DUTIES & RESPONSIBILITIES OF AN ASSESSOR





BEFORE THE ASSESSMENT



- Establish the CONTEXT & PURPOSE of the assessment
- Familiarize the Units of Competence
- Ensure the compliance of the Assessment Center
- Notify the Candidates of any resources to bring during the Assessment

ON THE DAY OF ASSESSMENT



- Provide overview of the Units of Competence
- Orient the Candidates
- Ensure proper provision based on the Assessment Guide
- Administer the assessment

POST ASSESSMENT



- Provide Feedback
- Ensure the completeness of the Candidate’s booklet
- Prepare reports
- Endorse Assessment results to the CoC supervisor

What do I have to prepare before the Assessment?



1. Establish the Context & the Purpose of the Assessment



ENVIRONMENT OR SETTING IN WHICH THE ASSESSMENT ACTIVITY TAKES PLACE

2. Familiarize with the Unit of Competence



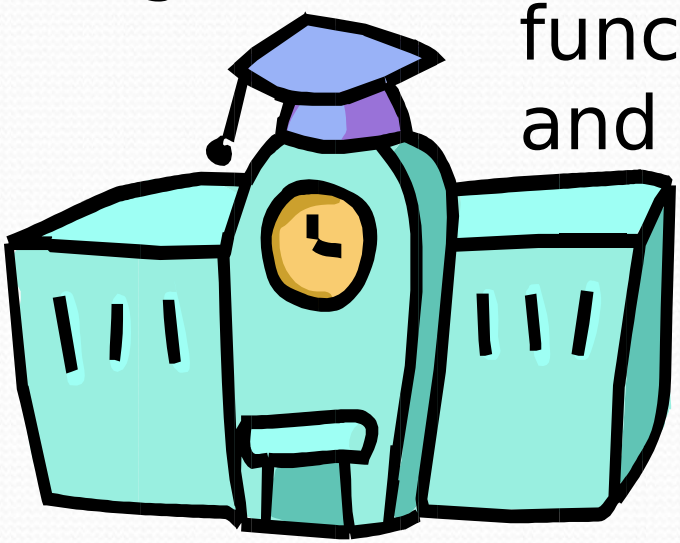
- ASSESSORS' GUIDE
- ASSESSMENT METHOD
- TIME DURATION
- EVIDENCE TO BE COLLECTED
- PERFORMANCE CRITERIA
- ASSESSMENT ARRANGEMENTS

3. Ensure the compliance of the Assessment Center

Relevant OHS requirements

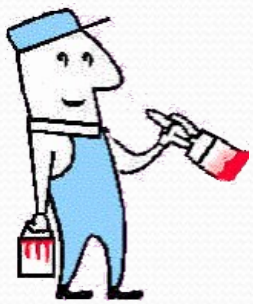
Assessment Project

- Proper lighting & ventilation
- PPE
- Properly marked risk areas



- Sufficient and functional equipment and tools
- Available supplies and materials according to specifications
- Continues availability of Power a required by the project/s

4. Notify candidates through the Assessment Center / CoC of any resources the candidates have to bring during the assessment










On the day of the assessment I have to do the following…

1. Assist the CoC personnel

heck the candidates' registered number

ll up the attendance sheet & registry form

- Accomplish self assessment and Competency Assessment Agreement



MPETENCY ASSESSMENT AGREEMENT

be conducted by Candidate and Assessor)

Candidate's Name:	Sarah Bekele
Assessor's Name:	Tigist Tadesse
Units of Competency to be Assessed:	**CORE UNITS** •Provide care and support to infants and toddlers •Provide care and support to children •Foster social , intellectual and creative and emotional development of children •Foster the physical development of children

	YES	NO
•Have the context and purpose of assessment been explained?	❑	❑
•Have the qualification and units of competency been explained?	❑	❑
•Have the Project Based Assessment (PBA) been explained?	❑	❑
•Do you understand the assessment procedure and evidence to be collected?	❑	❑
•Have your rights and appeal system been explained?	❑	❑
•Have you discussed any special needs to be considered during assessment?	❑	❑

I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.

