

## Assessor Training Programme

**Duration:** 5 Days

**Credits:** 15

**Unit Standard:**

- SAQA Unit Standard 115753, Conduct outcomes-based assessment. NQF Level 5, Credits: 15

**Programme Accreditation:**

- Education, Training and Development Practices Sector (ETDP SETA) Accredited: ETDP10602
- SA Board for People Practices (SABPP) Accredited: 58116L125EC

### Overview

This accredited *Assessor Training Programme* is ideal for those who wish to learn the methods of assessing an outcomes-based learning programme and those wishing to gain a formal qualification in assessing. This programme equips learners with knowledge and skill to make effective judgements on a person's competency by means of assessments. Learners will also gain an understanding of the different ways to obtain and assess evidence allowing the learner to conduct assessments in a fair and valid manner in their field of expertise. This qualification will allow assessors to register with their relevant SETA as an assessor.

### What does an Assessor do?

- Assess candidates against registered unit standards and qualifications.
- Uses different assessment methods to judge learner competency against identified standards.
- Assess knowledge and skills of learners.
- Assists in skills audits by assessing employees to determine skills gaps.
- Assess evidence for Recognition of Prior Learning (RPL).



### Who should attend the training?

- Those wishing to attend an accredited qualification for this programme
- Assessors wishing to register with a SETA
- Those involved in the assessment of learners
- Facilitators, Trainers and Coaches
- Skills Development Facilitators (SDF)
- Lecturers and Teachers
- Supervisors and Managers
- Human Resource Practitioners and Managers
- Presenters
- Those working towards the Occupationally Directed Education Training and Development Practices (ODETDP) Qualification or the SABPP Level 5 HR Qualification

### What are the benefits?

For the Individual	For the Company
<ul style="list-style-type: none"> <li>• Credits towards a full qualification.</li> <li>• Allows the individual to gain a formal qualification as an assessor.</li> <li>• Improves assessment skills.</li> <li>• Able to register as an assessor with various SETAs.</li> <li>• Improves employability as an assessor and facilitator.</li> </ul>	<ul style="list-style-type: none"> <li>• Have a registered/qualified assessor.</li> <li>• Can provide outcomes-based in-house assessment.</li> <li>• Identify and address skills gaps.</li> <li>• Involvement in learnerships/apprenticeships.</li> <li>• Recognition of Prior Learning (RPL) assessments.</li> <li>• Improved BEE scorecard.</li> </ul>

### ENJO Consultants (Pty) Ltd

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For the Individual	For the Company
<ul style="list-style-type: none"> <li>Change in career focus.</li> <li>Can freelance as a registered independent assessor.</li> </ul>	<ul style="list-style-type: none"> <li>Employers who are registered to claim skills levies will be able to claim skills levies when sending their staff on this training programme.</li> </ul>

## How does one become an Assessor?

- Attend an *Assessor Training Programme*.
- Qualify as an assessor.
- Register as an assessor with the relevant SETA/s.

## What are the entry requirements?

- The credit calculation is based on the assumption that those starting to learn towards this unit standard have no previous assessment experience and have expertise within the area of learning in which they intend to assess.

## How is this training programme completed and what is the duration?

- This qualification can be completed either through class attendance, distance learning or RPL.
- Support is available to learners via Skype, email, phone or setting up an appointment to meet with one of our facilitators for guidance.
- Training is provided for corporates and individuals.

## What does the class attendance Assessor Training Programme entail?

- A 5-day interactive training programme (discussions/role play/ practical application).
- Portfolio of Evidence (PoE) submission on day 5 of the training for assessment.

## What does the distance learning Assessor Training Programme entail?

- Learners will be required to work through the Learner Guide and Portfolio of Evidence.
- The learner will be required to submit the Portfolio of Evidence for assessment within 3 months after receiving the learning material.

