

## Outcomes-based Training Modules for Assessment Professionals in line with role descriptors

### INTRODUCTION

Once agreement is reached that high quality assessment requires a range of functional responsibilities allocated across a number of job roles, then the stage is set for the roll-out of training for Assessment Professionals. In line with the requirements of outcomes-based NSQF qualifications, it is proposed that the training be similarly outcomes-based. In the drafting of modules for each role, it became obvious that certain modules should be common to all.

The drafting of the proposed modules took note of the NSDC/ILO draft NOS as well as information gained from the ground.

### Outcomes-based Training Modules – Common to all roles

It is recommended that the following modules be common to all training programmes as they are relevant to everyone involved in assessment:

#### 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 NSQF

- 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: Training Modules

The Head of Assessment takes the lead in an assessment/certifying 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 also responsible for meeting norms set down by national policy with regard to assessment.

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 status of NSQF-compliance
- 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/Assessment Coordinator: Training Modules

The Lead Assessor/Assessment Coordinator 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 will also carry out assessments 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 Designer/Developer: Training Modules

The Assessment Designer/Developer plays a critical role in the assessment lifecycle by determining at the outset that the assessment strategy is fit for purpose and that the tools to be developed and deployed assess what is intended to be measured and recorded as successful outcomes. The role holder is also required to provide comprehensive guidance documentation for use by Assessors and candidates to ensure the delivery and reporting of assessments are in accordance with expectations. As an assessment professional, the Assessment Designer/Developer will make a considerable contribution to the advancement of assessment expertise by engaging in regular validity & reliability reviews.

Training Modules:

#### 8 Design and/or Develop Assessment Strategies/Tools

- a. Design assessment strategies which meet the needs of stakeholders and are in line with the Principles of Assessment
- b. Develop assessment tools which meet the needs of stakeholders and are in line with the Principles of Assessment

#### 9 Carry out the assessment outcome review and evaluation process

- a. Review outcomes of assessment prior to issue
- b. Undertake systematic reviews & evaluation of assessment performance by qualification
- c. Provide data as required in the case of complaints or appeals

### Assessor: Training Modules

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:

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

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