

## PIRTAA4.03C – Design and develop assessment tools

**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 design and develop assessment tools to assess participants in PIRFO training and assessment programs

### Elements

### Performance criteria

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|--|---|
| <b>1. Determine focus of the assessment tool</b> | 1.1 Identify target group of candidates, purposes of assessment tool, and contexts in which the tool will be used<br>1.2 Access relevant PIRFO benchmarks for assessment and interpret them to establish evidence required to demonstrate competence<br>1.3 Identify, access and interpret PIRFO requirements and relevant contextualisation guidelines<br>1.4 Identify other related documentation to inform assessment tool development   |
| <b>2. Design assessment tool</b>                 | 2.1 Select assessment methods that support the collection of defined evidence, taking into account the context in which the assessment will take place and meeting the principles of assessment<br>2.2 Enable candidates to show or support their claim for recognition of current competency through selected assessment methods<br>2.3 Consider different assessment instruments for the selected assessment methods to generate options for collection of evidence<br>2.4 Consider how the assessment instruments will be administered |

### 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:

- Principles of assessment and how they are applied when developing assessment tools
- Different types of evidence
- Different assessment contexts and relationship to developing assessment tools

- Components of competency and dimensions of competency
- Contextualisation of competency standards
- Assessment Guidelines of PIRFO standards as relevant to developing assessment tools
- Different assessment methods, their purposes and uses
- Evaluation methodologies appropriate to the trial and review of assessment tools
- relevant workplace information, including:
  - ✓ PIRFO policies and procedures;
  - ✓ workplace tasks and activities;
  - ✓ standard operating procedures; and
  - ✓ procedures for use of relevant personal protective equipment

### **Required skills**

The essential skills a person needs to perform work to the required standard include:

Analysis and interpretation skills to review and evaluate assessment tools

Critical thinking skills to translate the interpreted PIRFO competency standards and other relevant assessment information into meaningful assessment instruments  
Design skills to develop different assessment tool designs

Research and evaluation skills to evaluate assessment tools on the basis of trials and feedback

Literacy skills used for:

- Reading and interpreting relevant information to design and develop assessment tools

### **Critical aspects of competence**

Assessment must confirm the ability to:

- Develop assessment tools that support different assessment methods and address at least three relevant PIRFO units of competency
- Develop assessment tools that:
  - ✓ include the instruments for collecting evidence, reflecting the principles of assessment, and the related instructions to assessor/s and candidates; and
  - ✓ show how the contextual needs of different environments are addressed
- Report on the trial and review of the assessment tools, including proposed changes.

### **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 at three different PIRFO assessment tools prepared by the candidate
- Written or oral short answer questions to assess underpinning knowledge
- Examples of 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 PIRTAA4.02A – Assess competence.

### **Resources required for assessment**

Resources may include:

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