

# Learning Assessment Guide

## Unit Standard 11281 – Version 4

### Prepare candidate(s) for assessment against standards

### Level 4 – 3 Credits

<b>Assessment Summary</b>			
<b>Learner to complete</b>			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
<b>Assessor to complete</b>			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

## Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

The tasks in this assessment are designed to show your assessor that you can:

- Prepare candidate(s) for the assessment process.
- Determine candidate(s) readiness for assessment.
- Review the preparation process.

This assessment guide is made up of:

- Tasks for you to complete.
- A Verification to be completed by the candidate(s).
- An observation checklist to be completed by your assessor or approved observer.
- Assessment Guide that the assessor will use to assess your competence.

### Special notes:

In order to produce sufficient evidence the you must provide evidence of having prepared either:

- two candidates for one or different assessments on separate occasions *or*
- one candidate being assessed against two different standards.

### Note relating to the use of terms:

- Throughout this document the 'learner' is the person completing unit 11281, the 'candidates' are the people being prepared for assessment.
- You may use one candidate or two candidates for this assessment. For simplicity's sake, the term 'candidates' is used in this assessment guide although there may only be one candidate involved.

## Assessment Task One – Elements 1 and 2

### Introduction

Assessment task one is designed to assess your ability to prepare candidates for the assessment process and to determine their readiness for assessment.

### Instructions

- Choose either of the following:
  - two candidates who wish to be assessed on separate occasions against the same or different standards *or*
  - one candidate who wishes to be assessed against two standards on separate occasions and gain their agreement to participate in your assessment task.
- Obtain a copy of the assessor and learner guides for the unit standards the candidates are about to be assessed for. Ensure that you study them thoroughly.
- You must then prepare them for the assessment and determine if they are ready. An Observation Checklist is provided to be completed by your assessor or an approved observer. They must complete one Observation checklist per assessment of a standard.
- You must ensure that:
  - Your candidates are given the opportunity to analyse and assess their own skills, knowledge and attributes and can match these with the requirements of the standard being assessed.
  - You ascertain the methods used to gather evidence and assess the standards. Assessment methods may include but are not limited to:
    - portfolio assessment
    - a project
    - questioning
    - an interview
    - attestation
    - observation
  - Your candidates prepare evidence for their assessment relevant to the selected standards.

Evidence types may include but are not limited to:

- a portfolio
- naturally occurring evidence
- observation
- questions and answers
- projects
- attestation.

- You must also briefly review the evidence to ensure it is valid, consistent, authentic and sufficient to ascertain whether your candidate is ready for assessment.
- Inform your candidates of their readiness to be assessed. If necessary, advise your candidates as to what further evidence or presentation requirements are needed to ensure they are ready for an assessment.
- The candidates will also be asked to complete the Verification Form in order to give their feedback. Please note a question on this form pertains to Task Three.

**Observer Feedback Form***Use one per standard being assessed*

<b>Name of Learner:</b>	<b>Learner's DOB:</b>
<b>Name of Observer:</b>	<b>Phone:</b>
<b>Relationship to Learner:</b>	
<b>Standard being assessed:</b>	

\_\_\_\_\_ is currently being assessed toward Unit Standard  
11281 Prepare candidates for assessment,

***Purpose of this form***

This form should be completed by an approved observer or assessor who has observed the learner in a situation where they had the opportunity to demonstrate their competence in the performance criteria for this unit standard.

**Situation** (please give brief details of the situation in which you observed the learner's performance):

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In the situation you describe above, do you believe the learner has met the requirements of each of the following performance criteria for this unit standard?

Observed that the learner:	Observer comments	Yes / No
Was able to assist the candidate to identify their own skills, knowledge and attributes and match them to the standard being assessed.		
Was able to assist ascertain the method(s) of assessment.		
Was able to advise the candidate with regards to preparation of the required evidence for the assessment.		
Checked the candidate's evidence to ensure its: <ul style="list-style-type: none"><li>▪ validity</li><li>▪ consistency</li><li>▪ authenticity and</li><li>▪ sufficiency</li></ul> in order to determine their readiness for assessment.		
Informed the candidate of the outcome of checking the evidence and offered any necessary advice.		

Thank you for your assistance.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Verification Form Assessment One**

(to be completed by the candidate being prepared for assessment)

<b>Name of Learner:</b>	
<b>Name of Candidate:</b>	
<b>Phone:</b>	
<b>Standard being assessed</b>	

\_\_\_\_\_ (name of learner) is currently being assessed toward Unit Standard 11281 'Prepare candidates for assessment against standards'.

