


Curriculum Document		
Curriculum Code	Curriculum Title	
900096-000-00-00	Assessment Practitioner	

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## **SECTION 1: CURRICULUM SUMMARY**

### **1. Occupational Information**

#### **1.1 Associated Occupation**

242401: Learning and Development Practitioner

#### **1.2 Occupation or Specialisation Addressed**

242401-001: Learning and Development Practitioner

#### **1.3 Skills Programme Addressed by this Curriculum**

242401-001-00-02: Assessment Facilitator

#### **1.4 Alternative Titles used by Industry**

- None

## **2. Curriculum Information**

### **2.1 Curriculum Structure**

This qualification is made up of the following compulsory Knowledge and Practical Skill Modules:

Knowledge Modules:

- 242401001-KM-05, Assessment principles and practices, NQF Level 5, Credits 4

Total number of credits for Knowledge Modules: 4

Practical Skill Modules:

- 242401001-PM-06, Plan and conduct the assessment of learner competencies, NQF Level 5, Credits 8

Total number of credits for Practical Skill Modules: 8

This qualification also requires the following Work Experience Modules:

- 242401001-WM-06, Conduct assessments of learner competence, NQF Level 5, Credits 8

Total number of credits for Work Experience Modules: 8

### **2.2 Entry Requirements**

NQF level 4, with Communication

## **3. Assessment Quality Partner Information**

Name of body: ETDPA SETA

Address of body: Private Bag X105 Melville 2109

Contact person name: Hlalefang Raziya

Contact person work telephone number: (011) 372 3300

## **SECTION 2: OCCUPATIONAL PROFILE**

### **1. Occupational/ Skills Programme Purpose**

An Assessment Practitioner plans for, conducts and administers assessment of learner competence in an occupational context.

### **2. Occupational Tasks**

- None

### **3. Occupational Task Details**

#### **3.1. None**

**Unique Product or Service:**

- None

**Occupational Responsibilities:**

- None

**Occupational Contexts:**

- None

**SECTION 3: CURRICULUM COMPONENT SPECIFICATIONS**

**SECTION 3A: KNOWLEDGE MODULE SPECIFICATIONS**

List of Knowledge Modules for which Specifications are included

- 242401-001-KM-05, Assessment principles and practices, NQF Level 5, Credits 4

## **1. 242401001-KM-05, Assessment principles and practices, NQF Level 5, Credits 4**

### **1.1 Purpose of the Knowledge Modules**

The main focus of the learning in this knowledge module is to build an understanding of assessment of learner competencies in an occupational context.

The learning will enable learners to demonstrate an understanding of:

- KM-05-KT01: Assessment practices, methods and concepts (25%)
- KM-05-KT02: Evidence collection and recording concepts and principles (25%)
- KM-05-KT03: Evidence evaluation concepts and principles (25%)
- KM-05-KT04: Assessment administration and regulatory practices (25%)

### **1.2 Guidelines for Topics**

#### **1.2.1. KM-05-KT01: Assessment practices, methods and concepts (25%)**

***Topic elements to be covered include:***

- KT0101 Assessment practices (Assessment plan, Pre-assessment briefing, Evidence, Competence, Feedback)
- KT0102 Assessment concepts within the QCTO model (Internal and final integrated summative external assessment)
- KT0103 Principles of good assessment practice (Fairness, Validity, Reliability, Sufficiency, Practicability, Currency of evidence)
- KT0104 Assessment theories (Outcomes-based assessment, Competency-based assessments, Traditional assessment)
- KT0105 Types of assessment (pre-programme, continuous, formative, integrated, summative)
- KT0106 RPL Assessment objectives and practices
- KT0107 Domains of competence (practical, foundational and reflexive)

#### ***Internal Assessment Criteria and Weight***

- IAC0101 Principles of good assessment practices are listed and explained
- IAC0102 Assessment practices in the occupational learning framework are explained
- IAC0103 RPL assessment practices and principles are explained

