

Recognition of Prior Learning (RPL) Required Evidence- TAESS00011 Assessor Skill Set

This document suggests evidence suitable to submit in support of an RPL application for the TAESS00011 Assessor Skill Set. Trainers and Assessors in VET need to be able to access, unpack and interpret the assessment requirements of units of competency. Units of competency must be able to be found on www.training.gov.au.

When submitting your evidence, ensure it is from the **present or very recent past**. This generally means it needs to be from within the past 2-3 years.

Please email the evidence to rpl@plenty.edu.au in separate emails with the unit title inserted as the subject heading.

If you require further clarification of the requested evidence, please email rpl@plenty.edu.au.

Please provide:

Unit	Evidence of:	Required Evidence:
<p>EV01 – TAEASS401*</p>	<p>having planned and organised the assessment process on at least 5 separate occasions ensuring organisational arrangements are followed</p> <p>NOTE – Each occasion must be for a different accredited unit / cluster of units</p>	<p>Documented assessment plans and instruments developed for the occasion</p>
	<p>having planned and organised at least 2 Recognition of Prior Learning assessments (may be 2 of the 5 above) ensuring organisational arrangements are followed</p>	<p>Documented assessment plans and instruments developed for the occasion</p>
<p>EV02 – TAEASS402</p> <p>NOTE The assessments must be undertaken under the supervision of a qualified assessor – we will require authentication that this criteria was met</p>	<p>assessment of at least five candidates within the vocational education and training (VET) context against at least one entire endorsed or accredited unit of competency according to the organisation's assessment processes and practices</p>	<p>Evidence could include draft assessment reports and feedback provided to qualified assessor</p>
	<p>using recognition of prior learning (RPL) processes in the assessment of at least one candidate (which may be one of the five candidates above)</p>	<p>Evidence could include draft assessment reports and feedback provided to qualified assessor</p>

** Each unit is hyperlinked to www.training.gov.au. This will show the exact requirements for that unit of competency. Your ability to provide relevant and well-structured evidence that covers all the elements, performance criteria, knowledge evidence and performance evidence is essential.*

Unit	Evidence of:	Required Evidence:
	making reasonable adjustments in the assessment of at least one candidate	Depends on candidate's contexts, assessment and audience
	reviewing the assessment process	Evidence could include candidate feedback, emails to qualified assessor, continuous improvement forms
	using two-way communication and feedback with the candidate	Evidence could include emails or records of feedback provided to candidates as well as demonstrated communication performance in interview. May also be supported by third party
<u>EV03 – TAEASS403</u>	actively participating in a minimum of three validation sessions that address the critical aspects of validation	Evidence could include copies of validation meeting minutes, validation reports
	collating and presenting documentation for each validation in a logical manner	Evidence could include draft copies of analysed tools, emails, validation reports
	communicating and liaising with relevant people	Demonstrate communication performance in interview. May also be supported by third party
	providing feedback and interpreting documentation in validation sessions	Evidence could include copies of validation meeting minutes, validation reports
	recording their contribution to validation findings	Evidence could include draft copies of analysed tools, emails, validation reports

Unit	Evidence of:	Required Evidence:
<p><u>EV04 – TAEASS502</u></p>	<p>developing at least three assessment tools that support different assessment methods, and address at least one <u>unit of competency</u> each. Each assessment tool must:</p> <ul style="list-style-type: none"> include the instruments for collecting evidence, reflecting the principles of assessment and the rules of evidence, and related instructions to the assessor/s and candidates show how the contextual needs of different environments are addressed <p>reporting on the trial and review of each assessment tool including proposed changes</p>	<p>Three complete assessment tools you have designed and developed for one full unit of competency each.</p> <p>Each tool should include: assessment tasks (instruments), candidate's instructions for use, assessor instructions, and marking guide e.g. including model answers and mapping to the unit of competency.</p> <p>Evidence of trials may include: emails, minutes of meetings, validation reports, marked up copies of tools.</p> <p>Report on trial examples may include: emails, formal reports, notes used for verbal report, minutes of meetings, version control register showing changes.</p>
<p>RESUME</p>		<p>Current resume / CV</p> <p>This is to include position descriptions for the roles held over the last 2-3 years.</p>
<p>PERFORMANCE APPRAISAL (if requested)</p>		<p>Most recent performance appraisal</p>