

Assessor/Facilitator Supervisory Framework 2019/20

Version 1 (August 2019)



SURF LIFE SAVING
NEW SOUTH WALES

Background

The general principle contained in the *Standards for RTOs 2015* is that when an RTO engages a person who does not hold the required competencies as an assessor, that person needs to be supervised and supported by a facilitator who holds TAE40116 Certificate IV in Training and Assessment or equivalent to maintain the quality of training and assessment.

Introduction

Some SLSNSW endorsed assessors will be working under supervision from 1 July, 2019. A formal framework of supervision has been established to support the quality assurance process.

This framework applies to Assessors who hold - **TAESS00015 Enterprise Trainer and Assessor Skill Set**

1. TAEASS401 Plan assessment activities and processes
2. TAEASS402 Assess competence
3. TAEASS403 Participate in assessment validation
4. TAEDEL301 Provide work skill instruction

Definition of Supervision

Interpretations of the term “supervision” often vary depending on the background and experience of the assessor.

In general, “*supervision is the measures and arrangements taken to ensure assessors are supported*”.

Each Branch will identify, and in conjunction with SLSNSW, endorse ‘Delegated Facilitators’ to support and oversee the supervision process.

Delegated Facilitators are those who have been engaged and delegated the responsibility by the Branch to provide supervisory support.

The Role of Supervision

Risk management based supervisory approach

Risk management based supervisory approach is recognised as integral to effective management. It is an iterative process that involves systematically identifying, analysing, evaluating and communicating the risks associated with an organisation's training and assessment activities.

The involvement of assessors who hold this qualification - **TAESS00015 Enterprise Trainer and Assessor Skill Set**

- Must not under any circumstances (and irrespective of their skills and knowledge) determine assessment outcomes.
- Assessors can however be involved in the collection of assessment evidence, provided that the Delegated Facilitator is accountable for the collection of assessment evidence by the individual under their supervision.

Direct Supervision means/involves:

- Face-to-face monitoring and observations (Competency based training)

Indirect Supervision means/involves

- Discussion of planned assessment approach through emails (written)
- Discussion of planned assessment approach through phone conversation (verbal)
- Discussion of planned assessment approach through video conferencing (video communication tool)

The role of SLSNSW	The role of Branches	The role of Delegated Facilitator
Define the minimum level of supervision and ensure evidence of supervision is collected and retained.	The Branch will analyse the level of training and assessment skills and knowledge that the assessor possesses. Branch can make decisions as to arrangements for an appropriate level of supervision and guidance for the assessor, including any conditions or restrictions that may be considered necessary.	The Delegated Facilitator who has been engaged to provide supervisory support must both monitor and be accountable for all assessment provision and the collection of assessment evidence by the individual under their supervision.

Supervisory Framework – Assessor (Minimum Requirements)

< 2 years	>2 years
Members who have been endorsed as an Assessor with SLSNSW for less than 2 years	Members who have been endorsed as an Assessor with SLSNSW for 2 years or over
Direct supervision is required for each assessment session	Only indirect supervision is required

* Branch/SLSNSW to increase level of supervision if it is deemed necessary

* Consideration to have the minimum level of supervision reviewed may be given to assessors (Code C2) who have been endorsed for less than two years if they:

- have significant experience in assessing within the VET sector; and/or
- have conducted more than 10 quality assessments within their first 2 years of endorsement

Indirect Supervision – (Explanatory)

Forms of indirect supervision (select one or a combination of the methods listed below)		What needs to be covered during these interactions?	
		Prior	Post
1.	Discussion of planned assessment approach through emails (written)	<ul style="list-style-type: none"> • Risk Management Plan ensuring the appropriateness of the assessment approach 	<ul style="list-style-type: none"> • How the assessment (s) was conducted?
2.	Discussion of planned assessment approach through phone conversations (verbal)	<ul style="list-style-type: none"> • Assessment process on how the assessment (s) will be conducted • Other relevant considerations encompassing principles of assessment (fairness, flexibility, validity & reliability) and Rules of Evidence 	<ul style="list-style-type: none"> • Were there any adjustments made/NYC notification process etc • Sufficient evidence needs to be provided (completed paperwork provided)
3.	Discussion of planned assessment approach through video conferencing (video communication tool) Ideal for room/equipment setup group assessment sessions with multiple assessors could be done just before the assessment starts	<ul style="list-style-type: none"> • Consideration of anticipated assessment adjustment/support plan (ie. LLN needs) 	<ul style="list-style-type: none"> • Delegated Facilitator to provide final sign off (signifying the course paperwork)

***The following documents must be sighted and signed by the Delegated Facilitator**

- Completed Training Course Report (Final sign off provided by the Delegated Facilitator)
- Record of Supervision (Endorsed Assessors)
- Completed Assessment Portfolios (co-signed by both the Assessor and Delegated Facilitator)