



January 2020

Key Talking Points – assessment

Key Talking Point	Reason	Process/Practice Improvement
Assessors fully complete Evidence Portfolios (EPs) and workbooks (verifier and assessor comments)	<ul style="list-style-type: none"> • Questions poorly answered • Dates and signatures missing • Plans lacking depth or detail • Comments from either the tutor, the verifier or assessor missing or not full enough • Verbal answers not being recorded 	<p>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:</p> <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
Tutor or verifier comments missing. What does the assessor do?	The assessor needs the tutors and verifiers to play their part in the assessment process	<p>If the assessor finds the verifier or tutor has not completed a relevant section/s, they can get the verifier or tutor to complete the sections before signing off the assessment. Or, they can ask the trainee or farmer a question/s or give the trainee tasks that demonstrate competence. It is up to the assessor to then complete the EP in the relevant section.</p> <p>Feedback situations where tutor or verifier comments are consistently missing</p>
The assessor is able to understand what evidence he/she can use	Best practice assessment calls for a <u>range</u> of evidence to be called to confirm competence	Good evidence includes answers to questions, observations, verification (3 rd party), work records and samples of work. Assessors are aware of and use these when they can
Log books or work diaries incomplete or missing	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	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>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 professional development workshops • 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 • From 31 December 2020 all workplace assessors must hold standard 4098 as a minimum. On-line training is available. Please ask your ITO representative for details. Until we get to this date, any new registrants who don't already have 4098 will need to be <u>enrolled</u> in a 4098 training course before applications can be processed. All TA assessors will hold standard 30421 as a minimum.
<p>Assessors respond to moderation requirements from the Quality Team as soon as possible</p>	<p>Issues have been identified in collecting samples for post assessment moderation</p>	<ul style="list-style-type: none"> • All assessors are reminded to supply scripts to the Quality team when called for moderation within 10 working days. Contact the Quality team if you are unsure.

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