



## How the India-EU Skills Outcomes-Based Training Modules map to the draft NOS for Lead Assessors & Assessors

### INTRODUCTION

In 2015 the NSDC approved a set of draft NOS for TVET Trainers & Assessors. To date these await further development as NSQF qualifications and now fall under the remit of the newly-established SSC for Management, Entrepreneurship & Professional Skills.

### The India-EU Skills Outcomes-based Training Modules

In readiness for the availability of approved NSQF qualifications for Assessment Professionals, the India-EU Skills project has developed a set of Outcomes-Based Training Modules for the six Assessment-related roles identified thus far: Head of Assessment, Lead Assessor, Assessment Coordinator, Assessment Designer, Assessment Developer & Assessor.

Two Training Modules are considered common to all job roles: Apply Principles of Assessment & Work Effectively within the Quality Requirements of the NQAF.

The tables on pages 3 and 4 show the mapping relationship between the India-EU Skills Outcomes-based Training Modules and the draft NOS for Lead Assessors & Assessors. This mapping exercise has been done to show those undertaking training based on the India-EU Skills framework, how the evidence gathered during the training and the new learning subsequently put into practice in the workplace, might ultimately be used towards achieving an NSQF qualification through the RPL route.

The India-EU Skills Outcomes-based Training Modules are shown below, beginning with the two that are common to all training programmes as they **are relevant to everyone** involved in assessment and followed by those that are role-specific:

#### 1 Apply the Principles of Assessment

- a. Reflect the Principles of Assessment in own practice
- b. Contribute to candidates' achievement of valid and reliable outcomes in line with the pre-determined standard of performance
- c. Align practice to organizational assessment system requirements

#### 2 Work effectively within the quality-assured requirements of the NQAF

- a. Follow systems, procedures and processes in line with organizational and/or national requirements
- b. Participate in standardization, review and improvement activities
- c. Commit to on-going professional development

## HEAD OF ASSESSMENT

The Head of Assessment takes the lead in an Assessment Body for its assessment policy and practice. Given the responsibilities and accountabilities held, this is a senior role reporting to the CEO/MD equivalent. The role is both inward and outward facing as the job-holder is responsible for meeting norms set down by national policy with regard to assessment.

*(It is understood that the individual fulfilling this role may also be responsible for business development and external stakeholder engagement as well as other carrying other senior management accountabilities)*

Training Modules:

- 3 **Manage the organizational assessment system**
  - a. Set up and implement clearly defined procedures, processes that are embedded across the organization
  - b. Take responsibility for the delivery of valid & reliable candidate outcomes
  - c. Be responsible for the complaints & appeals process
- 4 **Lead organizational QA process and practice in line with national requirements**
  - a. Achieve and maintain the status of NQAF accreditation
  - b. Promote internal culture of continuous improvement
- 5 **Lead development and promotion of assessment expertise**
  - a. Provide advice, guidance & support to assessment practitioners
  - b. Work with external stakeholders to promote the importance of assessment
  - c. Demonstrate professional values, attitudes and behaviours

## LEAD ASSESSOR

The Lead Assessor is charged with ensuring the delivery of assessments and the professional judgments made by Assessors are consistent, of high quality and in line with expected standards of performance. The Lead Assessor therefore plays a key role in the induction, on-going training and development of Assessors. The Lead Assessor will liaise directly with employers and industry acting as an advocate for the NSQF and in seeking validation for the Assessment Body's selected approach to assessment. The Lead Assessor will carry out assessments him/herself in order to maintain currency and credibility. In carrying out the role of Assessor, the Lead Assessor will provide a role model for others.

Training Modules:

- 6 **Promote the role of Assessor**
  - a. Deploy own assessment expertise in professionalizing the role of Assessor
  - b. Support Assessors' on-going professional development
  - c. Act as a role model when carrying out assessment
- 7 **Manage the stages of assessment involving Assessors**
  - a. Have oversight of reporting, recording, analysis and evaluation of candidate outcomes
  - b. Prepare and lead standardization/validation activities, pre- and post-assessment

## ASSESSMENT COORDINATOR

The Assessment Coordinator is responsible for the effective and efficient delivery of all functions associated with the design, development, delivery and reporting of assessments. This is an operationally-focused role and requires a project management approach. The Assessment Coordinator will develop and maintain effective working relationships with the employing body's external and internal customers: certificating bodies (eg SSCs) and TPs as well as with Assessment Professionals - employed or contracted. The Assessment Coordinator will support the Head of Assessment in fulfilling the self-evaluation requirements of the NQAF.

