PIRTAA4.02C – Assess competence

Functional area   **PIRFO Trainer & Assessor**

Prerequisites

Completion of the PIRFO training competencies PIRTAA3.01A, PIRTAA3.02A and PIRTAA3.03A

Descriptor

This unit covers the performance outcomes, skills and knowledge to assess the competence of participants in PIRFO training and assessment programs

Elements	Performance criteria
1. Prepare for assessment	1.1 Interpret assessment plan and confirm PIRFO requirements for conducting assessment with relevant people
	1.2 Access and interpret relevant benchmarks for assessment and nominated assessment tools to confirm the requirements for evidence to be collected
	1.3 Arrange identified material and physical resource requirements according to PIRFO assessment system policies and procedures
	1.4 Organise specialist support required for assessment
	1.5 Explain, discuss and agree details of the assessment plan with candidate
2. Gather quality evidence	2.1 Use agreed assessment methods and tools to gather, organise and document evidence in a format suitable for determining competence
	2.2 Apply the principles of assessment and rules of evidence in gathering quality evidence
	2.3 Determine opportunities for evidence gathering in actual or simulated activities through consultation with the candidate and relevant personnel
	2.4 Determine opportunities for integrated assessment activities and document any changes to assessment instruments where required
3. Support the candidate	3.1 Guide candidates in gathering their own evidence to support recognition of prior learning (RPL)
	3.2 Use appropriate communication and interpersonal skills to develop a professional relationship with the candidate that reflects sensitivity to individual differences and enables two-way feedback
	3.3 Make decisions on reasonable adjustments with the candidate, based on candidate's needs and characteristics
	3.4 Access required specialist support in accordance with the assessment plan
	3.5 Address any OHS risk to person or equipment immediately

4. **Make the assessment decision**	4.1 Examine collected evidence and evaluate it to ensure that it reflects the evidence required to demonstrate competence
	4.2 Use judgment to infer whether competence has been demonstrated, based on the available evidence
	4.3 Make assessment decision in line with agreed assessment procedures and according to agreed assessment plan
	4.4 Provide clear and constructive feedback to candidate regarding the assessment decision and develop any follow-up action plan required
5. **Record report the assessment decision**	5.1 Record assessment outcomes promptly and accurately
	5.2 Complete and process an assessment report according to agreed assessment procedures
	5.3 Inform other relevant parties of the assessment decision according to confidentiality conventions
6. **Review the assessment process**	6.1 Review the assessment process in consultation with relevant people to improve own future practice
	6.2 Document and record the review according to relevant assessment system policies and procedures

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:

- competency-based assessment, including:
  - ✓ vocational education and training as a competency-based system;
  - ✓ PIRFO competency standards as the basis of qualifications;
  - ✓ structure and application of PIRFO competency standards;
  - ✓ Principles of assessment and how they are applied;
  - ✓ Rules of evidence and how they are applied;
  - ✓ Range of assessment purposes and assessment contexts;
  - ✓ Different assessment methods, various types of evidence, suitability for content of units, and resource requirements;
  - ✓ Types and forms of evidence, including assessment tools that are relevant to gathering different types of evidence used in competency-based assessment;
  - ✓ Potential barriers and processes relating to assessment tools and methods; and
  - ✓ Assessment system, including policies and procedures established by PIRFO
- RPL policies and procedures established by PIRFO
- Cultural sensitivity and equity consideration
- OHS responsibilities associated with assessing competence, such as:
  - ✓ requirements for reporting hazards and incidents;
  - ✓ emergency procedures;
  - ✓ procedures for use of relevant personal protective equipment; and

      ✓   safe use and maintenance of relevant equipment
- ☐ Sources of OHS information

Required skills

The essential skills a person needs to perform work to the required standard include:
- ☐ Analysis and interpretation skills to:
  - ✓ break down competency standards;
  - ✓ interpret assessment tools and other assessment information;
  - ✓ identify candidate needs; and
  - ✓ make judgments based on assessment of available evidence
- ☐ Observation skills to:
  - ✓ recognise candidate's prior learning;
  - ✓ determine candidate's performance; and
  - ✓ identify when candidate may need assistance during the assessment processes
- ☐ Research and evaluation skills to:
  - ✓ access required human and material resources for assessment;
  - ✓ access PIRFO assessment system policies and procedures;
  - ✓ evaluate evidence; and
  - ✓ evaluate assessment process
- ☐ Cognitive skills to:
  - ✓ weigh up the evidence and make a judgment; and
  - ✓ consider and make reasonable adjustments
- ☐ Decision-making skills to:
  - ✓ recognise a candidate's prior learning; and
  - ✓ make a decision on a candidate's competence
- ☐ Communication and interpersonal skills to:
  - ✓ explain the assessment
  - ✓ give clear and precise instructions
  - ✓ ask effective questions
  - ✓ provide clarification
  - ✓ discuss process with other relevant people
  - ✓ give appropriate feedback
  - ✓ discuss assessment outcome
  - ✓ use language appropriate to candidate and assessment environment
  - ✓ establish a working relationship with candidate

Literacy skills used for:
- ☐ Reading and interpreting relevant information to conduct assessment
- ☐ Preparing required documentation and records or reports of assessment outcomes in required format

Critical aspects of competence

Assessment must confirm the ability to:

- Assess competence of a number of candidates against different PIRFO units of competency or accredited curricula, following the relevant assessment plan
- Consider reasonable adjustment and the reasons for decisions in at least one assessment
- Cover an entire unit of competency and show:
  - ✓ the application of different assessment methods and tools involving a range of assessment activities and events;
  - ✓ two-way communication and feedback;
  - ✓ how judgment was exercised in making the assessment decision;
  - ✓ how and when assessment outcomes were recorded and reported;
  - ✓ assessment records and reports completed in accordance with assessment system and organisational, legal and ethical requirements; and
  - ✓ how the assessment process was reviewed.

Context of assessment

Assessment can be conducted at the workplace or in a simulated training environment though ideally some assessment of presentation at a training session would take place in the workplace.

Method of assessment

The following assessment methods are suggested:

- Observation of the candidate while conducting three assessments
- Written or oral short answer questions to assess underpinning knowledge
- Examples of relevant assessment records, reports and other documentation completed by the candidate
- Third-party reports, including reports from observer program coordinators and observer program trainers

Interdependent assessment of units

This unit can be assessed in conjunction with other units relating to PIRFO training and assessment, especially the units PIRTAA4.01A – Plan assessment activities and processes and PIRTAA4.03A – Design and develop assessment tools.

Resources required for assessment

Resources may include:

- Practical assessment checklist
- Written examination/s and marking sheet/s
- Oral questions and model answers