



Australian Government

Department of Education, Employment and Workplace Relations

BSZ401A Plan assessment

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit covers the requirements for planning an assessment in a specific context. The unit details the requirements for determining evidence requirements, selecting appropriate assessment methods and developing an assessment tool in a specific context.

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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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Element	Performance Criteria
1 Establish evidence required for a specific context	<p>1.1 The evidence required to infer competency from the industry/enterprise competency standards, or other standards of performance, is established for a specified context</p> <p>1.2 Relevant unit(s) of competency is read and interpreted accurately to identify the evidence required</p> <p>1.3 Specified evidence requirements: , assure valid and reliable inferences of competency, authenticate the performance of the person being assessed and confirm that competency is current</p> <p>1.4 Sufficient evidence is specified to show consistent achievement of the specified standards</p> <p>1.5 The cost of gathering the required evidence is established</p>
2 Establish suitable assessment method(s)	<p>2.1 Assessment methods are selected which are appropriate for gathering the type and amount of evidence required</p> <p>2.2 Opportunities to consolidate evidence gathering activities are identified</p> <p>2.3 Allowable adjustments in the assessment method are proposed to cater for the characteristics of the person(s) being assessed</p>
3 Develop assessment tools appropriate to a specific assessment context	<p>3.1 An assessment tool is developed to gather valid, reliable and sufficient evidence for a specific assessment context</p> <p>3.2 The assessment tool is designed to mirror the language used to demonstrate the competency in a specific context</p> <p>3.3 Clear instructions (spoken or written) are prepared including any adjustments which may be made to address the characteristics of the person(s) being assessed</p>

- 3.4 The assessment tool is checked to ensure flexible, fair, safe and cost-effective assessment to occur
- 4 Trial assessment procedure
 - 4.1 Assessment methods and tools are trialed with an appropriate sample of people to be assessed
 - 4.2 Evaluation of the methods and tools used in the trial provides evidence of clarity, reliability, validity, fairness, cost effectiveness and ease of administration
 - 4.3 Appropriate adjustments are made to improve the assessment method and tools in light of the trial
 - 4.4 Assessment procedures, including evidence requirements, assessment methods and tools, are ratified with appropriate personnel in the industry/enterprise and/or training organisation where applicable

Required Skills and Knowledge

Not applicable.

Evidence Guide

Critical aspects of evidence

Assessment requires evidence of the following products to be collected:

Documentation in relation to:

- specific assessment context, including the purpose of assessment
- features of the assessment system
- characteristics of the person being assessed
- evidence of competency required
- plan of opportunities for gathering the evidence required
- assessment methods selected including any allowable adjustments to meet characteristics of person(s) being assessed

An assessment tool(s) for the specific assessment context which ensures valid, reliable, flexible and fair assessment including any allowable adjustments.

An assessment procedure for the specific context.

Assessment requires evidence of the following processes to be provided:

How the context of assessment was specified

How the characteristics of the person(s) being assessed were identified

Why a particular assessment method was selected

How the assessment was planned to ensure that language, literacy and numeracy issues were taken into consideration

How evidence was evaluated in terms of validity, authenticity, sufficiency, currency and consistent achievement of the specified standard

How the assessment tool was developed for the specified context

How the assessment tool was validated and ratified by appropriate personnel.

Interdependent assessment of units

This unit of competency may be assessed in conjunction with other units that form part of a job role.

Required knowledge and skills

Knowledge of standards of performance including industry or enterprise competency standards and assessment guidelines

Knowledge of legal and ethical responsibilities including occupational health and safety regulations and procedures, equal employment and anti-discrimination requirements relevant to the specified context

Understanding of the assessment principles of reliability, validity, fairness, flexibility, authenticity, sufficiency and consistency

Knowledge of the Assessment Guidelines of the Training Package Assessment and Workplace Training

Skills in the application of various assessment methods, relevant to workplace context

Planning of own work including predicting consequences and identifying improvements

Language, literacy and numeracy skills required to:

- read and interpret relevant information to plan assessment
- give clear and precise information / instructions in spoken or written form
- adjust spoken and written language to suit target audience
- write assessment tools using language which mirrors the language used to demonstrate the competency in the specific context
- prepare required documentation using clear and comprehensible language and layout
- calculate and estimate costs

Communication skills appropriate to the culture of the workplace and the individual(s).

