

LBS00169D

## OPITO Competence Assessor Training Virtual Classroom

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| <b>Duration</b>      | 2 Days   |
| <b>Target group</b>  | This program leading to an industry recognised award is for individuals who, within their organisation are designated to perform in the role of Assessor conducting competence assurance of individuals in their normal work routine   |
| <b>Prerequisites</b> | <p>Assessors in training require to have access to 2 candidates undergoing an assessment process in their workplace, in order to meet the evidence requirements of the OPITO Competence Assessor award which requires the demonstration of Assessment skill, knowledge &amp; understanding.</p> <p>In conducting 2 workplace assessments, Assessors in training are required to conduct assessments against OPITO or company in-house competence standards as part of their organisation's Competence Assurance System</p>   |
| <b>Objective</b>     | On successful completion of the program delegates will be eligible to conduct workplace assessments to OPITO and/or Company in-house competence standards providing they have occupational competence in the discipline area being assessed  |
| <b>Contents</b>      | <p>The 2 day online delivery comprises interactive discussion, group, individual exercises with a formal knowledge assessment at the end of Day 2. The Induction is held as company specific, tailored to support optimum benefit for attendees through focusing the learning around the organisation's own internal competence system requirements, assessment procedure and documentation.</p> <p>Topics covered during the 2 day induction:</p> <ul style="list-style-type: none"> <li>• The reasons for having competence systems in the workplace</li> <li>• Roles and responsibilities of Assessors and Internal Verifiers</li> <li>• The assessment process</li> <li>• Evidence types and methods of assessment</li> <li>• Judging evidence and making objective assessment decisions</li> <li>• Assessment record keeping requirements</li> <li>• Confidentiality and data protection in assessment</li> <li>• How to deal with special assessment requirements, disputes and appeals</li> <li>• Giving and recording constructive assessment feedback to candidate</li> <li>• Quality Assurance of assessment</li> </ul> <p>Demonstration in the Workplace:</p> <p>To meet the practical evidence requirements of the program the requirements to undertake 2 workplace assessments are to be completed within 12 months of attendance at the 2 Day Induction. Once completed the 2 assessments are subject to quality assurance by the organisation, to be carried out by a qualified Internal Verifier or the person internally who is responsible for the quality assurance of assessment decisions. Thereafter the completed Assessor portfolio is submitted to the RelyOn Nutec Assessor for review and certification issued on successful completion of the OPITO Competence Assessor requirements.</p> |

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**Exam**

Delegates must complete successfully all theoretical and practical exercises, a theoretical exam and produce two satisfactory portfolios of evidence to obtain the OPITO approved certificate.

On successful completion of the workplace evidence requirements assessor - candidates will receive the OPITO Competence Assessor certificate.

There is no expiry for the OPITO Competence Assessor certificate however it is required that regular assessment activity as well as continuous professional development (CPD) is undertaken in order to ensure that current skills and knowledge is maintained over time.