

Skills Programme	<h1>SP-220320</h1>	<b>NQF Level 05</b>
	<h2>Assessment Practitioner Skills Programme</h2>	<b>20 Credits</b>
		<b>Accreditation</b> <i>Quality Council for Trades and Occupations (QCTO)</i> <i>Accred No: 07-QCTO/SDP241023044504</i> <i>Accreditation Unique ID: SDP241023044504</i>

### Entry Requirements

- NQF Level 4
- Delegates should note that an assessor can only assess that in which they are qualified in.

### Who should complete this training?

- Those wish to obtain certification as an Assessment Practitioner.
- Those who are involved in the assessment as part of their duties with regards to training and education.
- Those working towards SAQA 101321, Occupational Certificate: Training and Development Practitioner.
- Assessors & Moderators
- Facilitators, Trainers, Lecturers and Presenters
- Training Managers



The Assessment Practitioner Skills Programme is ideal for those who wish to learn the methods of assessing. An Assessment Practitioner plans for, conducts and administers assessment and the administration of recognition of prior learning and of learner competence in an occupational context. Those who wish to practice as Assessment Practitioner must complete this skills programme successfully.

This skills programme enables people to supervise performance and provide feedback in a professional manner. Assessment Practitioner status can lead to employment as well as self-employment opportunities. This skills programme is also for those with an interest in using assessment tools to promote learning.

### Components Covered

#### Knowledge Component

##### 242401001-KM-05

##### Assessment Principles and Practices. NQF Level 5, 4 Credits

KM-05-KT01: Assessment Practices, Methods and Concepts.

KM-05-KT02: Evidence Collection and Recording Concepts and Principles.

KM-05-KT03: Evidence Evaluation Concepts and Principles.

KM-05-KT04: Assessment Administration and Regulatory Practices.

#### Application Component

##### 242401001-PM-06

##### Plan and Conduct the Assessment of Learner Competencies. NQF Level 5, 8 Credits

##### PM-06-PS01: Prepare for Assessment.

PM-06-PS02: Conduct the Assessment.

PM-06-PS03: Report and Record Assessments.

PM-06-PS04: Review Assessments.

##### 242401001-WM-06

##### Conduct Assessments of Learner Competence. NQF Level 5, 8 Credits

WM-06-WE01: Plan for and Conduct an Assessment of Three Candidates Under the Guidance of a Subject Matter Expert.

### ENJO Consultants (Pty) Ltd

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## Exit Level Outcomes (ELO) and Associated Assessment Criteria (AAC)

### Plan and Conduct Assessments in a Variety of Occupational Contexts

- Principles of good assessment practices are applied within the occupational learning framework.
- Evidence collection methods, tools and instruments are evaluated and adapted to meet contextual requirements.
- Principles of evidence collection are applied within contextual requirements.
- Assessment decisions are made and feedback formulated in accordance with accepted standards and practices.
- The domain of reflexive competence is assessed and documented.
- Documentation and records are completed and maintained in accordance with quality management system requirements.
- Past experience and prior learning are recognised, during the delivery of the learning intervention.
- Physical and psycho-social safety of the learners is assured.
- Learner progress and effectiveness of the intervention is measured continuously and feedback is provided.

### Duration and Methods of Completion

Training is provided for corporates and individuals. There are various methods such as:

Method	Duration	Comments
1. <b>Class Attendance</b>	5 Days	<ul style="list-style-type: none"> <li>• Attendance dates to be selected from the training schedule.</li> <li>• Training can also be presented at the client site for groups (please contact us for a quote for this option).</li> </ul>
2. <b>Online Virtual Attendance</b>	5 Days	<ul style="list-style-type: none"> <li>• Training is presented live via a platform such as Zoom or MS Teams.</li> <li>• Attendance dates to be selected from the training schedule.</li> <li>• Training can also be presented for groups for a client (please contact us for a quote for this option).</li> </ul>
3. <b>Distance Learning (Self-Study)</b>	8 Weeks the portfolio can be submitted sooner if completed.	<ul style="list-style-type: none"> <li>• The learning material will be provided to the learner upon enrolment.</li> <li>• Although the distance learning option is offered, class or virtual attendance is highly recommended.</li> </ul>
4. <b>Recognition of Prior Learning (RPL)</b>	8 Weeks the portfolio can be submitted sooner if completed.	<ul style="list-style-type: none"> <li>• Qualifying persons can complete this training programme as RPL.</li> <li>• A RPL Portfolio will be completed.</li> <li>• Those who have successfully completed SAQA 115753, Conduct Outcomes-Based Assessments. NQF Level 5, 15 Credits are welcome to apply to be evaluated for the possibility of Recognition of Prior Learning (RPL). It should be noted that they will need to supply additional evidence for the additional 5 credits which are linked to assessing RPL assessments.</li> </ul>

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## Learning Material and Templates

The learning material consists of:

- Learner Guide
- Various Assessment Templates are included in the Learner Guide
- Portfolio of Evidence

## 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 skills programme; compiles a report and if needed, contacts the learner for additional evidence.
- An online Final Integrated Supervised Assessment (FISA) will be written prior to submitting the results to the QCTO to finalise the certification process.
- Once 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 submit the results to the QCTO for finalisation.
- ENJO Consultants will then forward the certificate and Statement of Results to the client/learner.

## Employment Opportunities

- Those who have successfully completes this skills programme may be employed or self- employed as an Assessment Practitioner in the Private and Public sector.
- Opportunities for work can be found at Education, Training and Development Organisations, Institutions or Schools/Colleges where learning is presented.

## Further Learning

Further learning that can be considered are:

- **Full Qualification:**
  - SAQA 101321, Occupational Certificate: Training and Development Practitioner NQF Level 05, 190 credits.
  - ENJO Consultants are accredited to offer the above qualification.
- **Skills Programmes:**
  - Learning and Development Facilitator, NQF Level 5, Credits 36
  - Skills Development Practitioner, NQF Level 5, Credits 40
  - Work Based Learning and Development Practitioner, NQF Level 5, Credits 30

## Bookings & Enquiries

Email: [training@enjoconsultants.co.za](mailto:training@enjoconsultants.co.za)  
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*OFO Code 242401 - Training and Development Professional (Training and Development Practitioner)*

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