Resource implications

Access to relevant competencies, sources of information on assessment methods, assessment tools and assessment procedures

Access to person(s) wishing to be assessed, any relevant workplace equipment, information and appropriate personnel.

Consistency in performance

Competency in this unit needs to be assessed over a period of time, in a range of contexts and on multiple occasions, involving a combination of direct, indirect and supplementary forms of evidence.

Context for assessment

Assessment should occur on the job or in a simulated workplace. The candidate assessor should use competencies relevant to their area of technical expertise.

Critical aspects of evidence**Assessment requires evidence of the following products to be collected:**

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How the assessment tool was developed for the specified context

How the assessment tool was validated and ratified by appropriate personnel.

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Range Statement

Assessment system may be developed by:

the industry through the endorsed component of Training Packages Assessment Guidelines
the enterprise
a Registered Training Organisation
a combination of the above.

The assessment system should specify the following:

the purpose of assessment
competencies required of assessors
record keeping procedures and policies
any allowable adjustments to the assessment method which may be made
the appeal/review mechanisms and procedures
the review and evaluation of the assessment process
the linkages between assessment and training qualifications/awards
employee classification
remuneration
progression
relevant policies
quality assurance mechanisms
apportionment of costs/fees (if applicable)
marketing/promotion of assessment
verification arrangements
auspicing arrangements, if applicable
partnership arrangements, if applicable.

Specific assessment context may be determined by:

purpose of the assessment such as
to gain a particular qualification or a licence
to determine employee classification
to recognise prior learning/current competencies
to identify training needs or progress.
location of the assessment such as:
on the job or off the job
combination of both.

Assessment Guidelines of Training Package or other assessment requirements

Characteristics of persons being assessed may include:

language, literacy and numeracy needs
cultural, language and educational background
gender
physical ability
level of confidence, nervousness or anxiety
age
experience in training and assessment
previous experience with the topic.

Appropriate Personnel many include:

Assessors
person(s) being assessed
employee/union representatives

consultative committees
users of assessment information such as training providers, employers, human resource departments
State/Territory Training/Recognition Authorities
training and assessment coordinators
relevant managers/supervisors team leaders
technical specialists.

Appropriate procedure:

The assessment procedure is developed (and endorsed) by person(s) responsible for the implementation of the assessment process in:

- the industry
- the enterprise
- the training organisation
- a combination of the above.

The assessment procedure should specify the following:

- recording procedure
- appeal/review mechanism
- assessment methods to be used
- instructions/materials to be provided to the person(s) being assessed
- criteria for making decisions of competent, or not yet competent
- number of assessors
- assessment tools
- evidence required
- location of assessment
- timing of assessment
- assessment group size
- allowable adjustments to the assessment procedure depending on the characteristics of the person being assessed.

Assessment methods may include:

direct observation of performance, products, practical tasks, projects and simulation exercises
review of log books/or and portfolios of evidence
consideration of third party reports and authenticated prior achievements
written, oral or computer managed questioning
These methods may be used in combination in order to provide sufficient evidence to make a judgement.

Assessment tools may include:

specific instructions to be given relating to the performance of practical tasks or processes or simulation exercises
specific instructions to be given in relation to the production of projects and exercises
sets of verbal/written/computer based questions to be asked
performance checklists
log books
descriptions of competent performance.

A number of these tools may be used in combination in order to provide enough evidence to make judgments.

Assessment environment and resources to be considered include:

time
location

personnel
finances/costs
equipment
materials
OHS requirements
enterprise/industry standard operating procedures.

Allowable adjustments may include:

provision of personal support services (eg Auslan interpreter, reader, interpreter, attendant carer, scribe)
use of adaptive technology or special equipment (eg word processor or lifting gear)
design of shorter assessment sessions to allow for fatigue or medication
use of large print version of any papers.

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Unit Sector(s)

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