

## TRAINING FOR ASSESSMENT PROFESSIONALS

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### Promoting the Role of Assessment Professionals and the Importance of Assessment

#### DAY THREE: TASK FOUR

##### 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 own use back in the workplace
- Label the Action Plan with your name
- Post the Plan on the window/wall

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

What (examples)	Target Group	Timescale
Train xxxx on Core Modules		
Revise & implement new training for Assessors		
Pilot standardisation exercises with Assessors using past practical assignments		
Review existing means of collecting feedback		
Formalise links with colleague Assessment Bodies		
Conduct internal awareness raising training of the NQAF for key colleagues		
Create a What's App group among attendees at the training		

**Name**

**Action Plan for Knowledge Transfer**

What	Target Group	Timescale