

Learning Assessment Guide

Unit Standard 7100 – Version 2

Manage learning events for adult education and training

Level 5 – 6 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.

This Learning Assessment Guide is made up of:

- tasks for you to complete
- assessor checklists for the assessor to record your achievement
- a verification form for your manager to complete
- assessment results that the assessor will use to assess your competence.

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

- 1 identify learning requirements
- 2 prioritise potential learning events
- 3 organise learning events
- 4 review learning events.

Assessment Task One – Elements 1 and 2

This assessment task is designed to assess your ability to:

- identify learning requirements
- prioritise potential learning events.

Task Instructions

Part A

Please provide:

- (a) documentary evidence; supported by
- (b) a description, provided orally or in writing

of how you identified learning needs before selecting and planning a significant learning event such as a course, seminar, workshops or industry-based training package.

Evidence must come from:

- an organisational directive
- a supplied training plan
- a learning needs analysis.

You will also need to show how the selected learning strategies contribute to identified outcomes.

Part B

Having identified the learning need and outcomes, now list or provide evidence of the learning events which you considered prior to finalising your decision.

List the potential learning events in order of priority, accompanying each with a description of the reasons for its prioritisation, covering:

- how it addresses learner needs;
- cost benefit analysis; and/or
- how it contributes to the strategic direction of your organisation.

For each learning event prioritised, also cover:

- budget
- facilities
- personnel
- learning opportunities.

Some of your description could be completed orally. However, you should provide relevant documentation to use as a basis for this discussion with your assessor.

Your assessor will document this assessment using the Task One Assessor Checklist. This checklist can be used to review your evidence to ensure you have covered all the criteria.

Task One Assessor Checklist

Name of learner:	
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Please indicate ✓ or x whether or not each of the criteria listed has been adequately addressed in the material and/or description presented. Use the 'comments' sections to take notes for feedback and moderation purposes.

Identify learning requirements

Specific learning needs are identified by one of the following means:

- from a supplied training plan
- from a learning needs analysis
- from an organisational directive.

Specific learning outcomes are confirmed with stakeholders.

Selected learning strategies match the identified learning outcomes.

Comments:

Prioritise potential learning events

Prioritisation of learning events is matched with stakeholder requirements.

Covers:

- learner needs
- cost/benefit analysis, and/or
- organisation's strategic direction.

Prioritisation of learning events takes into account:

- budget
- facilities
- personnel
- learning opportunities.

Comments:

Signed: _____

Date: _____

Assessment Task Two – Element 3

This assessment is designed to assess your ability to organise learning events.

You will need to provide documents and complementary descriptions of your organisation of a significant learning event. This will usually be the one used for the task one description.

Task Instructions

Provide whatever workplace documentation you have available of a significant learning event that you have organised such as a course, seminar, workshop, industry-based training package, or similar.

Using your workplace documentation as a basis for discussion either:

- (a) arrange to discuss your organisation of the event with your assessor, or
- (b) write a description of your organisation of the event.

Your assessor will use the corresponding Task Two Assessor Checklist to document his/her assessment. Use this as a checklist for your preparation for your discussion or to structure your written response.

You will also need to have your manager complete the Learner Verification Form. Brief your manager on the content of this unit standard and show him/her the documents you are providing as evidence for your assessment of both task one and task two before asking him/her to complete the verification.

Task Two Assessor Checklist

Name of learner:	
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Please indicate ✓ or x whether each of the criteria has been met following discussion with the learner or after reading their description of the organisation of a learning event. Use the 'comments' sections to document examples given during discussion, or to summarise the link between the workplace documentation that the learner provides and their description.

Organise Learning Events

The location(s), facilities, and equipment selected support the learning activities.

Comments:

Events are promoted and arranged to accommodate learner availability and stakeholder requirements.

Comments:

The selection of adult educators/trainers and learners allows learning outcomes to be met. Includes:

Adult educators / trainers:

- selected for experience and capability to produce the desired training outcomes
- selected to meet training specifications, and for cost effectiveness, availability, and delivery style.

Learners:

- self selected, or
- selected in terms of organisational and/or learner needs
- selected in terms of individual capability and/or preferred learning styles.

Comments:

Where a selection process is required, learners are selected according to established criteria and/or policies.

Comments:

Resources required for activities are scheduled for availability...

- before
 - during
 - after
- ...learning events.

Comments:

Signed: _____

Date: _____

Learner Verification Form – Unit Standard 7100 V2

Name of learner:	
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This learner is currently being assessed toward Unit Standard 7100 V2 Manage learning events for adult education and training. S/he has been asked to show you documents s/he has submitted for assessment covering an event s/he has managed such as a course, a seminar, workshop, or industry based training package.

Please complete this form and arrange for it to be passed on to the 7100 assessor.

Learner to list documents supplied as evidence from the workplace:

- 1.
- 2.
- 3.
- 4.
- 5.

The above documents are primarily the work of the learner.	Yes	No
The learner managed these learning events to the standard expected by the organisation.	Yes	No
The learning provided was based on an appropriate method of identification of learning needs, including confirmation of outcomes with stakeholders.	Yes	No
The success of these learning events has been reviewed in accordance with organisational requirements.	Yes	No

Comments:

Name:		Phone:	
Position:		Date:	
Email:			

Assessment Task Three – Element 4

This task assesses your ability to review learning events.

You will need to review a significant learning event. This will usually be the event(s) planned and organised for tasks one and two of this assessment.

Task Instructions

Provide your assessor with a copy of your review of a learning event, probably the event posted as evidence for the previous two tasks.

If the event was a series of seminars or a course presented several times, perhaps in several parts of the country, your review should be of the series rather than a single seminar or course.

Your review should:

- review the learning events for their conformance with learning needs identified in the training plan, learning needs analysis or provider directive
- contain a record of data such as
 - attendance
 - learner achievement
 - evaluation results
 - feedback from stakeholders

presented in accordance with provider requirements for format and content.

- report on the learning events in keeping with the requirements of your organisation and legislative requirements.

If you have provided a review for your organisation that does not address all of the above requirements, you could either:

- (a) discuss your review orally with your assessor, covering the additional material during your discussion, or
- (b) write a supplementary document which covers the additional material required.

Your assessor will use the accompanying Task Three Assessor Checklist to document this assessment. You may like to use this as a guide in your review.

Assessment Results

These are the judgements that your assessor will use to assess you.

Does the learner's evidence provide sufficient and appropriate examples?	Yes	No
Learning needs are identified from a supplied learning plan, a learning needs analysis, or an organisational directive.	Yes	No
Learning outcomes are confirmed with stakeholders.	Yes	No
Selected learning strategies match the identified learning outcomes.	Yes	No
Prioritisation of potential learning events is matched with stakeholder requirements and available learning resources.	Yes	No
Documentation and discussion result in completion of the Task One Assessor Checklist.	Yes	No
Learner documentation and discussion with the assessor show effective review of the learning event(s), and result in completion of the Task Two Assessor Checklist.	Yes	No
The completed Learner Verification Form is supportive of the learner's ability to organise learning events.	Yes	No
Learner documentation and discussion with the assessor show effective review of the learning event(s) for conformance with identified learning requirements.	Yes	No
Learner records are completed in accordance with provider / organisation requirements for format and content.	Yes	No
Learning event(s) are reported in order to meet organisation and legislative requirements.	Yes	No
Review activities result in completion of the Task Three Assessor Checklist.	Yes	No