

Plan - checklist	Your comments
☐ Confirm what evidence you will collect and decide how to collect it ☐ Analyse the job roles and check any industry regulations ☐ Re-read the Training Packages in light of the information you have gathered ☐ Consider the following: - the importance of keeping the assessment valid, reliable, fair and flexible - what competencies could be linked together - the actual job role involved - the standards and level required - practicability and cost-effectiveness - the key competencies - what level of assistance the candidate might need to provide the required evidence language, literacy and numeracy skills: the assessment should not require more skills than those required on the job - any equity issues that could disadvantage the candidate and OHS issues that could affect the assessment process - minimising disruptions if the assessment is to be in the workplace ☐ Draw up an overall assessment plan or grid ☐ Decide on the range of ways the candidate could provide evidence to develop a clear picture of competence ☐ Decide what evidence: - the candidate can provide and brief them on how this should happen - the supervisor must verify and brief them how this should happen - the assessor should collect ☐ Find, adapt or design the assessment tools ☐ Try out the tool and then ask a colleague to check it too ☐ Organise the equipment, resources, people, times and locations ☐ Inform the candidate and the supervisor of the time, place, date and any requirements of the assessment events ☐	