Candidate's Signature: *Sarah Bekele*	Date: **22Mar2011**
Assessor's Signature: *Tigist Tadesse*	Date: **22Mar2011**

2. Provide overview of the units of competence to be assessed

Occupation: Water Treatment

Units of Competency

The assessment covers the following units of competence:

1. Develop Water Treatment Management Plan.
2. Organize Work Activities
3. Manage Implementation of Water Treatment Processes
4. Develop Teams and Individuals
5. Utilize Specialized Communication Skills.
6. Monitor the Implementation of Water Treatment
7. Monitor Water Quality Testing
8. Lead Small Teams
9. Apply Quality Control
10. Lead Workplace Communication
11. Perform Water Treatment Process
12. Perform Water Quality Testing
13. Work In Team Environment
14. Demonstrate Work Values
15. Participate In Workplace Communication



3. Orient the candidates (Time allotment is 30 minutes)



- explain the context and purpose of the assessment and the assessment process
- outline the assessment procedures to be undertaken
- seek feed back regarding the candidate's understanding of the occupational standard/units of competence being assessed, evidence requirements and assessment process
- make all necessary announcements before the start of the assessment
- specify the do's and don'ts inside the assessment venue

4. Ensure proper provision of equipment, tools and materials, according to the assessment guide.

5. Administer the assessment in accordance with the outcome- based assessment methodology–

- Give specific instructions to the candidates
- Make certain that the candidate fully understands what is expected and follows correctly the instructions in the Candidates package
- Stay at the assessment area during the entire duration of the assessment activity and observe the candidate perform the tasks

- Inhibit self from providing any assistance during the assessment. Intervene only for safety reasons.

- Record the details of the evidence collected in the candidates performance.

- Verify candidate’s underpinning knowledge & skills. Stop assessment activity when procedures and safety precautions are not known and not properly executed.


After the Assessment, these are the things that I should do…

1. Provide feedback on the outcome of the assessment process. This includes providing the candidate with:

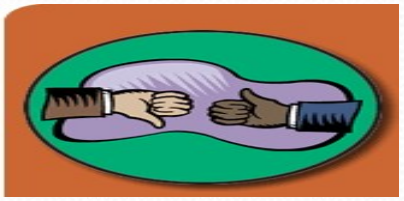
- clear and constructive feedback on the assessment decision



- Feedback should indicate whether the candidate is COMPETENT or NOT YET COMPETENT



- information on ways of overcoming any identified gaps in competency revealed by the assessment



2. Ensure that candidate's booklet have no missing pages

3. Prepare the necessary assessment reports and properly signed by concerned Party. (Summary Results of Assessment)

4. Endorse assessment results/outcomes to CoC supervisor together with all the packages used in the assessment activity





Candidate's Name	Sarah Bekele
Assessor's Name	Tigist Tadesse
Occupational Skills Standards	
Unit of Competence	
Date of Assessment	
Assessment Centre	

The performance of the candidate in the following assessment methods for _____ **[Pls. check (✓) appropriate box]** :	**Satisfactory**	**Not Satisfactory**
A. Demonstration with Oral Questioning		
B. Observation with Oral questioning		
C. Written Test		
Did the candidate's overall performance meet the required evidences / standards?		

OVERALL EVALUATION	❑ COMPETENT	❑ NOT YET COMPETENT Recommendation for re-assessment: for submission of document. Pls. Specify (Portfolio Document) _____ for issuance of certificate Pls. Specify (Qualification, Level) _____				

General Comments [Strengths / Improvements needed]			
Candidate's signature:		Date:	**22Mar2011**
Assessor's signature:		Date:	**22Mar2011**

THANK YOU VERY MUCH !!! AMESAGINALEHU !!!