



**Australian Government**

# **DEFEVL004 Evaluate a training and assessment system**

**Release: 2**

# DEFEVL004 Evaluate a training and assessment system

## Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Foundation Skills and Assessment Conditions.

Release 1.0. 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.

## Pre-requisite Unit

Not applicable.

## Competency Field

Evaluation

## Unit Sector

Not applicable.

## Elements and Performance Criteria

### ELEMENTS

### PERFORMANCE CRITERIA

Elements describe the essential Performance criteria describe the performance needed to

outcomes.

demonstrate achievement of the element.

## **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:
  - 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
- 1.6** Establish the evidence required for making decisions of system improvement
- 1.7** Identify, develop and assess validity and reliability of evidence gathering instruments, procedures and sources of information
- 1.8** Link cost effective methods utilising an appropriate evaluation model to the purpose of the evaluation

## **2 Conduct the evaluation**

- 2.1** Collect evidence in accordance with agreed evaluation procedures
- 2.2** Identify and record potentially useful information which is not identified in the evaluation plan
- 2.3** Collate and process data relevant to the evaluation
- 2.4** Interpret evidence at the individual and aggregate levels and identify strengths and weaknesses of the system

- 3 Report on evaluation findings**
- 3.1** Document issues and conclusions arising from the analysis conducted
  - 3.2** Make recommendations to stakeholders on areas of possible improvement
  - 3.3** Discuss preliminary findings with stakeholders
  - 3.4** Prepare a range of reports to meet the differing needs of stakeholders

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

## Unit Mapping Information

No equivalent unit.

## Links

Companion Volume Implementation Guides are found on VETNet -

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