

11281	<i>Prepare candidate(s) for assessment against standards</i>
Version 4	<u>Level</u> 4 Credit 3

### **Notes for person preparing candidate(s)**

People credited with this unit standard are able to: prepare candidates for the assessment process; determine candidates' readiness for assessment; and review the preparation process.

The criteria of this standard may be met within the context of normal work, a training programme, or life setting.

Evidence for this standard must include preparation of:

- two candidates for assessment against a standard(s), on different occasions (possibly against the same standard)  
or
- one candidate for assessment against two different standards.

#### **In preparing your candidate(s) for assessment against standards you must:**

- Encourage your candidate(s) to realistically analyse their skills knowledge and attributes through self assessment.
- Determine appropriate assessment methodology(ies) that are matched to the context and level of the assessment.
- Advise candidate(s) on types of evidence to collect.

#### **In determining candidates' readiness for assessment you must:**

- Scan the candidate(s) evidence for validity, authenticity, consistency and sufficiency.
- Inform the candidate(s) about their readiness for assessment.
- If necessary advise on further requirements.

#### **In reviewing the preparation process you must:**

- Obtain feedback from at least two stakeholders e.g. the candidate(s), employer, supervisor, peers.
- Analyse the feedback to identify possible areas for future improvements.