

Accreditation : This Module is a Nationally Accredited Course
Title : **TAAASS301B – CONTRIBUTE TO ASSESSMENT**
Field Of Study : **HUMAN RESOURCE MANAGEMENT**

What is this course all about?

This unit involves the skills and knowledge and attitude to assist in the assessment process by formally collecting, examining and presenting evidence which contributes to an assessment decision against the relevant assessment benchmark.

Clarify role and responsibilities in the assessment process– TAAASS301B/01

- ❑ Purpose of assessment is discussed and confirmed with relevant people using appropriate communications and interpersonal skills
- ❑ Benchmark/s for assessment are discussed and confirmed with qualified assessor
- ❑ The assessment plan is accessed, read and clarified with qualified assessor
- ❑ Specific responsibilities in gathering evidence and types of evidence to be gathered are discussed and agreed with qualified assessor

Confirm organisational arrangements for evidence gathering – TAAASS301B/02

- ❑ Nominated assessment methods and assessment tools to be used in collecting evidence are clarified with the qualified assessor to ensure the instruments to collect evidence and the procedures to be followed are clear
- ❑ The assessment context including candidate's characteristics and any need for reasonable adjustments are discussed and confirmed with relevant people
- ❑ Resource requirements are confirmed and arranged in consultation with relevant people
- ❑ Documentation setting out relevant assessment system policies and procedures, legal/organisational/ethical requirements and any other relevant advice on assessment is accessed and confirmed with relevant people

Collect evidence in accordance with the assessment plan – TAAASS301B/03

- ❑ The assessment process is explained to the candidate, including the different responsibilities of the parties involved, and any candidate issues/concerns are referred to the qualified assessor prior to undertaking assessment activities

- ❑ Assessment tools are used to gather quality evidence using appropriate communication and interpersonal skills with the candidate and other relevant people
- ❑ Evidence is collected within available time and resources, in accordance with organisational/ legal/ethical requirements
- ❑ Evidence gathering assessment activities are reviewed against the principles of assessment and collected evidence is examined to determine whether it meets the rules of evidence
- ❑ Limitations and issues in collecting quality evidence are identified and assistance is sought from qualified assessor/s, where required

Record and report findings – TAAASS301B/04

- ❑ Evidence is documented and recorded in accordance with assessment system policies and procedures
- ❑ Evidence is organised in a format suitable for analysis and provided to the qualified assessor in accordance with assessment system policies and procedures
- ❑ Feedback is actively sought from the qualified assessor on whether the evidence gathering activities meet the principles of assessment and the collected evidence meets the rules of evidence
- ❑ Areas for improvement in collecting evidence are documented for future assessment activities

Some examples of individuals that will benefit from these courses are: -

- ❑ Managers
- ❑ Supervisors
- ❑ Team leaders
- ❑ Teachers

You will have better skills & knowledge and familiarise yourself more in the following areas -

- ❑ observation skills to observe candidate performance
- ❑ cognitive and interpretation skills to:
 - ensure collection of valid and reliable evidence
 - identify gaps/issues in evidence collection
 - confirm appropriate assessment tools and methods to be used
- ❑ organisation skills to:
 - use required resources
 - carry out the evidence collection
- ❑ time management skills

- to schedule assessment events/activities
 - work with candidate on suitable times
- using assessment methods and tools
- literacy skills to:
 - read and interpret relevant information
 - prepare required documentation and collate evidence in required format
- communication skills to:
 - discuss evidence gathering processes with practitioners
 - discuss evidence gathering processes with candidate/s
 - establish a working relationship with assessor and candidate/s
 - provide constructive and supportive feedback
 - ask appropriate questions to clarify and confirm instructions for evidence gathering
 - provide clear and concrete options and/or advice
- attributes including:
 - willingness to contribute positively to the assessment process
 - capacity to encourage, accept and use feedback
 - capacity to work sensitively and ethically when gathering information
- what is competency-based assessment, including criterion referenced, competency standards as the benchmarks for assessment, competency-based reporting
- the principles of assessment, being validity, reliability, fairness and flexibility
- the rules of quality evidence, in that evidence must be valid, authentic, sufficient and current
- the different purposes of assessment
- the diversity of assessment contexts
- what is evidence and different types of evidence
- how evidence is gathered - what are assessment methods and different types of methods
- what is an assessment tool
- what is an assessment plan
- practical knowledge of the potential barriers and processes relating to evidence gathering procedures and assessment processes
- the organisational assessment system policies and procedures relevant to this unit of competency
- technical/subject area being assessed
- cultural sensitivity and equity considerations
- relevant policy, legislation, codes of practice and national standards including Commonwealth and state/territory legislation, for example:
 - licensing requirements
 - recording information and confidentiality requirements
 - equal employment opportunity, disability, discrimination
- OHS relating to the work role, and OHS considerations to be included in collecting evidence, including:
 - hazard identification and risk control measures
 - requirements for reporting hazards and incidents

- emergency procedures
- procedures for use of relevant personal protective equipment
- safe use of relevant equipment
- sources of OHS information
- role of key workplace personnel
- responsibilities of learners and employees

What Recognition will you achieve?

Where a demonstrated competency has been achieved in accordance with the endorsed Australian Quality Training Framework (AQTF) standards, a Statement of Results can be issued for those competencies successfully completed in this course. These can be combined with additional competencies achieved later, and together may build towards the issuing of qualification, at Certificate II plus. A certificate will be issued upon successful completion of this module.

How will you be assessed?

Demonstration of competencies for this qualification is achieved via formal assessment. Participants complete a work related project/activities, which incorporates the range of competencies covered for each unit.

Will you be eligible for subject exceptions?

The units can be completed through attendance at MTG training courses. You may have already attained some competencies covered in the units through previous training, work, or life experience. If you feel you can already demonstrate a competency, then you should apply for **Recognition of Current Competencies (RCC)**. An RCC application form can be found in the MTG trainee welcome kit where you can fill out and fax back to us on (03) 9482-6988 or simply visit our website on www.matrixtraininggroup.com/downloads.php In order to download this application.

What training materials and training aids will you have?

1. **Learner Guides:** - Matrix Training Group will supply each trainee with a module for each unit which contains must know information, learning activities and projects, which will keep you enthusiastically involved in the course. Upon completion of each module these activities will be handed in to the trainer, assessed then returned to trainees with relevant comments to keep you informed with your progress.
2. **Online Support:** - Your Trainer is always available through E-mail & Website support. Our website address is www.matrixtraininggroup.com
3. **Telephone Support:** - You may call your trainer during business hours for over the

telephone support