



Competence Assessor

Aim

On successful completion of the course, delegates will be eligible to conduct workplace assessments to in-house competence standards providing they have occupational competence in the discipline area being assessed.

Course Content

Tutorial led discussion with practical exercises to reinforce key learning points with a formal knowledge assessment at the end of the course.

The course can be tailored to your specific company.

- The reasons for having competence systems in the workplace
- Roles and responsibilities of Assessors and Internal Verifiers
- The assessment process
- Evidence types and methods of assessment
- Judging evidence and making objective assessment decisions - VARCS
- Assessment record keeping requirements
- Confidentiality and data protection in assessment
- How to deal with special assessment requirements, disputes and appeals
- Giving and recording constructive assessment feedback to candidate
- Quality Assurance of assessment

Prerequisite(s)

None

Duration

1 day

Participants

Max. of 8

Location

You can attend a course at one of our training venues, or have the course delivered in your workplace.



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