***(Weight 25%)***

#### **1.2.2. KM-05-KT02: Evidence collection and recording concepts and principles (25%)**

***Topic elements to be covered include:***

- KT0201 Sources of evidence (Direct, Indirect, Historical)
- KT0202 Evidence collection instruments that cover assessment of all learning domains
- KT0203 Evidence collection tools (Observation assessment sheet, Knowledge assessment sheet, End product assessment sheets, Portfolio of Evidence)
- KT0204 Principles of evidence collection and submission (Validity, Accountability, Accuracy, Current, Consistency, Sufficiency)

#### ***Internal Assessment Criteria and Weight***

- IAC0201 Evidence collection and recording concepts are described and the most suitable selection motivated for specific scenarios

***(Weight 25%)***

#### **1.2.3. KM-05-KT03: Evidence evaluation concepts and principles (25%)**

***Topic elements to be covered include:***

- KT0301 Rules of evidence (Valid, Authentic, Reliable, Current, Sufficient)
- KT0302 Assessment results and judgements
- KT0303 Assessment feedback practises and records management
- KT0304 Standards of assessing evidence (Graded assessments, Competency standards)
- KT0305 Gap-analysis, remedial actions, guidance and support

***Internal Assessment Criteria and Weight***

- IAC0301 The rules and criteria of evidence evaluation are listed and explained
- IAC0302 Evidence evaluation and judgement concepts are explained in terms of competency levels, purpose, impact and mitigation
- IAC0303 Feedback practices are explained for various stakeholder needs

***(Weight 25%)***

**1.2.4. KM-05-KT04: Assessment administration and regulatory practices (25%)**

***Topic elements to be covered include:***

- KT0401 Standard assessment documentation management
- KT0402 Rules of certification (Statement of results, National Certificates)
- KT0403 Record management practices

***Internal Assessment Criteria and Weight***

- IAC0401 Assessment administration requirements for different stakeholder needs are explained

***(Weight 25%)***

**1.3 Provider Programme Accreditation Criteria**

***Physical Requirements:***

- Learning and development resources aligned to the scope and content of the module
- Learner assessment resources (database, tools, records)

***Human Resource Requirements:***

- Access to facilitators of learning with subject matter expertise as evident from professional designations, or experiential competence or prior qualifications
- Access to assessment expertise in terms of subject matter related prior learning, experience and credibility

***Legal Requirements:***

- Access to facilities that comply with occupational health and safety standards where contact learning or assessment sessions are delivered

**1.4 Exemptions**

- No exemptions are currently recognised for any of the listed knowledge modules. An RPL approach is recommended for all listed knowledge modules.

## **SECTION 3B: PRACTICAL SKILL MODULE SPECIFICATIONS**

### List of Practical Skill Module Specifications

- 242401001-PM-06, Plan and conduct the assessment of learner competencies, NQF Level 5, Credits 8

## **1. 242401001-PM-06, Plan and conduct the assessment of learner competencies, NQF Level 5, Credits 8**

### **1.1 Purpose of the Practical Skill Modules**

The focus of the learning in this module is on providing the learner an opportunity to gain competencies related to the use of assessment documents to plan and conduct assessment of candidates against specific occupational competencies for national certification requirements.

The learner will be required to:

- PM-06-PS01: Prepare for assessment
- PM-06-PS02: Conduct the assessment
- PM-06-PS03: Report and record assessments
- PM-06-PS04: Review assessments

### **1.2 Guidelines for Practical Skills**

#### **1.2.1. PM-06-PS01: Prepare for assessment**

##### ***Scope of Practical Skill***

Given assessment documentation in a simulated environment, the learner must be able to:

- PA0101 Confirm assessment parameters and learner readiness prior to the assessment
- PA0102 Establish potential barriers to fair assessment and formulate measures to address barriers
- PA0103 Establish the suitability of the assessment environment and availability of assessment resources, logistics and documentation

##### ***Applied Knowledge***

- AK0101 Assessment principles and practices

##### ***Internal Assessment Criteria***

- IAC0101 Preparation of assessment resources, logistics, documentation and environment that meets the requirements of the assessment at hand and ensures fairness and safety of assessment
- IAC0102 Candidates are prepared and informed of the planned assessment and readiness confirmed
- IAC0103 Candidate inputs and questions are noted and addressed
- IAC0104 Contributions from Candidates are noted and addressed, including feedback to Candidate

