



Australian Government

TAEASS412 Assess competence

Release: 1

TAEASS412 Assess competence

Modification History

Release	Comments
Release 1	This version first released with TAE Training and Education Training Package Version 5.0. Supersedes and is not equivalent to TAEASS402 Assess competence.

Application

This unit describes the skills and knowledge required to plan, prepare for and conduct the competency-based assessment of candidates using nationally recognised training products and validated assessment tools. It involves planning and preparing for the assessment based on the accessed training and assessment strategy and delivery plan. The unit also involves customising the assessment process; preparing candidates to be assessed; and then implementing assessment processes, including recognition of prior learning. Implementing assessment requires gathering quality evidence, making assessment judgements, and recording and reviewing the assessment process.

The unit applies to entry-level vocational education and training (VET) assessors who assess candidates against nationally recognised training products.

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. Plan and prepare to conduct assessment	1.1 Access registered training organisation (RTO) assessment system and legislative and regulatory requirements and confirm assessment policies and procedures relevant to own job role 1.2 Access training and assessment strategy and delivery plan and identify purpose, target group, requirements and

ELEMENTS	PERFORMANCE CRITERIA
	resources for assessment 1.3 Access and analyse unit/s of competency and assessment tool, and check that tool maps to unit/s and assessment requirements and complies with the principles of assessment and rules of evidence 1.4 Identify actions required to be undertaken by candidate and assessor in preparation for assessment 1.5 Identify and obtain resources required to meet assessment conditions according to organisational procedures
2. Customise assessment process	2.1 Identify where recognition of prior learning (RPL) and/or reasonable adjustment is required and can be appropriately applied to the assessment process without compromising the assessment's integrity 2.2 Review foundation skill requirements of the unit of competency and foundation skill levels of candidates 2.3 Seek specialist advice and support where foundation skill support is required prior to assessment 2.4 Review information about candidates' industry and/or work roles and identify any contextualisation required of assessment process 2.5 Determine and apply suitable methods to achieve required contextualisation 2.6 Record any modifications to assessment process according to organisational procedures
3. Prepare candidates	3.1 Explain to candidates the assessment process, performance standards, and any customisation made to assessment process, according to organisational procedures 3.2 Confirm that candidates understand and agree to assessment process and are aware of their right to appeal 3.3 Confirm with candidates that they are ready for assessment 3.4 Schedule assessment activities according to organisational procedures
4. Collect evidence	4.1 Organise, contextualise, and confirm assessment activities and candidate support according to assessment tool instructions 4.2 Use agreed assessment methods and instruments to gather, organise and document evidence in a format suitable for determining competence and according to principles of assessment and rules of evidence 4.3 Identify, monitor, and address within scope of own role work health and safety (WHS) hazards and risks during evidence collection

ELEMENTS	PERFORMANCE CRITERIA
	4.4 Monitor and adjust reasonable adjustments as required to accommodate candidate needs while maintaining rigour of assessment process 4.5 Record judgement of satisfactory or not satisfactory performance on all instruments, together with reasons for that judgement 4.6 Provide candidates with feedback on performance, support and opportunities to re-submit assessments according to organisational procedures
5. Make assessment judgement	5.1 Review collected evidence and confirm that rules of evidence and principles of assessment have been met 5.2 Ensure that required assessment activities have been completed according to VET regulatory requirements and the assessment guidance and are assessed as satisfactory before making a judgement of competence 5.3 Seek moderation to assist in making the final judgement where required and according to organisational requirements 5.4 Make assessment judgement based on evidence of individual candidate's demonstrated competence against evidence requirements 5.5 Record judgement of competence, details of how judgement was made, and any modifications or adjustments made to assessment process 5.6 Provide feedback to candidate on performance and assessment judgement according to organisational procedures 5.7 Implement and document required follow-up for those candidates deemed not yet competent 5.8 Complete and submit assessment records and results according to organisational procedures
6. Review assessment practice	6.1 Seek feedback relevant to own assessment practice and according to organisational procedures 6.2 Analyse assessment and own assessment practice and feedback and identify opportunities for improvements

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
-------	-------------

Skill	Description
Digital literacy	• Uses main features and functions of digital tools and electronic applications required in own role to access and exchange information
Reading	• Accesses and interprets nationally recognised training products, assessment system policies and procedures, and assessment tools
Numeracy	• Estimates assessment timeframes, and prioritises and schedules tasks • Communicates and works within time schedules
Oral communication	• Uses techniques appropriate to audience and environment when communicating information and process requirements • Obtains information to support the assessment process
Initiative and enterprise	• Interacts with candidates to build rapport and enable 2-way communication that supports the assessment process
Planning and organising	• Plans job tasks and organises work to meet organisational requirements
Problem solving	• Uses systematic, analytical processes to collect and evaluate evidence
Self-management	• Takes responsibility for adhering to organisational requirements for conducting assessments • Recognises, and follows protocols and meets expectations associated with own role

Unit Mapping Information

Supersedes and is not equivalent to TAEASS402 Assess competence.

Links

Companion Volume Implementation Guide is found on VETNet -

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