Training Module:

**8 Manage the Assessment Body's assessment operations**

- a. Project manage the end-to-end assessment process
- b. Support Assessment Professionals in carrying out their roles
- c. Manage the internal audit and self-evaluation process

**ASSESSMENT DESIGNER**

The Assessment Designer plays a critical role in the assessment lifecycle by determining at the outset that the assessment strategy is fit for purpose with regard to the Qualification File and that the assessment tools to be developed and deployed assess what is intended to be measured and recorded as successful learning outcomes. The job holder is also required to provide guidance documentation for Assessment Developers in their development of the specified assessment tools. The Assessment Designer will provide guidance on what contingencies might be required in the event of the stipulated approach to assessment being put at risk. As an assessment professional, the Assessment Designer will make a considerable contribution to the advancement of assessment expertise by engaging in regular validity & reliability reviews.

Training Modules:

**9 Design Assessment Strategies**

- d. Design assessment strategies which meet the needs of stakeholders and are in line with the NSQF Principles of Assessment
- e. Provide essential documentation, on-going guidance, advice and support for those interpreting the strategy and developing assessment tools

**10 Carry out the assessment outcome review and evaluation process**

- f. Review and validate outcomes of assessment prior to issue
- g. Undertake systematic reviews & evaluation of assessment performance by qualification and by selected assessment tool
- h. Provide data as required in the case of complaints or appeals

**ASSESSMENT DEVELOPER**

**JOB ROLE:** The Assessment Developer plays a key role in assessment by developing tools in line with the specified assessment strategy. The job holder is required to provide comprehensive guidance documentation for use by Assessors, TPs and candidates to ensure the delivery and reporting of assessments are in accordance with expectations. As an assessment professional, the Assessment Developer will make a considerable contribution to the advancement of assessment expertise by engaging in regular validity & reliability reviews.

**11 Develop Assessment Tools**

- i. Develop assessment tools which meet the needs of stakeholders and are in line with the NSQF Principles of Assessment
- j. Provide essential documentation, on-going guidance advice and support for Training/Education Institutions & Assessors as required by the selected Assessment Tool
- k. Review and provide feedback on assessment tools developed by others

**12 Contribute to the assessment outcome review and evaluation process**

- l. Undertake systematic reviews & evaluation of assessment performance by qualification and by selected assessment tool
- m. Provide data as required in the case of complaints or appeals

## ASSESSOR

The Assessor's role is a front line role dealing directly with candidates. The Assessor is responsible for making professional judgments of candidate performance in line with the required standard. In arriving at the judgment, the Assessor is expected to use own professional competence and the acquired skills of assessment to ensure the decision is correct and can withstand scrutiny.

Training Module:

### 13 Carry out assessments in line with organizational requirements

- n. Prepare for, assess and report on candidate performance in line with pre-determined standards of performance
- o. Engage in standardization activity both pre- and post-assessment
- p. Perform role in a manner that contributes to the enhanced status of Assessment Practitioners

