

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
<p><i>Good morning, everybody!</i></p> <p><i>My name is (state your name). I am an accredited competency assessor for _____.</i> (The assessor must wear his/her ID card as a proof of his/her accreditation)</p> <p><i>I would like to acknowledge the presence of Mr./Ms. _____, one of the members of our _____ a</i></p> <p><i>nd Mr./Ms. _____, our representative from TESDA Provincial Office.</i></p> <p><i>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.</i></p> <p><i>Before I start, let me first check the attendance. Please present to me your admission slips once your name is called.</i> (Let the candidates sign on the attendance sheet, compare signature of candidates on admission slip against the signature on the attendance sheet)</p> <p><i>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.</i> (self-assessment guide was given to the candidate by the processing officer of the assessment center)</p>	<p>Attendance Sheet</p> <p>Accomplished Self Assessment Guide Sheet</p>

<p>The competency assessor gives the overview of the Qualification to be assessed:</p> <p><i>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:</i></p> <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ <p style="text-align: center;"><i>or</i></p> <p><i>These _____ core units are clustered to form one (1) assessment package for full Qualification / ----- clustered units of Competency which is -----, It covers the following:</i></p> <ul style="list-style-type: none"> • 	<p>Relevant Qualification / units of competency Relevant National Assessment and Certification Arrangements</p> <p>Relevant copy of National Assessment Package for Full Qualification</p> <p>Clustered Units of Competency (Certificate of Competency)</p>
<p>The competency assessor orients/briefs the candidates. Explains the following:</p> <ul style="list-style-type: none"> • 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 <p>(The competency assessor can conduct orientation to at least ten (10) candidates)</p>	<p>Relevant Copy of CS/Qualification</p> <p>Copy of National Assessment package for full Qualification (National Certificate)</p> <p>Clustered Units of Competency (Certificate of Competency)</p>
<p><i>Do you have any questions or clarifications?</i></p> <p><i>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.</i></p> <p><i>If you need assistance, I will be more than willing to assist you.</i></p> <p>(The competency assessor explains and guides the candidates in accomplishing the Competency Assessment Agreement sheet)</p>	<p>Competency Assessment Agreement Sheet</p>

<ul style="list-style-type: none"> - stop candidate if accident is imminent - keep notes of unusual conditions during the assessment 	
<p>Provide Feedback on the assessment</p> <p><i>Mr./Ms./ Mrs. <u>(state the name of the candidate)</u>, you were</i></p> <p><i>(Give <u>the strong points of the candidate followed by the weak points</u>)</i></p> <p><i>(If the candidate was found to be competent say):</i></p> <p><i>You performed the tasks within the standard requirements of the Qualification.</i></p> <p>Note: Present the rating sheets to the candidate to affix his signature on the <i>candidate's signature portion</i>. This is a proof that he accepts your assessment decision.</p> <p><i>You can get your National Certificate/Certificate of Competency from the <u>(state the Provincial Office, the date, and the focal person)</u></i></p> <p>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.)</p> <p><i>If the candidate was found not competent say:</i></p> <p><i>Mr./Ms./Mrs. <u>(state the name)</u> 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.</i></p> <p><i>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.</i></p> <p>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.)</p> <p>Complete the rating sheets together with other documents and submit these to the Manager of the assessment center.</p>	<p>Rating Sheets</p>

Performance Checklist for Preparing Candidate for Assessment

Trainee's Name _____ **Date** _____

During the performance of the task did you consider the following criteria?

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 center?		

Comments:

Signature over printed name of trainer