

Facilitate the preparation & presentation of evidence for assessments

Detailed course content as per SAQA requirements



The following document contains detailed course content as per SAQA requirements. AIR Training, Consulting & Services fully adheres to SAQA legislation. This information may also be retrieved from SAQA.

Facilitate the preparation and presentation of evidence for assessments

Unit Standard Number: 12544

NQF Level: 04

Credits: 4

PURPOSE OF THE UNIT STANDARD:

This unit standard will be useful to learners who assist others who wish to be assessed to prepare and present evidence for assessment. Such evidence facilitators will add value to the assessment process by ensuring candidates are ready to present well organised and complete evidence to registered assessors. Their value will be particularly felt when assisting candidates who are competent in their field, but who may be unable to present coherent evidence of that fact for reasons unrelated to their skill area.

SPECIFIC OUTCOMES AND ASSESSMENT CRITERIA:

SPECIFIC OUTCOME 1

Provide information to candidates about assessment:

- Basic information is provided about key concepts and principles concerning the outcome- based system of learning and assessment, within the context of the National Qualifications Framework.
- Interactions with candidates help to set them at ease and promote understanding of the assessment.
- Information to candidates is clear, precise and in line with instructions provided in the assessment instruments, and opportunities are provided for clarification concerning the process and the expectations.
- The information helps candidates to identify possible sources of evidence and the most appropriate and effective means for producing evidence for the assessment.

SPECIFIC OUTCOME 2

Advise and support candidates to prepare, organise and present evidence:

- Potential barriers to gathering evidence and special needs of candidates are identified, and appropriate guidance is given to overcome such barriers and to address special needs.
- The advice and support helps candidates to identify appropriate, effective and efficient ways of producing evidence of their competence.

- The advice and support is given in a way that promotes the candidates' ability to present valid, relevant, authentic and sufficient evidence of current competence.
- Interactions with candidates enable them to organise and present evidence in a manner that contributes to the overall efficiency and effectiveness of the assessment, but without compromising the reliability and validity of the assessment.
- The nature and manner of advice and support takes into account lessons learnt from previous such interactions as well as information from assessors.
- Support is given in a way that strengthens candidates' ability to engage more independently in future assessments.

SPECIFIC OUTCOME 3

Check and give feedback on evidence:

- Checks establish the validity, authenticity, relevance and sufficiency of evidence.
- Decisions are made concerning the readiness of the evidence for presentation to registered assessors, and recommendations contribute to the efficiency and effectiveness of the assessment process.
- Gaps in the evidence are identified and dealt with appropriately.
- Feedback about the evidence is communicated to assessors where required, and to candidates in a culturally sensitive manner and in a way, that promotes positive action by the candidate.
- Key lessons from the facilitation process are identified and recorded for integration into future interactions with candidates.