

Understanding Assessment Methods and Tools

Understanding the difference between assessment methods and tools is crucial in conducting effective and fair competency-based evaluations. The method represents the approach or the way we gather evidence, while the tool is the instrument through which we collect that evidence.

Assessment Methods

1. **Observation** - Observation involves monitoring the individual while they perform a task. This method is often accompanied by a checklist, which guides the assessor about what to look for and how to determine satisfactory performance.
2. **Questioning** - This method involves either oral or written questioning. Questions may be open-ended, requiring an understanding of expected responses based on the unit's context.
3. **Practical Activities** - This method includes tasks that result in a product of work, which could range from a physical object made with tools to a written business email or letter.
4. **Portfolio** - A portfolio contains a relevant list of documents that provide evidence of competency. The assessor checks for specific points in each document.
5. **Third Party Reports** - These reports provide evidence from someone independent of the assessor or the individual being assessed. They serve two purposes: to provide evidence of consistency; and to provide evidence of authenticity. Note: Third parties provide evidence, not a judgment. Unless the third party is a qualified assessor, they should not declare a person's competency.

Assessment Tools

Tools are used to gather evidence based on the methods. For instance, an observation checklist is a tool used during the observation method, providing guidance for the assessor. Likewise, a set of oral or written questions is a tool used in the questioning method. Assessment tools must be carefully designed to ensure they align with the requirements of the unit of competency and provide clear instructions to the assessor.

Training and Assessment Strategy (TAS)

When writing a training and assessment strategy, list the methods to be used. For the actual assessment, the specific tools are needed.

Conclusion

To ensure an effective assessment process, the chosen method and corresponding tool must accurately capture the evidence of competency. Regardless of the specific context or job, these principles allow for fair and robust assessments. Remember, the evidence gathered is crucial for evidence-based judgments on competency.

Note: This VET Fact Sheet provides general information and should not be considered as legal advice.