ILO/NSDC Draft NOS Ref	India-EU Skills Outcomes-Based Module Ref
<b>TVET LEAD ASSESSOR NOS 16 – Provide advanced assessment practice</b> <ul style="list-style-type: none"> <li>- <b>Develop &amp; enhance assessment expertise</b></li> </ul>	CORE MODULE – Apply the Principles of Assessment <ul style="list-style-type: none"> <li>- Reflect the Principles of Assessment in own practice</li> </ul> CORE MODULE – Work effectively within the quality-assured requirements of the NQAF <ul style="list-style-type: none"> <li>- Participate in standardisation, review &amp; improvement activities</li> </ul>
<ul style="list-style-type: none"> <li>- <b>Practise assessment</b></li> </ul>	ASSESSOR MODULE – Carry out assessments in line with organisational requirements <ul style="list-style-type: none"> <li>- Prepare for, assess and report on candidate performance in line with pre-determined standards of performance</li> <li>- Perform role in a manner that contributes to the enhanced status of assessment practitioners</li> </ul>
<ul style="list-style-type: none"> <li>- <b>Lead and influence other assessors</b></li> </ul>	LEAD ASSESSOR MODULE – Promote the role of assessor <ul style="list-style-type: none"> <li>- Deploy own assessment expertise in professionalising the role of Assessor</li> <li>- Act as a role model when carrying out assessment</li> </ul>
<ul style="list-style-type: none"> <li>- <b>Evaluate and improve assessment approaches</b></li> </ul>	LEAD ASSESSOR MODULE – Promote the role of assessors <ul style="list-style-type: none"> <li>- Support Assessors' on-going professional development</li> </ul>
<b>TVET LEAD ASSESSOR NOS 12 – Lead assessment validation processes</b>	LEAD ASSESSOR MODULE – Manage the stages of assessment involving Assessors

- <b>Monitor assessment practice</b>	- Have oversight of reporting, recording, analysis and evaluation of candidate outcomes
- <b>Coordinate assessment validation activities</b>	- Prepare and lead standardisation/validation activities, both pre- and post-assessment
<b>TVET LEAD ASSESSOR NOS 17 – Lead and coordinate assessment system &amp; services</b>	LEAD ASSESSOR MODULE – Manage the stages of assessment involving Assessors  LEAD ASSESSOR MODULE – Promoting the role of assessors
- <b>Develop &amp; enhance assessment expertise</b>	- Deploy own assessment expertise in professionalising the role of Assessor
- <b>Monitor assessment practice</b>	- Have oversight of reporting, recording, analysis and evaluation of candidate outcomes ASSESSMENT COORDINATOR MODULE – Manage the Assessment Body’s assessment operations  - Project manage the end-to-end assessment process
- <b>Manage assessment appeals</b>	HEAD OF ASSESSMENT – Manage the organisational assessment system  - Be responsible for the complaints and appeals process
<b>TVET LEAD ASSESSOR NOS 13 - Develop and implement recognition of prior learning strategies</b>	
- <b>Analyse job descriptions &amp; workplace performance measures of an organisation</b>	
- <b>Determine the range of evidence that can contribute to RPL</b>	
- <b>Prepare an RPL package for employees of an organisation</b>	
- <b>Monitor RPL assessment for NOS/QPs</b>	
- <b>Evaluate RPL processes</b>	
<b>TVET LEAD ASSESSOR NOS 6 – Deliver competency-based training</b>	
- <b>Organise and check training facilities and aids</b>	
- <b>Conduct training session</b>	
<b>TVET LEAD ASSESSOR NOS 28 – Train and assess TVET assessors</b>	
- <b>Select and use appropriate CBLMs to support learning</b>	

- <b>Model appropriate competency-based assessment practices</b>	LEAD ASSESSOR MODULE – Promote the role of Assessor  - Act as a role model when carrying out assessments
- <b>Manage learning relationship with adult learners</b>	- Act as a role model when carrying out assessments
- <b>Assess learners</b>	ASSESSOR MODULE – Carry out assessments in line with organisational requirements  - Prepare for, assess and report on candidate performance in line with pre-determined standards of performance
- <b>Evaluate training practice</b>	CORE MODULE – Work effectively within the quality-assured requirements of the NQAF  - Participate in standardisation, review & improvement activities

