

11281

Prepare candidate(s) for assessment against standards

Version 4

[Level](#) 4

Credit 3

Assessment guidance for assessor

Note that naturally occurring evidence from the work of the person preparing the candidate(s), is the best form of evidence.

Outcome statement	Key indicators	Possible evidence	Possible assessment tools	Competency/judgement
	What does the person preparing the candidate(s) need to do to meet the requirements of the standard 11281 v 4?	What could the assessor expect to see, read or hear?	What methods and approaches to collect the evidence?	Has the person preparing the candidate(s) achieved the key indicators?
Outcome 1 (Element 1)	Prepare candidate(s)	<ul style="list-style-type: none"> • Details of candidate's self-analysis • Details of assessment planning • Consultation evidence - verbal or written • Assessment materials • Current standard document • Observer feedback notes/check lists 	<ul style="list-style-type: none"> • Direct observation • Documentation (e.g. logbook, diary notes) • Questioning/discussion • Attestation/verification 	Evidence confirms preparation for: either; <ul style="list-style-type: none"> • Two candidates for assessment against a standard(s), on different occasions (possibly against the same standard) or <ul style="list-style-type: none"> • One candidate for assessment against two different standards Evidence confirms: <ul style="list-style-type: none"> • Candidate's realistic self assessment and analysis of their skills knowledge and attributes • Assessment methodology is matched to context and level of assessment • Advice given on possible types of evidence to collect
Outcome 2 (Element 2)	Determine candidate(s)' readiness	<ul style="list-style-type: none"> • Evidence of readiness from candidate(s) 	<ul style="list-style-type: none"> • Attestation/verification • Direct observation 	Evidence confirms: <ul style="list-style-type: none"> • Scanning for validity, sufficiency,

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		<ul style="list-style-type: none"> • Training log/achievement records • Attestation from trainer, supervisor, any naturally occurring evidence • Evidence of feedback to candidate(s) 	<ul style="list-style-type: none"> • Documentation (e.g. logbook) • Questioning/discussion 	<ul style="list-style-type: none"> • consistency, authenticity • Decision on readiness is conveyed to candidate(s) • Decision is supported by the evidence collected • Advice offered if further evidence required
Outcome 3 (Element 3)	Review preparation process	<ul style="list-style-type: none"> • Recorded stakeholder feedback • Analysis of feedback • Record of areas identified for improvement 	<ul style="list-style-type: none"> • Attestation/verification • Documentation/electronic data capture • Written/oral questioning • Reflective log 	Evidence confirms: <ul style="list-style-type: none"> • Stakeholders (minimum 2) feedback is analysed and review identifies possible areas for refinement