

Learning Assessment Guide

Unit Standard 21981 – Version 1

Deliver learning opportunities that promote transfer of competence into new contexts.

Level 5 – 8 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:

- Ensure learning opportunities promote the transfer of skills, knowledge and other attributes into a new context(s).
- Deliver learning opportunities that promote the transfer of skills, knowledge and other attributes into a new context(s).
- Ensure transfer considerations are incorporated into assessment methods.
- Review effectiveness of learning opportunities and assessment methods for promoting transfer of skills, knowledge and other attributes into a new context(s).

This Learning Assessment Guide is made up of:

- Task(s) for you to complete.
- Learner Verification form, and Stakeholder Verification form.
- Assessment Guide that the assessor will use to assess your competence.

Special notes relating to this unit standard:

- Transfer means adapting skills, knowledge and other attributes that the learner already has so that they can be applied successfully in a different context.
- Assessment must take place in a real situation, and not a situation that is simulated for assessment purposes.
- Definitions
 - Candidate* The person being assessed for this unit.
 - Coaching or induction* Guiding skills and knowledge development in others
 - Competence* The required skills and knowledge and other attributes required to achieve in a particular situation.
 - Context* Examples include culture, gender, work environment, age, and organisational norms.
 - Other attributes* Attitudes and personal qualities.
 - Learning Opportunities* include situations for acquiring skills, knowledge and other attributes and learning habits.
 - Stakeholders* These include the person being trained and may include the organisation,

SSB, colleagues, employer etc

Learner The person whose skills are being transferred to a new context.

- The Health and Safety in Employment Act, the Privacy Act and the organisation's policies and procedures must be complied with when facilitating the transfer.
- At least three learning opportunities must be prepared for, delivered and assessed. Each session must consist of at least 30 minutes learning time.

Assessment Task One – Elements 1 and 3

Introduction

The purpose of this task is to assess your ability to ensure learning opportunities promote the transfer of skills, knowledge and other attributes into a new context(s) and ensure transfer considerations are incorporated into assessment methods.

Instructions

Choose learning opportunities where you are assisting someone in the transfer of skills, knowledge and other attributes (from now on these will be referred to as relevant attributes) into a new context(s). These may relate to current coaching or induction, or training you have facilitated within the past 12 months. Each learning situation must be of at least 30 minutes duration. Please ensure you can contact the learners, as they will be required to sign verifications.

For each learning opportunity, answer the following questions. It would be preferable to answer in writing on a separate sheet. However you can choose to answer verbally, in which case your assessor will make a note of your answers.

Questions

1. Analyse the session. How effectively does it allow for the transfer of relevant attributes? Why? For example, does it allow for the use of examples, followed by theory and practice?
2. What adjustments need to be made to the learning session?
3. What delivery methods are available to you?
4. Analyse the delivery method(s) you plan to use. How effective are they in terms of:
 - Encouraging self directed learning and self-reflection.
 - Allowing practice in a range of relevant contexts.
 - Interaction with learner and/or other stakeholders.
5. What adjustments need to be made to the delivery method(s)?
6. How will you assess the learning session?
7. How effective do you think these methods will be and why?
8. What amendments need to be made to the assessment method.?

Assessment Task Two – Element 2

Introduction

The purpose of this task is to deliver learning opportunities that promote the transfer of skills, knowledge and other attributes into a new context.

Instructions

In this task you must deliver the three learning sessions of at least 30 minutes duration per session.

Ensure that you have agreement with the learner(s) as to the objectives and learning process before each session takes place.

Set clear goals with the learners that include opportunities for self directed learning.

The learning opportunities must incorporate the following:

- Conditions that reflect the future contexts that the learner will be working in.
- Relevant problem based situations or methods
- Self-directed learning, and self reflection.
- Interaction with other stakeholders

Answer the following questions for each learning opportunity. You may answer in writing on separate paper, or verbally to your assessor.

Questions

1. What goals were set with the learner?
2. Which of the learners current relevant attributes link to the context they are being trained for?
3. How do the conditions of the session reflect these future context(s)?
4. What problem based methods or situations did you use?
5. How was self directed learning and self evaluation incorporated into the learning opportunity?
6. Under what circumstances were other stakeholders involved.

Learner and Stakeholder Verification forms are included in this guide. Please ask all learners involved to complete the Task Two section of the Learners Verification form (one form per learning opportunity) and a stakeholder (a colleague or manager would be appropriate) to complete the Task Two section of the Stakeholders Verification form. The stakeholders should complete one form per learning opportunity.

One Learner and one Stakeholder Verification form must be completed for each learning session.

