

## PIRTAA4.04E – Participate in assessment validation

**Functional area**                      **PIRFO Trainer & Assessor**

### **Prerequisites**

Completion of the PIRFO training and assessment competencies PIRTAA3.01A, PIRTAA3.02A, PIRTAA3.03A, PIRTAA4.01A, PIRTAA4.02A and PIRTAA4.03A.

### **Descriptor**

This unit covers the performance outcomes, skills and knowledge to participate in assessment moderation of PIRFO training and assessment programs

### **Elements**

### **Performance criteria**

- 1. Prepare for the validation process**
  - 1.1 The purpose, focus and context of the validation process is confirmed and discussed with relevant PIRFO personnel
  - 1.2 The approach to validation is discussed and confirmed in accordance with the defined purpose/s, context and relevant PIRFO assessment system policies and procedures
  - 1.3 Relevant benchmarks for PIRFO assessment are analysed and the evidence needed to demonstrate that competency is met is collectively agreed with relevant PIRFO personnel
  - 1.4 Any related documentation relevant to the validation processes is identified and collectively agreed
  - 1.5 Material/s to be used in validation sessions are obtained, read and interpreted and validation activities collectively agreed
  
- 2. Contribute to the validation process**
  - 1.1 Active participation in validation sessions and activities is demonstrated using appropriate communications skills
  - 1.2 Participation in validation sessions and activities includes the review, comparison and evaluation of:
    - ✓ the overall assessment process
    - ✓ assessment plans
    - ✓ interpretation of competency standards or other benchmarks for assessment
    - ✓ selection and application of assessment methods
    - ✓ selection and use of assessment tools
    - ✓ the collected evidence
    - ✓ assessment decisions including the exercise of judgement
  - 1.3 The review, comparison and evaluation is undertaken in accordance with the principles of assessment and rules of evidence
  - 1.4 All documents used in the validation process are checked for accuracy and version control

- 3. Contribute to the validation outcomes**
- 3.1 Validation findings are collectively discussed, analysed and agreed to support improvements in the quality of assessment
  - 3.2 Recommendations to improve assessment practice are discussed, agreed and recorded
  - 3.3 Changes to own assessment practice, arising from validation and appropriate to assessment role and responsibilities, are implemented

### **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:

- Understanding of competency-based assessment including competency standards as the basis of qualifications, the principles of competency-based assessment and the structure and application of competency standards
- Interpreting competency standards and other related assessment information to determine the evidence needed to demonstrate competency
- Different assessment methods and which methods may be appropriate and relevant to different units/ different parts of individual units
- Different types of assessment tools, what tools work for what types of evidence, what are well constructed assessment tools and why
- Principles of assessment and how they guide assessment and validation processes
- Rules of evidence, why are they important, particularly in a validation context
- The various reasons for carrying out validation and the different approaches to validation that may be appropriate including before assessment, during assessment and after assessment
- The critical aspects of validation, including validation of assessment processes, methods and tools, the collected evidence leading to assessment decisions and assessment decisions

#### **Required skills**

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

- Research skills to access and analyse relevant documents for validation
- Evaluation/revision skills to determine evidence requirements from competency standards, review assessment process, review assessment methods and tools and review collected evidence
- Observation skills to identify where improvements to the assessment process can be made
- Communication and interpersonal skills to effectively participate and contribute to validation activities, collaborate with colleagues, seek and receive feedback on assessment practice and provide advice and support to colleagues

- Planning skills to participate within agreed timeframes
- Problem solving skills to identify information that is inconsistent, ambiguous or contradictory and suggest/confirm recommendations for improvements in assessment

Literacy skills used for:

- Reading and understanding the documents relevant to validation

### **Critical aspects of competence**

Assessment must confirm the ability to:

- Actively participate in validation sessions/meetings
- Collate all documentation relating to the validation process in a logical manner
- Communicate and liaise with relevant people
- Provide feedback and interpretation of documentation in validation sessions
- Record contribution to validation findings

Assessment must confirm knowledge of:

- Competency-based assessment process, methods, tools and principles
- The purposes of validation and the legal and ethical responsibilities of assessors

### **Context of assessment**

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

### **Method of assessment**

The following assessment methods are suggested:

- Observation of the candidate participating in at least two validation sessions/meetings
- Written or oral short answer questions to assess underpinning knowledge
- Examples of relevant validation 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 is best assessed independently though it may be assessed in conjunction with PIRFO assessment units where applicable.

### **Resources required for assessment**

Resources may include:

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