## What is a Portfolio of Evidence (PoE)?

- As the name implies, the Portfolio of Evidence contains different types of evidence for different purposes.
- The Portfolio of Evidence contains various questions and activities which are completed by the learner.
- The Portfolio of Evidence contains evidence of the learner's ability to apply the newly acquired knowledge and skills in the workplace.
- All questions in the Portfolio of Evidence are covered in the Learner Guide.

## Does one need to write exams?

No, one does not need to write exams, the portfolio will be assessed to determine competence.

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## Assessment, Verification and Certification

- The Portfolio of Evidence will be assessed by a registered assessor.
- During assessment the assessor measures the evidence the learner submitted against the outcomes and criteria of the unit standard/qualification; compiles a report and if needed, contacts the learner for additional evidence.
- When the learner is declared competent, the assessor will forward the assessment report to the learner and the Portfolio of Evidence will be submitted to the ENJO Moderator for moderation.
- On successful completion, ENJO Consultants will upload the learner's results onto the ETDP database.
- Results need to be verified by the SETA before the Statement of Results (SoR) and certificate are issued.
- The ETDP SETA will capture the learner's results on the National Learner Record Database (NLRD) and issue a Statement of Results (SoR) that will reflect the credits earned.
- ENJO Consultants will then forward the certificate and Statement of Results to the client/learner.

This programme is accredited for the following unit standard:

SAQA US ID:	Unit Standard Title:	NQF Level	Credits	Outcomes
115753	Conduct outcomes-based assessment.	5	15	<ol style="list-style-type: none"> <li>1. Demonstrate understanding of outcomes-based assessment.</li> <li>2. Prepare for assessments.</li> <li>3. Conduct assessments.</li> <li>4. Provide feedback on assessments.</li> <li>5. Review assessments.</li> </ol>

## Is the ENJO Consultants' Assessor Training recognised and accredited?

- ENJO Consultants are accredited with the ETDP SETA to offer this programme. Accreditation No: ETDP10602.
- ENJO Consultants are also accredited with the SA Board for People Practices (SABPP). Accreditation No: 58116L125EC.
- Accreditation can be verified by the relevant ETQA/SETA.
- The South African Council for Educators (SACE) endorses the ENJO Consultant *Assessor Training Programme* and awards 10 CPTD points for educators who complete the training.

## Where does the training take place?

- ENJO Consultants: Company and Individual Bookings – training takes place according to scheduled dates.
- ENJO Consultants: Group Bookings – training can be scheduled for groups at ENJO Consultants on dates mutually agreed upon with the client.
- Other/Client Site: Training can be presented at various training venues or at the client site depending on numbers and suitability of the venue.

## Bookings and Enquiries

Please contact us for further information, quotes or to make a booking.

Email: [training@enjoconsultants.co.za](mailto:training@enjoconsultants.co.za)

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## Training Programme Outline

### Overview

#### Study Unit 1: Outcomes-Based Assessment

Outcomes-Based and Other Forms of Assessment  
Recognition of Prior Learning (RPL)  
Assessment Methods  
Key Principles of Assessment  
The Impact of Assessment Results on Learners

#### Study Unit 2: Prepare For Assessments

Preparing for Assessments  
Parties Involved with the Assessment  
Pre-Assessment Moderation  
Preparing the Learner for Assessment

#### Study Unit 3: Conducting Assessment

Requirements for Assessment Practices  
Carrying Out Assessments  
Questioning Techniques  
Gathering Evidence  
Assessment Judgments  
Assessment Records

#### Study Unit 4: Provide Feedback On Assessment

Parties Who Need to Receive Feedback  
Feedback to the Learner  
Type and Manner of Feedback  
Feedback from the Learner  
Disputes and / or Appeals  
Recording Agreements Reached & Key Aspects of the Feedback

#### Study Unit 5: Review Assessment

Strengths / Weaknesses in Assessment  
Instruments & Process  
Feedback from Relevant Parties  
Weaknesses in Design  
Poor Unit Standards and Qualifications

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