

Designing Evidence Gathering Tools



Evidence gathering methods

Evidence gathering methods describe the approach that is used by the assessor for collecting the evidence required for assessment



Types of evidence gathering methods

- Real work / real time
 - observation
 - third party reports
- Structured activities
 - demonstration
- Questioning
 - Oral / interview
 - Written
- Portfolio
 - candidate collection of evidence



Evidence Gathering Tools

- Evidence gathering tools are the actual instruments that the assessor uses to collect evidence. Such as:
 - observation checklist (Practical)
 - question list
 - demonstration of a work activity (Practical)
 - written test (Knowledge)
 - interview



Purpose of evidence gathering tools

- Help candidate understand what is expected
- Focus for the assessor in evidence gathering
- Record assessment outcome
- Identify what action is needed to address skill and knowledge gaps



Observation

- Observation is a key form of evidence gathering
- Observation should collect evidence of all components of competence, including the dimensions of competence
- Need evidence of everyday performance, not just performance carried out as part of the assessment process

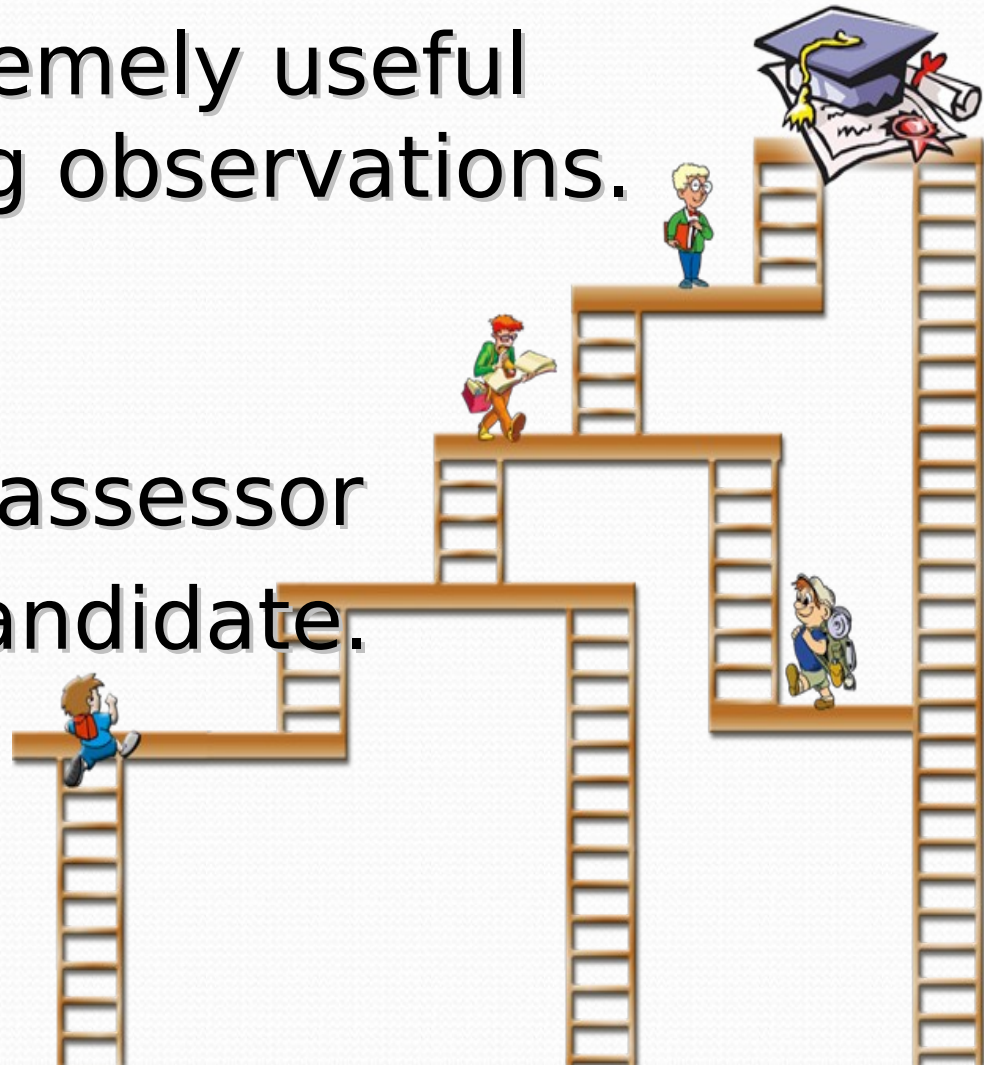


Observation Checklists

Checklists are extremely useful tools for structuring observations.

They can act as a:

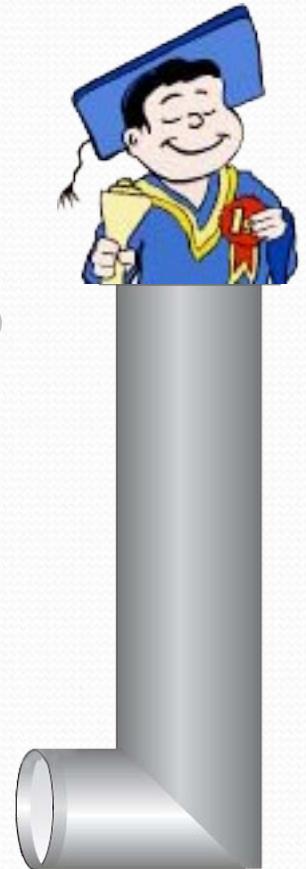
- prompt for the assessor
- guide for the candidate.



Preparing

Checklists

- Read the unit of competence
- What evidence must be observed while the work activity is being performed?
- What dimensions of competence can be observed?
- Use a template and enter



Observation is not appropriate for

- activities that occur irregularly, take place over an extended period of time or are difficult to observe
- activities that require privacy and confidentiality
- situations where it may be culturally inappropriate to observe the activity
- situations where workplace safety may be compromised.



Questioning is appropriate for ...

- Times when observation cannot be used
- Verifying observations
- Underpinning knowledge
- Dimensions of competence

Types of questions

- Extension
- Contingency
- Safety
- Infrequent activities
- Regulations and procedures

Extension Questions

- What would you do if ... ? (a similar but different situation)
- What if you were using ... instead of ... ? (alternative equipment/procedures etc)
- (preventative safety measure)

Contingency

Questions

- What would you do in the event of ...? (accident or emergency)
- What would you do if ... ?
(equipment broke down or something malfunctioned)
- What would you do if ... (complaint was made or conflict occurred)
- How do you avoid ... ?
(preventative safety measure)

Safety Questions

- What precautions must you take when ... ?
- What safety equipment and clothing should you use when ... ?
- Why shouldn't you ... ? (procedure or activity that is not permitted)
- What would you do if ... ? (dangerous situation)
- How do you avoid ... ? (preventative safety measure)

QUESTIONS ON INFREQUENT ACTIVITIES

- What would you do if ...? (rarely occurring but critical situation)
- If ... happened, what action would you take?

Questions on Regulations and Procedures

- What are the regulations in respect of ... ?
- What are the specified procedures or steps to ... ?
- What checks are required by the manufacturer to ... ?
- What is the regulation that covers ... ? (situation or activity)
- What are the organisational regulations that apply when ...

Develop an evidence gathering tool

- Select the unit
- Read the unit
- Identify the required evidence
- Identify the evidence gathering method
- Complete the Evidence Plan
- Select the appropriate template
- Complete the template
- Check the evidence gathering tools against the Evidence Plan and unit of competence
- Check the tool with another assessor

VERY MUCH !!!
AND HAVE GOOD
DAY !!