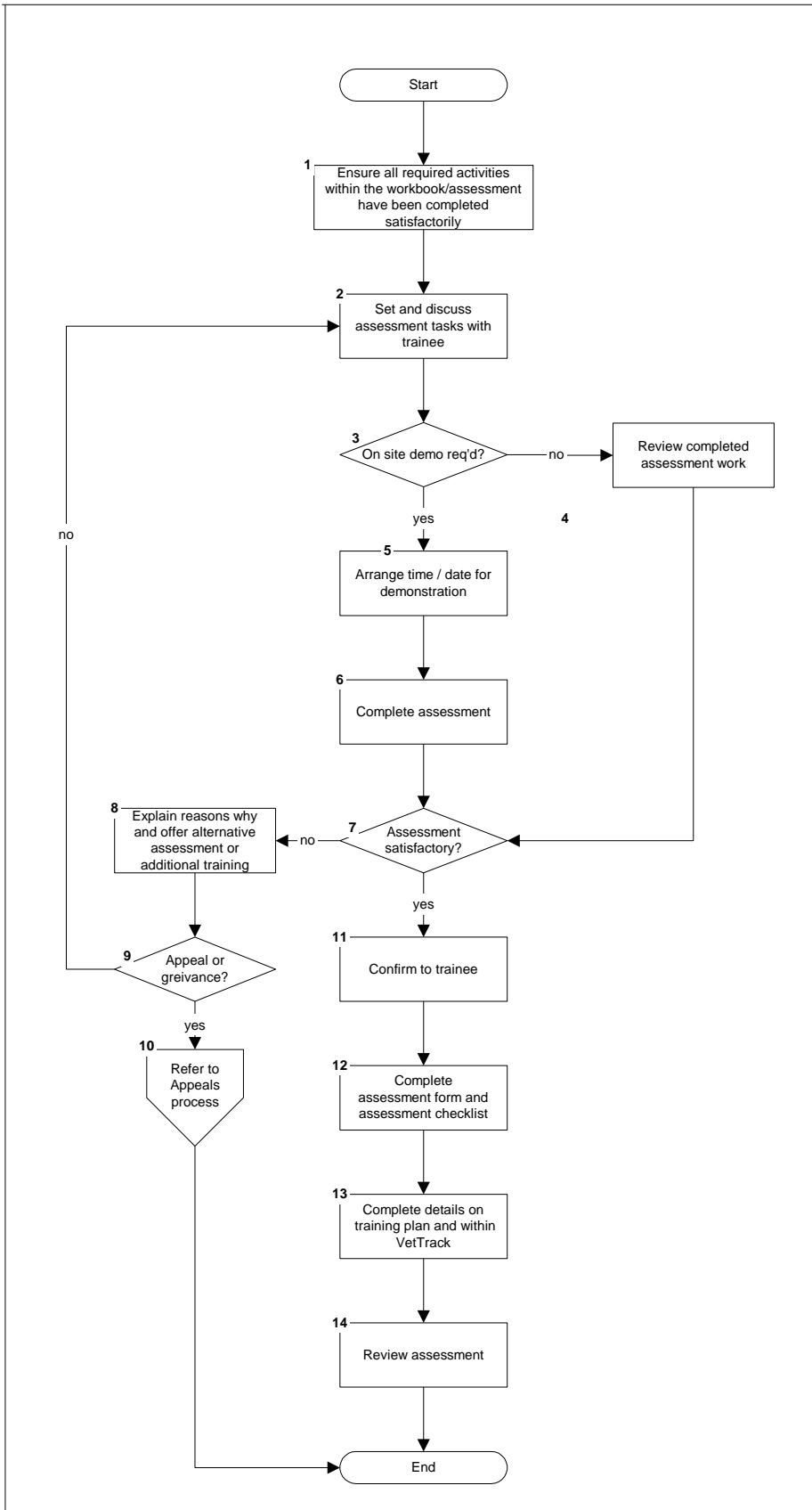


Assessment Procedure



Work Instructions / Comments

1. Review workbook section ensuring responses are at least to the standard outlined in the Trainers' Guide, prior to moving onto written assessment tasks. Additional work set should be completed also if relevant. Progress after trainee has completed the Self-Assessment checklist to trainer's satisfaction. This provides confirmation of formative assessment.

2. The trainer should ensure that the written assessment tasks detailed in the individual unit/module's "Assessment template/Assessment Resource Toolkit", are provided to the trainee and understood by the trainee. However, these are to be used as a guide, and more job-specific tasks may be allocated at the assessors discretion.

Refer to the Training package Assessment Guidelines for further assistance with assessment.

3, 5. Ensure Host supervisor is advised of the pending assessment and that the relevant equipment and preparations are readied in advance.

4. Review work completed, ensuring its adequacy in covering the scope and required learning outcomes of the module. Ensure responses meet the minimum requirements detailed in the Standard responses in Cloud Assess/Trainers' Guide.

6. Standard assessment guidelines, including the rules of evidence and principles of assessment to be adhered to, including:-

- * validity, reliability, fairness & flexibility
- * explanation of the purpose and context of the assessment
- * focus on application of knowledge
- * ensure sufficient evidence is evaluated
- * continuous feedback to the trainee
- * ensure equitable circumstances for all
- * provision of reassessment in event of appeal

11. Can be confirmed verbally, or by the trainee signing of the digital 'Outcome' section within Cloud Assess on-line system. If manual (non-online) the trainee is to sign-off the Assessment Cover Sheet and the declaration in the Assessment Resource Toolkit.

12. Complete the Assessment Checklist within the Assessment Resource Toolkit. Trainee and assessor to sign-off the Assessment Cover Sheet and the declaration in the Assessment Resource Toolkit.

13. All completed written tasks plus assessor notes on demonstrated compliances to be detailed within the Cloud Asses on-line system or if manual, in or attached to the Assessment Resource Toolkit and maintained in trainees office file.

14. Review of assessment material and appropriateness of methodology.