

Learning Assessment Guide

Unit Standard 20469 – Version 2

Evaluate adult training sessions

Level 5 – 5 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<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:

- Demonstrate knowledge of learning session evaluation aims and methods.
- Prepare for the evaluation of adult learning sessions.
- Implement and analyse learning session evaluations.
- Review the evaluation process.

This Learning Assessment Guide is made up of:

- Tasks for you to complete.
- Manager's Verification Form.
- Stakeholders Verification Form.
- Assessment Guide that the assessor will use to assess your competence.

Special notes relating to this unit standard:

- 1 You may need to consider the following legislation when completing these tasks:
Human Rights Act 1993,
Privacy Act 1993,
Official Information Act 1982,
Health and Safety in Employment Act 1992.
- 2 You must evaluate three different learning sessions, of at least 30 minutes each.
- 3 *Stakeholders* - examples include learners, provider, client organisation, funding agency, accrediting body, government agency.

Assessment Task One – Element 1

Introduction

This purpose of this task is designed to assess your ability to demonstrate knowledge of learning session evaluation aims and methods.

Instructions

Identify the three different adult learning sessions that you will evaluate for this unit standard. Each session must be at least 30 minutes.

Adult learning session – A _____

Adult learning session – B _____

Adult learning session – C _____

Now provide evidence for all of the questions below.

As this is a level 5 assessment it is expected that comprehensive answers and/or evidence is provided.

Your assessor may ask you further questions for clarification or sufficiency of evidence.

Questions

1. Explain the objectives and three key aims for each of the three learning session evaluations.

Adult learning session - A

Objectives:
Key Aim 1:
Key Aim 2:
Key Aim 3:

Adult learning session - B

Objectives:
Key Aim 1:
Key Aim 2:
Key Aim 3:

Adult learning session - C

Objectives:
Key Aim 1:
Key Aim 2:
Key Aim 3:

2. Analyse **five** evaluation methods. The description must include:

- Their relevant features
- Advantages for the purpose of evaluation of adult learning sessions

Evaluation methods may include but are not limited to: peer observation and feedback, facilitator self reflection, learner feedback, structured interviews, third party feedback.

Evaluation Method	Relevant Features	Advantages
1.		

Evaluation Method	Relevant Features	Advantages
2.		
3.		

Assessment Task Two – Element 2

Introduction

The purpose of this task is designed to assess your ability to prepare for the evaluation of adult learning sessions.

Instructions

For the three adult learning sessions that you identified in assessment task one, you are required to provide evidence of preparing for the evaluation of those sessions.

Complete all of the instructions below.

As this is a level 5 assessment it is expected that comprehensive answers and/or evidence is provided.

Some of the documentation you provide may be organisational documents but must clearly show the relevant answers to the tasks.

Questions

1. For each of the adult learning sessions, identify the stakeholders' needs and/or requirements in terms of the evaluation. Examples of stakeholder needs may include but are not limited to: delivery mode, teaching style, pace of learning, relevance of content, outcomes

Examples of stakeholders may include but are not limited to: learners, provider, client organisation, funding agency, accrediting body, government agency.

	Stakeholder Needs and/or Requirements in Terms of the Evaluation
Adult Learning Session - A	
Adult Learning Session – B	
Adult Learning Session – C	

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2a. Provide your assessor with two different evaluation tools for **each** of the three adult learning sessions. You may use the same type of tool for more than one session. Examples of evaluation tools may include but are not limited to: questionnaire, interview, focus group, observation.

2b. Show evidence that you have checked or prepared each of the evaluation tools to ensure they cover the key aspects in the delivery of the adult learning sessions.

Discuss this with your assessor, and note the main points in the table below.

Key aspects may include but are not limited to: presentation style, content, structure, learning outcomes, relevance, resources, opportunities for interaction, and opportunity to practice.

	Evaluation Tool	Key Aspects Covered
Session 1		
Session 2		
Session 3		

Assessment Task Three – Element 3

Introduction

This assessment task is designed to assess your ability to implement and analyse learning session evaluation.

Instructions

Evaluate and analyse the learning sessions in accordance with organisational procedure and answer the following questions.

Complete each of the questions using evidence from the two different evaluation tools for each of the three learning sessions that you have undertaken. You may provide documentation as answers but please ensure all personal information that may identify people have been deleted.

As this is a level 5 assessment comprehensive answers and/or evidence must be provided.

You are also required to provide Stakeholder Verification Forms and Manager Verification Forms to support your evidence:

A Stakeholder Verification Form is required for each of the evaluations of the three learning sessions to confirm that:

- Aims and methods of learning session evaluation were explained to participants.
- Each of the evaluation tools of the session were used to obtain constructive feedback according to organisational needs.

