



Voc Ed Learning Group

You asked for it – so we developed it! Designing & Developing Assessment Tools

A two-day professional development opportunity

May - October 2010

Message from the Director – Michelle Weaver



Due to the quality of our professional development (PD) programs entitled *The ABC of CBA* and *The A-Z of Planning and Mapping Assessment*, which attracted more than 800 attendees at 43 workshops, feedback indicated attendees wanted even more!

The *ABC of CBA* was targeted and designed for trainers and assessors beginning their vocational education and training (VET) journey and provided attendees with the overall knowledge and skills of competency-based assessment (CBA) techniques.

The *A-Z of Planning and Mapping Assessment* then taught attendees the skills to plan and map out assessment.

Now the real work begins – *Designing and Developing Assessment Tools*. The workshop facilitator John Price will lead you through two full days of intensive training about assessment tools and the design and development process of assessment.

As usual, like all Voc Ed Learning Group (VELG) PD programs, you can be assured that this PD will deliver high-quality training and useable resources/templates.

I strongly urge you not to miss the opportunity to attend this extremely informative workshop presented by the best in the industry.

About the trainer – John Price



John is a 'stand-out' presenter and consistently receives outstanding feedback. He successfully runs his own quality management consultancy business and has worked with more than 200 Australian businesses developing ISO and Australian Quality Training Framework (AQTF) quality management systems.

John conducts AQTF related workshops on topics such as continuous improvement, assessment, validation, internal and external auditing, engaging adult learners and AQTF system development. John is a much sought-after trainer in VET in Australia.

Feedback about John from VELG workshop attendees in 2010

- *Another professional session delivered/facilitated by a VET professional who is knowledgeable and well respected nationally.*
- *Presented at the correct level for the audience's knowledge. Knowledgeable and respected facilitator, who built rapport with the group and held our interest throughout the entire session.*
- *John was outstanding, as always.*
- *John was an excellent facilitator – very knowledgeable and engaging. Additionally, excellent resources were given out.*
- *John is a great facilitator – knew his stuff and kept the mood very light and fun! Most enjoyable.*

Designing & Developing Assessment Tools

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Day One

Assessment in VET

- Definitions, principles and rules
 - Assessment tools
 - Principles of assessment
 - Rules of evidence
 - Dimensions of competency
- Benefits to stakeholders

Characteristics of assessment tools

- Components of an assessment tool
- Ideal characteristics
 - The context
 - Competency mapping
 - Information to candidates
 - Evidence from candidates
 - Decision making rules
 - Range and conditions
 - Materials/resources required
 - Assessor intervention
 - Reasonable adjustments
 - Validity
 - Reliability
 - Recording requirements
 - Reporting requirements
 - Supplementary information

Designing assessment tools

- Clarify evidence requirements
 - Standards against which a candidate is assessed
 - Visualising competence
 - Determining evidence requirements – what do I need evidence 'OF'?
 - Australian Qualifications Framework (AQF) levels

Choosing the appropriate assessment method/s

- Considerations
 - Candidate needs
 - Who will collect the evidence?
 - Where will the evidence be gathered?
 - When will you gather the evidence?

Developing assessment tools

- The context
- Competency mapping
- Information to candidates
- Evidence from candidates
- Decision making rules
- Range and conditions
- Materials/resources required
- Assessor intervention
- Reasonable adjustments
- Validity
- Reliability
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Quality checks

- Assessment tool – self assessment checklist activity
- Trial and tune
- Validation

Day Two

Day Two of **Designing and Developing Assessment Tools** will provide attendees with practical and technical training on how to design and develop assessment tools/instruments for a unit of competency you currently work with at your organisation. This session will involve attendees interpreting the AQF guidelines that specify the characteristics and distinguishing features of learning outcomes at different AQF levels.

Attendees are asked to bring along the 'Resource Folder' from Day One and a copy of a complete unit of competency. The unit should be taken directly from the relevant training package or from the NTIS website – www.ntis.gov.au

Based on the interpretation and discussion of the features, benefits and limitations of a range of assessment methods, attendees will choose appropriate assessment methods to suit the AQF level of the unit of competency they have brought with them. Finally they will then apply this information, and the learning from Day One to the practical development of an assessment tool based on a unit of competence they currently work with.

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Workshop Structure	8.30 – 9.00	Registration	12.30 – 1.15	Lunch
	9.00 – 10.30	Session 1	1.15 – 2.00	Session 3
	10.30 – 11.00	Morning tea	2.00 – 2.15	Afternoon tea
	11.00 – 12.30	Session 2	2.15 – 3.00	Session 4
Time	Registration is open from 8.30 to 9.00 (tea & coffee provided) Workshop will run from 9.00 to 3.00 (morning tea & lunch provided)			
Cost	VELG Member - \$440 (includes GST) Non-Member - \$550 (includes GST)			
Registration Process	<ul style="list-style-type: none"> To register, please complete the registration & payment options pages, one for each participant, and forward with payment to VELG. Once your registration form/s and payment have been received via mail or fax, a confirmation email will be sent to the email address you provide. A Reminder Notice will be sent seven days prior to the workshop. Substitution of participants is acceptable without incurring additional costs - all substitution details must be received in writing at least three working days prior to the date of the workshop. Refunds will only be granted if notice of inability to attend is received in writing (email is acceptable) at least five working days prior to the workshop date. The cancellation must be acknowledged in writing by a VELG staff member prior to the workshop. VELG has the right to cancel any workshop five working days prior to its intended date. 			

Snapshot of the resources you will receive from each workshop:

All participants will receive a VELG Resource Folder and a 'Statement of Attendance'. The following resources will be provided:

- PowerPoint slides
- Workbook - containing extensive notes and sources of information
- Workshop activities
- Additional resources, handouts and templates
- An electronic version of all resources will be sent via email
- A Statement of Attendance will be also be issued via email



Designing & Developing Assessment Tools

Registration Form/Tax Invoice

ABN 13471208673

Name:		
Organisation:		
Mailing Address:		
Suburb:	State:	Postcode:
Telephone:	Facsimile:	
Email Address:		

Locations	Dates	VELG Member (inc GST)	Non-member (inc GST)
BRISBANE NORTH VELG Training Room 1/52 Jeffcott St, WAVELL HEIGHTS	<input type="checkbox"/> 12 & 13 October	<input type="checkbox"/> \$440 Membership No: _____	<input type="checkbox"/> \$550
MELBOURNE Mercure Melbourne Spring St 13 Spring St, MELBOURNE	<input type="checkbox"/> 15 & 16 September FULL		
MELBOURNE Mercure Melbourne Spring St 13 Spring St, MELBOURNE	<input type="checkbox"/> 21 & 22 October		
PERTH Mercure Perth 10 Irwin Street, PERTH	<input type="checkbox"/> 22 & 23 September FULL		

To take advantage of the VELG Membership prices, download an application form from our website www.velg.com.au
VELG Membership Rates: Individual \$220 or Corporate \$770

Total Payment: \$ _____ (includes GST)

