Competency Assessor's Script on the Conduct of Competency Assessment

As a competency assessor, you must provide a supportive environment before starting with the assessment activity. You must ensure that the environment is suitable for the assessment and the candidates are relaxed and not apprehensive. As soon as you have admitted the candidates, say:

	Materials/References
Good morning, everybody!	
My name is (state your name). I am an accredited competency assessor for (The assessor must wear his/her ID card as a proof of his/her accreditation)	
I would like to acknowledge the presence of Mr./Ms, one of the members of our	
nd Mr./Ms, our representative	
from TESDA Provincial Office.	
You do not have to worry about their presence. They are here to oversee the conduct of competency assessment and to check if the conduct is in accordance with the prescribed competency assessment methodology and procedures. They will not assess you.	
Before I start, let me first check the attendance. Please present to me your admission slips once your name is called. (Let the candidates sign on the attendance sheet, compare signature of candidates on admission slip against the signature on the attendance sheet)	Attendance Sheet
I have here with me your accomplished self assessment guide. This is an indication that you know and can perform all the units of competency enumerated in this qualification. (self-assessment guide was given to the candidate by the processing officer of the assessment center)	Accomplished Self Assessment Guide Sheet

The competency assessor gives the overview of the Qualification to be assessed:	
Today, I am going to administer competency assessment for (state the Qualification). It is the Qualification level with (Enumerate the Core Units of Competencies. Core Competencies namely: 1. 2. 3.	Relevant Qualification / units of competency Relevant National Assessment and Certification Arrangements
These core units are clustered to form one (1) assessment package for full Qualification /	Relevant copy of National Assessment Package for Full Qualification Clustered Units of Competency (Certificate of Competency)
 The competency assessor orients/briefs the candidates. Explains the following: context and purpose of assessment qualification/units of competency to be assessed tasks to be performed and the evidence to be collected assessment procedures to be undertaken needs of the candidates to be considered during assessment allowable/reasonable adjustments in the assessment procedure (The competency assessor can conduct orientation to at least ten (10) candidates) 	Relevant Copy of CS/Qualification Copy of National Assessment package for full Qualification (National Certificate) Clustered Units of Competency (Certificate of Competency)
Do you have any questions or clarifications? If none, I will now distribute the Competency Assessment Agreement sheets. Please read the instructions carefully and answer all the questions outlined in the document. If you need assistance, I will be more than willing to assist you. (The competency assessor explains and guides the candidates in accomplishing the Competency Assessment Agreement sheet)	Competency Assessment Agreement Sheet

After the candidate is through with accomplishing the **Accomplished Competency** Competency Assessment Agreement sheet, you will Assessment Agreement review the answers and will give feedback to the sheet candidates. You now assign a number to the candidates (Candidate #1, candidate #2, candidate #3) and give instruction that candidate #1 will be the first to enter the assessment room. The other candidates will have to wait at the waiting area. Administer the Assessment Relevant Assessment You now instruct candidate # 1 to enter the Package assessment room. (To be followed by candidate # 2, # 3 etc.) Provide the candidate with all materials, tools and equipment required to complete the tasks. At this point, you give the Specific Instructions to the candidate clearly and slowly. Specific Instructions: 1. Using the materials, tools and equipment, you are required to Rating Sheets perform the tasks within hours. I will be observing you while you are performing the tasks. 2. After your demonstration, I will ask you some questions related to your demonstration. 3. You may call me when there is a need for me to translate or explain items for clarification. 4. After the questioning portion, I will give you feedback about your performance. 5. Any questions/clarifications? If there are no more questions, you may start now. (The assessor sets the stop watch) Note:

- While the candidate performs the activity you must
 - remind candidate to observe safety precautions

- stop candidate if accident is imminent
- keep notes of unusual conditions during the assessment

Provide Feedback on the assessment

Mr./Ms./ Mrs. (state the name of the candidate), you were

(Give the strong points of the candidate followed by the weak points)

(If the candidate was found to be competent say): You performed the tasks within the standard requirements of the Qualification.

Note: Present the rating sheets to the candidate to affix his signature on the *candidate's signature portion*. This is a proof that he accepts your assessment decision.

You can get your National Certificate/Certificate of Competency from the (state the Provincial Office, the date, and the focal person)

Note: Give a copy of the accomplished Competency Assessment Results Summary to the candidate (Make sure that the document is signed by the candidate in the appropriate space then affix your signature.)

If the candidate was found not competent say: Mr./Ms./Mrs. (state the name) I am sorry you were not able to perform within the standard requirements of the Qualification. You have to review/ practice the activities related to the competency requirements of the Qualification further.

You come back after a month for reassessment or when you feel confident enough that you have acquired the competence. Don't worry you will only be reassessed on the part of the activity that you were found to be not yet competent.

Note: Give a copy of the accomplished Competency Assessment Results Summary to the candidate (Make sure that the document is signed by the candidate in the appropriate space then affix your signature.)

Complete the rating sheets together with other documents and submit these to the Manager of the assessment center.

Rating Sheets

Performance Checklist for Preparing Candidate for Assessment

Trainee's NameDate		
During the performance of the task did you consider the criteria?	followin	ıg
Criteria	YES	No
Did the assessor		
Check the attendance of candidate?		
Collect admission slip?		
Instruct the candidates to sign the attendance sheet?		
• Provide overview of the Qualification to be assessed (national Assessment and Certification Arrangements)?		
Instruct the candidates to accomplish the competency assessment agreement		
Orients the candidate on the following:		
 Explain the context, purpose and the assessment process? 		
 Explain the Qualification or units of competency to be assessed and the evidence to be collected? 		
 Outline the assessment procedures to be undertaken? 		
 Assessed the needs of the candidates and determine any allowable adjustments in the assessment procedure? 		
 Seek feedback regarding the candidates understanding of the Qualification/unit of competency to be assessed, evidence requirements, and assessment process? 		
 Make the necessary announcements just before the start of the assessment? 		
 Specify the dos and don'ts inside the assessment 		

	and assessment process?
0	Make the necessary announcement the start of the assessment?
0	Specify the dos and don'ts inside the center?
Comments:	
Signatu	re over printed name of trainer