

Promoting the Role of Assessment Professionals and the Importance of Assessment
DAY TWO: TASK SIX

Notes for delegates

Working on your own or in pairs, using the template provided overleaf and noting the example given below:

- Complete a first draft Action Plan for your use after the training.
- Label the Action Plan with your name/wall

(Remember to remove the Plan from the wall at the end of the session and take this home)

Action Plan for Knowledge Transfer (with examples of possible actions)

What (examples)	Target Group	Timescale
Train others on Core Modules		
Propose amendments to training for Assessors		
Formalise links with colleague Assessors		
Conduct awareness raising training of the NQAF for key colleagues		
Create a What's App group among Assessors at the training		

Name:

Action Plan for Knowledge Transfer:

What	Target Group	Timescale