***Agreed Assessment Plan***

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| **Candidate's Name:** |  | | | | |
| **Assessor's Name:** |  | | | | |
| **Unit Standard Title:** |  | | | | |
| **Special Assessment Requirements** |  | | | | |
| **Event** | **Planned Assessment Date, time and location** | | **Actual Assessment Date** | **Resources required** | **Evidence to be generated** |
| Attend Training |  | |  | Training material, Facilitator | Attendance Register |
| Complete assessments |  | |  | Assessment instruments | Completed Assessments |
| Complete Portfolio of Evidence |  | |  | Portfolio of Evidence guide | Completed Portfolio of Evidence |
| Submit Portfolio of Evidence to The training provider |  | |  |  | Acknowledgement of receipt from The training provider |
| **Assessor roles and responsibility** | | | | | |
| **Roles** | * Assessor * Guide * Feedback Agent * Reviewer | | | | |
| **Responsibilities** | * Consult candidate re assessment, assessment process and plan * Agree assessment process and plan with candidate * Forward documentation to candidate: plan, guide and assessment instruments * Assess candidate with the use of different instruments * Provide feedback on assessment findings * Support candidate through assessment process * Source feedback from candidate on assessment process * Review assessment process and outcome * Use assessment process as opportunity to transform assessment activities and outcomes | | | | |
| **Candidate roles and responsibility** | | | | | |
| **Roles** | | * Candidate * Feedback agent * Reviewer | | | |

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| **Responsibilities** | * Be available for assessment * Be actively involved in the consultative process * Learn from the assessment process * Provide feedback to the assessor in terms of the assessment as learning activity * Provide feedback to the assessor on the efficacy of the assessment process * Review own role and assessor role in the assessment process | | |
| **Assessment Instruments** | * Portfolio of evidence * Observation checklist * Questioning * Project | | |
| **Assessment Process** | | | |
| **Step** | | | **Date** |
| 1. Evaluation of POE addressing Essential Embedded Knowledge in unit standards 2. Evaluation of Research Projects and other evidence address specific unit standards 3. Consultation: assessment plan and assessment activities and instruments. Pre- assessment moderation and interviews conducted at this stage 4. Observation: feedback on assessment against specific outcomes, critical outcomes and constructs in unit standards 5. Feedback: to candidate regarding sufficiency of evidence and possible interview to gain supplementary evidence 6. Feedback to candidate regarding assessment findings as well as review process | | |  |
| **Feedback** | Written feedback to be given to all stakeholders at the end of the assessment process, as well as verbal feedback to the candidate during assessment activities | | |
| **Recording Process** | Process and findings to be recorded and submitted for record keeping purposes as well as moderation and verification | | |
| **Review Process** | The review process is the responsibility of the assessor and the candidate. Joint reviewing will take place after feedback has been given to the candidate | | |
| **Right to appeal** | The candidate must be advised of the right to appeal | | |
| **Accessibility and safety of environment** | **Step** | **Date** | |
| 1. Site inspection conducted 2. Pre-assessment moderation conducted |  | |
| **Resources Required** | * Assignments * POE * Assessments | | |

I confirm that:

* I have been consulted on and have agreed to the training and assessment process as detailed in the assessment guide
* I have been advised of my right to appeal against any assessment that is unfair, unreliable, invalid or impracticable
* I have read and understood the appeal procedure
* I know that assessments may be moderated or verified by an external party
* The purpose of the assessment has been clearly explained to me
* The criteria have been discussed with me, and I know I will be assessed against these criteria
* I know when and where I will be assessed, and I was given fair notice
* I know how the assessment will be done, and any other requirements related to the assessment

**Signature: Date:**