#### **1.2.2. PM-06-PS02: Conduct the assessment**

##### ***Scope of Practical Skill***

Given assessment documentation and a candidate in a simulated environment, the learner must be able to:

- PA0201 Actively engage with the candidate in a constructive, unbiased and fair manner
- PA0202 Collect and record evidence, applying best practice time management and communication principles
- PA0203 Assess the evidence for compliance to competency requirements
- PA0204 Formulate a motivated decision on candidate competence as demonstrated over a period of time and provide guidance on remedial when necessary
- PA0204 Formulate a motivated decision on candidate competence as demonstrated over a period of time and provide guidance on remediation when necessary

##### ***Applied Knowledge***

- AK0201 Assessment principles and practices
- AK0202 Evidence collection and reporting practices



- AK0203 Evidence assessment and judgement concepts
- AK0204 Accurate feedback and clear remedial actions
- AK0205 Inclusive education, barriers to assessments, special cases (supplementary, equal opportunities)

#### ***Internal Assessment Criteria***

- IAC0201 Assessments of competence are aligned with the dimensions of competence i.e. practical, foundational and reflexive dimensions of competence
- IAC0202 Assessment principles are applied and reflected in the assessment intervention
- IAC0203 Evidence collection and evaluation principles are applied
- IAC0204 Clear communication is evident in accurate reporting

### **1.2.3. PM-06-PS03: Report and record assessments**

#### ***Scope of Practical Skill***

Given assessment records and a candidate in a simulated environment, the learner must be able to:

- PA0301 Draft a feedback report inclusive of remedial recommendations, where required
- PA0302 Provide feedback to the candidate and reach agreement on remedial actions, where required
- PA0303 Obtain and record feedback from the candidate on the assessment intervention

#### ***Applied Knowledge***

- AK0301 Assessment feedback principles and conditions

#### ***Internal Assessment Criteria***

- IAC0301 Feedback is clear, meaningful and confined to strengths and weaknesses
- IAC0302 Further actions required to demonstrate competence are clearly defined and agreed upon with the candidate in a constructive manner, outlined in a SMART plan
- IAC0303 Feedback on assessment is demonstrated when the candidate: (1) meets all the assessment criteria, (2) meets some but not all the assessment criteria, (3) did not meet assessment criteria all, (4) needs to supplement evidence

### **1.2.4. PM-06-PS04: Review assessments**

#### ***Scope of Practical Skill***

Given assessment review documentation, the learner must be able to:

- PA0401 Review the assessment process, methods of assessment, instruments and tools against assessment principles and formulate improvement recommendation
- PA0402 Appraise the evidence collected against evidence collection and evaluation principles and formulate improvement recommendation
- PA0403 Reflect on the effectiveness of the assessment and report

#### ***Applied Knowledge***

- AK0401 Principles of assessment review

#### ***Internal Assessment Criteria***

- IAC0401 Accepted assessment, evidence collection and evaluation principles are applied in the review of the assessment

## **1.3 Provider Programme Accreditation Criteria**

#### ***Physical Requirements:***

- Learning and development resources aligned to the scope and content of the module
- Learner assessment resources

*Human Resource Requirements:*

- Access to facilitators of learning with subject matter expertise as evident from professional designations, or experiential competence or prior qualifications
- Access to assessment expertise in terms of subject matter related prior learning, experience and credibility

*Legal Requirements:*

- Access to facilities that comply with occupational health and safety standards where contact learning sessions are delivered and included in the delivery model of this module

#### **1.4 Exemptions**

- No exemptions are currently recognised for any of the listed knowledge modules. An RPL approach is recommended for all listed knowledge modules.