A Manager Verification Form is required for each of the evaluations of the three learning sessions to confirm that:

- Each of the evaluation tools were used to obtain constructive feedback according to organisational needs.
- Results of the evaluations were analysed and delivery refinements suggested against expected outcomes.

One of each form is included in this Learning Assessment Guide. Please photocopy them.

Questions

1. Describe how you explained the aims and methods of the learning session evaluation to the participants

	Explanation of the Aims and Methods
Session 1	

Explanation of the Aims and Methods	
Session 2	
Session 3	

2. Describe how you used the evaluation tools in the three learning sessions to obtain constructive feedback according to organisational needs.

		Use of the Evaluation Tools to Obtain Constructive Feedback
Session 1		
Session 2		
Session 3		

3a. Describe your analysis of the evaluations in the three learning sessions.

Analysis of the Evaluations	
Adult Learning Session - A	
Adult Learning Session - B	
Adult Learning Session – C	

3b. Describe the delivery refinements you suggested against expected outcomes.

Delivery Suggestions Against Expected Outcomes	
Adult Learning Session - A	
Adult Learning Session - B	
Adult Learning Session – C	

Assessment Task Four – Element 4

Introduction

This assessment task is designed to assess your ability to review the evaluation process.

Instructions

- 1a. Review the evaluation process and the evaluation tools that you have used and document the results. Forward these to your assessor.
- 1b. Discuss the effectiveness of the evaluation tools in terms of meeting expected outcomes.
2. For each of the evaluation tools provide evidence of your suggestions for potential changes for improved performance and application in future practice.

As this is a level 5 assessment it is expected that comprehensive answers and/or evidence is provided.

Some of the documentation you provide may be organisational documents but must clearly show the relevant answers to the tasks. Remember to remove any identifying personal information from the evaluations.

Assessment Guide

This is the assessment guide your assessor will use to assess your competence in unit standard 20469 V2 Evaluate adult learning sessions.

Element	Task	Evidence required	Judgement
Element 1 Demonstrate knowledge of learning session evaluation aims and methods.	One Q1 Q2	Identify the three different learning sessions of at least 30 minutes each that will be evaluated for this unit standard. An explanation of the objectives and three key aims for each of the three learning session evaluations. Analysis of the five evaluation methods including relevant features and the advantages for the purpose of evaluation of adult learning sessions.	Three different learning sessions are identified. Each session is at least 30 minutes. An objective and the three key aims for each session is provided. Five evaluation methods are described.
Element 2 Prepare for the evaluation of adult learning sessions.	Two Q1 Q2a Q2b	Identification of stakeholder needs and/or requirements for the evaluation of the three adult learning sessions. Two different evaluation tools for each three learning sessions. Each evaluation tool is checked or prepared to ensure they cover the key aspects in the delivery of adult learning sessions.	Stakeholder needs and/or requirements are provided for each of the three adult learning sessions. Two evaluation tools for each session are provided. Evaluation tools are checked or prepared to include the key aspects are covered.
Element 3 Implement and analyse learning session evaluation.	Three Q1	Description of how the aims and methods of the learning session evaluation were explained to the participants using evidence from the two different evaluation tools for each of the three learning sessions undertaken.	Description for each of the sessions is provided.

Element	Task	Evidence required	Judgement
	<p>Q2</p> <p>3a</p> <p>3b</p>	<p>Description of how each evaluation tools in the sessions were used to obtain constructive feedback according to organisational needs.</p> <p>3a. Description of the analysis of the evaluations for each of the three learning sessions.</p> <p>3b. Descriptions of the delivery refinements suggested against expected outcomes for each of the three learning sessions.</p> <p>A Manager Verification Form and a Stakeholder Verification Form for each of the learning sessions.</p>	<p>Description of the use of each evaluation tool to provide constructive feedback is provided.</p> <p>Analysis of the evaluation of each of the three learning sessions is provided.</p> <p>Suggested delivery refinements against expected outcomes for each of the three learning sessions are provided.</p> <p>Manager Verification Forms confirm tools used to obtain feedback and results of the evaluations were analysed.</p> <p>Stakeholder Verification Forms confirm the aims of the evaluations were explained to participants and the evaluation tools were used to obtain constructive feedback.</p>
<p>Element 4</p> <p>Review the evaluation process.</p>	<p>Four</p> <p>Q1a</p> <p>Q1b</p> <p>Q2</p>	<p>Documentation of the review carried out to determine the effectiveness of each of the evaluation tools and their use .</p> <p>Description of the effectiveness of the evaluation tools in terms of meeting expected outcomes.</p> <p>Evidence of suggested potential changes for improved performance of each of the evaluation tools, and its application in future practice.</p>	<p>Review carried out and documented.</p> <p>Effectiveness of tools in terms of meeting outcomes described.</p> <p>Suggested potential changes for the tools made.</p>