assessments

- 5.1 Review Assessments

