THE ROLE OF THE
ASSESSOR in
CBET
Overview

• Role of the Assessor
• Profile of the Assessor
• Requirements of the Assessor
• How you Work
• Maintaining Professionalism
• Conclusion
Role of the Assessor

• The Assessors’ skills and understanding of competence and competency based assessment are crucial to the overall assessment process
• The role is crucial as they are expected to conduct valid, reliable, fair, flexible and cost-effective assessments as part of the certification process
Role of Assessor

• Specialist assessors enhance assessment process
• A good assessor ensures that assessment decisions are consistent
• Because of your in-depth knowledge you can work with persons less qualified to ensure that assessments are fair
• You have excellent knowledge of the industry and the assessment process
The Assessor

The Certified Assessor has three types of Expertise:

- Technical Expertise
- Assessment Expertise
- Communication and Human Relations Management Expertise
Technical Expertise

- Skill, Knowledge and Ability in the content of the unit standards being assessed.
- Proven competence in the unit of standard you are assessing.
- Current industry experience in skill
Assessment Expertise

- Proven competence in Planning, Conducting and Reviewing assessment.
  - Familiarity with competency standards.
  - Familiarity with assessment guides and observation records.
  - Develop and Plan assessment based on unit standards
  - Conduct assessment based on unit standards
Assessment Expertise cont’d.

• Proven competence in **Planning, Conducting and Reviewing** assessment.
  - Review assessment based on unit standards.
  - Provide appropriate feedback to candidate on their performance.
  - Recording and reporting results to the training provider or institution and the Grenada NCTVET.
Communication and Human Relations Management Expertise

• Possess a range of interpersonal and communication skills including:
  - negotiation skills
  - questioning
  - time management
  - documenting and reporting
  - decision making
Communication and Human Relations Management Expertise

- Good **Oral** and **Written** communication
- The skill, knowledge and ability to communicate well with:
  - candidate
  - trainers
  - supervisors
  - employers
  - others involved in assessment
Communication and Human Relations Management Expertise

- Possess a range of human relations management skills:
  - having the personal quality that allow for open and none threatening relationship with candidates.
  - work in a friendly and encouraging manner to put candidates at ease.
  - seek co-operation from employers, trainers, supervisors and others in the assessment process.
Communication and Human Relations Management Expertise

• Ability to maintain positive relationship especially when:
  - working with adult candidate
  - working with candidates of different genders.
  - a candidate is particularly anxious.
  - a candidate has not met a standard.
Certified Assessor

Personal Attributes

- Integrity
- Professional ethics
- Responsiveness
- Respect for others
- Engender trust
Key Skills

Able to:

• Communicate effectively (orally & in writing)
• Resolve conflicts/negotiate
• Manage time well
• Collect and interpret information
• Organize and record information
• Make sound decisions
Technical Skills & Experience

• **Proven** competence in the Unit Standards and the Qualification at Level 3 or equivalent

• Assessor’s competence in **Plan, Conduct** and **Review** assessment

• Develop assessment instruments/tools

• Current industry experience
Assessor Requirements

- Demonstrate understanding of the assessment process
- Possess a knowledge of the skill area
- Be aware of the units of competency to be assessed
- Must have the ability to develop, select or choose an appropriate form of assessment
Assessor Requirements

- Be able to interpret elements and performance criteria
- Make sound judgments by determining whether evidence supplied is sufficient to demonstrate competency
- Conduct/Arrange the assessment (can be conducted in conjunction with a technical expert in the area).
The Single Assessor

- Assessment may be conducted by a single assessor.

- In this case the assessor must be qualifies to assess and meet all the qualification and experience criteria for assessors.

- The assessor is responsible for the final assessment decisions.
Panel Assessment

• A panel is necessary in higher levels of assessment and for holistic assessment where the competencies and/or the experience required may not reside in the lead assessor.

• The lead assessor is responsible for the assessment decisions
Your Professional Development

• Professional development helps assessors acquire, develop and maintain the competencies to carry out quality assessment within the TVET sector.

• It also ensures assessors are aware of changes in policy, practice and research that may impact on the assessment process.
Assessor and an Expert

• The expert is required in situations where the assessor may need input from industry resources
e.g. supervisors, mentors

• The assessor is responsible for the assessment decisions
Keeping Current

- Continuously Upgrade Skills
- Participate in Moderation Exercises
- Join assessor networks
- Participate in industry furlough/job rotation
- Help to mentor and coach learners
- Participate in internal validation activities
- Have your peer review your work
How to stay current

- Participate in project teams, working groups and committees
- Visit workplaces frequently and participate in ‘return to industry’ programmes
- Engage in structured professional development activities
- Access formal or informal programmes of further study
- Engage in professional reading
In Summary

• Your role is critical to a credible training assessment and certification system
• Specialist assessors are individuals with high level skills and experience in both assessment and a specific technical area.
• Come with certain qualities
• Must be trained, qualified and certified to assess
• Must have industry experience
• Must remain current and relevant
THE END

Any Questions?