ILO/NSDC Draft NOS Ref	India-EU Skills Outcomes-Based Module Ref
<b>TVET ASSESSOR NOS 1 – Work effectively within the TVET sector</b>	CORE MODULE – Work effectively within the quality-assured requirements of the NQAF
- <b>Work within the Indian Skills system</b>	- Follow systems, procedures & processes in line with organisational and/or national requirements
- <b>Work within the organisation’s quality framework</b>	- Participate in standardisation, review & improvement activities
- <b>Manage work and work relationships and work effectively in the workplace</b>	ASSESSOR MODULE – Carry out assessments in line with organisational requirements  - Perform role in a manner that contributes to the enhanced status of Assessment Practitioners
- <b>Apply a client focused approach</b>	- Perform role in a manner that contributes to the enhanced status of Assessment Practitioners
- <b>Work ethically</b>	- Perform role in a manner that contributes to the enhanced status of Assessment Practitioners
- <b>Apply HSE practices in a training/assessment environment</b>	
<b>TVET ASSESSOR NOS 3 – Maintain and enhance professional practice and technical competency</b>	CORE MODULE – Work effectively within the quality-assured requirements of the NQAF  - Commit to on-going professional development

- <b>Model high standards of performance</b>	ASSESSOR MODULE – Perform role in a manner that contributes to the enhanced status of Assessment Practitioners
- <b>Determine professional development needs and prepare a development plan</b>	CORE MODULE – Work effectively within the quality-assured requirements of the NQAF  - Commit to on-going professional development
- <b>Participate in professional development and up-skilling activities</b>	CORE MODULE – Work effectively within the quality-assured requirements of the NQAF  - Commit to on-going professional development
- <b>Reflect on and evaluate professional practice</b>	- Commit to on-going professional development - Participate in standardisation, review & improvement activities
<b>TVET ASSESSOR NOS 10 – Undertake competency-based assessment</b>	ASSESSOR MODULE – Carry out assessments in line with organisational requirements
- <b>Prepare the assessment environment and candidates for assessment</b>	ASSESSOR MODULE – Carry out assessments in line with organisational requirements  - Prepare for, assess and report on candidate performance in line with pre-determined standards of performance
- <b>Gather evidence as basis for decision</b>	ASSESSOR MODULE – Carry out assessments in line with organisational requirements  - Prepare for, assess and report on candidate performance in line with pre-determined standards of performance
- <b>Make the assessment decision</b>	ASSESSOR MODULE – Carry out assessments in line with organisational requirements  - Prepare for, assess and report on candidate performance in line with pre-determined standards of performance CORE MODULE – Apply the Principles of Assessment  - Contribute to candidates’ achievement of valid and reliable outcomes in line with pre-determined standard of performance
- <b>Record and report assessment decision</b>	ASSESSOR MODULE – Carry out assessments in line with organisational requirements  - Prepare for, assess and report on candidate performance in line with pre-determined standards of performance

	<p>CORE MODULE – Work effectively within the quality-assured requirements of the NQAF</p> <ul style="list-style-type: none"> <li>- Follow systems, procedures &amp; processes in line with organisational and/or national requirements</li> </ul>
<ul style="list-style-type: none"> <li>- <b>Provide feedback to the appropriate authority</b></li> </ul>	<p>ASSESSOR MODULE – Carry out assessments in line with organisational requirements</p> <ul style="list-style-type: none"> <li>- Prepare for, assess and report on candidate performance in line with pre-determined standards of performance</li> </ul> <p>CORE MODULE – Work effectively within the quality-assured requirements of the NQAF</p> <ul style="list-style-type: none"> <li>- Follow systems, procedures &amp; processes in line with organisational and/or national requirements</li> </ul>
<p><b>TVET ASSESSOR NOS 11 – Participate in assessment validation &amp; moderation</b></p>	<p>ASSESSOR MODULE – Carry out assessments in line with organisational requirements</p> <ul style="list-style-type: none"> <li>- Engage in standardisation activity both pre- and post-assessment</li> </ul>
<ul style="list-style-type: none"> <li>- <b>Prepare for validation &amp; moderation</b></li> </ul>	<ul style="list-style-type: none"> <li>- Engage in standardisation activity both pre- and post-assessment</li> </ul>
<ul style="list-style-type: none"> <li>- <b>Contribute to validation and moderation process</b></li> </ul>	<ul style="list-style-type: none"> <li>- Engage in standardisation activity both pre- and post-assessment</li> </ul>
<ul style="list-style-type: none"> <li>- <b>Contribute to validation and moderation outcomes</b></li> </ul>	<ul style="list-style-type: none"> <li>- Engage in standardisation activity both pre- and post-assessment</li> </ul>