

**Accreditation** : This Module is a Nationally Accredited Course

**Title** : **BSZ403A – REVIEW ASSESSMENT**

**Field Of Study** : **TRAINING & ASSESSMENT**

### What is this course all about?

This unit covers requirements to review assessment procedures in a specific context.

### When you have finished this course you should be able to demonstrate your ability to:

#### Review the assessment procedure(s)

- ❑ Give appropriate personnel the opportunity to review the assessment outcomes and procedure using agreed evaluation criteria.
- ❑ Follow the review process established by the enterprise, industry or registered training organization.
- ❑ Review the assessment procedure(s) at a specified site in cooperation with person(s) being assessed, and any appropriate personnel in the industry/enterprise/training establishment and/or any agency identified under legislation.
- ❑ Document review activities, substantiated findings and evaluate the review approach.

#### Check consistency of assessment decision

- ❑ Check evidence from a range of assessments for consistency across the dimensions of competency.
- ❑ Check evidence against key competencies;
- ❑ Review consistency of assessment decisions with defined performance standards and discrepancies and note and act upon inconsistencies.

## Report review findings

- ❑ Make recommendations to appropriate personnel for modifications to the assessment procedure(s) in light of the review outcomes.
- ❑ Evaluate records to determine whether the needs of appropriate personnel have been met.
- ❑ Make effective contributions to system-wide reviews of the assessment process and feedback procedures.

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

- ❑ trainers/teachers and assessors
- ❑ team leaders/supervisors/managers/employers
- ❑ participant/employee/learner
- ❑ technical experts
- ❑ government regulatory bodies
- ❑ union/employee representatives
- ❑ consultative committees
- ❑ users of training information such as training providers, employers, human resource departments
- ❑ State/Territory Training/Recognition Authorities.
- ❑ assessors/training partners.

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

- ❑ Documented process for the review of the assessment procedure(s);
- ❑ A report on the review of the operations and outcomes of the assessment procedure(s) including substantiation of findings and any recommendations for modifications;
- ❑ How the review process for evaluating the assessments in the enterprise, industry or organisation was implemented;
- ❑ Why particular review/evaluation methodologies were chosen.
- ❑ How cooperation and input from the person(s) assessed and appropriate personnel was sought as part of the review;

You will have better knowledge and familiarise yourself more in relevant legislation, codes, regulations and standards which include:

- ❑ Assessment and Workplace Training Competency Standards
- ❑ Relevant competency standards, including industry or enterprise standards of performance.
- ❑ Relationships of competencies to industrial agreements, classification systems and the Australian Qualifications Framework (AQF);
- ❑ Application of relevant workplace policies (eg OHS and EEO) and any relevant legislative or regulatory requirements
- ❑ Competency in unit(s) of competency relevant to the training program
- ❑ Principles of adult learning and competency based training
- ❑ Identification and correct use of equipment, processes and procedures relevant to unit(s) of competencies

What Recognition will you achieve?

Where demonstrated competencies have 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 IV level.

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. At completion of each module these activities will be handed in to your trainer, assessed then returned with relevant comments to keep you informed with your progress.

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) 9854-6124 or simply visit our website on [www.matrixtraininggroup.com/downloads.php](http://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](http://www.matrixtraininggroup.com)
3. **Telephone Support:** - You may call your trainer during business hours for over the telephone support