11281					
Prepare candidate(s) for assessment against standards		Version 4	Level 4		Credit 3
4098					
Use standards to assess candidate performance		Version 5	Level 4		Credit 6

Integrated Assessment guidance for assessor

11281	4098	Key indicators	Possible evidence	Possible assessment tools	Competency / Judgement
		What does the trainee assessor need to do to meet the requirements of standards 11281 v 4 and 4098 v 5?	*What could the assessor expect to see, read or hear?*	*What methods and approaches to collect the evidence?*	*Has the trainee assessor achieved the key indicators?*
11281 Elements (Outcomes) 1 & 2	4098 Element (Outcome) 1	1. Prepare to select materials 2. Prepare candidates 3. Determine candidates' readiness for assessment 4. Prepare environment for real assessments 5. Select appropriate method(s) for gathering evidence.	• Assessment plan • Consultation evidence -verbal or written • Assessment materials • Current standard document • Observer notes/check lists • CMRs (AMAPs) • SSB and/or organisation moderation policies and procedures • Candidates' self-analysis • Evidence of readiness from candidates	• Direct observation • Documentation (e.g. logbook, diary notes, electronic data capture) • Practical assessment • Questioning/discussion (which need to be captured in some form) • Attestation/verification	Evidence confirms: • 2 candidates • 2 assessments • 2 different occasions • 2 different standards with a total minimum 4 credits. Evidence confirms: • Consultation took place with stakeholders on planning and selecting assessment materials • That pre-assessment moderation requirements have been met • Assessment methodology is matched to the context and level of assessment • The assessment materials are matched to current version of standard and any special requirements • That simulation is not used unless common practice for the standard chosen

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			• Training log/achievement records • Attestation from trainer, supervisor, any naturally occurring evidence • Evidence of feedback to candidates		• Advice given on possible types of evidence to collect • Candidates' self assessment and analysis of their skills knowledge and attributes • Evidence is scanned for validity, sufficiency, consistency, authenticity to determine readiness for assessment • Decision regarding readiness is supported by the evidence collected • Advice is offered if further evidence required • Arrangements were agreed with stakeholders • That the environment and/or context are safe and are matched to candidate and assessment requirements – (e.g. any equipment available and working, special needs met). • Arrangements are attested by a qualified observer
	Element (Outcome) 2	Conduct assessment according to plan, make assessment judgements and provide feedback	• Completed assessment materials • Observers comments • Candidate evidence e.g. products, audio/visual recordings etc • Live performances • Candidate feedback	• Attestation/verification • Direct observation • Documentation (e.g. logbook) • Questioning/discussion • Professional conversation • Practical assessment	Evidence confirms: • That assessment is real and consistent with the assessment plan – any modifications are agreed and noted • Trainee assessor has accurately determined whether the candidate's evidence is valid, authentic, current and sufficient • Assessment decisions are consistent with the evidence provided and the assessment schedule • Feedback is timely, direct and confined to strengths and weakness of performance • Advice offered if further evidence required
	Element	Record assessment	• Result sheets.	• Documentation	Evidence confirms:

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	(Outcome) 3	results. Describe post-assessment moderation requirements and meet them.	• Description of post-assessment moderation. • Observer verification.	• Observation/verification • Written/oral • Questioning	• Results are recorded as per organisational requirements • Post-assessment moderation requirements are described and met in accordance with organisation/SSB procedures • That the observer/attester confirms the results recording and/or post moderation requirements are met.
Element (Outcome) 3	Element (Outcome) 4	Review assessment preparation and practice	• Recorded stakeholder feedback • Analysis of feedback • Record of areas identified for improvement written or oral (oral needs to be captured in some way)	• Attestation/verification • Documentation/electronic data capture • Written/oral questioning • Reflective log	Evidence confirms: • Trainee assessor's self review and analysis of feedback from the candidate and observer • Identifies possible areas for improvement in practice that are supported by the feedback and self review.

Notes on this document

Sufficiency requirements for this example of integration does not provide for assessment of:
• a "*single assessment of a standard with a minimum of 10 credits*" as referred to in Special Note 4 in unit standard 4098
• a single candidate or the use of a single standard as referred to in Special Note 3 in unit standard 11281.

These options have been removed to allow the requirements of both standards to be met by this integrated assessment.