

CARRY OUT WORKPLACE ASSESSMENTS

WPTASS001—Carry out workplace assessments

DURATION: 2 Days

COURSE OUTLINE

This is a nationally recognised enterprise unit which forms part of the accredited Course in Field-based Training and Assessment 10235NAT.

Carry out workplace assessments equips participants with the skills, knowledge and attitude to plan, organise and carry out workplace assessments following established assessment processes and using assessment tools developed by others.

This course is appropriate for those with significant technical or vocational expertise who are expected to assess others as part of their work responsibilities.

The course is not suitable for those who are required to plan, organise and conduct assessments against nationally recognised units of competency or accredited courses.

Carry out workplace assessments covers:

- An overview of assessment
- Key assessment concepts
- Assessment tools and instruments
- Preparing to assess
- The pre-assessment briefing
- Gathering evidence
- Finalising the assessment
- Reviewing the assessment

DELIVERY METHOD

Face to face, off the job facilitated learning, reinforced by a practical work based assignment completed after the workshop.

LLN REQUIREMENTS

To complete this course successfully, participants need to have reasonably well developed skills in areas such as reading, writing and communication. Examples of activities that participants will need to perform include:

- Literacy skills to read and interpret information and instructions relating to the assessment
- Literacy skills to document assessment evidence
- Observation skills to observe the performance of the candidate
- Organising skills to prepare for an assessment and collect evidence
- Communication skills to discuss the assessment process with candidates, to ask questions as part of the assessment, and to provide constructive and supportive feedback

PREREQUISITES

No qualifications or other formal prerequisites are necessary to participate in this course.

However, it is recommended that participants have a minimum of 12 months experience working in the industry in which they plan to assess so that they have sufficient subject matter knowledge and experience to be able to assess others effectively.

RESOURCE REQUIREMENTS

To complete the assessment for this course, participants will need to have access to:

- A computer, a printer and the internet
- Candidates who they can assess in the workplace
- Assessment tools that they can use to conduct assessments in the workplace
- Equipment and documentation relating to the subject matter being assessed
- Assessment policies and procedures used in the workplace
- A supervisor or qualified assessor who can observe them conducting assessments and provide feedback to DTE

PRE-COURSE WORK

Before attending the workshop, participants are encouraged to access and bring a copy of:

- Their organisation's assessment policies and procedures
- An assessment tool that they will be expected to use when conducting assessments in the workplace

ASSESSMENT

The assessment for this course consists of:

- Short answer questions
- Simulated assessment activity conducted on the course and observed by a DTE assessor
- Completion of forms relating to the simulated assessment activity
- Two assessments conducted by the candidate in the workplace, using their organisation's assessment tools and observed by a supervisor or qualified assessor from their organisation
- Completion of forms relating to the workplace assessments

To complete the assessment component of this course, participants need to be working in, or have access to an environment in which they are able to conduct assessments using assessment tools developed by others.

Participants have three months to complete their assessment after attendance at the course.

ASSESSMENT TIMEFRAME

The number of hours taken to complete this assessment will vary between participants. However, as a rough guide, it is recommended that participants allow approximately 4–6 hours to complete the assessment for this course.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior (RPL) is available for this course. RPL is suitable for those whose previous knowledge and experience will enable them to demonstrate competency in the unit on which the course is based.

LOCATION OF TRAINING

Our training centre is located in Gladstone, Central Queensland. Alternately courses can be booked for any location where appropriate facilities can be provided.

COURSE COSTS

A total fee of \$600 per person which covers all course materials, administration and catering costs.

BOOKINGS

Visit our web site www.downtoearthresults.com.au and book via the training calendar or alternatively contact us.

PAYMENT METHOD

Payments can be made via VISA/Mastercard or Direct Debit:

Westpac Banking Corporation
Down To Earth Results
BSB: 034 126 ACC: 234-764

CONTACT US

Please contact DTE administrator to discuss your needs or queries regarding training and upcoming dates for courses.

COMMITMENT

Our facilities and experienced instructors ensure that graduates of our courses leave equipped with the knowledge and skills required for safe work in their chosen field with the breadth and depth of knowledge required for the role. In addition we offer an on-going support service to all course participants including student contact days on a monthly basis.

REFUND POLICY

DTE has a fair and equitable refund policy in place containing guidelines guaranteeing the refund of fees to participants under reasonable circumstances. The management guarantees that DTE has a sound financial position and safeguards participant fees until used for training. Please ask for a copy of the refund policy.

We stand by our training excellence 100% and guarantee our product. Should for some valid reason the training does not meet your expectations we shall provide a full refund.



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