## **SECTION 3C: WORK EXPERIENCE MODULE SPECIFICATIONS**

### List of Work Experience Module Specifications

- 242401001-WM-06, Conduct assessments of learner competence, NQF Level 5, Credits 8

## **1. 242401001-WM-06, Conduct assessments of learner competence, NQF Level 5, Credits 8**

### **1.1 Purpose of the Work Experience Modules**

The focus of the work experience is on providing the learner an opportunity to:

Gain exposure and experience in the assessment of a candidate in an authentic assessment environment.

The learner will be required to:

- WM-06-WE01: Plan for and conduct an assessment of three candidates under the guidance of a subject matter expert

### **1.2 Guidelines for Work Experiences**

#### **1.2.1. WM-06-WE01: Plan for and conduct an assessment of three candidates under the guidance of a subject matter expert**

##### ***Scope of Work Experience***

The person will be expected to engage in the following work activities:

- WA0101 Plan for and prepare the candidates for the assessment
- WA0102 Conduct the assessments and record the required evidence
- WA0103 Evaluate the evidence presented and formulate a motivated assessment decision
- WA0104 Prepare for and provide feedback to the candidate and other stakeholders on the assessment
- WA0105 Conduct a quality review of the assessment and compile a motivated feedback report

##### ***Supporting Evidence***

- SE0101 Evaluation report by a subject matter expert
- SE0102 Completed standard assessment documentation
- SE0103 Portfolio of evidence

### **1.3 Contextualised Workplace Knowledge**

1 Workplace assessment practices, processes and procedures

2 Standard assessment documentation

3 Quality management system requirements

### **1.4 Criteria for Workplace Approval**

#### ***Physical Requirements:***

- The capacity to provide experiential learning and development opportunities to the candidate in all the areas listed within the scope of this module
- Experiential learning and development opportunities can be available in a specific workplace or through agreements established between different workplaces or between the candidate and a specific workplace

#### ***Human Resource Requirements:***

- Access to subject matter expertise to provide support and guidance to the candidate through formal employment relations or through a contractual agreement established with a third party.
- Subject matter expertise is evident from professional designations, or experiential competence or prior qualifications

#### ***Legal Requirements:***

- Access to facilities that comply with occupational health and safety standards where contact learning sessions are delivered and included in the delivery model of this module

### **1.5 Additional Assignments to be Assessed Externally**

The experiential learning components of this curriculum are structured as specific assignments to be completed by the candidate. All assignments will be submitted to and evaluated by the subject matter expertise appointed to provide support and guidance to the candidate. A portfolio of evidence that comprises of supporting documents, completed assignments, accompanied by an evaluation report completed by the appointed subject matter experts, will be required to meet the eligibility requirements for access to the final integrated external assessment.

**SECTION 4: STATEMENT OF WORK EXPERIENCE**

<b>Curriculum Code:</b>	SP-242401001-00-02
<b>Curriculum Title:</b>	Assessment Practitioner

<b>Learner Details</b>	
<b>Name:</b>	
<b>ID Number:</b>	

<b>Employer Details</b>	
<b>Company Name:</b>	
<b>Address:</b>	
<b>Supervisor Name:</b>	
<b>Work Telephone:</b>	
<b>E-Mail:</b>	

**242401001-WM-06, Conduct assessments of learner competence, NQF Level 5, Credits 8**

WM-06-WE01	Plan for and conduct an assessment of three candidates under the guidance of a subject matter expert		
	<b>Scope Work Experience</b>	Date	Signature
WA0101	Plan for and prepare the candidates for the assessment		
WA0102	Conduct the assessments and record the required evidence		
WA0103	Evaluate the evidence presented and formulate a motivated assessment decision		
WA0104	Prepare for and provide feedback to the candidate and other stakeholders on the assessment		
WA0105	Conduct a quality review of the assessment and compile a motivated feedback report		
	<b>Supporting Evidence</b>	Date	Signature
SE0101	Evaluation report by a subject matter expert		
SE0102	Completed standard assessment documentation		
SE0103	Portfolio of evidence		

	<b>Contextualised Workplace Knowledge</b>	Date	Signature
1	Workplace assessment practices, processes and procedures		
2	Standard assessment documentation		
3	Quality management system requirements		

	<b>Additional Assignments to be Assessed Externally</b>	Date	Signature
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