

Understanding Assessment Plans

An assessment plan is a comprehensive strategy that outlines the methods, tools, and order of operations for conducting training assessments. It is a crucial component of the overall training assessment strategy.

1. Importance at the Unit Level

At the unit level, an assessment plan provides essential information for assessors, including the methods to be used, the definition and location of the tools, and the sequence of tasks.

2. Qualification Assessment

Assessment plans can provide an overview of the entire qualification, detailing the components for each unit, or they can be tailored to individual units. Assessors must understand how to evaluate qualifications at the unit level.

3. Skill Sets and Clustered Units

If skill sets are included in the assessment plan, they must be clearly defined, along with their assessment methods. For clustered units, they must be mapped against individual units to ensure all requirements are met. The assessment tasks and their coverage in the plan should be clearly outlined.

4. Prerequisites

If there are prerequisites in the qualification, the assessment plan should clearly state them and outline the process for fulfilling them.

5. Review and Validation Process

Any review or validation process will have a significant impact on the assessment and the assessment tools used, and this should be considered in the assessment plan.

6. Changes to Assessment Tools

Any changes made to assessment tools must be reflected in the assessment plan to ensure that the plan remains up-to-date and effective.

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