



Australian Government

DEFEVL004 Evaluate a training and assessment system

Release: 1

DEFEVL004 Evaluate a training and assessment system

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to evaluate an external or internal training and assessment system.

This unit applies to those who have responsibility for evaluating training and assessment strategies of an organisation.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously while performing complex tasks in a familiar context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Evaluation

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Plan a system evaluation	1.1 Identify and confirm the purpose and role of the evaluation with client and stakeholders. 1.2 Define the system in terms of location, purpose, and personnel. 1.3 Identify and prioritise the needs of the stakeholders of the system. 1.4 Identify, obtain and develop the necessary evaluation resources. 1.5 Validate the evaluation plan with stakeholders including:

	<ul style="list-style-type: none"> • methodology • responsibility of appropriate personnel for conducting and participating in evaluations • criteria • responsibilities for implementation of the evaluation plans • means of protection of participants • agreement for data collection, storage and retrieval • procedures for editing and disseminating reports • agreement of the financing <p>1.6 Establish the evidence required for making decisions of system improvement.</p> <p>1.7 Identify, develop and assess validity and reliability of evidence gathering instruments, procedures and sources of information.</p> <p>1.8 Link cost effective methods utilising an appropriate evaluation model to the purpose of the evaluation.</p>
2. Conduct the evaluation	<p>2.1 Collect evidence in accordance with agreed evaluation procedures.</p> <p>2.2 Identify and record potentially useful information which is not identified in the evaluation plan.</p> <p>2.3 Collate and process data relevant to the evaluation.</p> <p>2.4 Interpret evidence at the individual and aggregate levels and identify strengths and weaknesses of the system.</p>
3. Report on evaluation findings	<p>3.1 Document issues and conclusions arising from the analysis conducted.</p> <p>3.2 Make recommendations to stakeholders on areas of possible improvement.</p> <p>3.3 Discuss preliminary findings with stakeholders.</p> <p>3.4 Prepare a range of reports to meet the differing needs of stakeholders.</p>

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning N/A					Reading					Writing					Oral communication					Numeracy				
Performance variables																								
1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity									

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>