NQF Level 5: 45 Credits

This programme is aimed at those candidates that are already involved in Learning & Development (L&D) practices. A minimum of two years’ work experience as a trainer is therefore recommended. The programme enables specialisation in the assessment and moderation role. The programme may also be taken as part of a full generalist qualification at NQF Level 5.

The role of Assessment, Moderation and Evaluation

Anyone specialising in assessment needs to:
- Evaluate learning programmes to identify strengths and weaknesses, as this becomes the focus for designing assessment strategies that work and will provide ROI
- Design any type of assessment, including; integrated assessments, RPL assessments, workplace selection assessments, cost-effective assessments and performance management related assessments that may become necessary
- Design assessment plans, instruments and guides
- Plan and conduct assessments of learning outcomes, including planning and preparing learners for the assessment, conducting the assessment, providing feedback to the learner, reviewing the assessment and providing feedback to relevant parties
- Establish internal and external moderation systems, processes and tools
- Conduct moderation and manage verification processes internally within the requirements of the relevant Quality Assurance Body

Course Content

This programme equips assessors, assessment designers, programme evaluators and moderators to do all of the above. It provides experiential understanding of assessment, moderation and evaluation by taking participants through selected assessments, Recognition of Prior Learning (RPL), self-assessments, peer assessments and other experiences of assessment. It links assessment to performance management and measuring return on investment of the training.

Participants in the programme evaluate learning programmes as well as existing assessment strategies, policies, systems and tools. Participants share their challenges with one another, working together in developing the fit-for-purpose systems and tools they will require to participate effectively under the NQF and/or the National Skills Development Strategy.

*Learning sets* – study and work groups – are set up during the training. This encourages participants to work together even when back in their organisations. During each week of self-study and work experience, participants can work together to achieve particular outputs. These outputs cumulatively lead to the development and implementation of assessment designs, planning and conducting assessments, establishing moderation systems and evaluation systems.
• Section 1: The purpose and structure of this learning programme
• Section 2: Types of evaluation
• Section 3: Evaluating your learning programme
• Section 4: Problems in outcomes-based assessment internationally
• Section 5: What is assessment?
• Section 6: Competence and constructs
• Section 7: Assessment principles
• Section 8: Evidencet
• Section 9: An introduction to assessment instruments
• Section 10: Checklists
• Section 11: Assessment rubrics
• Section 12: Multiple choice question tests
• Section 13: Questionnaires
• Section 14: Portfolios
• Section 15: Designing an integrated assessment
• Section 16: Planning and preparing an assessment
• Section 17: Evaluating evidence and providing feedback
• Section 18: Assessment guides
• Section 19: Designing an assessment policy and system
• Section 20: The national quality assurance system
• Section 21: Moderation models and the process of moderation

**Unit standards awarded upon successful completion of this learning programme**

<table>
<thead>
<tr>
<th>Unit Number</th>
<th>Description</th>
<th>NQF Level</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>115755</td>
<td>Design and develop outcomes-based assessments</td>
<td>NQF 6</td>
<td>10 Credits</td>
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<tr>
<td>115753</td>
<td>Conduct outcomes-based assessments</td>
<td>NQF 5</td>
<td>15 Credits</td>
</tr>
<tr>
<td>115759</td>
<td>Conduct moderation of outcomes-based assessments</td>
<td>NQF 6</td>
<td>10 Credits</td>
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<tr>
<td>123397</td>
<td>Evaluate a learning intervention using given evaluation instruments</td>
<td>NQF 5</td>
<td>10 Credits</td>
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Below is an illustration outlining the Assessment, Moderation and Evaluation programme structure.

**Assessment, Moderation and Evaluation Programme Structure**

<table>
<thead>
<tr>
<th>Planning Phase</th>
<th>Delivery Phase</th>
<th>Evaluation Phase</th>
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<tbody>
<tr>
<td>Selection Enrolment Learning Contract</td>
<td>Five-day Training Assessment, Moderation &amp; Evaluation</td>
<td>Integrated assessment</td>
</tr>
<tr>
<td>Terms of participation agreed to</td>
<td>Learner support workshop</td>
<td>Moderation</td>
</tr>
<tr>
<td></td>
<td>Learner guidance &amp; support</td>
<td>Certification</td>
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</tbody>
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*Contact days including Learner Support Workshop:* 6
*Facilitation language:* English
*Hours per day:* 8
*Duration:* 4 months