|  |  |  |  |
| --- | --- | --- | --- |
| Title | **Participate in moderation activities** | | |
| Level | **4** | **Credits** | **4** |

|  |  |
| --- | --- |
| Purpose | This competency standard covers the skills and knowledge required to prepare for and participate in moderation activities and complete moderation administration requirements.  Moderation means a process of monitoring assessment to ensure that it is valid, consistent, fair and sufficient. Moderation activities may include but are not limited to – combinations of discussion on observations of assessors, meetings of assessors, analysis of assessment documents and materials. |

|  |  |
| --- | --- |
| Classification ISCED | 0115 Assessor training |

|  |  |
| --- | --- |
| Available grade | Competent / Not yet competent |

|  |  |
| --- | --- |
| Modification history | N/A |

| **Competency Unit** | **Performance Criteria** | **Knowledge** |
| --- | --- | --- |
| **E1.** Prepare for participation in moderation activities | **Assessor will be able to**:   1. Select assessment materials to meet moderation request 2. Check evidence records are complete 3. Ensure complete evidence meet requirements for validity, authenticity, currency and sufficiency | Assessor will know and understand:   1. Assessment materials (may include: standards, assessment tasks and/or activities, assessment schedules, evidence guides, common assessment tasks (CATs)) 2. Methods for checking completeness of evidence records 3. Evidence requirements for validity, authenticity, currency and sufficiency |
| **E2.** Participate in moderation activities | **Assessor will be able to**:   1. Review assessment materials against required outcomes of relevant competency standard/s 2. Consider all evidence requirements within the competency standard/s to agree, or not, that the candidate has provided sufficient evidence the outcomes were met 3. Give feedback which informs and supports best assessment practice | Assessor will know and understand:   1. Review techniques 2. Determination of evidence against required outcomes as a process 3. Timely, clear, unambiguous, constructive feedback which is confined to relevant aspects of the materials |
| **E3.** Complete moderation administration requirements | **Assessor will be able to**:   1. Complete recording and reporting in accordance with the administration requirements of the PNVQF moderation system 2. Complete any other quality assurance processes of the PNVQF moderation system | Assessor will know and understand:   1. Administration requirements of the PNVQF moderation system 2. Quality assurance processes of PNVQF moderation system |