

## CONDUCT ASSESSMENTS IN THE WORKPLACE

SAQA REGISTERED ID 115753

Conduct Outcomes Based Assessments

**POWER COURSE - 5 DAYS**

### 1. OVERVIEW

Assessors must be registered. In order to register with your constituent SETA, internal assessors need a certificate against the unit standard: Conduct Outcomes-based assessment (115753).

This unit standard is for people who perform assessments in the workplace in order to accurately diagnose and recognise learning needs and accomplishments.

### 2. STRUCTURE & DELIVERY

This workshop itself is divided into two phases:

Firstly the 3-day workshop where we address all the foundational theory and principles of assessment

Then a 2-day workshop during which delegates compile portfolios by conducting actual workplace assessments at the In House premises working environment. This is done under the guidance of the facilitator using unit standards and assessment tools appropriate to the industry and environment.

The workshop is highly interactive and delegates will be

### 3. WHO SHOULD ATTEND?

Line staff such as supervisors/team leaders responsible for assessments in the workplace

- HR and HRD practitioners
- Anyone needing an NQF-registered ETDP or HR-related qualification that requires competence in unit standard NLRD Id. No. 115753 – Conduct outcomes-based assessment.

All you need is a **qualification** or **experience in the occupation** or **subject matter that you assess**.

### 5. WHAT YOU LEARN

Our workshop equips you to understand:

- The NQF system and the Skills Development Act
- Assessment Principles and Methods
- Assessment Processes and Procedures
- Evidence gathering and presentation
- Recognition of prior learning
- How to develop a Portfolio of Evidence

Having a pool of qualified and registered assessors is a requirement for accreditation by the SETA as either an enterprise or private provider. From a business perspective it is an enabler of the HR Development Strategy.

### GROUP SIZES

A minimum of 8 learners per group is required to run this programme on a cost effective basis.

required to participate in individual, small and large group learning activities.

By completion of the three day workshop delegates will be required to start working on an assessment portfolio of evidence for assessment against NQF registered Unit Standard 115753 – “Conduct outcomes-based assessment”.

Portfolios are typically completed and handed in on the final day. If this is not possible a further 15 days will be allowed.

### 4. SPECIFIC OUTCOMES

After completing this course the learner will be able to:

- Demonstrate understanding of outcomes-based assessment
- Prepare for assessments
- Conduct assessments
- Provide feedback on assessments
- Review assessments

### FOLLOW UP

We conduct Power Courses at organisations throughout the country. Please send us an enquiry for possible dates and respective costs. A lead time of 6 weeks is required to secure your preferred dates.

For a needs analysis, comprehensive quote or simply to meet us and ask further questions, please contact:

Debbie Turner on **021 858 1226 / 082 783 9330**  
or e-mail **debbie@cpctrain.co.za**