Please answer the following as clearly as you can.

I was able to identify, through self-assessment and study, my skills, knowledge and attributes and match them to the relevant standard.	Yes / No
I was able to prepare evidence for assessment relevant to the selected standard.	Yes / No
I have prepared my evidence in the following way. (Tick relevant type). <input type="checkbox"/> A portfolio <input type="checkbox"/> Naturally occurring (e.g. on the job) <input type="checkbox"/> Observation <input type="checkbox"/> Questions and answers <input type="checkbox"/> A project <input type="checkbox"/> Attestation (e.g. testimonial)	Yes / No
I was informed whether I was ready for assessment.	Yes/No
If necessary, I was advised what further evidence or presentation requirements are needed.	Yes/No
The learner sought feedback from me as to how effective I found the preparation process to be.	Yes/No

Comments

The learner's assessor may contact you if further information is required. Thank you for your assistance.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Verification Form Assessment Two**

(to be completed by the candidate being prepared for assessment)

<b>Name of Learner:</b>	
<b>Name of Candidate:</b>	
<b>Phone:</b>	
<b>Standard being Assessed</b>	

\_\_\_\_\_ (name of learner) is currently being assessed toward Unit Standard 11281 'Prepare candidates for assessment against standards'.

Please answer the following as clearly as you can.

I was able to identify, through self-assessment and study, my skills, knowledge and attributes and match them to the relevant standard.	Yes / No
I was able to prepare evidence for assessment relevant to the selected standard.	Yes / No
I have prepared my evidence in the following way. (Tick relevant type). <input type="checkbox"/> A portfolio <input type="checkbox"/> Naturally occurring (e.g. on the job) <input type="checkbox"/> Observation <input type="checkbox"/> Questions and answers <input type="checkbox"/> A project <input type="checkbox"/> Attestation (e.g. testimonial)	Yes / No
I was informed whether I was ready for assessment.	Yes/No
If necessary, I was advised what further evidence or presentation requirements are needed.	Yes/No
The learner sought feedback from me as to how effective I found the preparation process to be.	Yes/No

Comments

The learner's assessor may contact you if further information is required. Thank you for your assistance.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Assessment Task Two – Elements 1 and 2

### Introduction

Assessment task two is designed to assess your ability to prepare candidates for the assessment process and determine their readiness for assessment..

### Instructions

- Please fully answer the following questions. These can be answered in writing or verbally. If you answer verbally your assessor will note your answers.
- You may use one or both candidates/assessments as reference for your answers.
- Attach any preparation tools you designed to this assessment e.g. assessment planning sheet, checklists, questions used.
- Your assessor may wish to ask you further questions for clarity or sufficiency purposes.

## Questions

**Question One**

How did you enable the candidates to self-assess and analyse their skills, knowledge and attributes and match them to relevant standards?

**Question Two**

How will your candidates be assessed?

**Question Three**

How did you advise the candidates to prepare evidence for their assessment relevant to the selected standards?

**Question Four**

How did you review the candidate's evidence to ensure validity, consistency, authenticity, and sufficiency to determine whether they are ready for assessment?

**Question Five**

How did you inform your candidates of the outcome of your review?

**Question Six**

What advice (if necessary) did you give your candidates about further evidence or presentation requirements?

## Assessment Task Three – Elements 2 and 3

### Introduction

Assessment task three is designed to assess your ability to review the preparation process.

### Instructions

Please review the process you used to prepare for these assessments. Answer the following questions and attach any relevant documentation. Questions can be answered in writing or verbally to your assessor.

### Questions

**Question 1**

Explain how you sought feedback from the candidates, their employer(s) or other stakeholders about the preparation process and how you analysed this feedback

**Question 2**

What are the areas you have identified that you will possibly refine in the future?



Element	Task	Evidence required	Judgement
	Two	Answers to questions 4 - 6	<p>The learner must decide whether the candidates are ready to be assessed.</p> <p>The learner must inform the candidate(s) of the outcome and offer any required advice regarding further evidence if required.</p> <p>Answers must include sufficient information that ensures the learner has an understanding of the assessment process.</p>
<p>Element 3</p> <p>Review the preparation process.</p>	Three	<p>Answers to questions 1 -2</p> <p>Supporting documents.</p> <p>Verification form from Task One.</p>	<p>Documentation relating to the review.</p> <p>Answers must include sufficient information that ensures the learner has reviewed the process and informed stakeholders of the outcome. Possible improvements are also identified.</p>