

OSPMY105

## Competence Assessor (OPITO Approved)

<b>Duration</b>	2 days
<b>Target group</b>	This course is provided for suitable delegates to be trained to become Competence Assessors in their own workplace.
<b>Prerequisites</b>	Not Applicable
<b>Objective</b>	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.
<b>Contents</b>	<ul style="list-style-type: none"><li>What competence assessors and internal verifiers do</li><li>The reasons for having competence systems in the workplace</li><li>Language and formats of competence standards</li><li>The value of different evidence sources</li><li>How to advise candidates during the planning meeting</li><li>The methods of assessment and the preferred ones to use</li><li>The importance of consistency in assessment decisions</li><li>Record keeping requirements</li><li>How to maintain confidential information</li><li>How to deal with difficulties, disputes or appeals</li><li>Why the assessment plan should be updated to reflect progress</li><li>Where and when to provide feedback that motivates the delegate</li><li>How assessments are quality assured</li><li>How to involve candidates in the appropriate assessment planning process</li><li>How to carry out effective assessment</li><li>How to make an assessment decision based on a collection of evidence</li><li>How to feedback the results a way that continues to motivate the candidate</li><li>How to keep pertinent records</li></ul>
<b>Exam</b>	N/A