Assessment Requirements for DEFEVL004
Evaluate a training and assessment system

Release: 1
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Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
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<tbody>
<tr>
<td>1</td>
<td>These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.</td>
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Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- evaluating information management systems, policies and procedures of an organisation
- selecting relevant evaluation information and documentation
- accessing and interpreting the organisation’s standards and values
- analysing records/notes of the evaluation process
- explaining the evaluation process
- giving clear and precise instructions and advice
- discussing the evaluation process with other relevant people
- seeking information relevant to the evaluation
- discussing the evaluation outcome with the stakeholders
- interpreting training program requirements
- developing resources to support the evaluation process
- communicating with key stakeholders
- producing and maintaining documentation
- planning projects, work programs
- coordinating the work of self and others
- investigating training and workforce data
- determining and implementing improvement
- writing evaluation reports

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- program design considerations (cost, equality, technically valid, ethics)
• quantitative and qualitative methods for monitoring and evaluation
• data management
• Training Packages and accredited courses, and what comprises quality training and assessment services
• how training and/or assessment organisations operate
• terminology relating to quality evaluation processes
• evaluation models/methods
• records management systems of the organisation
• relevant policy, legislation, codes of practice and national standards, including Commonwealth and state/territory legislation
• vocational education and training systems
• WHS relating to planning and conducting an evaluation
• vocational education regulations

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations. Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links
