



Australian Government

Department of Education, Employment and Workplace Relations

BSZ403A Review assessment

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit covers requirements to review assessment procedures 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 Review the assessment procedure(s)	1.1 Appropriate personnel are given the opportunity to review the assessment outcomes and procedure using agreed evaluation criteria 1.2 The review process established by the enterprise, industry or registered training organisation is

followed

- 1.3 The assessment procedure(s) is reviewed at a specified site in cooperation with person(s) being assessed, and any appropriate personnel in the industry/enterprise/training establishment and/or any agency identified under legislation
 - 1.4 Review activities are documented, findings are substantiated and the review approach evaluated.
- 2 Check consistency of assessment decision
 - 2.1 Evidence from a range of assessments is checked for consistency across the dimensions of competency
 - 2.2 Evidence is checked against the key competencies
 - 2.3 Consistency of assessment decisions with defined performance standards are reviewed and discrepancies and inconsistencies are noted and acted upon
- 3 Report review findings
 - 3.1 Recommendations are made to appropriate personnel for modifications to the assessment procedure(s) in light of the review outcomes
 - 3.2 Records are evaluated to determine whether the needs of appropriate personnel have been met
 - 3.3 Effective contributions are made to system-wide reviews of the assessment process and feedback procedures and are reviewed

Required Skills and Knowledge

Not applicable.

Evidence Guide

Critical aspects of evidence

Assessment requires evidence of the following products to be collected:

Documented process for the review of the assessment procedure(s)

A report on the review of the operations and outcomes of the assessment procedure(s) including substantiation of findings and any recommendations for modifications.

Assessment requires evidence of the following processes to be provided:

How the review process for evaluating the assessments in the enterprise, industry or organisation was implemented

Why particular review/evaluation methodologies were chosen

How cooperation and input from the person(s) assessed and appropriate personnel was sought as part of the review.

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 the review process established by the industry, enterprise or training organisation

Knowledge of evaluation methodologies relevant to the assessment context

Relevant 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

Knowledge of relevant organisational policies and procedures of the workplace and/or job role

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

Skills in the application of various assessment methods/tools in a relevant workplace context

Planning own work including predicting consequences and identifying improvements

Language, literacy and numeracy skills required to:

- read and interpret review procedures

- participate in discussions and listen strategically to evaluate information critically

- gather, select and organise findings from a number of sources

- document findings in summary form, graphs or tables

- present findings in a short report to relevant personnel

- make recommendations based on findings

- determine cost effectiveness

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, assessment procedures and assessment review mechanisms.

Access to assessment decisions, relevant workplace equipment, 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 may occur on the job or in a simulated workplace. The candidate assessor should use competencies relevant to their technical expertise.

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

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Range Statement

Assessment system may be developed by:

the industry
the enterprise
the 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 for the person being assessed who have special needs
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 identify training needs or progress
to recognise prior learning/current competencies
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
features of assessment system.

Evaluation criteria in review process should include:

number of persons being assessed
duration of the assessment procedure
organisational constraints within which assessors must operate
occupational health and safety factors
relationship of the assessor to other appropriate personnel in the assessment process
frequency of assessment procedure
budgetary restraints
information needs of government and other regulatory bodies
support needs and professional development needs of assessors
characteristics of persons being assessed
human resource management implications
consistency of assessment decisions

levels of flexibility in the assessment procedure
fairness of the assessment procedure
efficiency and effectiveness of the assessment procedure
competencies achieved by the person(s) being assessed
difficulties encountered during the planning and conduct of the assessment
motivation of the person(s) being assessed
location and resource suitability
reliability, validity, fairness and flexibility of the assessment tool(s)
relevance of assessment to specified context
grievances/challenges to the assessment decision by the person(s) being assessed or their supervisor/manager/employer
ease of administration
access and equity considerations
practicability.

Characteristics of persons being assessed may include:

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

Appropriate personnel may 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/supervisor/team leaders
technical specialists.

Assessment 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 characteristics of person(s) being assessed.

Assessment methods may include a combination of:

work samples and or simulations

direct observation of performance, products, practical tasks, projects and simulation exercises

review of logbooks and portfolios

questioning

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 relations to the production projects and exercises

sets of oral/written/computer based questions to be asked

performance checklists

log books

marking guides

descriptions of competent performance

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

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 work processor or lifting gear)

design of shorter assessment sessions to allow for fatigue or medication

use of large print version of any papers.

Assessment environment and resources to be considered

time

location

personnel

finances/costs

equipment

materials

OHS requirements

enterprise/industry standard operating procedures.

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- record keeping procedures and policies
- any allowable adjustments to the assessment method which may be made for the person being assessed who have special needs
- 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.

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- support needs and professional development needs of assessors
- characteristics of persons being assessed
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- consistency of assessment decisions
- levels of flexibility in the assessment procedure
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Unit Sector(s)

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