

OPITO Assessor Vocational Qualification

Duration	2 days
-----------------	--------

Target group	This course is provided for suitable delegates to be trained to become Competence Assessors in their own workplace.
---------------------	---

Prerequisites	Not Applicable
----------------------	----------------

Objective	The course will be run over a 2 day period and will cover the areas required to allow delegates to carry out workplace assessments on company employees. The course is a combination of both theory and practical exercises.
------------------	--

Contents	<ul style="list-style-type: none">What competence assessors and internal verifiers doThe reasons for having competence systems in the workplaceLanguage and formats of competence standardsThe value of different evidence sourcesHow to advise candidates during the planning meetingThe methods of assessment and the preferred ones to useThe importance of consistency in assessment decisionsRecord keeping requirementsHow to maintain confidential informationHow to deal with difficulties, disputes or appealsWhy the assessment plan should be updated to reflect progressWhere and when to provide feedback that motivates the delegateHow assessments are quality assuredHow to involve candidates in the appropriate assessment planning processHow to carry out effective assessmentHow to make an assessment decision based on a collection of evidenceHow to feedback the results a way that continues to motivate the candidateHow to keep pertinent records
-----------------	--

Exam	N/A
-------------	-----