

Title	Prepare candidate(s) for assessment against standards		
Level	4	Credits	3

Purpose	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.
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Classification	Generic Education and Training > Assessment of Learning
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Available grade	Achieved
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Guidance Information

- 1 The criteria of this standard may be met within the context of normal work, a training programme, or life setting.
- 2 It is recommended that assessment against this standard be done in conjunction with unit standard 4098, *Use standards to assess candidate performance*, as the two standards assess complementary skills. Assessment support material for an integrated assessment can be found at: <http://www.nzqa.govt.nz/providers-partners/assessment-and-moderation/assessment-of-standards/assessment-support-material/assessment-of-learning/>.
- 3 Sufficiency for this standard is evidence of 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.

Outcomes and performance criteria

Outcome 1

Prepare candidate(s) for the assessment process.

Performance criteria

- 1.1 The preparation encourages the skills, knowledge, and attributes of candidate(s) to be identified through self-assessment and analysis.
- 1.2 The preparation determines how the candidate(s) will be assessed.

Range may include but is not limited to – portfolio assessment, project, questioning, interview, attestation, observation.

1.3 The preparation advises candidate(s) to collect evidence for assessment.

Range evidence types may include but are not limited to – portfolio, naturally occurring evidence, observation, questions and answers, projects, attestations.

Outcome 2

Determine candidates’ readiness for assessment.

Performance criteria

2.1 The evidence from the candidate(s) is scanned for validity, consistency, authenticity, and sufficiency to determine whether candidates are ready for assessment.

2.2 The candidate(s) is informed of the outcome of the scanning process and advice is offered, if necessary, about further evidence or presentation requirements.

Outcome 3

Review the preparation process.

Performance criteria

3.1 Stakeholder feedback on the preparation process is sought and analysed.

Range stakeholders may include but are not limited to – candidate(s), employer.

3.2 Review includes identification of possible areas for future refinement.

Replacement information	This unit standard was replaced by unit standard 30421.
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This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	20 August 1997	31 December 2015
Review	2	19 October 2000	31 December 2015
Revision	3	10 March 2005	31 December 2015
Review	4	12 December 2008	31 December 2021
Rollover and Revision	5	26 June 2013	31 December 2021
Review	6	28 September 2017	31 December 2021

Consent and Moderation Requirements (CMR) reference

0045

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

This unit standard is expiring