

SCOPE AND APPLICABILITY:

Provide initial training requirements for individuals to obtain the necessary knowledge and skills to carry out assessments with consistency, thoroughness and fairness to support learning and competency in the field.

REGULATIONS & STANDARDS

- IADC Competence Assurance - Guidelines for Building a Successful Program;
- OPITO Oil & Gas Industry - SVQ Competence Assessment and Verification Strategy;
- OPITO Code 9018 - Competence Assessor Training Standard.

COURSE CONTENT:

1. What competence assessors and internal verifiers do;
2. The reasons for having competence systems in the workplace;
3. Language and formats of competence standards;
4. The value of different evidence sources;
5. How to advise candidates during the planning meeting;
6. The methods of assessment and when best to use each type;
7. The importance of consistency in assessment decisions;
8. Record keeping requirements;
9. How to maintain confidential information;
10. How to deal with special requirements relating to delegate's needs;
11. How to deal with disputes and appeals;
12. Why the assessment plan should be updated to reflect progress;
13. Where and when to provide feedback that motivates the delegate;
14. How assessments are quality assured;
15. The importance of involving candidates in the appropriate assessment planning process;
16. How to create assessment plans for candidates;
17. How to carry out effective assessment using a variety of sources of evidence;
18. How to make an assessment decision based on examination of a collection of evidence;
19. How to record assessment feedback for candidates;
20. How to keep pertinent records.

COURSE DESIGN:

TOTAL: 16 hours

PREREQUISITE(S):

None.

MINIMUM/MAXIMUM NUMBER OF DELEGATES

This course requires a minimum of 1, and a maximum number of 12 trainees.

To offshore trainings, the course number of attendees will comply with the vessels/rig necessity.

CERTIFICATION:

Certificate of training

CERTIFICATE VALIDITY PERIOD:

2 years.