Assessment Task Three – Element 3

Introduction

The purpose of this task is to assess your ability to review the effectiveness of learning opportunities and assessment methods to promote the transfer of skills, knowledge and other attributes into a new context.

Instructions

For each learning opportunity and method of assessment seek feedback from all relevant stakeholders including the learners as to their effectiveness in assisting the learner to achieve the outcomes required of them.

Make any appropriate amendments.

Answer the following questions for each learning opportunity. You may answer in writing on separate paper, or verbally to your assessor.

Questions

1. What was the feedback gained? If feedback was in writing you may submit copies to serve as your answer to this question.
2. What amendments did you make?

Please ask your learners and stakeholders to sign the Task Three section of the Verification forms to confirm that the feedback was sought.

Assessment Guide

This is the assessment guide your assessor will use to assess your competence in unit standard 21981 Deliver learning opportunities that promote transfer of competence into new contexts.

Element	Task	Evidence required	Judgement
One	One	Answers to questions regarding how well each learning opportunity ensures an effective transfer of the learners relevant attributes.	<p><i>For three learning opportunities:</i> The candidate successfully:</p> <ul style="list-style-type: none"> • Analyses the learning opportunities for their effectiveness in transferring relevant attributes. • Identifies any adjustments. <p>The candidate also identifies delivery methods available and:</p> <ul style="list-style-type: none"> • Analyses them for their effectiveness in terms of <ul style="list-style-type: none"> - Encouraging of self directed learning. - Self reflection. - Allowing practice in a relevant range of situations. - Interaction with learner and/or other stakeholders. • Any required adjustments are identified.
Two	Two	<p>Answers to questions concerning how learning opportunities were delivered.</p> <p>Signed Learner and Stakeholder Verification Forms for each learner.</p>	<p><i>For three learning opportunities:</i> The candidate establishes agreement with learners as to the objectives and process of the learning opportunity.</p> <p>Candidate and learner set goals that include self-directed learning.</p> <p>Candidate helps learner link their relevant attributes to possible future situations.</p>

Element	Task	Evidence required	Judgement
			<p>Learning opportunities reflect likely future situations and include relevant problem-based methods or situations.</p> <p>The opportunities include self directed learning, self-reflection and interaction with other stakeholders.</p> <p>Verification forms signed.</p>
Three	One	Answers to questions regarding how well the assessment methods ensure an effective transfer of the learners relevant attributes.	<p><i>For three learning opportunities:</i></p> <p>The candidate analyses the assessment methods to be used for their effectiveness and identifies required amendments.</p>
Four	Three	<p>Feedback gained from learners.</p> <p>Answers to questions concerning feedback and amendments made.</p> <p>Learners and Stakeholders Verification forms are signed.</p>	<p><i>For three learning opportunities</i></p> <p>Candidate gains feedback from learners and makes amendments where required.</p> <p>Verification forms signed.</p>

Learner Verification Form

Name of Candidate (Assessee):		
Name of Learner:		Phone:
Learning Opportunity:		

_____ is currently being assessed toward Unit Standard 21981 Deliver learning opportunities that promote transfer of competence into new contexts.

This person (the candidate) must provide at least one learning opportunity that assists you to transfer your skills, knowledge, personal qualities and attitudes into a new situation e.g. a new role within your organisation.

Task Two

Your signature below confirms that the candidate has:

- Discussed the learning process and objectives with you and that you agree to them.
- Has discussed your goals with you.
- Has helped you link your relevant knowledge and attributes to the new situation.
- Has provided you with opportunities to learn that are relevant to the new situation.

Signed: _____

Date: _____

Task Three

Your signature below confirms that the candidate has:

- Gained feedback from you regarding how you feel you are meeting the expectations of the new situation.
- Has made any relevant adjustments to your training where required.

Signed: _____

Date: _____

Comments

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Stakeholder Verification Form

Name of Candidate (Assessee):		
Name of Verifier		Phone:
Relationship to Candidate:		
Learning Opportunity		

_____ is currently being assessed toward Unit Standard 21981 Deliver learning opportunities that promote transfer of competence into new contexts.

This person (the candidate) must provide a learning opportunity that assists the learner(s) to transfer their skills, knowledge, personal qualities and attitudes into a new situation e.g. a new role within the organisation.

Task Two

Your signature below confirms that the candidate has:

- Has provided a learning opportunity that includes problem based methods or situations that relate to the new context.
- Has included self-directed learning, self reflection and interaction with other stakeholders in the learning opportunity.

Signed: _____

Date: _____

Task Three

Your signature below confirms that the candidate has:

- Gained feedback from you regarding how you feel the learner is meeting the expectations of the new situation.
- Has made any relevant adjustments to their training where required.

Signed: _____

Date: _____

Comments