

Title	Use standards to assess workplace competency		
Level	4	Credits	7

Purpose	<p>This unit standard is intended for those who want to use their subject-matter expertise to carry out on-job assessment of workplace competency.</p> <p>People with this unit standard are able to demonstrate knowledge of standards-based on-job assessment in the workplace, and the role, skills and attributes of a workplace assessor; and carry out on-job assessment in the workplace using standards and pre-approved assessment tools.</p>
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Classification	Generic Education and Training > Assessment of Learning
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Available grade	Achieved
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Guidance Information

- 1 It is essential that the assessments providing evidence for this standard are conducted in real situations, which have not been artificially created for assessment purposes. Simulations should not be used for the assessment of standards unless their use is common practice for the type of standards being assessed, e.g. Emergency Response. 2 All activities must conform to the procedures and requirements of the relevant standard setting body or quality assurance body.
- 2 Candidates who want further development opportunities may choose to continue on to complete Unit 30421, *Carry out assessments against standards to make judgements of learner performance*, and/or the New Zealand Certificate in Assessment Practice (Level 4) [Ref: 2752].
- 3 Definitions

Assessment is the evaluation of evidence provided by learners and verifiers, and the judgement of learner competence by assessors.

Good assessment practice will occur when the assessor consistently judges, overall, that the candidate has provided sufficient evidence that the outcomes, identified in the outcome statements, have been met and that all evidence requirements have been considered.

Candidate is the person who is being assessed against this standard.

Learner is the person who is being assessed by the candidate. They may also be referred to as trainees, apprentices, or employees.

On-job assessment in the workplace may include the assessment of theory, practical, and/or observed evidence (eg from verifier or observer), both on-site and remotely, and evidence of prior learning.

The requirements of the workplace means how the workplace is organised, how it operates, and how it meets its objectives. This includes meeting the requirements of all relevant current legislation and the workplace's policies and procedures.

Standard(s) are statements of performance with measurable outcomes against which assessment occurs. Standards may include but are not limited to – Directory of Assessment Standards (DAS) unit standards, other national and international standards, organisational standards.

- 4 All evidence submitted by the candidate must be verified by an observer. The observer must:
- hold unit standard 30421, or the New Zealand Certificate in Assessment Practice (Level 4) [Ref: 2752], or be able to demonstrate equivalent skills and knowledge in assessment;
 - or be a subject matter expert in assessment;
 - or be a context-specific subject matter expert with experience in assessment;
 - or be a supervisor or manager with experience in assessment.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of standards-based on-job assessment systems in the workplace.

Performance criteria

- 1.1 Components of the workplace assessment system and their purpose are described.

Range may include industry training, standard setting bodies, New Zealand Qualifications Framework, standards, assessment scope, moderation, verification.

- 1.2 Standards are explained in terms of their structure and interpretation.

Outcome 2

Demonstrate knowledge of the role, skills and attributes of a workplace assessor.

Performance criteria

- 2.1 The role and responsibilities of workplace assessors are described.

Range must include assessment planning, preparing candidate, conducting assessment, providing feedback to candidate, reporting credit; responsibilities: when working with observers/verifiers, to maintain subject currency, to assess in accordance with relevant legislation.

- 2.2 The personal attributes required by a workplace assessor are described.

Range may include but is not limited to timeliness, ability to relate to others, ability to coach and mentor, credibility within workplace, modelling of skills and behaviours, awareness of diversity, patience, self-reflection.

2.3 Skills and knowledge required by a workplace assessor are described.

Range includes but is not limited to written and oral communication skills, workplace requirements, good assessment practice, administration requirements, different sources of evidence, subject expertise, and may include digital literacy.

2.4 The role of ethics in workplace assessment are explained.

Range must include privacy, integrity, professionalism.

2.5 Barriers to learners completing assessment are identified and potential ways to overcome the barriers are explained.

Range barriers may include but are not limited to learning differences (e.g. dyslexia), literacy and numeracy, English as a second language; ways to overcome barriers may include but are not limited to relevant support services, adapting assessment methods.

Outcome 3

Carry out on-job assessment in the workplace using standards and pre-approved assessment tools.

Range Evidence is required of assessment against two different standards, including assessing a mix of practical and knowledge-based evidence.

If using integrated assessments, a minimum of one assessment is required, incorporating both practical and knowledge-based evidence.

Performance criteria

3.1 Assessment is prepared for in accordance with the standard to be assessed against.

Range may include arranging access to candidate/s, selecting an appropriate workplace assessment method, ensuring an appropriate and safe environment is available.

3.2 The candidate is prepared for assessment in accordance with the standard and the selected assessment method.

3.3 Assessment is carried out in accordance with good assessment practice and in a way that supports learning.

Range good assessment practice may include timing, and must include safety.

3.4 Judgement is made about the quality of the evidence produced by the candidate in accordance with the standard.

Range currency, reliability, authenticity, validity, equity, sufficiency; evidence appropriate to the level of the standard.

3.5 Feedback is provided to the candidate in a timely and respectful way, relates directly to their performance in the assessment, and supports learning.

3.6 Workplace assessment administration requirements are completed.

Range includes timeliness of reporting pre-, during, and post-assessment.

3.7 Own assessment practice is reflected on in accordance with good assessment practice.

Replacement information	This unit standard and unit standard 30421 replaced unit standard 4098.
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Planned review date	31 December 2023
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1		

Consent and Moderation Requirements (CMR) reference	nnnn
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact the SSB ssb@email.address if you wish to suggest changes to the content of this unit standard.