

February 2019

Key Talking Points - assessment

Aim

The aim of this Advisory is to detail **key talking points** about recent assessment activities that:

- Have led to non-compliance; and/or
- Show where improvements in assessment practices can be made

Target audience

- Support staff and assessors that assess Primary ITO learners

Outcomes

- Assessors are aware of common issues around assessing and can make changes to practices if required
- Support staff are aware of common issues and pass these onto assessors, and support them through making any changes

Key Talking Point	Reason	Process/Practice Improvement
Assessors fully complete Evidence Portfolios (EPs) and workbooks (verifier and assessor comments)	By far the most common non-compliance is insufficiency of evidence (no comments or judgement statements, sign off, etc)	Assessors and tutors/verifiers are to complete EPs and workbooks fully. Where comments are called for they are to be written. <u>Must do</u> , not nice to do. Comments should include: <ul style="list-style-type: none"> • People involved in the assessing (verifiers and/or assessor) • What evidence was provided. For example, observation, questions and work records • Over what time period was this assessment over. For example, 3 months
Responsibilities around assessing EPs - the assessor relies on the tutor and verifier sign-offs in making the final assessment decision.	Recent agriculture moderation results have shown non-compliances with both ITO assessor judgements, and also tutor sign-offs.	We are asking assessors to carry out basic checks through the EPs where trainees work is verified by the farmer and there are Tutor sign-offs; <ul style="list-style-type: none"> • Have they been completed fully? • Are there bits missing? • Has the tutor or verifier signed and dated it correctly? Assessors sample one or more of the outcomes where the tutor has marked;
Good practice assessment call for the		

<p>assessor to check tutor and verifier sign-offs as evidence in making the assessment decision</p>		<ul style="list-style-type: none"> • Does it make sense on a superficial level • Check answers against an evidence guide or ask an expert (if the assessor is not a SME) <p>If there are anomalies with what the assessor finds they could either:</p> <ol style="list-style-type: none"> 1. Give the EP back to the tutor with some instructions; or 2. The assessor completes the parts themselves – if there is missing evidence they can ask the trainee or farmer a question/s or give the trainee tasks that demonstrate competence <p>Feedback any poor completion of verifier sign-offs to the farmer directly explaining expectations. We all have a responsibility to monitor provider/ tutor behaviours, so feedback poor completion of tutor sign-offs through the ITO to the provider</p> <p>The Quality Team will moderate provider tutor sign-offs as well as the assessor sign-off</p>
<p>The assessor is able to understand what evidence he/she can use</p>	<p>Best practice assessment calls for a <u>range</u> of evidence to be called to confirm competence</p>	<p>Good evidence includes answers to questions, observations, verification (3rd party), work records and samples of work. Assessors are aware of and use these when they can</p>
<p>Log books or work diaries incomplete or missing</p>	<p>Where the assessment calls for completion of log books or diaries, this is to ensure sufficient evidence is collected – without it or if incomplete, the assessment is non-compliant. For example, log book for VMI assessments</p>	<p>Make sure log books, diaries or any other evidence is provided when called for. If its incomplete or missing – the trainee must provide it or submit other evidence that equally demonstrates meeting the outcome/s and competence</p>
<p>Assessors are supported well through their induction process and have the skills to confidently assess</p>		<ul style="list-style-type: none"> • The Quality team will continue to work closely with sector teams and provide both Quality Support Days and regular skype meetings to TA assessors • Inductions for assessors from 2019 will be consistent across all sectors • WPAs have access to a dedicated webpage and short video clips as an interim measure to supplement induction. These and other useful information can be found here • All new TA assessors have two 1 to 1 skype meetings with the quality Team. Other assessors are encouraged to seek out help and support from the ITO sector team or the ITO Quality Team • Online training modules (30421 and 4098) for all Registered Assessors have been built by the ITO and will be available from March 2019 • A schedule of regional Assessment Workshops has been developed. These professional development

		workshops will take place in June, July and August 2019. All assessors are strongly encouraged to attend at least one of these
Assessors respond to moderation requirements from the Quality Team as soon as possible	Issues have been identified in collecting samples for post assessment moderation in a timely manner	<ul style="list-style-type: none"> • TA assessors now upload onto the intranet the first three samples of each EP or standard they assess. This will make the collection of samples seamless • All other assessors are reminded of the need to keep assessments for 2 years, and supply them to the Quality team with 10 working days of the request

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