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# THE SIX STEP ASSESSMENT PROCESS





# Six steps of Assessment



Step 1

Prepare yourself and trainee for assessment

Step 2

Assess the trainee

Step 3

Provide feedback

Step 4

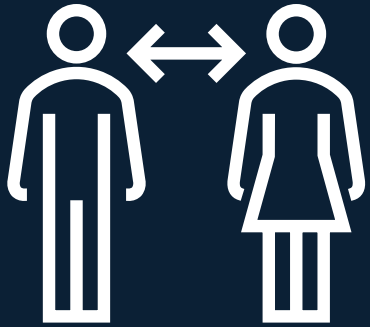
Record keeping and reporting credits

Step 5

Review your assessment process

Step 6

Moderation



## Step 1

Prepare yourself and trainee for assessment

- ✓ Get familiar with the material
- ✓ Have a plan – what will you be assessing
- ✓ Let you trainee know what will be happening
- ✓ Is the trainee ‘ready’ to be assessed
- ✓ Are you using evidence verifiers?
- ✓ Any other considerations – are you going on site?
- ✓ Does the trainee require any additional support?



## Step 2

Assess the trainee

- ✓ Assessment completed
- ✓ 'Don't lead the trainee'
- ✓ Sufficient and relevant evidence
- ✓ Recording assessor feedback – make it useful, tell a story
- ✓ 100% competency
- ✓ Assessor decision
- ✓ Right to appeal
- ✓ Applying Assessor code of practice



### Step 3

Provide feedback

- ✓ Ask the trainee how they felt it went
- ✓ Let the trainee self-reflect and share
- ✓ Give feedback that is respectful, constructive, specific
- ✓ Record your feedback



## Step 4

Record keeping and reporting credits

- ✓ Signatures, dates, ticks, comments
- ✓ Assessment outcome page
- ✓ Credits reported in a timely manner
- ✓ Keep assessment records for at least 2 years
- ✓ Moderation

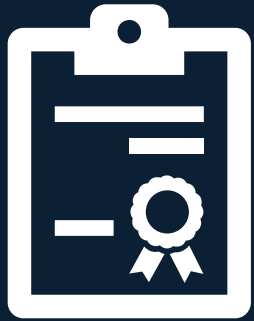


## Step 5

Review your assessment processes

- ✓ Seek feedback from relevant parties
- ✓ Review on own process
- ✓ Apply moderation report guidance





## Step 6

### Moderation

- ✓ Understand the intention of moderation
- ✓ Submit assessment samples when requested
- ✓ Annual moderation