



Australian Government

TAEASS311 Contribute to assessment

Release: 1

TAEASS311 Contribute to assessment

Modification History

Release	Comments
Release 1	This version first released with TAE Training and Education Training Package Version 5.0. Supersedes and is equivalent to TAEASS301 Contribute to assessment.

Application

This unit describes the skills and knowledge required to contribute to the assessment process by collecting evidence for assessment against nationally recognised units of competency and according to organisational requirements.

The unit applies to a person with technical or vocational expertise who is in a supervisory, mentoring or coaching role in a workplace, and whose role is to assist in collecting assessment evidence rather than being to make an assessment judgement.

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

Unit Sector

Assessment

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Clarify own role and responsibilities in the assessment process	1.1 Discuss and confirm purpose of assessment with qualified assessor 1.2 Discuss and clarify units of competency to be used for assessment with the qualified assessor 1.3 Discuss and clarify plan for assessment with the qualified assessor 1.4 Discuss and clarify own responsibilities in gathering evidence and the types of evidence to be gathered with the qualified assessor

ELEMENTS	PERFORMANCE CRITERIA
2. Confirm organisational arrangements for evidence gathering	2.1 Access and confirm assessment system policies and procedures, and organisational requirements relevant to contributing to assessment 2.2 Discuss and clarify assessment tools and evidence gathering methods with qualified assessor to ensure that procedures to be followed and instruments to be used are clear 2.3 Discuss and clarify with qualified assessor the assessment context, candidate characteristics, and any need for reasonable adjustments 2.4 Confirm and arrange resource requirements in consultation with qualified assessor
3. Collect evidence	3.1 Explain assessment process to candidate and responsibilities of the parties involved 3.2 Identify and refer candidate issues and concerns to the qualified assessor before undertaking assessment activities 3.3 Use assessment instruments to gather and document evidence according to organisational requirements 3.4 Organise and provide gathered evidence to the qualified assessor in a format suitable for analysis according to organisational requirements 3.5 Discuss with the qualified assessor whether the principles of assessment and the rules of evidence were met
4. Review assessment contribution	4.1 Seek and document feedback from others involved in the assessment 4.2 Document areas for improvement in collecting evidence for future assessment activities

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	Sources and interprets procedural and compliance information
Writing	Completes required workplace documentation using appropriate language and format
Oral communication	- Communicates information and process requirements clearly, based on techniques appropriate to audience and environment - Obtains information to support the assessment process

Skill	Description
Planning and organising	Organises work according to defined requirements, taking some responsibility for decisions regarding the format of information

Unit Mapping Information

Supersedes and is equivalent to TAEASS301 Contribute to assessment.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3>